

CITY OF SILVERTON  
**CITY COUNCIL REGULAR MEETING – 7:00 p.m., April 2, 2018**

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**Silverton Community Center – Council Chambers – 421 South Water St.**

*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 Clerk at 503-874-2216 at least 48 hours prior to the meeting.*

*A copy of the packet and materials, not privileged information under Executive Session Meetings Law, are available for review Monday through Friday 8:00 am to 5:00 pm in the City Manager’s Office at the Silverton City Hall, located at 306 South Water Street. All documents will be available on our website at [www.silverton.or.us](http://www.silverton.or.us).*

**AGENDA**

- I. OPENING CEREMONIES – Call to Order, Pledge of Allegiance & Roll Call**
- II. APPROVAL of MINUTES** – Minutes from the special meeting held February 12, 2018, the work session held February 26, 2018 and the regular meeting held March 5, 2018
- III. OATHS of OFFICE/PUBLIC RECOGNITION**
  - 3.1 Proclamation – Child Abuse Prevention Awareness Month**
  - 3.2 Proclamation – National Service Recognition Day**
- IV. PUBLIC COMMENT** – 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 –**
  - 5.1 Audit presentation – Boldt, Carlisle, & Smith**
  - 5.2 Chamber of Commerce monthly report**
- VI. PUBLIC HEARING – None Scheduled**
- VII. CONSENT AGENDA –**
  - 7.1 OLCC Liquor License for new retail off-premises sales for DG Retail LLC, dba: Dollar General Store #18394**
  - 7.2 OLCC Liquor License for new retail off-premises sales for Shaggy’s Den Smoke Shop, LLC**
  - 7.3 Resolution No. 18-09 – A resolution to increase the appropriation for Street Administration to cover the costs associated with the November 7, 2017 Fuel Tax Ballot Measure**
  - 7.4 Resolution No. 18-10 – A resolution of the Silverton City Council supporting a climate change/energy use study to be conducted by Sustainable Silverton**

- 7.5 Resolution No. 18-11 – A resolution of the Silverton City Council adopting the City Council Goals for Fiscal Year 2018-2019
- 7.6 Execute an Intergovernmental Agreement with ODOT for STIP Funds Related to the Steelhammer Road Improvement Project

**VIII. DISCUSSION/ACTION ITEMS –**

- 8.1 Ordinance No. 18-08 – Amending Silverton Municipal Code Chapter 5.34 Marijuana Facilities to modify certain standards
- 8.2 Ordinance No. 18-09 – Amending Silverton Municipal Code Chapter 10.08 to Update Code Language and Remove Fine Amounts
- 8.3 Resolution No. 18-12 – Adopting a fee schedule for parking
- 8.4 Public Comment and City Council direction on the demolition/deconstruction of the former Eugene Field School

**IX. APPOINTMENTS to COMMITTEES and ADVISORY GROUPS – None Scheduled**

**X. COUNCIL DISCUSSION –**

- 10.1 City Manager update
- 10.2 Council communications

**XI. EXECUTIVE SESSION – None Scheduled**

**XII. ADJOURNMENT –**

CITY OF SILVERTON  
**CITY COUNCIL SPECIAL MEETING MINUTES**

Silverton Community Center – Council Chambers – 421 South Water St.

February 12, 2018, 6:30 PM

**I. OPENING CEREMONIES – Call to Order, Pledge of Allegiance & roll call**

Mayor Palmer called the Special Meeting to order at 6:50 p.m.

<b>Present</b>	<b>Absent</b>	
<u>    X    </u>	<u>          </u>	<u>Mayor Kyle Palmer</u>
<u>    X    </u>	<u>          </u>	<u>Council President Jason Freilinger</u>
<u>    X    </u>	<u>          </u>	<u>Jim Sears</u>
<u>    X    </u>	<u>          </u>	<u>Matt Plummer</u>
<u>    X    </u>	<u>          </u>	<u>Dana Smith</u>
<u>    X    </u>	<u>          </u>	<u>Laurie Carter</u>
<u>    X    </u>	<u>          </u>	<u>Rhett Martin</u>

Staff Present:  
City Manager, Christy Wurster; and City Clerk, Lisa Figueroa

**II. DISCUSSION/ACTION ITEMS**

**2.1 Fiscal Year 2018-2019 Goal Setting – Sean O’Day, Mid-Willamette Valley Council of Governments**

Mid-Willamette Valley Council of Governments Executive Director Sean O’Day introduced himself and reviewed the process to update the City Council goals. He indicated there may be some objectives that have become routine for staff that the Council can remove it as an objective.

The Council reviewed the goals and updated them as noted on the following pages.

The Council recessed for a short break at 8:30 and reconvened at 8:35 p.m.

**CITY OF SILVERTON  
2018-2019 CITY COUNCIL GOALS**



Mission Statement

To provide exceptional public service that ensures safety, maintains infrastructure, preserves our unique heritage, and protects natural resources while proactively pursuing emerging opportunities to enhance our quality of life.

Vision Statement – Vision for Silverton in 2035

We envision a Silverton that honors its history, traditions and heritage, embraces diversity, encouraging thoughtful change while celebrating our past, present and future. Our future Silverton is a connected community with broad citizen engagement, a clear vision for the future, and a detailed plan of action to achieve it. We envision a Silverton with a strong economy and viable, locally owned businesses, carefully balancing economic growth with our continued small-town livability, quality of life and affordability. Our Silverton is guided by a comprehensive plan for our future growth, with strong leadership, meaningful public involvement, informed decisions, and agreement on our community’s key directions. We envision a Silverton that meets the basic needs of all of its residents, including quality jobs, affordable housing, accessible health care, and community safety. Education in our Silverton is a top priority for the entire community, providing our students with the best start in life, driving our community’s progress, and shaping its future.

Goal 1: Develop a 10-year Strategic Plan

	<b>Objective</b>	<b>Time Frame</b>	<b>Progress to Date/Comments</b> <del>1<sup>st</sup> Quarter (July 1 – Sept. 30)</del> <del>2<sup>nd</sup> Quarter (Oct. 1 – Dec. 31)</del>
1.1	Develop a 10-year Strategic Plan that encompasses the following elements: mission, vision, organizational values, significant issues and challenges facing the organization, goals and objectives, and actions and/or strategies. (Note: This goal is important to the City Council, but not time urgent. Council wants to minimize the cost of completion of the strategic plan.)	FY 2018-198 if time allows	<ul style="list-style-type: none"> <li>• <del>City Manager has discussed the possibility of having MWVCOG complete the Strategic Plan on behalf of the City.</del></li> <li>• <del>If accomplished this fiscal year, the work will likely take place in June.</del></li> <li>•</li> </ul>

Goal 2: Improve and Expand Public Outreach, Communication and Participation

	Objective	Time Frame	Progress to Date/Comments 1 <sup>st</sup> Quarter (July 1 – Sept. 30) 2 <sup>nd</sup> Quarter (Oct. 1 – Dec. 31)
2.1	Provide regular updates from the Mayor including city newsletter articles, State of City message, weekly coffee with the Mayor, Chamber business meetings, etc.	FY 2018-19 Goal Met	<ul style="list-style-type: none"> <li>• Mayor completes quarterly newsletter in Our Town publication.</li> <li>• Mayor regularly posts updates following City Council meetings.</li> <li>• City Manager attends weekly Downtown Business meeting to communicate City activities.</li> <li>• Councilor Plummer attended Downtown Business Meeting.</li> <li>• Mayor presented to Mid-Willamette Valley Realtors.</li> <li>• Councilor Smith attended Downtown Business Meeting.</li> <li>• 12/18/17 Mayor &amp; Council hosted a Town Hall where Mayor delivered State of City message</li> <li>• Mayor provides article in quarterly Our Town</li> </ul>
2.2	Quarterly city newsletter	FY 2018-19 Goal Met	<ul style="list-style-type: none"> <li>• Completed articles for July publication of Our Town.</li> <li>• Fall and Winter newsletter published &amp; distributed to Silverton residents.</li> <li>• Developed articles for Our Town quarterly newsletter, and posted on website and social media outlets</li> </ul>
2.3	Quarterly community partners meetings to discuss issues of mutual concern	FY 2018-19 Goal Met	<ul style="list-style-type: none"> <li>• City Manager, Police Chief, and Community Development Director attended quarterly city, county and schools breakfast in July</li> <li>• City Manager attends quarterly meeting with Senior Center leadership.</li> <li>• City Staff and City Manager attend</li> </ul>

			<ul style="list-style-type: none"> <li>• Emergency Management Meetings at Fire District.</li> <li>• Councilor Smith, City Manager, and Police Chief attended quarterly city, county and schools breakfast in October.</li> <li>• Staff attended Emergency Management meetings at Fire District and Marion County.</li> <li>• City Manager and Finance Director attend monthly Board Meetings of the Oregon Garden Foundation and participated in update to Bylaws.</li> </ul>
2.4	Update city website and provide an increased social media presence	FY 20187-198 Goal Met	<ul style="list-style-type: none"> <li>• Website has been updated with Council Goals, monthly calendar, and latest news.</li> <li>• Departments now post directly to social media sites allowing for quicker postings.</li> <li>• City staff is increasing presence on City website and social media.</li> <li>• Administration staff trained all departments to actively post information on the City website and Facebook page.</li> <li>• Finance Staff added a new page on the website for the Utility Assistance Program.</li> <li>• Police Department actively monitoring and posting information on web page, Facebook and Police Smart Phone App.</li> <li>•</li> </ul>
2.5	Provide presentations to service clubs, civic groups and partners	FY 20187-198 Goal Met	<ul style="list-style-type: none"> <li>• Mayor spoke at Kiwanis Club in September</li> <li>• City Manager gave presentations to Kiwanis Club, Silverton Mt Angel Women's Connection, and Hospital Auxiliary.</li> <li>• Mayor, City Manager and Police Chief presented at Apple Tree Program.</li> <li>• Community Development Director and Administrative Services Director have</li> </ul>

			<ul style="list-style-type: none"> <li>• <del>presented to Downtown Association.</del></li> <li>• <del>Mayor spoke to Mid-Willamette Valley Realtors</del></li> <li>• <del>Mayor spoke at Rotary Peace Pole dedication.</del></li> <li>• <del>Public Works Director presented to various Community Groups.</del></li> <li>• <del>Administrative Services Director presented Map Your Neighborhood presentations to community groups.</del></li> <li>• <del>Community Development Director presented information on Urban Renewal and Economic Development to the Chamber Business Group.</del></li> <li>• <del>Police Department staff did presentations for elementary students, day care, neighborhood meetings.</del></li> </ul>
2.6	Reconvene Citizen Involvement Committee to <a href="#">make recommendations on the formation and support of gauge interest and make a recommendation regarding the formation of</a> neighborhood associations	FY 2018-19	<ul style="list-style-type: none"> <li>• <del>Tentative schedule to begin in January 2018.</del></li> <li>• <del>Expected recommendation by end of fiscal year.</del></li> </ul>
2.7	Hold at least <a href="#">one two</a> Town Hall Meetings <a href="#">(July and December)</a>	FY 2018-19 Goal Met	<ul style="list-style-type: none"> <li>• <del>First Town Hall meeting held on Monday, December 18, 2017.</del></li> </ul>
2.8	Explore opportunity to include camera on the City's website	FY 2018-19	<ul style="list-style-type: none"> <li>• <del>Located cameras at Community Center. Reviewing options to implement weather cam.</del></li> <li>• <del>Exploring option with ODOT.</del></li> <li>• <del></del></li> </ul>
2.9	<a href="#">Explore feasibility of creating and supporting a Youth Advisory Council</a>	<a href="#">FY 2018-19</a>	<ul style="list-style-type: none"> <li>• <del></del></li> </ul>

Goal 3 – Maintain and Improve Infrastructure and Facilities for Current and Future Citizens in an Efficient Manner.  
 (Note: “Efficient manner” includes correct construction sequencing)

	Objective	Time Frame	Progress to Date/Comments <u>1<sup>st</sup> Quarter (July 1–Sept. 30)</u> <u>2<sup>nd</sup> Quarter (Oct. 1–Dec. 31)</u>
3.1	Continue planning for and build new Police Station within <u>five-four (54)</u> years, with plans to incorporate City Hall within <u>ten-nine (910)</u> years <u>to include:-</u> <ul style="list-style-type: none"> <li>• <u>Determine future use with public input</u> of facility (if it remains) or raze</li> <li>• <u>Develop construction funding plan</u></li> <li>• Conduct hazardous material abatement</li> <li>• Conduct facility needs assessment for civic center/city hall</li> <li>• Consider economy of scale by developing both facilities at the same time vs separate construction</li> <li>• Hire architectural firm to create conceptual ideas up to and including final full scale all-encompassing civic building with interconnection and design</li> <li>• Develop Master Plan (City Hall/Police Station/Park)</li> </ul>	FY 201 <u>87-198</u>	<ul style="list-style-type: none"> <li>• <del>Offer submitted on Eugene Field property. City is in due diligence period.</del></li> <li>• <del>City has finalized the purchase of the property.</del></li> <li>•</li> </ul>
3.2	Finalize the updated Transportation Master Plan and begin implementation	FY 201 <u>87-198</u>	<ul style="list-style-type: none"> <li>• <del>DKS has provided the Solutions Memo which will be reviewed by the Advisory Committee in January with an Open House to be held in February. Adoption expected in June 2018 or first part of FY 18-19.</del></li> </ul>
3.3	Perform SDC analysis <u>for transportation, water, waste water and storm water</u> and <u>related</u> rate studies as appropriate	FY 201 <u>87-198</u>	<ul style="list-style-type: none"> <li>• <del>Community Development Director provided support for a January 2018 Work Session Discussion</del></li> <li>• <del>Staff will begin working on an RFQ for this work in early 2018.</del></li> <li>• <del>Finance is assisting with utility information and has attended meetings with the consultant and the Public Works Director.</del></li> </ul>
3.4	Identify funding strategies <u>and implement y and implement island infill the development of infrastructure (sidewalks, bike paths, street lights and</u>	FY 201 <u>87-198</u>	



	<del>stormwater)infrastructure to provide infill and connectivity (sidewalks, bike paths, street lights and stormwater) between developed areas generally,</del>  <del>Consider city-funded sidewalk infill project with a specified budget</del>		
3.5	Complete Old Mill Park improvements	FY 2018 <del>7</del> -198	<ul style="list-style-type: none"> <li>• <del>Silver Creek Overlook design is nearing completion and bid documents will be ready in early 2018.</del></li> <li>• <del>Anticipate construction Summer 2018</del></li> </ul>
3.6	Update street signage in compliance with MUTCD requirements	FY 2017-18 & FY 2018-19	<ul style="list-style-type: none"> <li>• <del>Staff is implementing these MUTCD changes in their sign change out program.</del></li> </ul>
3.7	Install 100% radio read water meters <del>within three</del> <u>within two (2)</u> years	FY 2018 <del>7</del> -198	<ul style="list-style-type: none"> <li>• Staff is ahead of schedule for this work and anticipates completion next fiscal year.</li> </ul>
3.8	All major residential areas to be connected for safe travel (streetlights, sidewalks, and bike lanes/paths) to schools and downtown	<del>Begin</del> FY 2018 <del>7</del> -198	<ul style="list-style-type: none"> <li>• <del>The goal was used a criteria when prioritizing the project list in the TSP update.</del></li> </ul>
3.9	Reconstruct McClaine Street	FY 2018-19 / <u>2019-20</u>	<ul style="list-style-type: none"> <li>• <del>CCTV of sewer line has been completed and revealed the need for a new sewer main. Overall scope of work is being developed with a plan to produce a design RFQ in the Spring of 2018.</del></li> </ul>
3.10	Improve <u>streetscape and multi-modal connections to</u> South Water Street	FY 2019-20	<ul style="list-style-type: none"> <li>• <del>Staff continues to work with ODOT on the design for this project. ODOT's current schedule shows a 2020 construction timeline.</del></li> </ul>
3.11	<del>Complete physical assessment of the pool</del> Begin recommended pool facility improvements, including a slope stability study of the adjacent stream bank.	FY 2018 <del>7</del> -198	<ul style="list-style-type: none"> <li>• <del>Complete</del></li> <li>• <del>Geotechnical Assessment of the streambank will be conducted during Summer 2018</del></li> </ul>
3.12	Improve Second Street between the railroad tracks towards Jefferson Street	<del>Begin</del> FY 2018 <del>7</del> -198	<ul style="list-style-type: none"> <li>• <del>Staff will be updating the city-wide Pavement Condition Index in early 2018 and will incorporate this segment of N. 2<sup>nd</sup> Street in the paving plan.</del></li> </ul>
3.13	Use the Northside Addition as a focus area to create a model to assess	Begin	

	overall improvements needed, create a cost analysis, provide funding options to move forward and use that model in other areas of Silverton	FY 2017-198	
3.14	<del>Determine</del> <u>Begin public process for determining</u> future use of Pettit Property — <del>Develop Master Plan (Park/Senior Housing/Inn &amp; Pub/Other)</del>	<u>Begin</u> <u>FY 2018-19</u>	
3.15	<u>Assist the URA in developing the scope of the redevelopment of the Westfield property, including possible use as affordable housing and/or assisted living</u>	<u>FY 2018-19</u>	
3.16	<del>Determine Future Use of Epping Property</del> — <u>Develop Master Plan for the Ike Mooney Property</u> (Park and Fire Substation)	<u>FY 2018-19</u>	
3.17	<u>Begin housing needs analysis and evaluate other comprehensive plan elements needing amendment. Comprehensive Plan Update (Periodic Review or Update Certain Elements)</u>	<u>FY 2018-19</u>	
3.18	Consider land <del>purchase-acquisition</del> to connect <u>Anderson Drive pedestrian pathway. Coolidge McClaine Park Expansion and Anderson Drive</u>	<u>FY 2018-19</u>	
3.19	Evaluate the structural condition of the Abiqua Dam and fish ladder and develop CIP for improvements (WTP)	<u>FY 2018-19</u>	
3.20	Work with the Army Corps of Engineers to develop a plan to restore storage capacity at the Silverton Reservoir	<u>FY 2018-19</u>	
3.21	<u>Identify a city-funded sidewalk infill project with a specified funding source</u>	<u>FY 2018-19</u>	

Goal 4 – Implement Policies and Programs to Maintain Safety and Quality of Life.

	<b>Objective</b>	<b>Time Frame</b>	<b>Progress to Date/Comments</b> <b>1<sup>st</sup> Quarter (July 1–Sept. 30)</b> <b>2<sup>nd</sup> Quarter (Oct. 1–Dec. 31)</b>
4.1	<del>Further develop</del> <u>and implement</u> strategies for affordable housing	FY <del>2017</del> 2018-189	<ul style="list-style-type: none"> <li>• Planning Commission has been meeting in Work Sessions to draft Development Code policies to integrate Affordable Housing in the development process. Held a stakeholder meeting in August 2017 and held a joint work session with the PC and CC in September. Held a PC Work Session in November. Expect code adoption to be underway if</li> </ul>

			not completed by end of the fiscal year
4.2	Consider regulations to allow for gray water irrigation systems	FY 2017-18 Goal Met	Gray water systems are allowed through the State and permitted through DEQ. Staff will have handouts for the Tier 1 General Permit 2401 and Homeowner's Guide available at City Hall.
4.23	Consider ordinances setting out: (1) -smoke-free -downtown area areas, (2) ban on -plastic shopping bags, and (3) /ban on food grade Styrofoam. Work with solid waste franchisee to implement m ban, and commercial composting program.	FY 2018-19	<ul style="list-style-type: none"> <li>• Prohibition on smoking within Parks and in downtown core discussed at 09/18/2017, 10/16/2017, and 11/20/2017 work sessions.</li> <li>• Prohibition on single-use plastic bags discussed at 09/18/2017 work session.</li> <li>• Prohibition on polystyrene foam discussed at 09/18/2017 work session.</li> <li>• Ordinances on smoking within Parks and Downtown Core scheduled for consideration on 01/08/18.</li> <li>• Ordinance prohibiting single-use plastic bags scheduled for consideration on 02/05/18.</li> <li>• Ordinance prohibiting polystyrene foam scheduled for consideration 02/05/18.</li> <li>• Referred to EMC for public outreach and potential solutions outside of Ordinances banning smoking on sidewalks, plastic shopping bags, and food grade Styrofoam.</li> </ul>
4.4	Consider expansion of utility bill assistance program	FY 2017-18 Goal Met	<ul style="list-style-type: none"> <li>• Finance is working to obtain information on progress of current program and viable options to expand the program.</li> <li>• Council approved an increase to \$5,000 for the program.</li> </ul>

			<ul style="list-style-type: none"> <li>Information on UAP is on website and shared on Facebook.</li> <li>Entered into a new agreement with SACA for administration. Provided \$5,000 to fund the program.</li> </ul>
4.35	Continue emergency preparedness outreach	FY 2018-19 Goal Met	<ul style="list-style-type: none"> <li>Conducted two Map Your Neighborhood workshops which resulted in three preparedness meetings.</li> <li>Working on community earthquake presentation.</li> <li>Hazardous Mitigation Plan approved by Council and FEMA; posted on website.</li> <li>Administrative Services Director presented information about emergency preparedness and MYN at the Downtown Business Meeting.</li> <li>Administrative Services Director met with three community groups.</li> <li>Staff updated Silver Creek Dam website.</li> <li>Administrative Services Director continues to present emergency preparedness information at Map Your Neighborhood meetings. Over 200 residents have received information. Ten MYN meetings are scheduled for February and March.</li> </ul>
4.4	<u>Examine means and methods for increasing street trees in areas that lack them; follow up on compliance with existing landscape development standards in new developments.</u>	<u>FY 2018-19</u>	•
4.5	<u>Study ways with community partners to implement sustainable energy program to lesson carbon footprint and achieve energy sustainability goals</u>	<u>FY 2018-19</u>	•
4.6	<u>In partnership with community organizations, evaluate ways to enhance beautification of city's entry gateways</u>	<u>FY 2018-19</u>	•

Goal 5 – Provide Efficient and Fiscally Sound Municipal Services

	<b>Objective</b>	<b>Time Frame</b>	<b>Progress to Date/Comments</b> <b>1<sup>st</sup> Quarter (July 1-Sept. 30)</b> <b>2<sup>nd</sup> Quarter (Oct. 1 – Dec. 31)</b>
5.1	Update long-range financial plan	FY 2018-19	<ul style="list-style-type: none"> <li>• Finance is working to compile the information to prepare a draft with projections first, then add documentation for the results of the projections.</li> <li>• Finance presented information at the Jan 22 Work Session and has received additional guidance from Council. Finance is moving forward to prepare a draft.</li> </ul>
5.2	Prepare renewal of pool operations and maintenance levy for November ballot	FY 2017-18 Goal Met	<ul style="list-style-type: none"> <li>• Complete</li> <li>• Voters approved 5-year operations and maintenance levy</li> </ul>
5.23	Assess the practicality and feasibility of establishing a Parks and Recreation District	FY 2018-19	<ul style="list-style-type: none"> <li>• City Manager has obtained a quote from Portland State University to administer this project.</li> </ul>
5.4	Develop a funding plan for construction of a new Police Station/City Hall/Civic Center		
5.35	Determine <del>strategy to repay how the the</del> Sewer SDC Fund <del>for purchase of will be paid for the</del> Pettit property, <del>owned by the Sewer Fund</del>	FY 2018-19	
5.46	Aggressively pursue funding opportunities for large scale water improvement projects (Silver Creek Raw Water Line, Water Treatment Plant Upgrade and 2 MG West-side Reservoir)	FY 2018-19	

**III. COUNCIL COMMUNICATIONS**

There were no communications.

**IV. ADJOURNMENT**

The Meeting adjourned at 8:48 p.m.

Respectfully Submitted By:

/s/Lisa Figueroa, City Clerk

DRAFT

1 CITY OF SILVERTON  
2 **CITY COUNCIL WORK SESSION MINUTES**

3 **Silverton Community Center – Council Chambers – 421 South Water St.**

4  
5 **February 26, 2018, 6:00 PM**

6  
7 **I. OPENING CEREMONIES – Call to Order, Pledge of Allegiance & roll call**

8  
9 Council President Freilinger called the Work Session to order at 6:05 p.m.

<b>Present</b>	<b>Absent</b>	
_____	Excused	Mayor Kyle Palmer
X	_____	Council President Jason Freilinger
X	_____	Jim Sears
X	_____	Matt Plummer
X	_____	Dana Smith
X	_____	Laurie Carter
X	_____	Rhett Martin

10  
11  
12  
13 Staff Present:

14 City Manager, Christy Wurster; Public Works Director, Christian Saxe; Community Development Director,  
15 Jason Gottgetreu; and City Clerk, Lisa Figueroa

16  
17 **II. DISCUSSION/ACTION ITEMS**

18  
19 **2.1 Discussion on public process for future of Eugene Field Property**

20  
21 Public Works Director Christian Saxe provided the staff report. He indicated the due diligence  
22 investigation of the Eugene Field property found the presence of hazardous materials in and on the  
23 structure, as well as an underground storage tank; which must be removed with the surrounding soils. He  
24 said the initial estimates for the abatement of the asbestos are in the \$150,000.00 range and the removal  
25 and abatement of the underground storage tank could cost approximately \$30,000.

26  
27 Public Works Director Saxe listed several options to solicit feedback, which included receiving public  
28 comment at future Council meetings and using the City website for discussion on the issue. The Council  
29 asked how they would disseminate the condition of the building to the public. City Manager Wurster  
30 indicated staff would provide a copy of the facility valuation report to the public on the City website. She  
31 indicated there should be some time allotted to solicit public comment to determine the use of the  
32 property. The Council discussed how they should move forward on the issue. Councilor Sears said he  
33 believes the building should not be in an inundation zone nor would it meet the needs of the City to  
34 maintain the essential functions in an emergency.

35  
36 The Council discussed the timeline. City Manager Wurster said staff could determine how to move  
37 forward once the Council makes a decision. She said the first step is to determine whether the building  
38 would be removed or remain on the property. Several Councilors commented that the City purchased the  
39 property with the intent to use it as a police department/civic center. Councilor Martin inquired whether it

1 would be feasible to pursue an estimate to repurpose the building. Councilor Plummer said he felt  
2 repurposing the building is not an option.  
3

4 The Council discussed ways to retain some of the history of the building. City Manager Wurster reviewed  
5 the Council would receive public comment at the March and April Council meetings on deconstruction  
6 and demolition of the building with a decision to move forward at the April meeting, and to not activate the  
7 community voice module on the City website. Council President Freilinger suggested creating a  
8 preservation committee or consider allowing people to take materials such as door knobs, etc. Councilor  
9 Smith indicated a licensed contractor with a Lead for Remediation certification would need to be involved  
10 to ensure hazardous materials are removed properly.  
11

## 12 **2.2 Discussion on Public Works Standards for Traffic Control Devices**

### 13 **Manual on Uniform Traffic Control Devices (MUTCD) standards**

14 Public Works Director Saxe provided the staff report and indicated the adopted Public works standards do  
15 not include specific direction on the installation of traffic control signage. He said the department uses  
16 current industry standards.  
17

18 Council President Freilinger opened the floor for public comment.  
19

20 Resident, Gary Green said he thinks people do not see the sign or ignore it, but he believes it should not  
21 be removed.  
22

23 Resident, Steve Marineau commented the City could install numerous signs, but the people who speed  
24 will do it regardless of any signage.  
25

### 26 **Steelhammer Road stop sign**

27 Councilor Sears presented information to the Council. He reviewed the roadway classification within the  
28 City. He said speed limits are set by statute or by an engineering study and reviewed the criterion. He  
29 provided information on various traffic calming measures. He displayed a table from the Silverton  
30 Transportation System Plan and indicated Steelhammer supports only four physical measures because it  
31 is a collector road. He reviewed the advantages/disadvantages of various physical measures such as  
32 speed tables and roundabouts and compared stop sign installation requirements as per MUTCD  
33 standards versus the Municipal Code. He provided several recommendations:  
34

- 35 ● City follows, per our code, traffic engineering principles and recognized control standards/rules.  
36 This should include the MUTCD.
- 37 ● Speeding complaints are investigated to determine:
  - 38 ○ If zoned correctly determined by speed study.
  - 39 ○ If traffic calming measures would be appropriate.
  - 40 ○ If additional signing or temporary/permeant driver feedback signs (reader board, flashing  
41 lights, etc.) would be effective.
- 42 ● Stop signs are installed based on a traffic engineer's judgement/study as appropriate.
- 43 ● Consider adopting a neighborhood traffic management (NTM) program that would prioritize  
44 implementation and address issues on a systematic basis rather than a reactive basis. Criteria  
45 should be established for the appropriate application of NTM in the City.  
46

47 The Council discussed alternatives to stop signs at Steelhammer. Councilor Sears suggested it could be  
48 done incrementally to test the options. City Manager Wurster advised the Council she instructed staff to  
49 remove the stop sign on Steelhammer, unless the Council chooses not to remove it. Several Council  
50 members indicated they would prefer it be removed but not until there is another mechanism to replace  
51 the stop sign.  
52

53 Councilor Plummer suggested including signs at the top and bottom of the road with additional signage  
54 that says high pedestrian/residential signs and install buttons in the middle of the road. Councilor Smith  
55 suggested using vertical and horizontal measures. Councilor Carter said she would prefer painting on the  
56 pavement and flashing lights. Councilor Martin said he would like a traffic circle but does not believe it



1 would be a quick fix. Councilor Sears indicated he would prefer less costly methods but liked the reduced  
2 speed ahead with LEDs along the border of the sign, buttons and include a sidewalk table down towards  
3 the bottom of the road to make it look narrower. Council President Freilinger preferred signage, buttons  
4 along the bike lane, and suggested adding raised crosswalks when there is more development in that  
5 area.

6  
7 Chief Fossholm noted if the Council adopts measures for that area there is a possibility other  
8 neighborhoods will seek the same resolutions. City Manager Wurster indicated she would place the  
9 removal of the sign on hold until staff installs more signage. A consensus of the Council agreed to have  
10 include the MUTCD standards to the Public Works standards.

11  
12 **COUNCIL COMMUNICATIONS**

13  
14 Councilor Smith said there is a Homeless/Housing Task Force meeting on Thursday, March 1.

15  
16 Councilor Carter noted there is a city trash can near the intersection of Main and Water Streets that  
17 needs a lock for the gate.

18  
19 Councilor Freilinger said he would like to include a goal to increase the number fiber or wireless internet  
20 providers within the City.

21  
22 **III. ADJOURNMENT**

23  
24 The Meeting adjourned at 8:50 p.m.

25  
26 Respectfully Submitted By:

27  
28  
29 /s/Lisa Figueroa, City Clerk  
30

1 CITY OF SILVERTON  
2 **CITY COUNCIL MINUTES**

---

3 **Silverton Community Center – Council Chambers – 421 South Water St.**

4  
5 **March 5, 2018, 7:00 PM**

6  
7 **I. OPENING CEREMONIES – Call To Order, Pledge Of Allegiance & Roll Call**

8  
9 Mayor Palmer called the Meeting to order at 7:00 p.m.

<b>Present</b>	<b>Absent</b>	
<u>    X    </u>	<u>          </u>	Mayor Kyle Palmer
<u>    X    </u>	<u>          </u>	Council President Jason Freilinger
<u>    X    </u>	<u>          </u>	Jim Sears
<u>    X    </u>	<u>          </u>	Matt Plummer
<u>    X    </u>	<u>          </u>	Dana Smith
<u>    X    </u>	<u>          </u>	Laurie Carter
<u>    X    </u>	<u>          </u>	Rhett Martin

10  
11  
12 Staff Present:

13 City Manager, Christy Wurster; Chief of Police, Jeff Fossholm; Public Works Director, Christian Saxe;  
14 Community Development Director, Jason Gottgetreu; Administrative Services Director, Dianne Hunt;  
15 Finance Director, Kathleen Zaragoza; and City Clerk, Lisa Figueroa

16  
17 **II. APPROVAL OF MINUTES**

18  
19 Councilor Carter moved to approve the minutes. Councilor Freilinger seconded the motion.

20  
21 Councilor Plummer noted he offered to be the City liaison for the Sustainable Silverton group because it  
22 was not included in the minutes. Councilor Smith indicated her computer was having problems and asked  
23 that a vote be delayed. The Council tabled the minutes to later in the meeting.

24  
25 **III. OATHS OF OFFICE/PUBLIC RECOGNITION**

26  
27 Mayor Palmer presented a plaque to Maurice Leach for his service to the City. He provided comments on  
28 Mr. Leach's involvement in assisting the City in working with the School District and Wave Broadband to  
29 get the Council Chambers updated in order to broadcast Council meetings. Administrative Services  
30 Director Dianne Hunt also thanked Mr. Leach for his work.

31  
32 **IV. PUBLIC COMMENT –**

33  
34 Chris Kinman commented on behalf of his wife, Lindsay Kinman in regards to a letter she submitted to the  
35 City. He presented a copy of the letter to the Council for the record. He indicated they are trying to  
36 establish a Birth Center within Silverton however; there is no use category for birth centers in Silverton.  
37 He requested the City Council consider adopting the Oregon Department of Health guidelines to permit  
38 birthing centers within the City limits.

1 Benjamin and Eliah Blair addressed the Council. They indicated they have been involved in Vexillology,  
2 the study of flags. Mr. Blair said they learned the City does not have a flag and indicated it should. They  
3 proposed a design with a green background and a blue and white "S" shape representing Silver Creek.  
4 Councilor Carter thanked them for their research and the work put into the flag. She indicated she liked  
5 the concept of the simple flag with the green background as it relates to the state and the City's mission  
6 and vision. She inquired what the next step to translate it into an actual flag would be. Mr. Blair replied he  
7 was unsure about the process. Councilor Carter suggested the staff find out how to pursue this. Mayor  
8 Palmer indicated in fairness the City should have a public process to allow others to comment or submit  
9 their own suggestions. Councilor Plummer indicated he would keep Mr. Blair updated on the process.  
10 Councilor Smith and Councilor Carter thanked them for their presentation.

11  
12 Councilor Smith requested the Council go back to review the minutes. Mayor Palmer reviewed the motion  
13 and the second. Councilor Smith commented on the January 22 work session, page two line 12,  
14 somewhere near the end of that paragraph she would like it to be noted for the record that it seemed  
15 fundamentally unfair for an 800 square-foot cottage near downtown to pay essentially the same total  
16 System Development Charges as a 2,500 square-foot house with a three car garage in a remote  
17 subdivision. On the February 5 minutes, page six, line 48, Councilor Smith indicated she was "pleasantly"  
18 surprised to see Ms. Fuhrman's application. On page seven, line 54, the EMC reached out to the  
19 businesses in regards to plastic bags and polystyrene ban as they conduct the other outreach. There was  
20 no further discussion and the motion to approve the minutes as amended carried unanimously.

## 21 22 **V. SCHEDULED PRESENTATIONS –**

### 23 24 **5.1 Gordon House Report**

25  
26 Board of Directors President Bruce Brown provided an annual report. He indicated the City owns the  
27 house but the conservancy maintains the house. He said they raised \$58,000 from visitors last year. He  
28 said tickets are now available to be purchased online and they have held several events which included  
29 poetry readings and musical events. He said they rented the facility to an artist from London during the  
30 Solar Eclipse and are considering overnight stays in the house as another source of revenue. He  
31 expressed gratitude for the City's financial assistance over the last two years and asked if the City could  
32 include an additional \$1,500 one-time support to purchase security cameras, exterior lighting, etc. in  
33 addition to the \$3,500. Councilor Carter suggested the \$1,500 be made as a grant request through the  
34 TOT. Mayor Palmer indicated it could be. Councilor Carter asked when is the deadline for the grant cycle.  
35 Community Development Director Jason Gottgetreu indicated the request should be made between May  
36 and July for the next fiscal year. The Council considered the request and commented it may be more  
37 appropriate to make the request to the Tourism Promotion Committee.

### 38 39 **5.2 National Fitness Campaign presentation**

40  
41 Mayor Palmer noted he presented this to the Council several months ago after he was approached by the  
42 National Fitness Campaign and the Council asked for more information about the program. Charles  
43 Baldwin indicated he worked with the Mayor on this presentation and played a video to the City Council.  
44 He provided an outline of the proposal for the record. He stated he spoke with three of the five cities  
45 included in the packet and noted those cities have not installed a fitness court in their city. He said  
46 currently, there are two courts installed in the United States; one in San Francisco and the other in  
47 Grapevine, Texas. He indicated it would cost \$80,000 to purchase the equipment and \$30,000 to install it.  
48 He suggested several ways money could be procured, such as through corporate sponsors, Healthy  
49 Eating and Active Living (HEAL) Campaign grants or the City's parks and recreation System  
50 Development Charges (SDC), etc.

51 Mr. Baldwin listed three possible sites; 1) Grassy area between the pool and the library 2) The open lot  
52 next to Borland gallery in Coolidge-McClaine Park and 3) Grassy area adjacent to the dog park and Judy  
53 Schmidt Skate Park.

54  
55 Mr. Baldwin said some of the costs could be decreased if the court were installed by City staff. He noted it  
56 is intended to be an all-weather court and may need to have a cover installed. The Council debated

1 whether the proposed facility would be used year round, who would use it, and location, etc. Councilor  
2 Smith asked if there were only two courts in the United States. Mr. Baldwin replied there are two in this  
3 year's program. Councilor Carter indicated she could see it being used six months out of the year, but  
4 questioned whether many people would utilize it during the winter and said she did not feel it would be  
5 practical for the City. There was discussion about the locations of the courts, such as near high schools to  
6 be used by students or near pedestrian and bicycle paths. Mr. Baldwin indicated he does not know the  
7 demographics of Silverton well enough to say with certainty whether or not this type of facility would be  
8 used. Councilor Carter said a lot of people attend the gyms in the winter and commented the  
9 temperature, dampness and other factors may contribute to people not using that type of facility in the  
10 winter. Mayor Palmer clarified the SDC fund is limited to creating parks within the City and cannot be  
11 used for any other purpose.

### 12 **5.3 Chamber Of Commerce Monthly Report**

14 Executive Director Stacy Palmer provided the monthly report. She indicated there were 5,052 contacts  
15 last month. She listed upcoming events including a meeting on March 14 for non-profit organizations and  
16 the Chamber golf tournament on Friday May 11. She said there is a new feature on the website that  
17 allows visitors to build their own itinerary when visiting Silverton. She said the forum lunches are now held  
18 on a quarterly basis and the flower baskets have been ordered. She said the Chamber Board discussed  
19 possible maintenance of the entryway monument signs into Silverton but there are some issues to  
20 maintain them such as the lack of nearby water and power sources. She said if the Public Works  
21 Department intends to maintain them, the Chamber Board would be able to provide assistance.

22 The City Council recessed at 8:05 p.m. and reconvened at 8:15 p.m.

## 23 **VI. PUBLIC HEARING**

### 24 **6.1 Ordinance No. 18-04 – Public Hearing to consider an annexation application to annex 685** 25 **Schemmel Lane and the adjacent Taxlot 601W34BB 03600 into the City Limits and zone the** 26 **properties R-1, Single Family Residential with a concurrent Property Line Adjustment** 27 **request with a Partition request to partition Taxlot 061W34BB 03600 into three parcels**

28 Mayor Palmer opened the Public Hearing at 8:17 p.m. and asked if any members of the Council wish to  
29 abstain or declare any conflicts of interest or ex-parte contacts. Councilor Carter and Councilor Freilingler  
30 both indicated they approached members in the audience and learned they were here for this agenda  
31 item but stated they do not feel it would impact their ability to make a fair and impartial decision. Mayor  
32 Palmer asked if any members of the audience wish to challenge any member of the Council for bias.  
33 There were no comments.

34 Community Development Director Jason Gottgetreu presented the staff report and said the request is to  
35 annex 685 Schemmel Lane and the adjacent taxlot into the City limits, zone the properties R-1, Single  
36 Family Residential with a concurrent Property Line Adjustment request to shift the common property line  
37 to the south by 12' with a Partition Application to partition the taxlot into three parcels with parcel 1  
38 containing 9,028 square feet, parcel two containing 8,800 square feet, and parcel 3 containing 10,356  
39 square feet and parcel 3 designated as a duplex lot. He reviewed the annexation criteria and said public  
40 facilities, services, and transportation networks are in place or planned to be provided with the  
41 development of the property. He noted the large conifer trees on the western side of the street between  
42 two-five feet from the edge of the pavement. He said the Planning Commission was presented with three  
43 options; 1) Have the property owners and developer sign a petition for improvement for a Waiver of  
44 Remonstrance for frontage improvements 2) Have pedestrian facilities on the western side of the trees in  
45 a manner that would not damage the root system of the trees 3) Have the frontage improvements  
46 constructed which would require the removal of all the trees, the widening of the street, the curbs, planter  
47 strip and sidewalk installed at the time of the development.

48 Community Development Director Gottgetreu said the Planning Commission considered all options and  
49 ultimately recommended the improvements be completed because the City strives to upgrade City  
50  
51  
52  
53  
54  
55  
56

1 facilities at the time of development. He said the area will meet City standards for any public  
2 improvements, is contiguous to the City and is within the Urban Growth Boundary. He said two residents  
3 commented at the Planning Commission to save the trees. The Council asked clarification questions in  
4 regards to the current location of the trees and the existing sidewalk on Schemmel. Councilor Freilinger  
5 asked if the property to the west could be developed in the future. Councilor Carter indicated Schemmel  
6 Lane is a dead end and asked if the other property could be accessed from Pine Street. Community  
7 Development Director Gottgetreu said minimizing connection points is the goal but the site could be  
8 developed without having that street connection or it could follow that previous development pattern.  
9 There was discussion in regards to how the trees impact the street. Councilor Smith questioned if there  
10 was a practical reason the road to the Sewer Treatment Plant needs to be widened and asked if there is  
11 parking on the west side of the street. She inquired if there were Waivers of Remonstrance for that  
12 property. Community Development Director Gottgetreu indicated he did not have that information.  
13 Councilor Smith questioned whether the existing sidewalk could continue along the frontage of one side  
14 of the road and extended all the way down and around the corner. Community Development Director  
15 Gottgetreu said he believes there is a 40-foot right-of-way along South Schemmel Lane but the planter  
16 strip could be removed if Steelhammer Road were developed. Councilor Smith indicated she does not  
17 believe the road would have enough traffic to the point where sidewalks and parking would be needed on  
18 both sides. Mayor Palmer said it could be the access point for the whole West Side. Councilor Smith  
19 indicated requiring Waivers of Remonstrance would ensure the improvements would be done in the future  
20 if there is a need. Community Development Director Gottgetreu explained the process for Waivers of  
21 Remonstrance. Councilor Carter commented on the benefits the trees provide to that neighborhood.

22  
23 Community Development Director Gottgetreu indicated the Planning Commission looked to see what  
24 impact the trees had on the street and realized there is some heaving under one of the trees, which was  
25 lifting the street a little bit. Councilor Smith questioned whether that tree would be removed. Community  
26 Development Director Gottgetreu illustrated where the southern access would be located and where the  
27 ripple in the street is located.

28  
29 Community Development Director Gottgetreu continued through the lot line adjustment application and  
30 indicated the line on the northern lot would be moved to the south side of the building to meet setbacks.  
31 he indicated the gray line was the proposed pedestrian path. There was discussion on whether a new  
32 developer could remove the trees. Community Development Director Gottgetreu said the Council could  
33 include a condition to preserve the trees through a development agreement. There was discussion in  
34 regards to the impact of lots if Schemmel Lane were developed. Councilor Smith asked if Schemmel  
35 Lane could be extended if at some point in the future the next lot over were developed. Community  
36 Development Director Gottgetreu said yes.

37  
38 Community Development Director Gottgetreu said no new streets are proposed as part of this partition  
39 and duplexes are permitted on one new lot in new partitions and shall be identified as a duplex lot on the  
40 final plat. There was discussion in regards to requirements such as fencing and the maximum allowable  
41 height.

42  
43 **Applicant testimony**  
44 Applicant, Tim Punzel said he would like to maintain the integrity of the property. He said the north tree  
45 appears to be growing faster than the rest and he plans to remove it so it does not buckle the road. He  
46 said he is fine with the Waiver of Remonstrance as he plans on building the duplex and keeping it.  
47 Councilor Carter commented on his willingness to work with the neighbors. Councilor Freilinger asked Mr.  
48 Punzel if he planned to remove only two trees. Mr. Punzel said yes but he would have someone look at  
49 the trees first to determine their health.

50  
51 **Public testimony**  
52 Connie Yoder, 630 Schemmel, commented in favor of the application. She read a letter and provided a  
53 copy for the record. She thanked her neighbors for coming and submitted a letter on behalf of her  
54 neighbor, Stephen Gorman, 550 Schemmel for the record. She said the trees were one of the reasons  
55 they decided to move there and the road is large enough to allow big trucks passage even with cars  
56 parked on the street. Councilor Carter thanked her for her comments.

1  
2 Paul Parmley, 600 Schemmel Lane, supported the application and said they purchased their home  
3 because it was not in a subdivision. He indicated they would like to see as much of the trees saved as  
4 possible.

5  
6 Rick Russ, 660 Schemmel Lane, said he would like to see the trees preserved.

7  
8 Katrina Alrick, 690 Schemmel Lane, commented on the application and thanked the builder for keeping  
9 the neighbors in mind.

10  
11 There were no comments in opposition of the application.

12  
13 Councilor Smith moved to close the Public Hearing. Councilor Sears seconded the motion and it carried  
14 unanimously.

15  
16 Mayor Palmer closed the Public hearing at 9:15 p.m.

17  
18 The Council asked for clarification in regards to amending one of the conditions of approval as  
19 recommended by the Planning Commission. Community Development Director Gottgetreu indicated the  
20 Council can modify the conditions as follows: 1) Condition one would require the applicant to sign a  
21 petition for a waiver of remonstrance for street improvements 2) Condition seven would be reinstated to  
22 remove the problematic tree for the location of the driveway.

23  
24 Community Development Director Gottgetreu indicated the conditions are included in the staff report,  
25 which is referenced in the ordinance and could be amended before the ordinance is adopted.

26  
27 Councilor Smith commented on preserving the trees but does not want the City to pay for road repairs at  
28 some point in the future. She indicated the fact that someday that land to the west is going be developed  
29 adding more traffic concerns her. Mayor Palmer recalled the trees at Schlador Street were that way when  
30 he attended school there. Councilor Smith replied someone will still have to pay for the road repairs. She  
31 questioned whether the waiver could be used for street repairs. Community Development Director  
32 Gottgetreu said it would be at least a half street improvement, which would include the first 17-foot of  
33 pavement measuring in from the curb. Councilor Carter reiterated her comments regarding the benefits of  
34 trees. Councilor Sears commented on the City's responsibility to maintain the streets and included it is  
35 one the reasons the City currently has developments with no sidewalks installed. He expressed concern  
36 about the City having to fund the improvements in the future because it struggles now to complete  
37 projects.

38  
39 Councilor Carter moved the City retain the trees in the roadway as is and have the applicant sign a  
40 petition for a Waiver of Remonstrance guaranteeing the applicant will improve the roadway upon the  
41 natural decline or death of the trees in the future. City Manager Wurster indicated the motion did not  
42 include the amendment for condition seven. Councilor Carter amended the motion to include the  
43 applicant shall coordinate with the Public Works Department to remove the problematic tree along parcel  
44 2 which will then be the location of the driveway to parcel 2. Councilor Freilinger seconded the motion.

45  
46 Councilor Sears asked for clarification regarding the trigger point to enact the waiver. Community  
47 Development Director Gottgetreu recommended the amendment read as, "...sign a Petition for  
48 Improvement / Waiver of Remonstrance for roadway improvements..." because then the Council would  
49 be able to make a motion to initiate the Local Improvement District for whatever reason the Council  
50 deems necessary. The Council discussed the motion. Councilor Carter indicated she could include the  
51 applicant would sign a petition for a Waiver of Remonstrance to guarantee they would improve the  
52 roadway upon the consent with consent of the City Council. Staff asked for clarification if improving the  
53 roadway would include widening the roadway and the addition of sidewalks or just the roadway  
54 improvements. Councilor Carter said she would rather retain the trees and require the applicant improve  
55 the roadway upon the natural decline or death of the trees in the future. Councilor Smith suggested the  
56 improvements comply with standards the Public Works Department has in place at that point in time.

1 Community Development Director Gottgetreu noted the City typically completes half street improvements  
2 with curbs and sidewalks. Mayor Palmer suggested the Council reinstate the original condition, and then  
3 in the future, the Council could modify the direction. City Manager Wurster suggested Councilor Carter  
4 withdraw her motion. Councilor Carter withdrew the motion. Councilor Freilinger withdrew his second.  
5

6 Councilor Freilinger moved the applicant would need to sign a waiver of remonstrance and would have  
7 similar conditions of approval with the amendment to remove condition one and reinstate condition seven.  
8 Councilor Carter seconded the motion. Following discussion, the motion carried six to one. Councilor  
9 Sears opposed the motion.

10  
11 Councilor Carter moved to have the first reading of Ordinance 18-04 by title only. Councilor Freilinger  
12 seconded the motion. Following discussion the motion carried unanimously.  
13

14 City Manager Wurster read Ordinance No. 18-04 by title only.

15  
16 Councilor Freilinger moved to pass Ordinance No. 18-04 on its first reading. Councilor Carter seconded  
17 the motion and it carried unanimously.  
18

19 Councilor Carter moved to have the second reading of Ordinance No. 18-04 by title only. Councilor Smith  
20 seconded the motion and it carried unanimously.  
21

22 City Manager Wurster read Ordinance No. 18-04 by title only.  
23

24 Councilor Freilinger moved to adopt Ordinance No. 18-04 on its second and final reading. Councilor  
25 Smith seconded the motion and it carried unanimously.  
26

27 Mayor Palmer reviewed the appeal procedures. The Council recessed at 9:45 p.m. and reconvened at  
28 9:54 p.m.  
29

## 30 VII. CONSENT AGENDA

31  
32 Mayor Palmer requested to remove Agenda Item 7.4 for discussion.  
33

34 Councilor Freilinger moved to extend the meeting beyond 10:00 p.m. Councilor Carter seconded the  
35 motion and it carried unanimously.  
36

37 Councilor Sears requested to remove Agenda Item 7.1 for discussion.  
38

39 Councilor Smith moved to approve the amended Consent Agenda. Councilor Sears seconded the motion  
40 and it carried unanimously.  
41

42 **7.2 Authorize the City Manager to sign a Professional Services Agreement for the pre-design**  
43 **of the Screw Press Dewatering System**

44  
45 **7.3 Resolution No. 18-08 – A Resolution to Adopt Capital Improvement Plan Update for Water,**  
46 **Sewer, Stormwater, and Street Improvements**  
47

48 **7.5 Authorize the City Manager to approve additional costs associated with the McClaine**  
49 **Street Sewer CCTV work**  
50

51 **7.1 Authorize the City Manager to sign an Intergovernmental Agreement with Marion County**  
52 **for Slurry Sealing**  
53

54 Councilor Sears referenced Section 5.1(c) on Agenda Item 7.1 and asked if the City would provide the  
55 public notification and whether staff would conduct inspections as the slurry seal is applied. Senior  
56 Engineer John Cramer said he has not been involved in the overlay projects, but indicated the City should

1 be able to be involved in that process and provide notifications as well. City Manager Wurster indicated  
2 Public Works Director Saxe has been meeting with Marion County to tighten the bid specifications to  
3 ensure the quality of work. Councilor Sears expressed concern that the agreement does not include City  
4 standards above and beyond the County's standards to hold them accountable. City Manager Wurster  
5 offered an amendment to Section 5.2(b) as, "...and administer the resulting construction contract as  
6 approved by the City of Silverton Public Works."  
7

8 Councilor Smith moved to approve the authorization as amended. Councilor Carter seconded the motion  
9 and it carried unanimously.  
10

#### 11 **7.4 Approval of rental of the Oregon Garden to the Oregon Garden Resort from June 15,** 12 **2018 through June 18, 2018 for Brewfest** 13

14 Administrative Services Director Dianne Hunt presented the staff report and indicated staff would like  
15 clarification from the Oregon Garden in regards to the area that is currently not in the management  
16 agreement. Regional Manager, Christine Diacetis provided a map as a handout to the City Council. She  
17 said the space they want to use for camping is known as the lower parking lots. She said they feel the  
18 City should be aware of their intent to use that area since it is not included in the legal description. She  
19 said there will be a separate insurance policy pertaining to the camping use, which will list the City as  
20 additionally insured. She said they are trying to rebrand the event to make it a multi-day event. She said  
21 tickets are currently on sale minus the camping element. Councilor Carter said none of the lower parking  
22 is in the lease right now. She said the City owns all of the property, but only a portion of it is leased to the  
23 Oregon Garden Foundation which in turn leases to the Moonstone Management Company. Councilor  
24 Smith asked whether a shuttle was planned. Ms. Diacetis said it is not currently scheduled, but pending  
25 the approval of the request they could include it. Councilor Smith requested they commit to having a  
26 shuttle. Ms. Diacetis said "Yes". Councilor Smith thanked Ms. Diacetis.  
27

28 Councilor Carter moved to approve the rental of the Oregon Garden to the Oregon Garden Resort from  
29 June 15 to June 18 for Brewfest. Councilor Freilinger seconded the motion.  
30

31 City Manager Wurster clarified the resort has the authority to use the property and the proceeds would go  
32 to the Foundation in the form of royalty payments through the admissions, so it would be authorizing the  
33 use versus the rental. Following discussion the motion carried unanimously.  
34

### 35 **VIII. DISCUSSION/ACTION ITEMS** 36

#### 37 **8.1 Public Comment on the demolition/deconstruction of the former Eugene Field School** 38

39 City Manager Wurster provided the staff report. She said the Council held a work session on February 26,  
40 2018 to review the building evaluation of the former Eugene Field School dated January 14, 2014, which  
41 indicated it would cost \$10.9 million to bring the building back to a level for use by the School District. She  
42 said during that discussion the Council determined they would accept public comment at the March and  
43 April Council meetings with a decision and direction on how to move forward in the next fiscal year with  
44 regard to the existing structure. She noted the City purchased the property with the intent to develop  
45 Police Department/Civic Center on the site. She indicated staff has not received any written comments.  
46 There were no comments from the public.  
47

#### 48 **8.2 Ordinance No. 18-05 – An ordinance amending Silverton Municipal Code Title 12 to** 49 **add Chapter 12.55 to regulate use of city property and rights of way** 50

51 Administrative Services Director Hunt provided the staff report. She noted the City Council directed staff  
52 to bring back a revised fee schedule to include a street closure fee, a banner hanging fee, and increase  
53 the alcohol permit fee. She indicated the City Attorney recommended the City draft a Special Event  
54 ordinance for the permit. She said Section 3 references Exhibit B, Chapter 12.48.050; Permit for use of  
55 designated area would be an additional amendment. She said it was not included in the packet but was  
56 placed at their seats before the meeting.



1  
2 Councilor Freilinger moved to have the first reading of Ordinance No. 18-05 by title only. Councilor Smith  
3 seconded the motion and it carried unanimously.  
4

5 City Manager Wurster read Ordinance No. 18-05 by title only.  
6

7 Councilor Freilinger moved to pass Ordinance No. 18-05 on its first reading. Councilor Carter seconded  
8 the motion and it carried unanimously.  
9

10 Councilor Freilinger moved to have the second reading of Ordinance No. 18-05 by title only. Councilor  
11 Carter seconded the motion and it carried unanimously.  
12

13 City Manager Wurster read Ordinance No. 18-05 by title only.  
14

15 Councilor Freilinger moved to pass Ordinance No. 18-05 on its second and final reading. Councilor Smith  
16 seconded the motion and it carried unanimously.  
17

18 **8.3 Resolution No. 18-07 – A Resolution amending the City’s Administrative Fee**  
19 **Schedule**  
20

21 Administrative Services Director Hunt presented the staff report. She said the resolution will amend the  
22 City’s fee schedule. Mayor Palmer indicated he supports the banner fee but believes the First Friday  
23 banner should not be charged to the Chamber.  
24

25 Chamber Executive Director Palmer said it is cost prohibitive to hang it every month and there have been  
26 instances where it does not go up so other local events may be advertised. Councilor Freilinger asked if  
27 the banner could be the default City banner and hung up whenever the space is empty. Councilor Carter  
28 asked about the Veteran’s Day banner and who would pay for it. Mayor Palmer asked if she owned that  
29 banner. Councilor Carter replied people were asked to donate to City Hall for it. Councilor Freilinger  
30 inquired who asked to put that banner up. Councilor Carter stated she did, but instead of having it paid  
31 out of the City budget, they opened it up to donations and that’s how it got paid for. Mayor Palmer  
32 suggested the Veteran’s organization take over the banner and fundraises to hang it up. Councilor  
33 Freilinger asked if the City holds onto that banner. Councilor Carter said yes and questioned why the City  
34 would make the Veterans pay for a banner thanking them for their service. City Manager Wurster noted  
35 the Council could pass the resolution excluding the banner hanging fee until staff brings it back with more  
36 information.  
37

38 Councilor Freilinger moved to pass Resolution No. 18-07 and removing the banner hanging fee at this  
39 time. Councilor Carter seconded the motion.  
40

41 Councilor Plummer said he is not sure he can support the delinquent account fee of \$40. It was noted the  
42 Council may direct staff to bring that back at a future meeting. Following discussion the motion carried  
43 unanimously.  
44

45 **8.4 Ordinance No. 18-06 – Amending Silverton Municipal Code Chapter 3.12 Transient**  
46 **Occupancy Tax**  
47

48 Finance Director Kathleen Zaragoza presented the staff report. She indicated it is a housekeeping  
49 change. Councilor Carter asked for clarification in the ordinance where it referred to recordkeeping that  
50 every operator shall keep guest records at the location of the hotel in the City and whether electronic  
51 records can be kept on computers. Finance Director Zaragoza confirmed in the positive. Mayor Palmer  
52 said it is a good change. Councilors Smith and Carter agreed.  
53

54 Councilor Sears moved to have the first reading of Ordinance No. 18-06 by title only. Councilor Carter  
55 seconded the motion and it carried unanimously.  
56

1 City Manager Wurster read Ordinance No. 18-06 by title only.  
2 Councilor Carter moved to pass Ordinance 18-06 on its first reading. Councilor Smith seconded the  
3 motion and it carried unanimously.  
4

5 Councilor Carter moved to have the second reading of Ordinance 18-06 by title only. Councilor Freilinger  
6 seconded the motion and it carried unanimously.  
7

8 City Manager Wurster read Ordinance No. 18-06 by title only.  
9

10 Councilor Carter moved to pass Ordinance 18-06 on its second and final reading. Councilor Freilinger  
11 seconded the motion and it carried unanimously.  
12

13 **8.5 Ordinance No. 18-07 – Granting A Non-Exclusive Telecommunications Franchise To**  
14 **Lightspeed Networks, Inc., Declaring An Emergency, And Stating An Effective Date**  
15

16 Community Development Director Gottgetreu presented the staff report and indicated LS Networks has  
17 one customer, which is Silverton High School. He noted there was concern to provide service  
18 immediately; hence an emergency clause was included in the ordinance. Councilor Sears asked if the  
19 franchise would allow them to provide service to other customers within the City. Councilor Sears stated  
20 she asked Andy Bellando about that recently and got the impression they were not planning on doing  
21 that. Councilor Sears stated the franchise would allow them to.  
22

23 Councilor Freilinger moved to have the first reading of Ordinance No. 18-07 by title only. Councilor Sears  
24 seconded the motion and it carried unanimously.  
25

26 City Manager Wurster read Ordinance No. 18-07 by title only.  
27

28 Councilor Freilinger moved to pass Ordinance No. 18-07 on its first reading. Councilor Carter seconded  
29 the motion and it carried unanimously.  
30

31 Councilor Freilinger moved to have the second reading of Ordinance No. 18-07 by title only. Councilor  
32 Smith seconded the motion and it carried unanimously.  
33

34 City Manager Wurster read Ordinance No. 18-07 by title only.  
35

36 Councilor Freilinger moved to adopt Ordinance No. 18-07 on its second and final reading. Councilor  
37 Carter seconded the motion and it carried unanimously.  
38

39 **IX. APPOINTMENTS TO COMMITTEES AND ADVISORY GROUPS**  
40

41 **9.1 Ratify appointment of Karolle Hughes to the Homeless/Housing Task Force**  
42

43 Mayor Palmer presented the staff report. He indicated because of the timing of the meeting, Ms. Hughes  
44 attended the Task Force meeting last week and he asked the Council to ratify the appointment.  
45

46 Councilor Smith moved to approve the appointment of Karolle Hughes to the Homeless/Housing Task  
47 Force. Councilor Freilinger seconded the motion and it carried unanimously.  
48

49 **X. COUNCIL DISCUSSION**  
50

51 **10.1 City Manager Update**  
52

53 City Manager Wurster noted the Silverton dog park is closed beginning today for a park improvement  
54 project and there will be a temporary park with an off leash area located at the field adjacent to the  
55 Eugene Field Elementary School. She said the project is anticipated to be completed by late September

1 2018 and information will be shared on the City's website. She noted a letter from Wave Cable was  
2 included in the Council packet notifying the City of a rate adjustment.

### 3 **10.2 Council Communications**

4  
5 Councilor Carter asked about the transition of ScanTV. Administrative Services Director Hunt said  
6 ScanTV is getting a live stream server so the sound system will be improved.

7  
8 Councilor Freilinger mentioned he is excited to see a new broadband provider in town. He said he would  
9 like to include a goal to look at new guidelines to increase the number of wireless and/or fiber broadband  
10 carriers coming into the City. He asked if the police report could expand on the "other" types calls  
11 referenced in the departmental report. Chief of Police Jeff Fossholm said he would work with staff to see  
12 if they can provide that information.

13  
14 Councilor Smith said there was a Task Force meeting last Thursday and prior to that they had not met  
15 since November or December. When the Task Force formed the Mayor expressed a desire there would  
16 be community groups that would step in during the whole process and take some of the weight so that it  
17 did not fall on the City to provide social services. She said there was a group of women that got together  
18 and started talking about what could be done in a small kind of pilot project to move forward on a  
19 transitional shelter. She said the Vicker from St. Edwards by the hospital was here earlier but left. She  
20 said she was here with her whole Board and said the church has land and it has been their mission to  
21 address this for some time. And so, all the forces just kind of came to align and a plan was developed to  
22 do a really small project that addressed four sleeping pods for single women. She referred to a page in  
23 the packet with two 8x16 really basic buildings no electricity and no plumbing making it really easy to get  
24 through building code issues and any necessary light could be provided through a battery operated  
25 lantern. She described the inside which includes a single bed with storage underneath, a desk and some  
26 shelving. She said it is basically a lockable safe place for homeless women to store stuff so they are not  
27 spending their entire day figuring out where they are going to sleep that night and they can focus on  
28 getting connected with services and transition back into looking for medical services, looking for social  
29 services, getting connected with more permanent housing solutions, and all those things that are near  
30 impossible to do when all you can think about is where you are going be that night. She stated she had  
31 discussions with Jason about how the City could make something like this work; there was some Code  
32 language that the City needs to review, but basically religious institutions are allowed to provide this  
33 service already, it's just the physical form that it takes is really rigid, so you can't go this creative low cost  
34 somewhat temporary solution in our current Code language. She suggested the Council direct staff to  
35 come up with Code language that would allow for this sort of thing. She added in St. Edwards in particular  
36 there is a door on the backside of their facility that leads into a hallway where the bathrooms are; so they  
37 are talking about installing a second interior door that would lock from the church side, but allow the  
38 residents there to access bathrooms directly from the outside. Councilor Smith said they are talking about  
39 cleaning out a storage closet, maybe putting in a microwave, a kitchen sink and those sorts of things so  
40 the residents would have access to more than just a bed and they could start feeling like they are on their  
41 way back to a normal life. She added that the footprint only takes up three parking places in in their giant  
42 parking lot. She said the location seems ideal in that they have the medical community and hospital right  
43 there. She said they learned from people at the warming shelter that the hospital is a default homeless  
44 shelter because people go to the emergency room just to have someplace to go. She added the warming  
45 shelter people have been working closely with the hospital and there is a bus stop right there in case  
46 residents need to get to Salem. She said Safeway is right there for food and there are a number of groups  
47 that have kind of coalesced to make this happen and are still working through the plan. Councilor Smith  
48 said the first step is to determine if this would be allowed in the Code so that they can provide that  
49 service. She said their next step would be to do neighborhood outreach where the go door to door talking  
50 to people and then having a follow up meeting to answer questions in the neighborhood. Mayor Palmer  
51 indicated the Task Force recommended the City Council ask staff to draft the language. Councilor Carter  
52 inquired whether the church has permission to do this. Councilor Smith said, "Yes, they have the  
53 language on the back, you'll see that religious institutions and places of worship in our Code is it the  
54 accessory uses, accessory uses include Sunday school facilities, parking, caretakers housing, one  
55 transitional housing unit and group living facilities such as convents, a transitional housing unit is a  
56 housing unit for one household where the average length of stay is less than 60 days and there's other

1 definitions about what constitutes a household. But basically you can have four unrelated people that  
2 define a household." Councilor Carter said, "So then what we really need is, is to have the City be able to  
3 have tiny houses which would have plumbing and electricity but we don't have any, we don't have any  
4 way to do that do we." Councilor Smith said the description of the housing unit is such that it has to be all  
5 under a single roof. She said it would constitute an addition on the existing church, which would make it a  
6 permanent solution to a temporary problem. Councilor Freilinger asked why this is being granted to  
7 religious institutions only. Councilor Carter said, "It's a place to start." Councilor Carter said, "Why not  
8 expand it then." Councilor Smith said, "Well I think the idea was to not overwhelm the community, we  
9 wanted to make it acceptable and, and try it out and see if it would even work. We have what do we hear  
10 30-ish homeless people. I'm not sure what percentage of them are women, but we wanted to work the  
11 kinks out in a small way. And then if that works and we can show that it's not a detriment to neighbors  
12 and then move on. But I think that the pilot project is a good start rather than jumping in with both feet.  
13 The big deal is who has the land." There was a consensus of the Council to direct staff to draft language.  
14

15 Councilor Plummer said the meeting scheduled last month for the Transportation Advisory Committee  
16 was postponed because of inclement weather and will be held on March 22, 2018 starting at 6:00 p.m.  
17 Councilor Smith asked whether the meeting would be public. Councilor Plummer said yes.  
18

19 Mayor Palmer said the warming shelter group is considering becoming a non-profit organization and  
20 looking to provide daytime services. He noted the School would prefer to have annual joint work sessions.  
21 Councilor Smith inquired whether the Safe Routes to School issue has any reason to get together with  
22 them. She stated the Northwest Regional Director had a little sit down today with some people from  
23 ODOT, Andy Bellando from the school district and Christy Wurster were there. She said Mr. Baldwin and  
24 Representative Rick Lewis arrived as she was leaving. City Manager Wurster indicated in regards to the  
25 Safe Routes to School issue, policies are being formulated and the application process will open  
26 sometime in September. Councilor Smith she and Mr. Bellando would figure out what the best projects  
27 would be. City Manager Wurster said some of those projects are identified in the Transportation System  
28 Plan, but there may be more potential for funding if the City selected projects not located on the state  
29 highway. Councilor Smith agreed. Mayor Palmer said the Rotary Club will install the two new inclusive  
30 swings at Coolidge-McClaine Park on Saturday, March 31 at 10:00 a.m.  
31

#### 32 **XI. EXECUTIVE SESSION**

33  
34 There were none scheduled.  
35

#### 36 **XII. ADJOURNMENT**

37  
38 The Meeting adjourned at 11:16 p.m.  
39

40 Respectfully Submitted By:  
41

42  
43  
44 /s/Lisa Figueroa,  
45 Silverton City Clerk



## CITY OF SILVERTON PROCLAMATION

### CHILD ABUSE PREVENTION MONTH

In the matter of proclaiming April as Child Abuse Prevention Month

**WHEREAS**, every child deserves to live in a safe, loving and caring family environment; and

**WHEREAS**, in 2016 there were 11,843 reported victims of child abuse and neglect in Oregon. Of those reported cases, 1,255 were victims in Marion County; and

**WHEREAS**, we endeavor to join together as individuals, organizations, and government agencies to prevent child abuse in our county by providing opportunities to educate, train, and support caregivers by raising awareness of relevant topics, including child development, basic-care skills, discipline strategies, and goal-setting for parents; and

**WHEREAS**, by strengthening families and providing safe, stable, and nurturing environments that are free from violence, abuse, and neglect, opportunities are created for children's optimal growth and success, ensuring a secure future for our communities, where the needs of children are a priority and the needs of families are met;

**NOW THEREFORE**, the Mayor of the City of Silverton does hereby proclaim April 2018, as:

#### **“CHILD ABUSE PREVENTION MONTH”**

*And asks everyone to join together in protecting our children.*

**IN WITNESS WHEREOF**, I hereunto set my hand and cause the seal of the City of Silverton to be affixed this 2<sup>nd</sup> day of April, 2018.

---

Mayor Kyle Palmer



## CITY OF SILVERTON PROCLAMATION

### NATIONAL SERVICE RECOGNITION DAY APRIL 3, 2018

**WHEREAS**, service to others is a hallmark of the American character, and central to how we meet our challenges; and

**WHEREAS**, the nation's cities are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and

**WHEREAS**, AmeriCorps and Senior Corps address the most pressing challenges facing our communities, from educating students for the jobs of the 21st century, to fighting the opioid epidemic, to responding to natural disasters, to supporting veterans and military families; and

**WHEREAS**, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

**WHEREAS**, AmeriCorps and Senior Corps participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

**WHEREAS**, national service participants increase the impact of the organizations they serve, both through their direct service and by recruiting and managing millions of additional volunteers; and

**WHEREAS**, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

**WHEREAS**, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

**WHEREAS**, the Corporation for National and Community Service shares a priority with local leaders nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, the National Association of Counties, Cities of Service and local leaders across the country for National Service Recognition Day on April 3, 2018.

**NOW, THEREFORE**, as Mayor of the City of Silverton, I do hereby proclaim **April 3, 2018**, as:

#### **“NATIONAL SERVICE RECOGNITION DAY”**

*and encourage residents to recognize the positive impact of national service in our county; to thank those who serve; and to find ways to give back to their communities.*

**IN WITNESS WHEREOF**, I hereunto set my hand and cause the seal of the City of Silverton to be affixed this 2<sup>nd</sup> day of April, 2018.

---

Mayor Kyle Palmer



**Silverton, Oregon**

**ANNUAL FINANCIAL REPORT  
For the Year Ended June 30, 2017**

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**CITY OF SILVERTON**

**OFFICERS AND MEMBERS OF THE GOVERNING BODY  
For The Year Ended June 30, 2017**

**Mayor**

Kyle Palmer  
808 April Lane  
Silverton, OR 97381

Rick Lewis  
(Term ended February 2017)  
808 April Lane  
Silverton, OR 97381

**City Council**

Jason Freilinger  
1316 Frontier Street  
Silverton, OR 97381

Dana Smith  
PO Box 821  
Silverton, OR 97381

Jim Sears  
701 Mill Street  
Silverton, OR 97381

Laurie A. Carter  
805 Shelokum Dr  
Silverton, OR 97381

Matt Plummer  
(term began December 2016)  
709 Hicks Street  
Silverton, OR 97381

Rhett Martin  
(term began May 2017)  
215 Walnut Ave  
Silverton, OR 97381

Ken Hector  
(term ended December 2016)  
310 Apple Ave  
Silverton, OR 97381

**City Address**

306 South Water Street  
Silverton, OR 97381

**City Manager**

Christy Wurster

**Finance Director**

Kathleen Zaragoza

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## INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members  
of the City Council  
CITY OF SILVERTON  
Silverton, Oregon

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the **CITY OF SILVERTON**, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the **CITY OF SILVERTON**, as of June 30, 2017, the respective changes in financial position, and, where applicable, cash flows thereof, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**INDEPENDENT AUDITOR'S REPORT (Continued)**

***Other Matters***

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages a-f and the schedules of proportionate share of the net pension liability and contributions on pages 42-43 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining financial statements and individual fund schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining financial statements and individual fund schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining financial statements and individual fund schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

**Other Reporting Required by Oregon State Regulations**

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated March 9, 2018, on our consideration of the City's compliance with certain provisions of laws and regulation, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Boldt Carlisle + Smith  
Certified Public Accountants  
Salem, Oregon  
March 9, 2018

By:



Bradley G. Bingenheimer, Member



## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

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## CITY OF SILVERTON

### MANAGEMENT'S DISCUSSION AND ANALYSIS For the Year Ended June 30, 2017

This discussion and analysis presents the highlights of financial activities and financial position for the City of Silverton. The analysis focuses on significant financial issues, major financial activities and resulting changes in financial position, budget changes and variances from the budget, and specific issues related to funds and the economic factors affecting the City.

Management's Discussion and Analysis (MD&A) focuses on current year activities and resulting changes. Please read it in conjunction with the City's financial statements.

#### FINANCIAL HIGHLIGHTS

The City's assets exceeded its liabilities at June 30, 2017 by \$57,899,726 (*net position*). Of this amount, \$35,640,121 was invested in capital assets; \$15,038,517 was restricted for specific purposes resulting in unrestricted net position of \$7,221,088.

The City's total net position increased by \$5,438,411 (or 10.37%). The majority of the increase is due primarily to the increase of the net investment in capital assets.

The City's governmental activities had an increase in net position of \$4,182,891 of which \$1,740,332 is for unrestricted. There was also an increase in investment in capital assets of \$1,733,108.

The City's business-type activities had an increase in total net position of \$1,255,520, which is a result of the increase in the restricted for capital projects.

#### OVERVIEW OF THE FINANCIAL STATEMENTS

The City's annual financial report consists of several sections. Taken together they provide a report of the City's financial position as of June 30, 2017. The components of the report include the following:

**Management's Discussion and Analysis** This section of the report provides financial highlights, overview and economic factors affecting the City.

**Basic Financial Statements** They include a statement of net position, a statement of activities, fund financial statements and the notes to the financial statements.

The statements of net position and activities focus on an entity-wide presentation using the accrual basis of accounting and provide both long-term and short-term information about the City's financial status. The governmental activities include most of the City's basic services such as police, street maintenance and improvement, community planning and governance. The business-type activities include the operation of the City's sewer and water utilities.

Fund financial statements focus separately on major governmental funds and proprietary funds. Governmental fund statements follow the more traditional presentation of financial statements. The City's major governmental funds are presented in their own columns and the nonmajor funds are combined into a column titled "total nonmajor funds." A budgetary comparison statement is presented for the General Fund.

Statements for the City's proprietary funds follow the governmental funds and include net position; revenues, expenses and changes in fund net position; and cash flows.

The notes to the financial statements provide additional disclosures required by governmental accounting standards and provide information to assist the reader in understanding the City's financial condition.

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

**Combining and Individual Fund Statements and Schedules.** Readers wanting additional information about other major funds not presented in the basic financial statements and nonmajor funds can find it in this section. Included within this section are:

- Combining statements of nonmajor governmental funds. These statements include balance sheets and statements of revenues, expenditures and changes in fund balances.
- Budgetary comparisons. Budgetary information for all funds, except the General Fund, which is presented within the basic financial statements, are presented here.
- Combining statements of nonmajor proprietary funds. These statements include balance sheets, statements of revenues, expenses, and changes in net position and cash flows.

**Audit comments and disclosures required by state regulations.** These are supplemental communications on the City's compliance and internal controls as required by Oregon State Statutes.

## FINANCIAL SUMMARY AND ANALYSIS

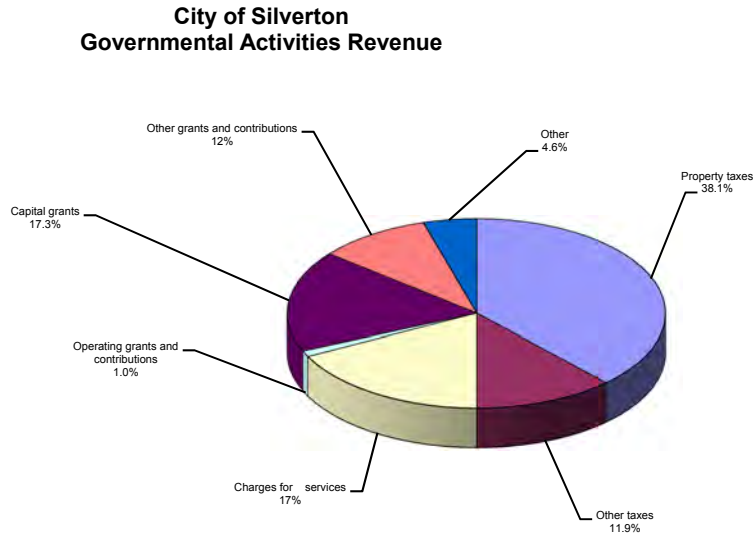
As mentioned earlier, the City's net position as of June 30, 2017 was \$57,899,726. The largest portion of net position is comprised of the City's investment in capital assets (e.g., land, buildings, equipment and public infrastructure); less any related debt outstanding used to acquire those assets. The City uses capital assets to provide services to citizens; therefore, these assets are not available for future spending. The resources to repay the related debt is not provided by capital assets, but will be provided from other sources such as charges for services.

	NET ASSETS					
	Governmental Activities		Business-type Activities		Totals	
	2016	2017	2016	2017	2016	2017
<u>Assets</u>						
Current and other assets	\$ 15,290,034	\$ 18,004,425	\$ 8,525,340	\$ 9,122,683	\$ 23,815,374	\$ 27,127,108
Capital assets, net	<u>12,921,345</u>	<u>14,235,189</u>	<u>32,589,065</u>	<u>32,630,005</u>	<u>45,510,410</u>	<u>46,865,194</u>
<u>Total assets</u>	<u>28,211,379</u>	<u>32,239,614</u>	<u>41,114,405</u>	<u>41,752,688</u>	<u>69,325,784</u>	<u>73,992,302</u>
<u>Deferred outflows of resources</u>	<u>365,946</u>	<u>2,015,434</u>	<u>148,229</u>	<u>734,680</u>	<u>514,175</u>	<u>2,750,114</u>
<u>Liabilities</u>						
Long-term liabilities	3,547,191	5,404,305	12,519,758	12,737,330	16,066,949	18,141,635
Other liabilities	<u>479,006</u>	<u>350,545</u>	<u>308,643</u>	<u>160,636</u>	<u>787,649</u>	<u>511,181</u>
Total liabilities	<u>4,026,197</u>	<u>5,754,850</u>	<u>12,828,401</u>	<u>12,897,966</u>	<u>16,854,598</u>	<u>18,652,816</u>
<u>Deferred inflows of resources</u>	<u>372,971</u>	<u>139,150</u>	<u>151,075</u>	<u>50,724</u>	<u>524,046</u>	<u>189,874</u>
<u>Net position</u>						
Net investment in capital assets	12,094,891	13,827,999	21,217,600	21,812,122	33,312,491	35,640,121
Restricted	7,616,821	8,326,272	5,831,022	6,712,245	13,447,843	15,038,517
Unrestricted	<u>4,466,445</u>	<u>6,206,777</u>	<u>1,234,536</u>	<u>1,014,311</u>	<u>5,700,981</u>	<u>7,221,088</u>
Total net position	<u>\$ 24,178,157</u>	<u>\$ 28,361,048</u>	<u>\$ 28,283,158</u>	<u>\$ 29,538,678</u>	<u>\$ 52,461,315</u>	<u>\$ 57,899,726</u>

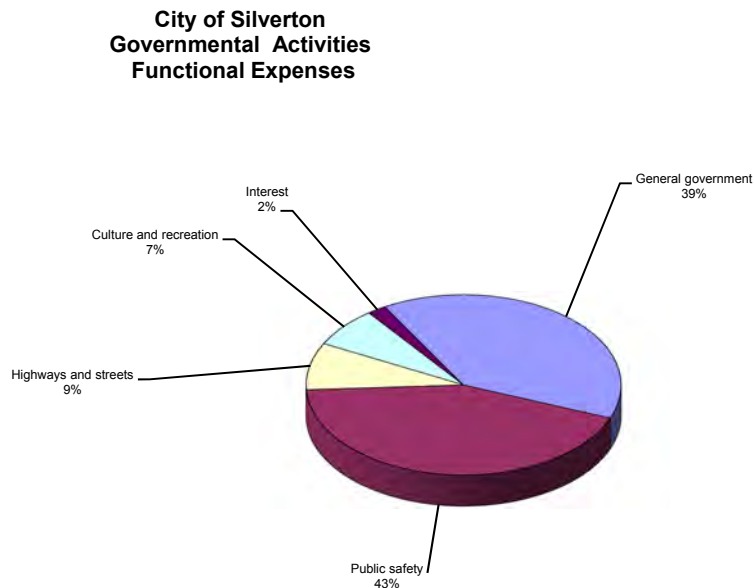
**MANAGEMENT’S DISCUSSION AND ANALYSIS (Continued)**

**FINANCIAL SUMMARY AND ANALYSIS (continued)**

The governmental activities revenue comes primarily from property taxes, charges for services and various grants and contributions. The City’s governmental expenses cover a wide variety of services, with general government, public safety and streets accounting for most of these expenses.



Property taxes are the City’s primary source of revenue comprising 38.1% of the City’s governmental revenue. The City’s permanent tax rate is \$3.6678 per \$1,000 of assessed value. Additional taxes levied are for the repayment of bonded indebtedness and for a pool operation levy. The next largest revenue sources was from charges for services, 17% and capital grants and contributions of 17.1%.



The primary expenses for governmental activities are public safety at 43% and general government at 39%. Public safety expenses are greater than general government expenses by \$246,292. Both general government expenses and public safety expenses are less for the 2017 fiscal year as compared to the 2016 fiscal year by a total of \$685,925.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

**FINANCIAL SUMMARY AND ANALYSIS (continued)**

Net position of the governmental activities increased by \$4,182,891, or 17.30%. Net position of the City's business-type activities increased by \$1,255,520 or 4.44%. Key elements of these changes are as follows:

	Governmental Activities		Business-type Activities		Totals	
	2016	2017	2016	2017	2016	2017
<b>Revenues</b>						
Program:						
Charges for services	\$ 1,266,651	\$ 1,524,779	\$ 5,251,312	\$ 5,520,198	\$ 6,517,963	\$ 7,044,977
Operating grants and contributions	40,436	86,868	-	-	40,436	86,868
Capital grants and contributions	1,018,282	1,513,270	662,532	594,824	1,680,814	2,108,094
General:						
Property taxes	3,373,967	3,320,962	-	-	3,373,967	3,320,962
Other taxes	924,745	1,042,671	-	-	924,745	1,042,671
Other grants and contributions	802,997	840,785	-	-	802,997	840,785
Other	288,595	397,729	172,918	102,311	461,513	500,040
Total revenues	<u>7,715,673</u>	<u>8,727,064</u>	<u>6,086,762</u>	<u>6,217,333</u>	<u>13,802,435</u>	<u>14,944,397</u>
<b>Expenses</b>						
General government	2,876,531	2,501,626	-	-	2,876,531	2,501,626
Public safety	3,058,938	2,747,918	-	-	3,058,938	2,747,918
Highways and streets	555,833	536,548	-	-	555,833	536,548
Culture and recreation	427,148	454,740	-	-	427,148	454,740
Interest on long-term obligations	134,462	123,665	-	-	134,462	123,665
Sewer	-	-	2,679,371	2,415,132	2,679,371	2,415,132
Water	-	-	1,500,702	1,381,859	1,500,702	1,381,859
Total expenses	<u>7,052,912</u>	<u>6,364,497</u>	<u>4,180,073</u>	<u>3,796,991</u>	<u>11,232,985</u>	<u>10,161,488</u>
Change in net position before transfers	662,761	2,362,567	1,906,689	2,420,342	2,569,450	4,782,909
Transfers	<u>951,105</u>	<u>1,167,074</u>	<u>(951,105)</u>	<u>(1,167,074)</u>	<u>-</u>	<u>-</u>
Increase in net position	1,613,866	3,529,641	955,584	1,253,268	2,569,450	4,782,909
Net position - beginning	23,057,791	24,178,157	26,919,074	28,283,158	49,976,865	52,461,315
Prior period adjustment	<u>(493,500)</u>	<u>653,250</u>	<u>408,500</u>	<u>2,252</u>	<u>(85,000)</u>	<u>655,502</u>
Net position - ending	<u>\$ 24,178,157</u>	<u>\$ 28,361,048</u>	<u>\$ 28,283,158</u>	<u>\$ 29,538,678</u>	<u>\$ 52,461,315</u>	<u>\$ 57,899,726</u>

**Governmental Activities**

The change in net position for governmental activities for 2017 was an increase of \$4,182,891. The increase is due to an increase in capital grants and a decrease in total expenses.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

### **Business-type Activities**

The increase in net position for business activities is \$1,255,520. The change is a mix of decreased expenses and an increase in charges for service.

### **FINANCIAL ANALYSIS OF FUNDS**

As of June 30, 2017, the City's governmental funds reported a combined fund balance of \$13,412,138, which is an increase of \$1,735,042 from June 30, 2016. The increase is the result of an increase in cash and receivables.

The General Fund is the primary operating fund of the City. As of June 30, 2017, the fund balance for the General Fund is \$3,627,896, which is a decrease of \$375,050 from June 30, 2016. The entire decreased amount is part of the decrease in cash and investments of \$507,766.

Proprietary funds provide the same type of information as presented in the government-wide statements of net position and activities, but in more detail. The proprietary fund's net position amounted to \$29,538,678 as of June 30, 2017, which is an increase of \$1,255,520 from June 30, 2016. The primary change was the result of an increase in current assets with a decrease in both current liabilities and long-term liabilities.

### **GENERAL FUND BUDGETARY HIGHLIGHTS**

There were fifteen budget transfer resolutions adopted by City Council during the fiscal year ended June 30, 2017. The General Fund budget appropriation changes reduced contingency, increased appropriations to allow for salary changes for the new City Manager and previous City Manager retiring, funds to pay for vehicle removal from the Silverton Reservoir, funds to pay for damages to the Old Mill restroom, funds to purchase land and additional transfers. The Electrical Inspection Fund increased transfers in and expenses for contracted services. The Building Operations Fund decreased contingency and increased contracted services. The Street Fund decreased contingency and increased personnel costs to cover snow removal related costs and transfers out to Street CIP Fund to cover additional slurry seal costs. The Sewer Fund decreased contingency and increased appropriations for the supplemental environmental project (SEP), the UV system for the wastewater treatment plant, for grinder pumps, for hydrated lime, and for the assessment of the Oregon Garden lift station. The Water Fund decreased contingency and increased expenditures for water repairs and Abiqua Intake related costs.

### **CAPITAL ASSETS AND DEBT ADMINISTRATION**

As of June 30, 2017, the City has invested \$70,439,517 in capital assets of its governmental and business-type activities, before accumulated depreciation. This investment includes land and land improvements, buildings, equipment and public infrastructure of roads and bridges. The investment in governmental activities capital assets increased by \$1,946,267, and business-type activities increased by \$991,581. Significant additions during the year ended June 30, 2017 in governmental activities the change was mostly for prior period adjustments. The investment in business-type activities increased due to a purchase of land for Water Fund, Silver Creek Intake for Water Fund, pressure reducing valve for Anderson, UV equipment for Sewer Fund, sewer line rehabilitation, and a water line rehabilitation.

Additional information regarding the City's capital assets is located within note 4 of the financial statements.

The governmental long-term principal debt outstanding as of June 30, 2017 was \$1,380,519 and business-type principal debt was \$11,267,967. Fiscal year ending June 30, 2017 was the last year for the General Obligation debt.

**MANAGEMENT’S DISCUSSION AND ANALYSIS (Continued)**

**CAPITAL ASSETS AND DEBT ADMINISTRATION (continued)**

A summary of the City’s principal long-term debt outstanding as of June 30, 2017 is as follows:

Pension Obligation Bond	\$ 1,423,413
Sewer Revenue Bonds payable to Bank of New York	6,200,000
Sewer LOCAP Rev Bonds payable to Bank of New York	3,480,000
Water Revenue loan payable to Citizens Bank	1,137,883
Notes payable to Oregon Economic and Community Development Department	234,225
Urban Renewal Loan to School District	172,965
Compensated absences	245,359

Additional information pertaining to the City’s long-term debt is located within Note 7 of the financial statements.

**ECONOMIC FACTORS**

During the 2017 fiscal year, the City continued to see an increase in demand for housing construction and improvements. Property taxes have also continued to increase at a moderate rate from the prior fiscal year. The City has several housing projects it expects will be completed within the next fiscal year. With the City’s continued increase in housing it will continue to monitor the ability to meet the demands for sewer, water and transportation needs. The City continues to be financially strong and continues to improve the infrastructure needs of the City for streets, sewer and water. As with many local governments, the City has many unfunded capital improvement projects pertaining to infrastructure that still need to be addressed.

**FINANCIAL CONTACT**

The City’s financial statements are intended to present users (citizens, taxpayers, customers, investors, and creditors) with a general overview of the City’s finances and to demonstrate the City’s accountability.

If you have questions about the financial report or need additional financial information, please contact Kathleen Zaragoza, Finance Director at 306 S Water St, Silverton, OR 97381. Financial information can also be located on the City of Silverton website at [www.silverton.or.us](http://www.silverton.or.us).



## **BASIC FINANCIAL STATEMENTS**

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**CITY OF SILVERTON**

**STATEMENT OF NET POSITION  
PROPRIETARY FUNDS  
June 30, 2017**

	Business-type Activities / Enterprise Funds				Governmental Activities	
	Sewer	Water	Total Nonmajor Funds	Total Enterprise Funds	Internal	
					Service	Funds
<b><u>ASSETS</u></b>						
Current assets						
Cash and cash equivalents	\$ 999,369	\$ 798,980	\$ 6,723,629	\$ 8,521,978	\$ 2,169,981	
Receivables, net	326,513	191,379	-	517,892	-	
Inventories	12,552	70,261	-	82,813	-	
Total current assets	1,338,434	1,060,620	6,723,629	9,122,683	2,169,981	
Capital assets						
Land and construction in progress	1,743,150	466,338	-	2,209,488	-	
Other capital assets, net	21,912,845	8,507,672	-	30,420,517	-	
<b>TOTAL ASSETS</b>	<b>24,994,429</b>	<b>10,034,630</b>	<b>6,723,629</b>	<b>41,752,688</b>	<b>2,169,981</b>	
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>						
Pension related items	422,403	312,277	-	734,680	-	
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>422,403</b>	<b>312,277</b>	<b>-</b>	<b>734,680</b>	<b>-</b>	
<b><u>LIABILITIES</u></b>						
Current liabilities						
Accounts payable and accrued liabilities	18,859	20,319	11,384	50,562	-	
Consumer deposits	-	67,519	-	67,519	-	
Accrued interest payable	34,439	5,705	-	40,144	-	
Compensated absences	39,842	27,599	-	67,441	-	
Long-term obligations due within one year	415,000	160,832	-	575,832	-	
Total current liabilities	508,140	281,974	11,384	801,498	-	
Long-term obligations due in more than one year	10,071,031	1,572,942	-	11,643,973	-	
<b>TOTAL LIABILITIES</b>	<b>10,579,171</b>	<b>1,854,916</b>	<b>11,384</b>	<b>12,445,471</b>	<b>-</b>	
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>						
Pension related items	29,164	21,560	-	50,724	-	
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>29,164</b>	<b>21,560</b>	<b>-</b>	<b>50,724</b>	<b>-</b>	
<b><u>NET POSITION</u></b>						
Net investment in capital assets	13,975,995	7,836,127	-	21,812,122	-	
Restricted for:						
Capital projects	-	-	5,443,063	5,443,063	-	
Debt service	-	-	1,269,182	1,269,182	-	
Unrestricted	832,502	634,304	-	1,466,806	2,169,981	
<b>TOTAL NET POSITION</b>	<b>\$ 14,808,497</b>	<b>\$ 8,470,431</b>	<b>\$ 6,712,245</b>	<b>29,991,173</b>	<b>\$ 2,169,981</b>	

Long-term obligations issued to prepay the PERS unfunded actuarial liability are allocable to business-type activities in the statement of net position (452,495)

Net position of business-type activities \$ 29,538,678

*See accompanying notes*

**CITY OF SILVERTON**

**STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2017**

Functions/Programs	Program Revenues				Net (Expense) Revenue and Changes in Net Position		
	Expenses	Charges for Services	Operating	Capital Grants	Governmental Activities	Business-type Activities	Totals
			Grants and Contributions	and Contributions			
<b>Governmental activities:</b>							
General government	\$ 2,501,626	\$ 619,847	\$ 6,174	\$ 55,080	\$ (1,820,525)		\$ (1,820,525)
Public safety	2,747,918	252,119	79,994	-	(2,415,805)		(2,415,805)
Highways and streets	536,548	569,632	-	1,193,105	1,226,189		1,226,189
Culture and recreation	454,740	83,181	700	265,085	(105,774)		(105,774)
Interest on long-term obligations	123,665	-	-	-	(123,665)		(123,665)
<b>TOTAL GOVERNMENTAL ACTIVITIES</b>	<u>6,364,497</u>	<u>1,524,779</u>	<u>86,868</u>	<u>1,513,270</u>	<u>(3,239,580)</u>		<u>(3,239,580)</u>
<b>Business-type activities:</b>							
Sewer	2,415,132	3,419,609	-	288,860		\$ 1,293,337	1,293,337
Water	1,381,859	2,100,589	-	305,964		1,024,694	1,024,694
<b>TOTAL BUSINESS-TYPE ACTIVITIES</b>	<u>3,796,991</u>	<u>5,520,198</u>	<u>-</u>	<u>594,824</u>		<u>2,318,031</u>	<u>2,318,031</u>
<b>TOTALS</b>	<u>\$ 10,161,488</u>	<u>\$ 7,044,977</u>	<u>\$ 86,868</u>	<u>\$ 2,108,094</u>	<u>(3,239,580)</u>	<u>2,318,031</u>	<u>(921,549)</u>
<b>General revenues:</b>							
Taxes levied for:							
General purposes					2,557,814	-	2,557,814
Debt service					763,148	-	763,148
Miscellaneous taxes					283,891	-	283,891
Franchise fees					758,780	-	758,780
Grants and contributions not restricted to specific programs					840,785	-	840,785
Unrestricted investment earnings					172,832	89,786	262,618
Miscellaneous					210,628	12,525	223,153
Gain on sale of capital assets					14,269	-	14,269
<b>Transfers</b>					<u>1,167,074</u>	<u>(1,167,074)</u>	<u>-</u>
<b>TOTAL GENERAL REVENUES AND TRANSFERS</b>					<u>6,769,221</u>	<u>(1,064,763)</u>	<u>5,704,458</u>
Change in net position					3,529,641	1,253,268	4,782,909
Net position - beginning					24,178,157	28,283,158	52,461,315
Prior period adjustment					<u>653,250</u>	<u>2,252</u>	<u>655,502</u>
Net position - ending					<u>\$ 28,361,048</u>	<u>\$ 29,538,678</u>	<u>\$ 57,899,726</u>

*See accompanying notes*

**CITY OF SILVERTON**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**June 30, 2017**

	General	Assessment	Total Nonmajor Funds	Total Governmental Funds
<b><u>ASSETS</u></b>				
Cash and cash equivalents	\$ 3,517,306	\$ 245,728	\$ 9,486,489	\$ 13,249,523
Receivables	426,902	1,124,011	1,027,844	2,578,757
Due from other funds	129,890	-	-	129,890
Inventories	-	-	6,164	6,164
	<u>\$ 4,074,098</u>	<u>\$ 1,369,739</u>	<u>\$ 10,520,497</u>	<u>\$ 15,964,334</u>
<b><u>LIABILITIES</u></b>				
Accounts payable and accrued liabilities	\$ 142,508	\$ -	\$ 121,689	\$ 264,197
Due to other funds	-	-	129,890	129,890
Consumer deposits	74,686	-	-	74,686
	<u>217,194</u>	<u>-</u>	<u>251,579</u>	<u>468,773</u>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>				
Unavailable revenue	229,008	1,039,932	814,483	2,083,423
	<u>229,008</u>	<u>1,039,932</u>	<u>814,483</u>	<u>2,083,423</u>
<b><u>FUND BALANCES</u></b>				
Nonspendable	-	-	6,164	6,164
Restricted	-	329,807	6,695,859	7,025,666
Committed	-	-	2,033,529	2,033,529
Assigned	301,844	-	718,883	1,020,727
Unassigned	3,326,052	-	-	3,326,052
	<u>3,627,896</u>	<u>329,807</u>	<u>9,454,435</u>	<u>13,412,138</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u>\$ 4,074,098</u>	<u>\$ 1,369,739</u>	<u>\$ 10,520,497</u>	

RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET POSITION

*Amounts reported for governmental activities in the statement of net position are different because:*

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds	14,235,189
Other long-term assets are not available for current period expenditures and, therefore, are reported as unavailable in the funds.	2,083,423
Some liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the funds.	(5,415,967)
Internal service funds are used by management to charge the cost of certain activities such as capital asset replacement and payment of extended leave benefits. The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net position.	2,169,981
Deferred outflows related to the pension plan are not current financial resources and therefore are not reported in the funds	2,015,434
Deferred inflows related to the pension plan are reported in the statement of net position but are not reported in the funds	(139,150)

NET POSITION OF GOVERNMENTAL ACTIVITIES

\$ 28,361,048

*See accompanying notes*

**CITY OF SILVERTON**

**STATEMENT OF REVENUES, EXPENSES AND  
CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
For the Year Ended June 30, 2017**

	General	Assessment	Total Nonmajor Funds	Total Governmental Funds
<b>REVENUES</b>				
Property taxes	\$ 2,566,988	\$ -	\$ 764,926	\$ 3,331,914
Transient tax	-	-	283,891	283,891
Franchise fees	758,780	-	-	758,780
Licenses, permits and fees	151,270	-	1,653,708	1,804,978
System development charges				
Fines and forfeitures	194,515	-	-	194,515
Assessments	-	86,556	-	86,556
Intergovernmental	347,786	-	743,368	1,091,154
Rentals	22	-	-	22
Loan repayments	-	-	31,340	31,340
Interest	52,016	4,664	92,444	149,124
Miscellaneous	155,228	-	17,162	172,390
	<u>4,226,605</u>	<u>91,220</u>	<u>3,586,839</u>	<u>7,904,664</u>
<b>TOTAL REVENUES</b>				
<b>EXPENDITURES</b>				
Current				
General government	1,595,727	-	722,269	22
Public safety	2,456,480	-	-	2,456,480
Highways and streets	-	-	303,419	303,419
Culture and recreation	178,951	-	156,878	335,829
Debt service	-	195,734	429,296	625,030
Capital outlay	68,448	-	913,119	981,567
	<u>4,299,606</u>	<u>195,734</u>	<u>2,524,981</u>	<u>4,702,347</u>
<b>TOTAL EXPENDITURES</b>				
Excess (deficiency) of revenues over expenditures	<u>(73,001)</u>	<u>(104,514)</u>	<u>1,061,858</u>	<u>3,202,317</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	1,178,893	125,000	1,935,940	3,239,833
Transfers out	(1,480,942)	-	(908,192)	(2,389,134)
	<u>(302,049)</u>	<u>125,000</u>	<u>1,027,748</u>	<u>850,699</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>				
Net change in fund balances	(375,050)	20,486	2,089,606	1,735,042
Fund balances at beginning of year	4,002,946	309,321	7,364,829	11,677,096
	<u>3,627,896</u>	<u>329,807</u>	<u>9,454,435</u>	<u>13,412,138</u>
Fund balance at end of year	<u>\$ 3,627,896</u>	<u>\$ 329,807</u>	<u>\$ 9,454,435</u>	<u>\$ 13,412,138</u>

*See accompanying notes*

**CITY OF SILVERTON**

**RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES AND CHANGES IN FUND BALANCES OF  
GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2017**

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS		\$ 1,735,042
<i>Amounts reported for governmental activities in the Statement of Activities are different because of the following</i>		
Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. The difference between those two amounts is:		
Capital outlay	\$ 1,122,984	
Depreciation	<u>(462,390)</u>	660,594
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds as follows:		
Taxes	(10,952)	
Special assessments	771,403	
Fines and forfeitures	55,312	
Housing rehabilitation loans	<u>(31,340)</u>	784,423
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds:		
Compensated absences		19,185
Accrued interest		3,996
Loans made to property owners for rehabilitation and improvement projects are expenditures in the fund statements but are assets on the statement of net position		95,129
Repayment of long-term obligation principal is an expenditure in the governmental funds, but the repayment reduces long-term obligations in the statement of net position.		439,995
The amount contributed to defined benefit pension plans is reported as an expenditure in the funds while governmental activities reports pension expense as the change in net pension asset or liability, pension related deferred outflows of resources and deferred inflows of resources		(432,985)
Internal service funds are used by management to charge the cost of certain activities, such as major equipment replacement and extended leave payments, to individual funds. The net revenue (expense) of internal services funds, adjusted for interfund activity, is reported with governmental activities.		<u>224,262</u>
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES		<u>\$ 3,529,641</u>

*See accompanying notes*

**CITY OF SILVERTON**

**GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget			
	Original	Final	Actual	Variance
<b>REVENUES</b>				
Property taxes	\$ 2,439,000	\$ 2,439,000	\$ 2,566,988	\$ 127,988
Franchise fees	615,000	615,000	758,780	143,780
Fees and permits	105,960	105,960	151,270	45,310
Fines and forfeitures	161,000	161,000	194,515	33,515
Charges for services	5,000	5,000	-	(5,000)
Intergovernmental	297,769	297,769	347,786	50,017
Rentals	-	-	22	22
Interest	40,000	40,000	46,100	6,100
Miscellaneous	48,300	48,300	137,260	88,960
<b>TOTAL REVENUES</b>	<u>3,712,029</u>	<u>3,712,029</u>	<u>4,202,721</u>	<u>490,692</u>
<b>EXPENDITURES</b>				
City Council	89,200	89,200	43,020	46,180
City Management	389,736	415,197	391,607	23,590
Finance	481,424	481,424	435,932	45,492
Police	2,599,385	2,599,385	2,424,444	174,941
Community Enforcement	64,105	64,105	39,727	24,378
Planning	185,116	185,116	183,337	1,779
Facilities Maintenance	283,260	289,510	227,872	61,638
Parks and Recreation	235,667	242,217	179,171	63,046
Computer Services	63,239	63,239	38,359	24,880
Non-departmental				
Materials and services	359,310	359,310	278,849	80,461
Capital outlay	17,000	79,000	57,288	21,712
Contingency	1,195,188	1,068,585	-	1,068,585
<b>TOTAL EXPENDITURES</b>	<u>5,962,630</u>	<u>5,936,288</u>	<u>4,299,606</u>	<u>1,636,682</u>
Excess (deficiency) of revenues over expenditures	<u>(2,250,601)</u>	<u>(2,224,259)</u>	<u>(96,885)</u>	<u>2,127,374</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	1,145,088	1,138,746	1,078,893	(59,853)
Transfers out	(880,942)	(900,942)	(880,942)	20,000
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>264,146</u>	<u>237,804</u>	<u>197,951</u>	<u>(39,853)</u>
Net change in fund balance	(1,986,455)	(1,986,455)	101,066	2,087,521
Fund balance at beginning of year	<u>2,969,500</u>	<u>2,969,500</u>	<u>3,224,986</u>	<u>255,486</u>
Fund balance at end of year	<u>\$ 983,045</u>	<u>\$ 983,045</u>	<u>\$ 3,326,052</u>	<u>\$ 2,343,007</u>

*See accompanying notes*



**CITY OF SILVERTON**

**STATEMENT OF NET POSITION  
PROPRIETARY FUNDS  
June 30, 2017**

	Business-type Activities / Enterprise Funds				Governmental Activities	
	Sewer	Water	Total		Internal Service	Funds
			Nonmajor Funds	Total Enterprise Funds		
<b><u>ASSETS</u></b>						
Current assets						
Cash and cash equivalents	\$ 999,369	\$ 798,980	\$ 6,723,629	\$ 8,521,978	\$ 2,169,981	
Receivables, net	326,513	191,379	-	517,892	-	
Inventories	12,552	70,261	-	82,813	-	
Total current assets	1,338,434	1,060,620	6,723,629	9,122,683	2,169,981	
Capital assets						
Land and construction in progress	1,743,150	466,338	-	2,209,488	-	
Other capital assets, net	21,912,845	8,507,672	-	30,420,517	-	
<b>TOTAL ASSETS</b>	<b>24,994,429</b>	<b>10,034,630</b>	<b>6,723,629</b>	<b>41,752,688</b>	<b>2,169,981</b>	
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>						
Pension related items	422,403	312,277	-	734,680	-	
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>422,403</b>	<b>312,277</b>	<b>-</b>	<b>734,680</b>	<b>-</b>	
<b><u>LIABILITIES</u></b>						
Current liabilities						
Accounts payable and accrued liabilities	18,859	20,319	11,384	50,562	-	
Consumer deposits	-	67,519	-	67,519	-	
Accrued interest payable	34,439	5,705	-	40,144	-	
Compensated absences	39,842	27,599	-	67,441	-	
Long-term obligations due within one year	415,000	160,832	-	575,832	-	
Total current liabilities	508,140	281,974	11,384	801,498	-	
Long-term obligations due in more than one year	10,071,031	1,572,942	-	11,643,973	-	
<b>TOTAL LIABILITIES</b>	<b>10,579,171</b>	<b>1,854,916</b>	<b>11,384</b>	<b>12,445,471</b>	<b>-</b>	
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>						
Pension related items	29,164	21,560	-	50,724	-	
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>29,164</b>	<b>21,560</b>	<b>-</b>	<b>50,724</b>	<b>-</b>	
<b><u>NET POSITION</u></b>						
Net investment in capital assets	13,975,995	7,836,127	-	21,812,122	-	
Restricted for:						
Capital projects	-	-	5,443,063	5,443,063	-	
Debt service	-	-	1,269,182	1,269,182	-	
Unrestricted	832,502	634,304	-	1,466,806	2,169,981	
<b>TOTAL NET POSITION</b>	<b>\$ 14,808,497</b>	<b>\$ 8,470,431</b>	<b>\$ 6,712,245</b>	<b>29,991,173</b>	<b>\$ 2,169,981</b>	
Long-term obligations issued to prepay the PERS unfunded actuarial liability are allocable to business-type activities in the statement of net position				(452,495)		
Net position of business-type activities				<u>\$ 29,538,678</u>		

*See accompanying notes*

**CITY OF SILVERTON**

**STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN NET POSITION  
PROPRIETARY FUNDS**

**For the Year Ended June 30, 2017**

	Business-type Activities / Enterprise Funds				Governmental
			Total	Total	Internal
	Sewer	Water	Nonmajor Funds	Enterprise Funds	Service Funds
<b>OPERATING REVENUES</b>					
Charges for services	\$ 3,419,609	\$ 2,100,589	\$ -	\$ 5,520,198	\$ -
<b>OPERATING EXPENSES</b>					
Personal services	812,814	624,572	-	1,437,386	-
Materials and services	517,221	340,151	19,026	876,398	-
Depreciation	629,054	341,190	-	970,244	-
Total operating expenses	<u>1,959,089</u>	<u>1,305,913</u>	<u>19,026</u>	<u>3,284,028</u>	<u>-</u>
Operating income (loss)	<u>1,460,520</u>	<u>794,676</u>	<u>(19,026)</u>	<u>2,236,170</u>	<u>-</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>					
Interest	13,093	8,944	67,749	89,786	23,708
Miscellaneous	3,557	8,968	-	12,525	-
Gain on disposition of capital assets	-	-	-	-	14,269
Interest	<u>(425,803)</u>	<u>(39,373)</u>	<u>-</u>	<u>(465,176)</u>	<u>-</u>
Total nonoperating revenue (expenses)	<u>(409,153)</u>	<u>(21,461)</u>	<u>67,749</u>	<u>(362,865)</u>	<u>37,977</u>
Income before capital contributions and transfers	1,051,367	773,215	48,723	1,873,305	37,977
Capital contributions	-	-	594,824	594,824	-
Transfers in	487,787	459,634	1,310,097	2,257,518	373,749
Transfers out	<u>(1,414,319)</u>	<u>(995,226)</u>	<u>(1,072,421)</u>	<u>(3,481,966)</u>	<u>(187,464)</u>
Change in net position	124,835	237,623	881,223	1,243,681	224,262
Net position at beginning of year	14,721,941	8,192,277	5,831,022		1,945,719
Prior period adjustment, net	<u>(38,279)</u>	<u>40,531</u>	<u>-</u>	2,252	<u>-</u>
Net position - ending	<u>\$ 14,808,497</u>	<u>\$ 8,470,431</u>	<u>\$ 6,712,245</u>		<u>\$ 2,169,981</u>
Adjustment to reflect the changes in the pension bond related to enterprise funds				<u>9,587</u>	
<b>CHANGE IN NET POSITION OF BUSINESS-TYPE ACTIVITIES</b>				<u>\$ 1,255,520</u>	

*See accompanying notes*

**CITY OF SILVERTON**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUNDS**  
**For the Year Ended June 30, 2017**

	Business-type Activities / Enterprise Funds				Governmental Activities
	Sewer	Water	Total Nonmajor Funds	Total Enterprise Funds	Internal Service Funds
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>					
Receipts from customers	\$ 3,379,647	\$ 2,118,139	\$ -	\$ 5,497,786	\$ -
Payments to suppliers	(559,819)	(438,353)	(28,811)	(1,026,983)	-
Payments to employees	(764,151)	(579,296)	-	(1,343,447)	-
<b>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	<u>2,055,677</u>	<u>1,100,490</u>	<u>(28,811)</u>	<u>3,127,356</u>	<u>-</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>					
Transfers in	-	-	-	-	-
Transfers out	(449,432)	(462,154)	-	(911,586)	-
<b>NET CASH (USED IN) NONCAPITAL FINANCING ACTIVITIES</b>	<u>(449,432)</u>	<u>(462,154)</u>	<u>-</u>	<u>(911,586)</u>	<u>-</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>					
System development charges received	-	-	594,824	594,824	-
Other	3,557	8,968	-	12,525	-
Sale of capital assets	-	-	-	-	14,269
Transfers in	-	-	1,310,097	1,310,097	373,749
Transfers out	(964,887)	(533,072)	(125,000)	(1,622,959)	-
Acquisition of capital assets	(6,048)	(55,463)	(947,421)	(1,008,932)	(188,129)
Principal paid on long-term obligations	(400,000)	(153,581)	-	(553,581)	-
Interest paid on long-term obligations	(426,941)	(40,143)	-	(467,084)	-
<b>NET CASH PROVIDED BY (USED IN) CAPITAL AND RELATED FINANCING ACTIVITIES</b>	<u>(1,794,319)</u>	<u>(773,291)</u>	<u>832,500</u>	<u>(1,735,110)</u>	<u>199,889</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>					
Interest on investments	13,093	8,944	67,749	89,786	23,708
<b>NET CASH PROVIDED BY INVESTING ACTIVITIES</b>	<u>13,093</u>	<u>8,944</u>	<u>67,749</u>	<u>89,786</u>	<u>23,708</u>
Net increase (decrease) in cash and cash equivalents	(174,981)	(126,011)	871,438	570,446	223,597
Cash and cash equivalents - beginning of year	1,174,350	924,991	5,852,191	7,951,532	1,946,384
Cash and cash equivalents - end of year	<u>\$ 999,369</u>	<u>\$ 798,980</u>	<u>\$ 6,723,629</u>	<u>\$ 8,521,978</u>	<u>\$ 2,169,981</u>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>					
Operating income (loss)	\$ 1,460,520	\$ 794,676	\$ (19,026)	\$ 2,236,170	\$ -
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities					
Depreciation	629,054	341,190	-	970,244	-
Decrease (increase) in assets and deferred outflows					
Receivables	(39,962)	19,048	-	(20,914)	-
Inventories	(7,965)	1,982	-	(5,983)	-
Pension related items	(335,763)	(250,688)	-	(586,451)	-
Increase (decrease) in liabilities and deferred inflows					
Accounts payable and accrued liabilities	(34,633)	(100,184)	(9,785)	(144,602)	-
Consumer deposits	-	(1,498)	-	(1,498)	-
Accumulated unpaid vacation	(330)	(1,286)	-	(1,616)	-
Net pension liability	443,895	338,462	-	782,357	-
Pension related items	(59,139)	(41,212)	-	(100,351)	-
<b>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	<u>\$ 2,055,677</u>	<u>\$ 1,100,490</u>	<u>\$ (28,811)</u>	<u>\$ 3,127,356</u>	<u>\$ -</u>
<b>SUPPLEMENTAL DISCLOSURE OF NON-CASH TRANSACTIONS</b>					
Transfers in	\$ 487,787	\$ 459,634	\$ -	\$ 947,421	\$ -
Transfers out	-	-	(947,421)	(947,421)	-
Total non-cash transactions	<u>\$ 487,787</u>	<u>\$ 459,634</u>	<u>\$ (947,421)</u>	<u>\$ -</u>	<u>\$ -</u>

*See accompanying notes*

## CITY OF SILVERTON

### NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2017

#### 1. Summary of significant accounting policies

##### A. Financial reporting entity

The **CITY OF SILVERTON** (City) was organized under the general laws of the State of Oregon. Control of the City is vested in its Mayor and Council Members who are elected to office by voters within the City. Administrative functions are delegated to individuals who report to and are responsible to the Mayor and Council. The chief administrative officer is the City Manager.

The accompanying financial statements present all activities, funds and the component unit for which the City is considered to be financially accountable. The criteria used in making this determination includes appointment of a voting majority, imposition of will, financial benefit or burden on the primary government, and fiscal dependency on the primary government.

The City Council serves as the governing body of the Silverton Urban Renewal Agency. Therefore, the accounts of the agency are included in the financial statements of the City.

Complete financial statements for the Silverton Urban Renewal Agency may be obtained from the City's finance department.

##### B. Government-wide and fund financial statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the City (the primary government) and its component unit. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 1. Summary of significant accounting policies (continued)

#### C. Measurement focus, basis of accounting and financial statement presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the functions of the City, the elimination of which would distort the direct costs and program revenues reported for the various functions concerned.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues are charges to customers for sales and services. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Significant revenues, which are susceptible to accrual under the modified accrual basis of accounting, include property taxes and federal and state grants. Other revenue items are considered to be measurable and available when received by the City. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. The bases of accounting described above are in accordance with accounting principles generally accepted in the United States of America.

The City reports the following major governmental funds:

*General* - accounts for the financial resources of the City that are not accounted for in any other fund. Principal sources of revenue are property taxes, franchise fees, and state shared revenues. Expenditures are primarily for general government operations, public safety, and culture and recreation. The General Operating Reserve Fund has been combined with the General Fund for financial reporting purposes.

*Assessment* - accounts for the collection of assessments charged to property owners for improvements that affect their property and for agreements with property owners who have requested to pay their system development charges using an installment method. Expenditures within this fund are for debt service payments.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 1. Summary of significant accounting policies (continued)

The City reports the following major proprietary funds:

*Sewer* - accounts for the operation of the City's sewer system.

*Water* - accounts for the operation of the City's water system.

The City includes the following nonmajor governmental fund types:

*Special revenue* - account for revenue derived from specific taxes or other revenue sources, which are legally restricted to finance particular functions or activities. When a special revenue fund is not an operating fund, transfers are made from the special revenue fund to the operating fund authorized to make expenditures.

*Debt service* - account for the resources accumulated and payments made for principal and interest on long-term debt of governmental funds.

*Capital projects* - account for expenditures on major construction projects or equipment acquisition. The principal sources of revenues are proceeds from long-term obligations issued to finance capital acquisitions and improvements.

The City includes the following nonmajor proprietary fund types:

*Enterprise* - accounts for the operations of predominantly self-supporting activities. Enterprise funds account for services rendered to the public on a user charge basis.

*Internal service* - accounts for services provided to other departments or agencies of the government, or to other governments, on a cost reimbursement basis. The principal sources of revenue are interfund charges and transfers.

#### D. Budget policies and budgetary control

Generally, Oregon Local Budget Law requires annual budgets be adopted for all funds except agency funds. The modified accrual basis of accounting is used for all budgets. All annual appropriations lapse at fiscal year-end.

The City begins its budgeting process by appointing budget committee members in the fall of each year. Budget recommendations are developed by management through early spring, with the budget committee meeting and approving the budget document in late spring. Public notices of the budget hearing are generally published in May or June and the hearing is held in June. The City Council adopts the budget, makes appropriations, and declares the tax levy no later than June 30. Expenditure appropriations may not be legally over-expended, except in the case of grant receipts and bond sale proceeds which could not be reasonably estimated at the time the budget was adopted.

The resolution authorizing appropriations for each fund sets the level at which expenditures cannot legally exceed appropriations. The City established the levels of budgetary control at the department and program level, along with transfers and contingencies when activity could be identified as such, and personal services, materials and services, capital outlay, operating contingencies, debt service, and all other requirement levels for other activity in funds.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 1. Summary of significant accounting policies (continued)

#### E. Property taxes

Under state law, county governments are responsible for extending authorized property tax levies, computing tax rates, billing and collecting all property taxes, and making periodic remittances of collections to entities levying taxes. Real and personal property taxes are levied upon all taxable property and become a lien against the property as of July 1 of each year. Property taxes are payable in three installments following the lien date on November 15, February 15 and May 15 each year.

Uncollected property taxes are reported in the governmental funds balance sheet as receivables; the portion which is available to finance expenditures of the current period is recorded as revenue and the remaining balance is recorded as deferred inflows of resources. Property taxes which are collected within 60 days of the end of the current period are considered available and recognized as revenue.

#### F. User charges and fines receivable

User charges and fines receivable are reported at the amount management expects to collect on balances outstanding at year-end. Management closely monitors outstanding balances and writes off, as of year-end, all balances that have not been collected by the time the financial statements are issued.

#### G. Cash and cash equivalents

For purposes of reporting cash flows, cash and cash equivalents include cash on hand, checking, savings and money market accounts, and any highly-liquid debt instruments purchased with a maturity of three months or less.

#### H. Inventories

Inventories are valued at the lower of cost (first-in, first-out method) or market. Inventories consist of expendable supplies held for consumption.

#### I. Capital assets

Capital assets are recorded in the statement of net position at cost or estimated historical cost if purchased or constructed. Donated items are recorded at their estimated fair value at the date of donation. The City records capital assets for items with original cost, or estimated fair value if donated, of \$5,000 or more and an expected economic useful life of 3 years or more.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 1. Summary of significant accounting policies (continued)

Public domain (infrastructure) capital assets (e.g., roads, bridges, sidewalks, storm sewers, and other assets that are immovable and of value to the City) that have been acquired or significantly reconstructed since 1980 have been capitalized at estimated historical cost.

Upon disposal of capital assets, the accounts are relieved of the related costs and accumulated depreciation, and resulting gains or losses are reflected in the change in net assets. Depreciation taken on contributed capital assets is recorded as an expense of operations and charged to retained earnings.

Capital assets are depreciated using the straight-line method over the following estimated useful lives with prorated depreciation in the year of acquisition and prorated depreciation in the year of disposal.

<u>Assets</u>	<u>Years</u>
Buildings and improvements	50
Plant in service	50
Machinery and equipment	10
Infrastructure	60

#### J. Long-term obligations

Long-term obligations consist of loans, bonds, and compensated absences.

Long-term obligations expected to be repaid from proprietary funds are accounted for in the business-type activities and proprietary funds and long-term obligations expected to be repaid from governmental funds are accounted for in the governmental activities.

#### K. Compensated absences

##### Sick leave

The City has a policy which permits employees to earn sick leave at the rate of one day per month with no limit on accumulation.

##### Vacation

The City has a policy which permits full-time employees to earn from 8 to 16 hours of vacation leave monthly based upon the years of continuous service. Employees may accumulate up to 240 hours.

#### L. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oregon Public Employee Retirement System (OPERS) and additions to/deductions from OPERS' fiduciary net position have been determined on the same basis as they are reported by OPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.



## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 1. Summary of significant accounting policies (continued)

#### M. Deferred outflows / inflows of resources

In addition to assets, the statements of net position reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. These include refunded debt charges and pension related items.

In addition to liabilities, the statement of net position will report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents amount that apply to a future periods and so will not be recognized as an inflow of resources (revenue) until that time. Pension related items which are amortized over specified periods are reported as deferred inflows of resources.

The balance sheet of governmental funds will report as deferred inflows unavailable revenues from property taxes, special assessments and notes receivable. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

#### N. Equity classification

##### Government-wide and proprietary fund reporting

In the government-wide and proprietary fund financial statements equity is classified as net position and displayed in three components:

***Net investment in capital assets*** – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.

***Restricted net position***– Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

***Unrestricted net position*** – All other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

In the government-wide and proprietary fund financial statements, when both restricted and unrestricted resources are available for use, it is the City’s policy to use restricted resources first, then unrestricted resources as they are needed.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 1. Summary of significant accounting policies (continued)

#### Governmental fund type fund balance reporting

Governmental type fund balances are reported within one of the fund balance categories list below:

***Non-spendable*** — Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

***Restricted*** — Amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

***Committed*** — Amounts that can be used only for specific purposes determined by a formal action of the City Council. The City Council is the highest level of decision making authority for the City. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the City Council.

***Assigned*** — Amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. The City Council has granted authority to the Finance Director to assign fund balance amounts.

***Unassigned*** — the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Additionally, other funds may report negative unassigned fund balance in certain circumstances.

In the governmental fund financial statements, when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the City, considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the City considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the City Council has provided otherwise in its commitment or assignment actions.

#### O. Risk management

The City is exposed to various risks of loss related to errors and omissions, automobile, damage to and destruction of assets, bodily injury, and worker's compensation for which the City carries commercial insurance. There has been no significant reduction in insurance coverage from the prior year and settled claims have not reached the level of commercial coverage in any of the past three fiscal years.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 2. Cash and investments

The City's cash and cash equivalents at June 30, 2017 are as follows:

Deposits with financial institutions	\$	117,716
State of Oregon Local Government Investment Pool		23,821,266
Cash on hand		<u>2,500</u>
Total deposits and cash equivalents	\$	<u>23,941,482</u>

The City maintains a pool of cash that is available for use by all funds. Each fund's portion of this pool is displayed on the financial statements as cash and investments. Interest earned on pooled cash and investments is allocated to participating funds based upon their combined cash and investment balances.

#### A. Deposits with financial institutions

*Custodial Credit Risk – Deposits:* This is the risk that in the event of a bank failure, the City's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) provides insurance for the District's deposits with financial institutions up to \$250,000 each for the aggregate of all non-interest bearing accounts and the aggregate of all interest bearing accounts at each institution. Deposits in excess of FDIC coverage with institutions participating in the Oregon Public Funds Collateralization Program are collateralized with securities held by the Federal Home Loan Bank of Seattle in the name of the institution. As of June 30, 2017, \$27,476 of the City's bank balances were exposed to custodial credit risk.

#### B. State of Oregon Local Government Investment Pool

Balances in the State of Oregon Local Government Investment Pool (LGIP) are stated at fair value. Fair value is determined at the quoted market price, if available; otherwise the fair value is estimated based on the amount at which the investment could be exchanged in a current transaction between willing parties, other than a forced liquidation sale.. The Oregon State Treasury administers the LGIP. The LGIP is an unrated, open-ended, no-load, diversified portfolio offered to any agency, political subdivision or public corporation of the state who by law is made the custodian of, or has control of, any fund. The LGIP is commingled with the State's short-term funds. To provide regulatory oversight, the Oregon Legislature established the Oregon Short-Term Fund Board and LGIP investments are approved by the Oregon Investment Council. The fair value of the City's position in the LGIP is the same as the value of the pool shares.

*Credit risk:* Oregon statutes authorize the City to invest in obligations of the U.S. Treasury and U.S. agencies, bankers' acceptances, repurchase agreements, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, and the state treasurer's investment pool.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 2. Cash and investments (continued)

*Concentration of Credit Risk:* The City does not have a formal policy that places a limit on the amount that may be invested in any one insurer. 100 percent of the City's investments are in the State of Oregon State and Local Investment Pool.

*Interest Rate Risk:* The City does not have a formal policy that limits investment maturities as a means of managing its exposure to fair-value losses arising from increases in interest rates.

*Custodial Credit Risk – Investments:* This is the risk that, in the event of the failure of a counterparty, the City will not be able to recover the value of its investments that are in the possession of an outside party. The City does not have a policy which limits the amount of investments that can be held by counterparties.

### 3. Receivables

Receivables as of June 30, 2017 consist of the following:

	Governmental Activities / Funds				Business-type Activities/ Enterprise Funds		
	General	Assessment	Nonmajor Governmental		Sewer	Water	Total
			Funds	Total			
User charges	\$ -	\$ -	\$ -	\$ -	\$ 326,639	\$ 190,529	\$ 517,168
Property assessments	-	1,124,011	-	1,124,011	-	-	-
Property taxes	108,175	-	38,989	147,164	-	-	-
County treasurer	11,525	-	3,757	15,282	-	-	-
Accounts	171,374	-	204,833	376,207	-	1,670	1,670
Notes	-	-	559,973	559,973	-	-	-
Fines	135,828	-	-	135,828	-	-	-
Loans	-	-	220,292	220,292	-	-	-
Allowance for doubtful accounts	-	-	-	-	(126)	(820)	(946)
	<u>\$ 426,902</u>	<u>\$ 1,124,011</u>	<u>\$ 1,027,844</u>	<u>\$ 2,578,757</u>	<u>\$ 326,513</u>	<u>\$ 191,379</u>	<u>\$ 517,892</u>

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 4. Capital assets

A. Activity in governmental activities for the year ended June 30, 2017 was as follows:

	Balances July 1, 2016	Prior period Adjustment	Additions	Deletions	Balances June 30, 2017
Capital assets not being depreciated					
Land	\$ 3,542,587	\$ 299,285	\$ 57,288	\$ -	\$ 3,899,160
Right of way	479,624	-	-	-	479,624
Construction in progress	396,974	-	42,357	(369,040)	70,291
Total capital assets not being depreciated	<u>4,419,185</u>	<u>299,285</u>	<u>99,645</u>	<u>(369,040)</u>	<u>4,449,075</u>
Capital assets being depreciated					
Buildings and improvements	3,744,274	396,366	-	-	4,140,640
Equipment	2,112,765	(350,091)	187,464	-	1,950,138
Land improvements	2,476,432	(235,994)	286,127	-	2,526,565
Infrastructure	4,431,353	713,717	918,788	-	6,063,858
Total capital assets being depreciated	<u>12,764,824</u>	<u>523,998</u>	<u>1,392,379</u>	<u>-</u>	<u>14,681,201</u>
Less accumulated depreciation for:					
Buildings and improvements	877,827	464,537	94,876	-	1,437,240
Equipment	1,915,179	(704,134)	114,966	-	1,326,011
Land improvements	369,203	434,475	75,607	-	879,285
Infrastructure	1,100,455	(24,845)	176,941	-	1,252,551
Total accumulated depreciation	<u>4,262,664</u>	<u>170,033</u>	<u>462,390</u>	<u>-</u>	<u>4,895,087</u>
Total capital assets being depreciated, net	<u>8,502,160</u>	<u>353,965</u>	<u>929,989</u>	<u>-</u>	<u>9,786,114</u>
Governmental activities capital assets, net	<u>\$ 12,921,345</u>	<u>\$ 653,250</u>	<u>\$ 1,029,634</u>	<u>\$ (369,040)</u>	<u>\$ 14,235,189</u>

B. Activity in business-type activities for the year ended June 30, 2017 was as follows:

	Balances July 1, 2016	Prior period Adjustment	Additions	Deletions	Balances June 30, 2017
Capital assets not being depreciated					
Land	\$ 1,869,610	\$ -	\$ 339,878	\$ -	\$ 2,209,488
Construction in progress	239,179	-	-	(239,179)	-
Total capital assets not being depreciated	<u>2,108,789</u>	<u>-</u>	<u>339,878</u>	<u>(239,179)</u>	<u>2,209,488</u>
Capital assets being depreciated					
Water and sewer lines	16,518,530	3,205	595,605	-	17,117,340
Buildings and improvements	6,745,500	(3,488)	-	-	6,742,012
Plant and equipment	24,607,008	2,933	312,627	(20,000)	24,902,568
Land improvements	337,833	-	-	-	337,833
Total capital assets being depreciated	<u>48,208,871</u>	<u>2,650</u>	<u>908,232</u>	<u>(20,000)</u>	<u>49,099,753</u>
Less accumulated depreciation for:					
Water and sewer lines	7,445,370	(28,745)	294,585	-	7,711,210
Buildings and improvements	2,429,272	25,427	136,403	-	2,591,102
Plant and equipment	7,655,608	(11,549)	529,292	(20,000)	8,153,351
Land improvements	198,345	15,264	9,964	-	223,573
Total accumulated depreciation	<u>17,728,595</u>	<u>397</u>	<u>970,244</u>	<u>(20,000)</u>	<u>18,679,236</u>
Total capital assets being depreciated, net	<u>30,480,276</u>	<u>2,253</u>	<u>(62,012)</u>	<u>-</u>	<u>30,420,517</u>
Business-type activities capital assets, net	<u>\$ 32,589,065</u>	<u>\$ 2,253</u>	<u>\$ 277,866</u>	<u>\$ (239,179)</u>	<u>\$ 32,630,005</u>

**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**

**4. Capital assets (continued)**

C. Depreciation expense was charged to functions/programs of the City as follows:

<i>Governmental activities</i>	
General government	\$ 94,444
Public safety	38,170
Highways and streets	213,855
Culture and recreation	<u>115,921</u>
Total depreciation expense - governmental activities	<u>\$ 462,390</u>
<i>Business-type activities</i>	
Sewer	\$ 629,054
Water	<u>341,190</u>
Total depreciation expense - business-type activities	<u>\$ 970,244</u>

**5. Unavailable revenue**

Financial resources in governmental funds which are measurable, but not yet available are as follows:

	<u>General</u>	<u>Assessment</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
Loans	\$ -	\$ -	\$ 220,292	\$ 220,292
Property taxes	93,180	-	34,218	127,398
Property assessments	-	1,039,932	-	1,039,932
Notes	-	-	559,973	559,973
Fines	<u>135,828</u>	<u>-</u>	<u>-</u>	<u>135,828</u>
	<u>\$ 229,008</u>	<u>\$ 1,039,932</u>	<u>\$ 814,483</u>	<u>\$ 2,083,423</u>

**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**

**6. Interfund transactions**

The interfund transfers during the year ended June 30, 2017 were as follows:

	<u>In</u>	<u>Out</u>
<u>Governmental</u>		
General	\$ 1,178,893	\$ 1,480,942
Assessment	125,000	-
Nonmajor governmental	1,935,940	908,192
Governmental activities - non-cash	187,464	57,374
<u>Proprietary</u>		
Enterprise		
Sewer	-	964,887
Sewer - non-cash	487,787	449,432
Water	-	533,072
Water - non-cash	459,634	462,154
Nonmajor	1,310,097	125,000
Nonmajor - non-cash	-	947,421
Business-type activities - non-cash	57,374	-
Internal Service		
Internal Service	373,749	-
Internal Service - non-cash	-	187,464
	<u>                    </u>	<u>                    </u>
Totals	<u>\$ 6,115,938</u>	<u>\$ 6,115,938</u>

In the adopted budget, the City anticipates making interfund transfers to move resources between funds to provide resources for specific expenditures that are not supported by other revenues.

Non-cash transfers occur when a fund acquires capital assets which will be used in the operation of a different fund's activities, issues long-term obligations which will be repaid out of a different fund's resources, or pays principal and interest on long-term obligations reported as a liability in a different fund.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 7. Long-term obligations

A. Changes in governmental activities long-term obligations for the year ended June 30, 2017 were as follows:

	Balances			Balances	Balances
	July 1,	Additions	Reductions	June 30,	Due Within
	2016			2017	One Year
Long-term debt obligations					
Bonded Debt					
2010 General Obligation Refunding Bonds	\$ 95,000	\$ -	\$ 95,000	\$ -	\$ -
Pension Obligation Bonds	1,453,731	-	30,318	1,423,413	31,307
Less amount allocated to business activities	(459,671)	-	(9,587)	(450,084)	(9,899)
Loans					
Oregon Economic Development Department (OEDD)	411,782	-	177,557	234,225	48,388
Silver Falls School District, 4J	<u>319,672</u>	<u>-</u>	<u>146,707</u>	<u>172,965</u>	<u>98,218</u>
Total long-term debt obligations	1,820,514	-	439,995	1,380,519	168,014
Other long-term obligations					
Compensated absences	197,103	177,918	197,103	177,918	177,918
Net pension liability	<u>1,529,574</u>	<u>3,845,868</u>	<u>1,529,574</u>	<u>3,845,868</u>	<u>-</u>
Total long-term obligations	<u>\$ 3,547,191</u>	<u>\$ 4,023,786</u>	<u>\$ 2,166,672</u>	<u>\$ 5,404,305</u>	<u>\$ 345,932</u>

B. Changes in business-type activities long-term obligations for the year ended June 30, 2017 were as follows:

	Balances			Balances	Balances
	July 1,	Additions	Reductions	June 30,	Due Within
	2016			2017	One Year
Long-term debt obligations					
Bonded Debt					
Sewer Revenue Refunding Bonds	\$ 6,465,000	\$ -	\$ 265,000	\$ 6,200,000	\$ 270,000
Local Oregon Capital Assets Program (LOCAP) Bonds	3,615,000	-	135,000	3,480,000	145,000
Pension Obligation Bonds amount allocated from governmental activities	459,671	-	9,587	450,084	9,899
Loans					
Citizen Bank	<u>1,291,466</u>	<u>-</u>	<u>153,583</u>	<u>1,137,883</u>	<u>160,832</u>
Total long-term debt obligations	11,831,137	-	563,170	11,267,967	585,731
Other long-term obligations					
Compensated absences	69,057	67,441	69,057	67,441	67,441
Net pension liability	<u>619,565</u>	<u>1,401,922</u>	<u>619,565</u>	<u>1,401,922</u>	<u>-</u>
Total long-term obligations	<u>\$ 12,519,759</u>	<u>\$ 1,469,363</u>	<u>\$ 1,251,792</u>	<u>\$ 12,737,330</u>	<u>\$ 653,172</u>



## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 7. Long-term obligations (continued)

#### C. Governmental activities long-term debt obligations

2010 General Obligation Refunding Bonds - The City issued bonds in the amount of \$1,175,000 to refund previously issued long-term debt obligations. Interest on bonds varies depending on the maturity date from 3 to 4 percent.

Pension Obligation Bonds- Original issue of \$1,957,495 due over 27 years in semi-annual installments payable on June 1 and December 1 with principal payments due annually on June 1. Variable interest rates at 2 to 7.36 percent.

OEDD loan - The City borrowed \$1,275,000 to provide financing for the extension of public infrastructure to specific properties within the City. Annual payments on December 1 with variable interest rates at 3 to 4.625 percent.

Silver Falls School District, 4J loan-Original issue of \$1,255,000 due over 14 years in annual installments payable on February 15, interest is adjusted to the rate of the Local Government Investment Pool on December 31 of each year.

#### D. Business-type activities long-term debt obligations

Sewer Revenue Refunding Bonds - The City issued bonds in the amount of \$8,170,000 to refund previously issued long-term debt. Payments are due over 25 years in semi-annual installments payable on June 1 and December 1 with principal payments due annually in June. Variable interest rates at 3 to 4.625 percent.

LOCAP Bonds - The City issued bonds in the amount of \$4,055,000 due over 20 years in annual installments payable on June 1. Variable interest rates at 2 to 4.6 percent.

Citizen Bank loan - The City borrowed \$1,663,000 due over 10 years in semi-annual installments payable on April 30 and October 31 with interest at 3 percent.

**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**

**7. Long-term obligations (continued)**

E. The future maturities of governmental activities long-term obligations are as follows:

Fiscal Year	Pension Obligation Bonds		OEDD	
	Principal	Interest	Principal	Interest
2018	\$ 21,408	\$ 109,504	\$ 48,388	\$ 8,213
2019	21,736	116,013	53,740	5,902
2020	34,406	110,181	54,116	3,521
2021	88,894	61,361	54,517	1,068
2022-26	519,688	206,099	23,464	-
2027-31	287,197	26,465	-	-
	<u>\$ 973,329</u>	<u>\$ 629,623</u>	<u>\$ 234,225</u>	<u>\$ 18,703</u>

Fiscal Year	Silver Falls SD		Totals	
	Principal	Interest	Principal	Interest
2018	\$ 98,218	\$ 1,782	\$ 168,014	\$ 119,499
2019	74,747	770	150,223	122,685
2020	-	-	88,522	113,702
2021	-	-	143,411	62,429
2022-26	-	-	543,152	206,099
2027-31	-	-	287,197	26,465
	<u>\$ 172,965</u>	<u>\$ 2,552</u>	<u>\$ 1,380,519</u>	<u>\$ 650,878</u>

**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**

**7. Long-term obligations (continued)**

F. The future maturities of business-type activities long-term obligations are as follows:

Fiscal Year	Sewer Revenue		LOCAP		Pension Obligation Bonds	
	Refunding Bonds		Principal	Interest	Principal	Interest
	Principal	Interest				
2018	\$ 270,000	\$ 268,406	\$ 145,000	\$ 144,872	\$ 9,899	\$ 50,636
2019	225,000	258,956	205,000	139,798	10,051	53,646
2020	235,000	249,956	210,000	131,597	15,910	50,950
2021	245,000	240,556	220,000	124,668	41,106	28,374
2022-26	1,390,000	1,047,180	1,210,000	493,930	240,312	95,302
2027-31	1,705,000	727,093	1,490,000	211,830	132,806	12,238
2032-36	<u>2,130,000</u>	<u>304,329</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 6,200,000</u>	<u>\$ 3,096,476</u>	<u>\$ 3,480,000</u>	<u>\$ 1,246,695</u>	<u>\$ 450,084</u>	<u>\$ 291,146</u>

Fiscal Year	Citizens Bank Loan		Totals	
	Principal	Interest	Principal	Interest
2018	\$ 160,832	\$ 32,893	\$ 585,731	\$ 496,807
2019	165,693	28,032	605,744	480,432
2020	170,701	23,024	631,611	455,527
2021	175,861	17,864	681,967	411,462
2022-26	464,796	21,054	3,305,108	1,657,466
2027-31	-	-	3,327,806	951,161
2032-36	<u>-</u>	<u>-</u>	<u>2,130,000</u>	<u>304,329</u>
	<u>\$ 1,137,883</u>	<u>\$ 122,868</u>	<u>\$ 11,267,967</u>	<u>\$ 4,757,185</u>

G. Funds used to liquidate other long-term obligations

The General, Street, Building Operations, and Transportation Funds have been used to liquidate the governmental activities long-term obligations for compensated absences and other post-employment benefits.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 8. Defined benefit pension plan

#### A. Plan description

Employees of the City are provided with pensions through the Oregon Public Employee Retirement Systems (OPERS).

The OPERS consists of a single cost-sharing multiple employer defined benefit pension plan.

OPERS produces an independently audited Comprehensive Annual Financial Report which includes detailed information about the pension plan's fiduciary net position. The report can be found at: [www.oregon.gov/pers/Pages/section/financial\\_reports/financials.aspx](http://www.oregon.gov/pers/Pages/section/financial_reports/financials.aspx)

#### B. Description of benefit terms

All benefits of the System are established by the legislature pursuant to ORS Chapters 238 and 238A.

#### Tier One/Tier Two retirement benefit (Chapter 238)

Tier One/Tier Two Retirement Benefit plan is closed to new members hired on or after August 29, 2003.

#### *Pension benefits*

The OPERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier Two members are eligible for full benefits at age 60.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 8. Defined benefit pension plan (continued)

#### Death benefits

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by a OPERS employer at the time of death,
- the member died within 120 days after termination of OPERS-covered employment,
- the member died as a result of injury sustained while employed in a OPERS-covered job, or
- the member was on an official leave of absence from a OPERS-covered job at the time of death.

#### Disability benefits

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including OPERS judge members) for disability benefits regardless of the length of OPERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.

#### Benefit changes after retirement

Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes.

#### Oregon Public Service Retirement Plan (Chapter 238A) (OPSRP)

##### Pension benefits

The OPSRP pension program provides benefits to members hired on or after August 29, 2003.

This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

Police and fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 8. Defined benefit pension plan (continued)

A member of the OPSRP pension program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

#### Death benefits

Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

#### Disability benefits

A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

#### Benefit changes after retirement

Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes.

### C. Contributions

OPERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due.

Employer contribution rates during the period were based on the December 31, 2013 actuarial valuation.

Tier 1/tier 2 employer contribution rates are 15.39 percent and the OPSRP employer contribution rates are 8.68 percent for general service employees and 12.79 percent for public safety employees. Employer contributions for the year ended June 30, 2017 were \$382,091.

### D. Actuarial valuations – Tier One/Tier Two

The December 31, 2013 actuarial valuation used the following actuarial methods and valuation procedures in determining the Tier One/Tier Two contribution rates.

#### Actuarial cost method

The employer contribution rates effective July 1, 2015, through June 30, 2017, were set using the entry age normal actuarial cost method. Under this actuarial cost method, each active member's entry age present value of projected benefits is allocated over the member's service from the member's date of entry until their assumed date of exit, taking into consideration expected future compensation increases.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 8. Defined benefit pension plan (continued)

#### Unfunded actuarial accrued liability amortization

The Tier 1/Tier 2 UAL amortization period is reset to 20 years as of December 31, 2013. Gains and losses between subsequent odd-year valuations will be amortized as a level percentage of combined valuation payroll (Tier 1/ Tier 2 plus OPSRP payroll) over a closed 20 year period from the valuation in which they are first recognized.

#### Retiree healthcare unfunded actuarial accrued liability amortization

The UAL for Retiree Health Care as of December 31, 2007 is amortized as a level percentage of combined valuation payroll (Tier 1/ Tier 2 plus OPSRP payroll) over a closed 10 year period. Gains and losses between subsequent odd-year valuations are amortized as a level percentage of combined valuation payroll over a closed 10 year period from the valuation in which they are first recognized.

#### Asset valuation method

The actuarial value of assets equals the market value of assets, excluding the Contingency and Capital Preservation Reserves, and the Rate Guarantee Reserve when it is in positive surplus status. Market values are reported to the actuary by PERS. Real estate and private equity investments are reported on a three-month lag basis.

#### Contribution rate stabilization method

Contribution rates for a rate pool (e.g. Tier 1/Tier 2 SLGRP, Tier 1/Tier 2 School Districts, OPSRP) are confined to a collared range based on the prior contribution rate (prior to application of side accounts, pre-SLGRP liabilities, and 6 percent Independent Employer minimum). The new contribution rate will generally not increase or decrease from the prior contribution rate by more than the greater of 3 percentage points or 20 percent of the prior contribution rate. If the funded percentage excluding side accounts drops below 60% or increases above 140%, the size of the collar doubles. If the funded percentage excluding side accounts is between 60% and 70% or between 130% and 140%, the size of the rate collar is increased on a graded scale.

#### Allocation of liability for service segments

For active Tier 1/Tier 2 members who have worked for multiple PERS employers over their career, the calculated actuarial accrued liability is allocated among the employers based on a weighted average of the Money Match methodology, which uses account balance, and the Full Formula methodology, which uses service. The allocation is 30% (5% for police & fire) based on account balance with each employer and 70% (95% for police & fire) based on service with each employer. The entire normal cost is allocated to the current employer.

#### Allocation of benefits-in-force reserve

The reserve is allocated to each rate pool in proportion to the retiree liability attributable to the rate pool.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 8. Defined benefit pension plan (continued)

#### Economic assumptions

Investment return	7.75% compounded annually
Pre-2014 interest crediting	8.00% compounded annually on regular account balances 8.25% compounded annually on variable account balances
Post 2013 interest crediting	7.75% compounded annually
Inflation	2.75% compounded annually
Payroll growth	3.75% compounded annually
Healthcare cost trends	Ranges from 6.1% in 2014 to 4.7% in 2083

#### Demographic assumptions

##### Mortality tables

Healthy retirees	RP 2000, Generational (Scale AA) Combined
Active/Healthy Annuitant, Sex Distinct	
Disabled retirees	RP 2000, Static, Combined Disabled, No Collar, Sex Distinct Male 65% and Female 90% of disabled table
Non-annuitants	Ranges from 55% to 70% of healthy retired mortality tables depending upon sex and employment type

#### Retirement assumptions

Probability tables based on age of member, years of service and employment type with all police and fire retired by age 65 and all others retired by age 70, election to receive a lump sum option at retirement, disability assumptions, termination assumptions and Oregon post-retirement residency assumptions.

#### Salary increase assumptions

Salary increase assumptions, in addition to general payroll growth, include merit increase, unused sick leave and vacation pay adjustments.

#### Actuarial valuations – OPSRP

The December 31, 2013 actuarial valuation for OPSRP generally used the same actuarial methods and valuation procedures as Tier One/Tier Two contribution rates except as follows:

##### OPSRP unfunded actuarial accrued liability amortization

The UAL as of December 31, 2007 is amortized as a level percentage of combined valuation payroll (Tier 1/ Tier 2 plus OPSRP payroll) over a closed period 16 year period. Gains and losses between subsequent odd-year valuations are amortized as a level percentage of combined valuation payroll over 16 years from the valuation in which they are first recognized.



## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 8. Defined benefit pension plan (continued)

#### Economic assumptions

An additional amount for administrative expenses is added to the normal cost.

#### Retirement assumptions

Probability tables are different but still based on age of member, years of service and employment type with all police and fire retired by age 65 and all others retired by age 70, election to receive a lump sum option at retirement, disability assumptions, termination assumptions and Oregon post-retirement residency assumptions.

- E. Net pension liability, pension expense and deferred outflows of resources and deferred inflows of resources related to pensions

#### Net pension liability

At June 30, 2017, the City reported a liability of \$5,247,790 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The League's proportion of the net pension liability was based on a projection of the League's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

Employers' long-term contribution efforts are based on projected rates that have two major components:

**Normal Cost Rate:** The economic value, stated as a percent of payroll, for the portion of each active member's total projected retirement benefit that is allocated to the upcoming year of service. The rate is in effect for as long as each member continues in OPERS-covered employment. The current value of all projected future Normal Cost Rate contributions is the Present Value of Future Normal Costs (PVFNC). The PVFNC represents the portion of the projected long-term contribution effort related to future service.

An employer's PVFNC depends on both the normal cost rates charged on the employer's payrolls, and on the underlying demographics of the respective payrolls. For OPERS funding, employers have up to three different payrolls, each with a different normal cost rate: (1) Tier One/Tier Two payroll, (2) OPSRP general service payroll, and (3) OPSRP police and fire payroll.

The employer's Normal Cost Rates for each payroll are combined with system-wide present value factors for each payroll to develop an estimated PVFNC. The present value factors are actuarially determined at a system level for simplicity and to allow for the PVFNC calculations to be audited in a timely, cost-effective manner.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 8. Defined benefit pension plan (continued)

UAL Rate: If system assets are less than the actuarial liability, an Unfunded Actuarial Liability (UAL) exists. UAL can arise when an event such as experience differing from the assumptions used in the actuarial valuation occurs. An amortization schedule is established to eliminate the UAL that arises over a fixed period of time if future experience follows assumption. The UAL Rate is the upcoming year's component of the cumulative amortization schedules, stated as a percent of payroll. The present value of all projected UAL Rate contributions is equal to the Unfunded Actuarial Liability (UAL). The UAL represents the portion of the projected long-term contribution effort related to past service.

The UAL has Tier One/Tier Two and OPSRP pieces. The Tier One/Tier Two piece is based on the employer's Tier One/Tier Two pooling arrangement. If an employer participates in one of the two large Tier One/Tier two rate pools [State & Local Government Rate Pool (SLGRP) or School Districts Rate Pool], then the employer's Tier One/Tier Two UAL is their pro-rata share of their pool's UAL. The pro-rata calculation is based on the employer's payroll in proportion to the pool's total payroll. The OPSRP piece of the UAL follows a parallel pro-rata approach, as OPSRP experience is mandatorily pooled at a state-wide level. Employers that do not participate in a Tier One/Tier Two pooling arrangement, who are referred to as "Independent Employers", have their Tier One/Tier Two UAL tracked separately in the actuarial valuation.

The projected long-term contribution effort is the sum of the PVFNC and the UAL. The PVFNC part of the contribution effort pays for the value of future service while the UAL part of the contribution effort pays for the value of past service not already funded by accumulated contributions and investment earnings. Each of the two contribution effort components are calculated at the employer-specific level. The sum of these components across all employers is the total projected long-term contribution effort.

At June 30, 2016, the City's proportion was .03495655 percent, which was a decrease of .00247537 percent from its proportion measured as of June 30, 2015.

#### Pension expense

For the year ended June 30, 2017, the City recognized pension expense of \$528,540.

#### Deferred inflows of resources and deferred outflows of resources

Deferred inflows of resources and deferred outflows of resources are calculated at the plan level and are allocated to employers based on their proportionate share. For the measurement period ended June 30, 2016, employers will report the following deferred inflows or resources and/or deferred outflows of resources:

- Difference between expected and actual experience
- Changes in assumptions
- Changes in employer proportion since the prior measurement date
- Differences between projected and actual earnings

Differences between expected and actual experience, changes in assumptions and changes in employer proportionate are amortized over the average remaining service lives of all plan participants, including retirees, determined at the beginning of the respective measurement period.

**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**

**8. Defined benefit pension plan (continued)**

At June 30, 2017, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 173,620	\$ -
Changes of assumptions	1,119,227	-
Net difference between projected and actual earnings on pension plan investments	1,036,743	-
Changes in proportionate share	17,916	133,259
Difference between contributions and proportionate share of system contributions	20,517	56,615
Contributions subsequent to the measurement date	<u>382,091</u>	<u>-</u>
Total	<u>\$ 2,750,114</u>	<u>\$ 189,874</u>

\$382,091 reported as deferred outflows of resources related to pensions resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ends June 30,	
2018	\$ 381,380
2019	381,380
2020	764,078
2021	574,810
2022	<u>76,502</u>
Total	<u>\$ 2,178,149</u>

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 8. Defined benefit pension plan (continued)

#### F. Actuarial methods and assumptions used in developing total pension liability

The total pension liability measured as of June 30, 2016 was based on an actuarial valuation as of December 31, 2014 using the following methods and assumptions:

Experience study report	2014, published September 2015
Inflation rate	2.5 percent
Long-term expected rate of return	7.5 percent
Discount rate	7.5 percent
Projected salary increases	3.5 percent
	Cost of living adjustments (COLA) blend of 2.00 percent COLA and graded COLA (1.25 percent/.015) in accordance with <i>Moro</i> decision; blend based on service
Mortality	<b>Healthy retirees and beneficiaries:</b> RP-2000 Sex-distinct, generational per Scale BB, with collar adjustments and set-backs as described in the valuation. <b>Active members:</b> Mortality rates are a percentage of healthy retiree rates that vary by group, as described in the valuation. <b>Disabled retirees:</b> Mortality rates are a percentage (70 percent for males, 95 percent for females) of the RP-2000 Sex-distinct generational per Scale BB, disabled mortality table.

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2014 Experience Study which reviewed experience for the four-year period ending on December 31, 2014.

#### Discount rate

The discount rate used to measure the total pension liability was 7.5 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

## NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

### 8. Defined benefit pension plan (continued)

#### *Long-term expected rate of return*

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2015 the PERS Board reviewed long-term assumptions developed by both the actuary's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on forward-looking capital market economic model. For more information on the Plan's portfolio, assumed asset allocation and the long-term expected rate of return for each major asset class, calculated using both arithmetic and geometric means, see PERS audited financial statements.

#### *Depletion date projection*

GASB 68 generally requires that a blended discount rate be used to measure the Total Pension Liability (the Actuarial Accrued Liability calculated using the Individual Entry Age Normal Cost Method). The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan's fiduciary net position (fair market value of assets) is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods where the fiduciary net position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 68 will often require that the actuary perform complex projections of future benefit payments and asset values. GASB 68 (paragraph 67) does allow for alternative evaluations of projected solvency, if such evaluation can reliably be made. GASB does not contemplate a specific method for making an alternative evaluation of sufficiency; it is left to professional judgment.

The following circumstances justify an alternative evaluation of sufficiency for OPERS:

- OPERS has a formal written policy to calculate an Actuarially Determined Contribution (ADC), which is articulated in the actuarial valuation report.
- The ADC is based on a closed, layered amortization period, which means that payment of the full ADC each year will bring the plan to a 100 percent funded position by the end of the amortization period if future experience follows assumption.
- GASB 68 specifies that the projections regarding future solvency assume that plan assets earn the assumed rate of return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience which might impact the plan's funded position.

Based on these circumstances, it is OPERS independent actuary's opinion that the detailed depletion date projections outlined in GASB 67 would clearly indicate that the fiduciary net position is always projected to be sufficient to cover benefit payments and administrative expenses.

**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**

**8. Defined benefit pension plan (continued)**

G. Sensitivity of the proportionate share of the net pension liability to changes in the discount rate

The following presents the proportionate share of the net pension liability calculated using the discount rate of 7.5 percent, as well as what the proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.5 percent) or 1-percentage-point higher (8.5 percent) than the current rate:

	<u>1 Percentage Point Lower</u>	<u>Current Discount Rate</u>	<u>1 Percentage Point Higher</u>
Proportionate share of net pension liability	\$ 8,473,431	\$ 5,247,790	\$ 2,551,718

**9. Defined contribution plan**

A. Plan description

Individual account program (IAP) - Participants in OPERS defined benefit pension plan also participate in the defined contribution plan.

B. Pension benefits

An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the IAP may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

C. Death benefits

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

D. Contributions

The City makes the employee contributions of 6 percent of covered payroll to the plan. Contributions for the year ended June 30, 2017 were \$176,998.

E. Recordkeeping

PERS contracts with VOYA Financial to maintain IAP participant records.

**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**

**10. Net position restricted by enabling legislation**

The amount of net position restricted by enabling legislation is as follows:

Governmental Activities

Capital projects – Ordinances imposing System Development Charges (SDC) and Local Improvement District (LID) assessments restrict the use to capital improvements which expand the capacity of the system for which the charge was made \$ 3,347,542

Highways and streets – Street maintenance fees are restricted for maintenance public streets 243,601

Urban renewal taxes are restricted to improving and redeveloping designated areas (community development) 967,445

Business-type Activities

Capital projects – Ordinances imposing System Development Charges (SDC) restrict the use to capital improvements which expand the capacity of the system for which the charge was made \$ 3,337,483

**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**

**11. Governmental fund balances**

Fund balances for governmental funds have been reported in the categories of nonspendable, restricted, committed, assigned and unassigned. The specific purposes for these amounts are as follows:

<b>Fund balances:</b>	General	Assessment	Nonmajor Governmental Funds	Total
<b>Nonspendable</b>	\$ -	\$ -	\$ 6,164	\$ 6,164
<b>Restricted for:</b>				
Transportation	-	-	49,875	49,875
Transient tax	-	-	64,131	64,131
Highways and streets	-	-	1,332,837	1,332,837
Park maintenance and improvements	-	-	132,818	132,818
Pool operations	-	-	415,234	415,234
Debt service	-	329,807	748,177	1,077,984
Capital projects	-	-	3,426,021	3,426,021
Other purposes	-	-	526,766	526,766
<b>Committed for:</b>				
Capital projects		-	2,033,529	2,033,529
<b>Assigned for:</b>				
Unexpected future expenditures	301,844	-	-	301,844
CDBG housing rehabilitation	-	-	505,954	505,954
Capital projects	-	-	197,555	197,555
Debt service	-	-	15,374	15,374
Other purposes	-	-	-	-
<b>Unassigned</b>	<u>3,326,052</u>	<u>-</u>	<u>-</u>	<u>3,326,052</u>
<b>Total</b>	<u>\$3,627,896</u>	<u>\$ 329,807</u>	<u>\$ 9,454,435</u>	<u>\$ 13,412,138</u>



**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**

**12. Segment information for enterprise funds**

The City has issued revenue bonds to finance sewer and water systems. The two systems are accounted for in ten funds.

Summary financial information for the sewer and water systems for the year ended June 30, 2017 is as follows:

<b>Condensed statement of net position</b>	<u>Sewer</u>	<u>Water</u>
Assets		
Current	\$ 6,216,939	\$ 2,905,744
Capital	<u>23,655,995</u>	<u>8,974,010</u>
Total assets	<u>29,872,934</u>	<u>11,879,754</u>
Deferred outflows of resources	<u>422,403</u>	<u>312,277</u>
Liabilities		
Current	519,524	281,974
Noncurrent	<u>10,071,031</u>	<u>1,572,942</u>
Total liabilities	<u>10,590,555</u>	<u>1,854,916</u>
Deferred inflows of resources	<u>29,164</u>	<u>21,560</u>
Net position		
Net investment in capital assets	13,975,995	7,836,127
Restricted	4,867,121	1,845,124
Unrestricted	<u>832,502</u>	<u>634,304</u>
Total net position	<u>\$ 19,675,618</u>	<u>\$ 10,315,555</u>

**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**

**12. Segment information for enterprise funds (continued)**

**Condensed statement of revenues, expenses and changes in fund net position**

	Sewer	Water
Operating revenue	\$ 3,419,609	\$ 2,100,589
Depreciation expense	629,054	341,190
Other operating expenses	<u>1,336,382</u>	<u>977,402</u>
Operating income	1,454,173	781,997
Nonoperating revenues (expenses)	<u>(359,134)</u>	<u>(3,731)</u>
Income before capital contributions and transfers	1,095,039	778,266
Capital contributions	288,860	305,964
Transfers in	1,372,884	884,634
Transfers out	<u>(1,902,106)</u>	<u>(1,579,860)</u>
Change in net position	854,677	389,004
Net position – beginning	18,859,220	9,886,020
Prior period adjustment	<u>(38,279)</u>	<u>40,531</u>
Net position – ending	<u>\$ 19,675,618</u>	<u>\$ 10,315,555</u>

**Condensed statement of cash flows**

Net cash provided by (used in):		
Operating activities	\$ 2,060,714	\$ 1,066,642
Non-capital financing activities	(449,432)	(462,154)
Capital and related financing activities	(1,108,149)	(626,961)
Investing activities	<u>63,112</u>	<u>26,674</u>
Net increase in cash and cash equivalents	566,245	4,201
Cash and cash equivalents - beginning	<u>5,311,629</u>	<u>2,639,903</u>
Cash and cash equivalents - ending	<u>\$ 5,877,874</u>	<u>\$ 2,644,104</u>

**13. Contingencies - accumulated sick leave**

Portions of sick leave accumulated at any point in time can be expected to be redeemed before termination of employment; however, such redemptions cannot be reasonably estimated. As of June 30, 2017, City employees had accumulated 1,971 days of sick leave.

**NOTES TO BASIC FINANCIAL STATEMENTS (Continued)**

**14. Commitments**

The City has entered into commitments for various projects as of June 30, 2017 as follows:

Project	Expenditures to Date	Remaining Commitment
Sewer projects	\$ 2,979	\$ 25,175
Street projects	26,950	63,743
Transportation system plan	132,559	51,759
Other	42,793	10,243
Total	\$ 205,281	\$ 150,920

**15. Tax abatements**

Marion County has entered into property tax abatement agreements and the City’s property taxes to be received for the 2016-17 levy year has been reduced under the following programs:

<u>Program and statutory authority</u>	<u>Amount of Reduction</u>
Enterprise zone – ORS 285C.050-.250	\$ 8,818
Historic property – ORS 358.475-.545	404

**16. Prior period adjustments**

A prior period adjustment of \$600,000 was made to the governmental activities to correct beginning capital asset values for land that had previously been recorded as sold from the General Fund and was incorrectly removed from governmental capital assets rather than the Sewer Fund. Additionally, there were discrepancies in the governmental activities capital asset detail records and prior year’s balances resulting in an addition to beginning capital asset balances of \$53,250.

Prior period adjustments of \$40,531 were made to the Water Fund and (\$38,279) to the Sewer Fund, as there were discrepancies in the capital asset detail records and prior year’s balances, resulting in changes to the beginning capital asset balances of \$2,252 for business-type activities.

**17. Subsequent events**

In July 2017, the City entered into an agreement with Silver Falls School District to purchase land for \$1,000,000 for the future site of the new police facility and civic building. Additionally, in November 2017, the City exercised its option to repurchase land that had been sold to Moonstone Hotel Properties in 2014 because the property was not developed as planned.

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**REQUIRED SUPPLEMENTARY INFORMATION**

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**CITY OF SILVERTON**  
**SCHEDULE OF CONTRIBUTIONS**  
**OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM**  
**Last 10 Years Ended June 30, \***

	2017	2016	2015	2014	2012	2011	2010	2009
Contractually required contributions	\$ 382,091	\$ 375,097	\$ 335,739	\$ 317,383	\$ 314,210	\$ 211,625	\$ 193,793	\$ 259,436
Contractually required contributions recognized by the pension plan	382,091	375,097	335,739	317,383	314,210	211,625	193,793	259,436
Difference	-	-	-	-	-	-	-	-
Covered payroll	2,846,199	2,828,460	2,862,807	2,698,244	2,960,342	2,982,103	2,844,590	2,800,807
Contractually required contributions as a percentage of covered payroll	13.42461%	13.26153%	11.72761%	11.76257%	10.61398%	7.09650%	6.81269%	9.26289%

**CITY OF SILVERTON**

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY  
OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM  
Last 10 Years Ended June 30, \***

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Proportion of the collective net pension liability (asset)	0.03495655%	0.03743192%	0.03608146%	0.03608146%
Proportionate share of the collective net pension liability (asset)	\$ 5,247,790	\$ 2,149,139	\$ (817,864)	\$ 1,841,290
Covered payroll	\$ 2,846,199	\$ 2,828,460	\$ 2,862,807	\$ 2,698,244
Proportionate share of the collective net pension liability (asset) as a percentage of the covered payroll	184.379%	75.983%	-28.569%	68.240%
Pension plan's fiduciary net position as a percentage of the total pension liability	80.527%	91.875%	103.590%	91.974%

\* Information will be accumulated annually until 10 years is presented



**COMBINING FINANCIAL STATEMENTS  
AND INDIVIDUAL FUND SCHEDULES**

**CITY OF SILVERTON**

**ASSESSMENT - DEBT SERVICE FUND (A MAJOR FUND)  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
Assessments	\$ 48,000	\$ 86,556	\$ 38,556
Interest	900	4,664	3,764
Miscellaneous	600	-	(600)
<b>TOTAL REVENUES</b>	<b>49,500</b>	<b>91,220</b>	<b>41,720</b>
<b>EXPENDITURES</b>			
Materials and services	6,000	-	6,000
Debt service	195,843	195,734	109
Contingency	191,303	-	191,303
<b>TOTAL EXPENDITURES</b>	<b>393,146</b>	<b>195,734</b>	<b>197,412</b>
Excess (deficiency) of revenues over expenditures	<b>(343,646)</b>	<b>(104,514)</b>	<b>239,132</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	125,000	125,000	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>125,000</b>	<b>125,000</b>	<b>-</b>
Net change in fund balance	(218,646)	20,486	239,132
Fund balance at beginning of year	218,646	309,321	90,675
Fund balance at end of year	<b>\$ -</b>	<b>\$ 329,807</b>	<b>\$ 329,807</b>

**CITY OF SILVERTON**

**COMBINING BALANCE SHEET  
GENERAL FUNDS  
June 30, 2017**

	General	General Operating Reserve	Totals
<b><u>ASSETS</u></b>			
Cash and cash equivalents	\$ 3,215,462	\$ 301,844	\$ 3,517,306
Receivables	426,902	-	426,902
Due from other fund	129,890	-	129,890
<b>TOTAL ASSETS</b>	<b>\$ 3,772,254</b>	<b>\$ 301,844</b>	<b>\$ 4,074,098</b>
<b><u>LIABILITIES</u></b>			
Accounts payable and accrued liabilities	\$ 142,508	\$ -	\$ 142,508
Consumer deposits	74,686	-	74,686
<b>TOTAL LIABILITIES</b>	217,194	-	217,194
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>			
Unavailable revenue	229,008	-	229,008
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	229,008	-	229,008
<b><u>FUND BALANCES</u></b>			
Assigned	-	301,844	301,844
Unassigned	3,326,052	-	3,326,052
<b>TOTAL FUND BALANCES</b>	3,326,052	301,844	3,627,896
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 3,772,254</b>	<b>\$ 301,844</b>	<b>\$ 4,074,098</b>

**CITY OF SILVERTON**

**COMBINING STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN FUND BALANCES  
GENERAL FUNDS**

**For the Year Ended June 30, 2017**

	General	General Operating Reserve	Totals
	<u>          </u>	<u>          </u>	<u>          </u>
<b>REVENUES</b>			
Property taxes	\$ 2,566,988	\$ -	\$ 2,566,988
Franchise fees	758,780	-	758,780
Licenses, permits and fees	151,270	-	151,270
Fines and forfeitures	194,515	-	194,515
Intergovernmental	347,786	-	347,786
Rentals	22	-	22
Interest	46,100	5,916	52,016
Miscellaneous	<u>137,260</u>	<u>17,968</u>	<u>155,228</u>
<b>TOTAL REVENUES</b>	<u>4,202,721</u>	<u>23,884</u>	<u>4,226,605</u>
<b>EXPENDITURES</b>			
Current			
General government	1,595,727	-	1,595,727
Public safety	2,456,480	-	2,456,480
Culture and recreation	178,951	-	178,951
Capital outlay	<u>68,448</u>	<u>-</u>	<u>68,448</u>
<b>TOTAL EXPENDITURES</b>	<u>4,299,606</u>	<u>-</u>	<u>4,299,606</u>
Excess (deficiency) of revenues over expenditures	<u>(96,885)</u>	<u>23,884</u>	<u>(73,001)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	1,078,893	100,000	1,178,893
Transfers out	<u>(880,942)</u>	<u>(600,000)</u>	<u>(1,480,942)</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>197,951</u>	<u>(500,000)</u>	<u>(302,049)</u>
Net change in fund balances	101,066	(476,116)	(375,050)
Fund balances at beginning of year	<u>3,224,986</u>	<u>777,960</u>	<u>4,002,946</u>
Fund balance at end of year	<u>\$ 3,326,052</u>	<u>\$ 301,844</u>	<u>\$ 3,627,896</u>

**CITY OF SILVERTON**

**GENERAL OPERATING RESERVE - GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Interest	\$ 3,000	\$ 5,916	\$ 2,916
Miscellaneous	<u>-</u>	<u>17,968</u>	<u>17,968</u>
<b>TOTAL REVENUES</b>	<u>3,000</u>	<u>23,884</u>	<u>20,884</u>
<b>EXPENDITURES</b>			
Contingency	<u>267,779</u>	<u>-</u>	<u>267,779</u>
<b>TOTAL EXPENDITURES</b>	<u>267,779</u>	<u>-</u>	<u>267,779</u>
Excess (deficiency) of revenues over expenditures	<u>(264,779)</u>	<u>23,884</u>	<u>288,663</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	100,000	100,000	-
Transfers out	<u>(600,000)</u>	<u>(600,000)</u>	<u>-</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(500,000)</u>	<u>(500,000)</u>	<u>-</u>
Net change in fund balance	(764,779)	(476,116)	288,663
Fund balance at beginning of year	<u>764,779</u>	<u>777,960</u>	<u>13,181</u>
Fund balance at end of year	<u><u>\$ -</u></u>	<u><u>\$ 301,844</u></u>	<u><u>\$ 301,844</u></u>

**CITY OF SILVERTON**  
**COMBINING BALANCE SHEET**  
**NONMAJOR GOVERNMENTAL FUNDS**  
**June 30, 2017**

	Special Revenue	Debt Service	Capital Projects	Totals
<b><u>ASSETS</u></b>				
Cash and cash equivalents	\$ 2,713,330	\$ 30,195	\$ 6,742,964	\$ 9,486,489
Receivables	969,375	11,079	47,390	1,027,844
Inventories	6,164	-	-	6,164
<b>TOTAL ASSETS</b>	<b>\$ 3,688,869</b>	<b>\$ 41,274</b>	<b>\$ 6,790,354</b>	<b>\$ 10,520,497</b>
<b><u>LIABILITIES</u></b>				
Accounts payable and accrued liabilities	\$ 73,165	\$ -	\$ 48,524	\$ 121,689
Due to other funds	-	-	129,890	129,890
<b>TOTAL LIABILITIES</b>	<b>73,165</b>	<b>-</b>	<b>178,414</b>	<b>251,579</b>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>				
Unavailable revenue	804,778	9,705	-	814,483
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>804,778</b>	<b>9,705</b>	<b>-</b>	<b>814,483</b>
<b><u>FUND BALANCES</u></b>				
Nonspendable	6,164	-	-	6,164
Restricted	2,298,808	16,195	4,380,856	6,695,859
Committed	-	-	2,033,529	2,033,529
Assigned	505,954	15,374	197,555	718,883
<b>TOTAL FUND BALANCES</b>	<b>2,810,926</b>	<b>31,569</b>	<b>6,611,940</b>	<b>9,454,435</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 3,688,869</b>	<b>\$ 41,274</b>	<b>\$ 6,790,354</b>	<b>\$ 10,520,497</b>

**CITY OF SILVERTON**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
NONMAJOR GOVERNMENTAL FUNDS  
For the Year Ended June 30, 2017**

	Special Revenue	Debt Service	Capital Projects	Totals
<b>REVENUES</b>				
Property taxes	\$ 685,908	\$ 79,018	\$ -	\$ 764,926
Transient tax	283,891	-	-	283,891
Licenses and permits	513,400	-	1,140,308	1,653,708
Intergovernmental	633,368	-	110,000	743,368
Loan repayments	31,340	-	-	31,340
Interest	30,597	2,131	59,716	92,444
Miscellaneous	17,162	-	-	17,162
<b>TOTAL REVENUES</b>	<u>2,195,666</u>	<u>81,149</u>	<u>1,310,024</u>	<u>3,586,839</u>
<b>EXPENDITURES</b>				
Current				
General government	722,269	-	-	722,269
Highways and streets	256,635	-	46,784	303,419
Culture and recreation	156,878	-	-	156,878
Debt service	150,000	279,296	-	429,296
Capital outlay	11,678	-	901,441	913,119
<b>TOTAL EXPENDITURES</b>	<u>1,297,460</u>	<u>279,296</u>	<u>948,225</u>	<u>2,524,981</u>
Excess (deficiency) of revenues over expenditures	<u>898,206</u>	<u>(198,147)</u>	<u>361,799</u>	<u>1,061,858</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	4,775	181,450	1,749,715	1,935,940
Transfers out	(557,996)	-	(350,196)	(908,192)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(553,221)</u>	<u>181,450</u>	<u>1,399,519</u>	<u>1,027,748</u>
Net change in fund balances	344,985	(16,697)	1,761,318	2,089,606
Fund balances at beginning of year	<u>2,465,941</u>	<u>48,266</u>	<u>4,850,622</u>	<u>7,364,829</u>
Fund balances at end of year	<u>\$ 2,810,926</u>	<u>\$ 31,569</u>	<u>\$ 6,611,940</u>	<u>\$ 9,454,435</u>

**CITY OF SILVERTON**

**COMBINING BALANCE SHEET  
NONMAJOR SPECIAL REVENUE FUNDS**

**June 30, 2017**

	Street	Building Operations	Transportation	Electrical Inspection
<b><u>ASSETS</u></b>				
Cash and cash equivalents	\$ 342,583	\$ 524,444	\$ 36,057	\$ 22,860
Receivables	52,556	668	14,406	-
Inventories	3,671	-	-	-
<b>TOTAL ASSETS</b>	<b>\$ 398,810</b>	<b>\$ 525,112</b>	<b>\$ 50,463</b>	<b>\$ 22,860</b>
<b><u>LIABILITIES</u></b>				
Accounts payable and accrued liabilities	\$ 1,548	\$ 17,172	\$ 588	\$ 4,034
<b>TOTAL LIABILITIES</b>	<b>1,548</b>	<b>17,172</b>	<b>588</b>	<b>4,034</b>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>				
Unavailable revenue	-	-	-	-
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>FUND BALANCES</u></b>				
Nonspendable	3,671	-	-	-
Restricted	393,591	507,940	49,875	18,826
Assigned	-	-	-	-
<b>TOTAL FUND BALANCES</b>	<b>397,262</b>	<b>507,940</b>	<b>49,875</b>	<b>18,826</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 398,810</b>	<b>\$ 525,112</b>	<b>\$ 50,463</b>	<b>\$ 22,860</b>



Transient Tax	Community Development Block Grant	Pool Operations Levy	Parks Fee	Urban Renewal	Totals
	Housing Rehabilitation				
\$ 27,771	\$ 505,954	\$ 414,850	\$ 111,151	\$ 727,660	\$ 2,713,330
83,711	559,973	12,174	6,102	239,785	969,375
-	-	2,493	-	-	6,164
<u>\$ 111,482</u>	<u>\$ 1,065,927</u>	<u>\$ 429,517</u>	<u>\$ 117,253</u>	<u>\$ 967,445</u>	<u>\$ 3,688,869</u>
\$ 47,351	\$ -	\$ 2,448	\$ 24	\$ -	\$ 73,165
<u>47,351</u>	<u>-</u>	<u>2,448</u>	<u>24</u>	<u>-</u>	<u>73,165</u>
-	559,973	9,342	-	235,463	804,778
-	559,973	9,342	-	235,463	804,778
-	-	2,493	-	-	6,164
64,131	-	415,234	117,229	731,982	2,298,808
-	505,954	-	-	-	505,954
<u>64,131</u>	<u>505,954</u>	<u>417,727</u>	<u>117,229</u>	<u>731,982</u>	<u>2,810,926</u>
<u>\$ 111,482</u>	<u>\$ 1,065,927</u>	<u>\$ 429,517</u>	<u>\$ 117,253</u>	<u>\$ 967,445</u>	<u>\$ 3,688,869</u>

**CITY OF SILVERTON**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
NONMAJOR SPECIAL REVENUE FUNDS  
For the Year Ended June 30, 2017**

	<u>Street</u>	<u>Building Operations</u>	<u>Transportation</u>	<u>Electrical Inspection</u>
<b>REVENUES</b>				
Property taxes	\$ -	\$ -	\$ -	\$ -
Transient tax	-	-	-	-
Licenses, permits and fees	19,851	369,917	-	48,107
Intergovernmental	578,288	-	55,080	-
Loan repayments	-	-	-	-
Interest	3,528	4,431	483	198
Miscellaneous	<u>13,368</u>	<u>668</u>	<u>1,906</u>	<u>-</u>
<b>TOTAL REVENUES</b>	<u>615,035</u>	<u>375,016</u>	<u>57,469</u>	<u>48,305</u>
<b>EXPENDITURES</b>				
Current				
General government	-	187,751	63,736	42,357
Highways and streets	256,635	-	-	-
Culture and recreation	-	-	-	-
Debt service	-	-	-	-
Capital outlay	<u>2,745</u>	<u>1,181</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<u>259,380</u>	<u>188,932</u>	<u>63,736</u>	<u>42,357</u>
Excess (deficiency) of revenues over expenditures	<u>355,655</u>	<u>186,084</u>	<u>(6,267)</u>	<u>5,948</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	-	-	-
Transfers out	<u>(440,367)</u>	<u>(29,113)</u>	<u>(3,290)</u>	<u>(129)</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(440,367)</u>	<u>(29,113)</u>	<u>(3,290)</u>	<u>(129)</u>
Net change in fund balances	(84,712)	156,971	(9,557)	5,819
Fund balances at beginning of year	<u>481,974</u>	<u>350,969</u>	<u>59,432</u>	<u>13,007</u>
Fund balances at end of year	<u>\$ 397,262</u>	<u>\$ 507,940</u>	<u>\$ 49,875</u>	<u>\$ 18,826</u>

Transient Tax	Community Development Block Grant Housing Rehabilitation	Pool Operations Levy	Parks Fee	Urban Renewal	Totals
\$ -	\$ -	\$ 267,099	\$ -	\$ 418,809	\$ 685,908
283,891	-	-	-	-	283,891
-	-	-	75,525	-	513,400
-	-	-	-	-	633,368
-	31,340	-	-	-	31,340
618	6,164	5,084	849	9,242	30,597
-	-	220	-	1,000	17,162
<u>284,509</u>	<u>37,504</u>	<u>272,403</u>	<u>76,374</u>	<u>429,051</u>	<u>2,195,666</u>
199,621	109	-	-	228,695	722,269
-	-	-	-	-	256,635
-	-	151,799	5,079	-	156,878
-	-	-	-	150,000	150,000
-	-	2,623	5,129	-	11,678
<u>199,621</u>	<u>109</u>	<u>154,422</u>	<u>10,208</u>	<u>378,695</u>	<u>1,297,460</u>
<u>84,888</u>	<u>37,395</u>	<u>117,981</u>	<u>66,166</u>	<u>50,356</u>	<u>898,206</u>
-	-	-	4,775	-	4,775
<u>(85,097)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(557,996)</u>
<u>(85,097)</u>	<u>-</u>	<u>-</u>	<u>4,775</u>	<u>-</u>	<u>(553,221)</u>
(209)	37,395	117,981	70,941	50,356	344,985
<u>64,340</u>	<u>468,559</u>	<u>299,746</u>	<u>46,288</u>	<u>681,626</u>	<u>2,465,941</u>
<u>\$ 64,131</u>	<u>\$ 505,954</u>	<u>\$ 417,727</u>	<u>\$ 117,229</u>	<u>\$ 731,982</u>	<u>\$ 2,810,926</u>

**CITY OF SILVERTON**

**COMBINING BALANCE SHEET  
NONMAJOR DEBT SERVICE FUNDS  
June 30, 2017**

	Bonded Debt Service	Debt Service	Totals
<b><u>ASSETS</u></b>			
Cash and cash equivalents	\$ 14,821	\$ 15,374	\$ 30,195
Receivables	11,079	-	11,079
<b>TOTAL ASSETS</b>	<b>\$ 25,900</b>	<b>\$ 15,374</b>	<b>\$ 41,274</b>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>			
Unavailable revenue	\$ 9,705	\$ -	\$ 9,705
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>9,705</b>	<b>-</b>	<b>9,705</b>
<b><u>FUND BALANCES</u></b>			
Restricted	16,195	-	16,195
Assigned	-	15,374	15,374
<b>TOTAL FUND BALANCES</b>	<b>16,195</b>	<b>15,374</b>	<b>31,569</b>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 25,900</b>	<b>\$ 15,374</b>	<b>\$ 41,274</b>

**CITY OF SILVERTON**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
NONMAJOR DEBT SERVICE FUNDS  
For the Year Ended June 30, 2017**

	Bonded Debt Service	Debt Service	Totals
<b>REVENUES</b>			
Property taxes	\$ 79,018	\$ -	\$ 79,018
Interest	863	1,268	2,131
	<u>79,881</u>	<u>1,268</u>	<u>81,149</u>
<b>TOTAL REVENUES</b>			
<b>EXPENDITURES</b>			
Debt service	97,850	181,446	279,296
	<u>97,850</u>	<u>181,446</u>	<u>279,296</u>
<b>TOTAL EXPENDITURES</b>			
Excess (deficiency) of revenues over expenditures	<u>(17,969)</u>	<u>(180,178)</u>	<u>(198,147)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	-	181,450	181,450
	<u>-</u>	<u>181,450</u>	<u>181,450</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>			
Net change in fund balances	(17,969)	1,272	(16,697)
Fund balances at beginning of year	34,164	14,102	48,266
	<u>34,164</u>	<u>14,102</u>	<u>48,266</u>
Fund balances at end of year	<u>\$ 16,195</u>	<u>\$ 15,374</u>	<u>\$ 31,569</u>

**CITY OF SILVERTON**

**COMBINING BALANCE SHEET  
NONMAJOR CAPITAL PROJECTS FUNDS  
June 30, 2017**

	Building Capital Improvement Reserve	Steelhammer LID	Street Improvement SDC	Street Maintenance Fee	Street Lights Improvement	Street Reimbursement SDC	Street Projects
<b><u>ASSETS</u></b>							
Cash and cash equivalents	\$ 1,028,138	\$ 382,934	\$ 966,141	\$ 254,578	\$ 197,555	\$ 286,708	\$ 695,645
Receivables	-	-	-	25,927	-	-	-
<b>TOTAL ASSETS</b>	<b><u>\$ 1,028,138</u></b>	<b><u>\$ 382,934</u></b>	<b><u>\$ 966,141</u></b>	<b><u>\$ 280,505</u></b>	<b><u>\$ 197,555</u></b>	<b><u>\$ 286,708</u></b>	<b><u>\$ 695,645</u></b>
<b><u>LIABILITIES</u></b>							
Accounts payable and accrued liabilities	\$ -	\$ 778	\$ 10,842	\$ 36,904	\$ -	\$ -	\$ -
Due to other funds	-	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b><u>-</u></b>	<b><u>778</u></b>	<b><u>10,842</u></b>	<b><u>36,904</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b><u>FUND BALANCE</u></b>							
Restricted	-	382,156	955,299	243,601	-	286,708	695,645
Committed	1,028,138	-	-	-	-	-	-
Assigned	-	-	-	-	197,555	-	-
<b>TOTAL FUND BALANCE</b>	<b><u>1,028,138</u></b>	<b><u>382,156</u></b>	<b><u>955,299</u></b>	<b><u>243,601</u></b>	<b><u>197,555</u></b>	<b><u>286,708</u></b>	<b><u>695,645</u></b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b><u>\$ 1,028,138</u></b>	<b><u>\$ 382,934</u></b>	<b><u>\$ 966,141</u></b>	<b><u>\$ 280,505</u></b>	<b><u>\$ 197,555</u></b>	<b><u>\$ 286,708</u></b>	<b><u>\$ 695,645</u></b>

Parks and Recreation Improvement SDC	Parks Projects	Stormwater Improvement SDC	Stormwater Projects	Stormwater Fee	Stormwater Reimbursement SDC	Civic Building Project	Totals
\$ 1,231,770	\$ 15,589	\$ 415,086	\$ 57,517	\$ 129,389	\$ 76,523	\$ 1,005,391	\$ 6,742,964
-	-	-	-	21,463	-	-	47,390
<u>\$ 1,231,770</u>	<u>\$ 15,589</u>	<u>\$ 415,086</u>	<u>\$ 57,517</u>	<u>\$ 150,852</u>	<u>\$ 76,523</u>	<u>\$ 1,005,391</u>	<u>\$ 6,790,354</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,524
-	-	-	-	129,890	-	-	129,890
-	-	-	-	129,890	-	-	178,414
1,231,770	15,589	415,086	57,517	20,962	76,523	-	4,380,856
-	-	-	-	-	-	1,005,391	2,033,529
-	-	-	-	-	-	-	197,555
<u>1,231,770</u>	<u>15,589</u>	<u>415,086</u>	<u>57,517</u>	<u>20,962</u>	<u>76,523</u>	<u>1,005,391</u>	<u>6,611,940</u>
<u>\$ 1,231,770</u>	<u>\$ 15,589</u>	<u>\$ 415,086</u>	<u>\$ 57,517</u>	<u>\$ 150,852</u>	<u>\$ 76,523</u>	<u>\$ 1,005,391</u>	<u>\$ 6,790,354</u>

CITY OF SILVERTON

COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
NONMAJOR CAPITAL PROJECTS FUNDS  
For the Year Ended June 30, 2017

	Building Capital Improvement Reserve	Steelhammer LID	Street Improvement SDC	Street Maintenance Fee	Street Lights Improvement	Street Reimbursement SDC
<b>REVENUES</b>						
Licenses, permits and fees	\$ -	\$ 22,528	\$ 196,472	\$ 301,528	\$ -	\$ 52,185
Intergovernmental	-	110,000	-	-	-	-
Interest	10,023	3,640	9,249	1,877	2,140	2,684
<b>TOTAL REVENUES</b>	<b>10,023</b>	<b>136,168</b>	<b>205,721</b>	<b>303,405</b>	<b>2,140</b>	<b>54,869</b>
<b>EXPENDITURES</b>						
Current						
Highways and streets	-	-	46,459	325	-	-
Capital outlay	-	8,950	-	574,946	937	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>8,950</b>	<b>46,459</b>	<b>575,271</b>	<b>937</b>	<b>-</b>
Excess (deficiency) of revenues over expenditures	10,023	127,218	159,262	(271,866)	1,203	54,869
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers in	200,000	-	-	105,000	-	-
Transfers out	-	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>105,000</b>	<b>-</b>	<b>-</b>
Net change in fund balances	210,023	127,218	159,262	(166,866)	1,203	54,869
Fund balances at beginning of year	818,115	254,938	796,037	410,467	196,352	231,839
Fund balances at end of year	\$ 1,028,138	\$ 382,156	\$ 955,299	\$ 243,601	\$ 197,555	\$ 286,708



Street Projects	Parks and Recreation Improvement SDC	Parks Projects	Stormwater Improvement SDC	Stormwater Projects	Stormwater Fee	Stormwater Reimbursement SDC	Fallen Heroes Memorial	Civic Building Project	Totals
\$ -	\$ 265,085	\$ -	\$ 37,123	\$ -	\$ 248,253	\$ 17,134	\$ -	\$ -	\$ 1,140,308
-	-	-	-	-	-	-	-	-	110,000
7,099	11,441	169	4,565	418	312	708	-	5,391	59,716
7,099	276,526	169	41,688	418	248,565	17,842	-	5,391	1,310,024
-	-	-	-	-	-	-	-	-	46,784
44,103	-	-	548	271,957	-	-	-	-	901,441
44,103	-	-	548	271,957	-	-	-	-	948,225
(37,004)	276,526	169	41,140	(271,539)	248,565	17,842	-	5,391	361,799
150,000	-	-	-	294,715	-	-	-	1,000,000	1,749,715
-	-	-	(101,394)	-	(244,027)	-	(4,775)	-	(350,196)
150,000	-	-	(101,394)	294,715	(244,027)	-	(4,775)	1,000,000	1,399,519
112,996	276,526	169	(60,254)	23,176	4,538	17,842	(4,775)	1,005,391	1,761,318
582,649	955,244	15,420	475,340	34,341	16,424	58,681	4,775	-	4,850,622
\$ 695,645	\$ 1,231,770	\$ 15,589	\$ 415,086	\$ 57,517	\$ 20,962	\$ 76,523	\$ -	\$ 1,005,391	\$ 6,611,940

**CITY OF SILVERTON**

**STREET - SPECIAL REVENUE FUND  
SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
Fees and permits	\$ 36,160	\$ 19,851	\$ (16,309)
Intergovernmental	500,000	578,288	78,288
Interest	1,800	3,528	1,728
Miscellaneous	-	13,368	13,368
<b>TOTAL REVENUES</b>	<b>537,960</b>	<b>615,035</b>	<b>77,075</b>
<b>EXPENDITURES</b>			
Street operations	319,425	259,380	60,045
Contingency	133,821	-	133,821
<b>TOTAL EXPENDITURES</b>	<b>453,246</b>	<b>259,380</b>	<b>193,866</b>
Excess (deficiency) of revenues over expenditures	84,714	355,655	270,941
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers out	(440,367)	(440,367)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(440,367)</b>	<b>(440,367)</b>	<b>-</b>
Net change in fund balance	(355,653)	(84,712)	270,941
Fund balance at beginning of year	427,050	481,974	54,924
Fund balance at end of year	<b>\$ 71,397</b>	<b>\$ 397,262</b>	<b>\$ 325,865</b>

**CITY OF SILVERTON**

**BUILDING OPERATIONS - SPECIAL REVENUE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
Fees and permits	\$ 110,400	\$ 369,917	\$ 259,517
Interest	1,000	4,431	3,431
Miscellaneous	-	668	668
<b>TOTAL REVENUES</b>	<b>111,400</b>	<b>375,016</b>	<b>263,616</b>
<b>EXPENDITURES</b>			
Building inspection services	209,640	188,932	20,708
Contingency	28,741	-	28,741
<b>TOTAL EXPENDITURES</b>	<b>238,381</b>	<b>188,932</b>	<b>49,449</b>
Excess (deficiency) of revenues over expenditures	(126,981)	186,084	313,065
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers out	(29,113)	(29,113)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(29,113)</b>	<b>(29,113)</b>	<b>-</b>
Net change in fund balance	(156,094)	156,971	313,065
Fund balance at beginning of year	247,639	350,969	103,330
Fund balance at end of year	<b>\$ 91,545</b>	<b>\$ 507,940</b>	<b>\$ 416,395</b>

**CITY OF SILVERTON**

**TRANSPORTATION - SPECIAL REVENUE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
Intergovernmental	\$ 76,500	\$ 55,080	\$ (21,420)
Interest	150	483	333
Miscellaneous	2,500	1,906	(594)
<b>TOTAL REVENUES</b>	<b>79,150</b>	<b>57,469</b>	<b>(21,681)</b>
<b>EXPENDITURES</b>			
Trolley services	91,847	63,736	28,111
Contingency	42,520	-	42,520
<b>TOTAL EXPENDITURES</b>	<b>134,367</b>	<b>63,736</b>	<b>70,631</b>
Excess (deficiency) of revenues over expenditures	(55,217)	(6,267)	48,950
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers out	(3,290)	(3,290)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(3,290)</b>	<b>(3,290)</b>	<b>-</b>
Net change in fund balance	(58,507)	(9,557)	48,950
Fund balance at beginning of year	58,507	59,432	925
Fund balance at end of year	\$ -	\$ 49,875	\$ 49,875

**CITY OF SILVERTON**

**ELECTRICAL INSPECTION - SPECIAL REVENUE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Fees and permits	\$ 31,000	\$ 48,107	\$ 17,107
Interest	<u>50</u>	<u>198</u>	<u>148</u>
<b>TOTAL REVENUES</b>	<u>31,050</u>	<u>48,305</u>	<u>17,255</u>
<b>EXPENDITURES</b>			
Electrical inspection services	55,202	42,357	12,845
Contingency	<u>1,252</u>	<u>-</u>	<u>1,252</u>
<b>TOTAL EXPENDITURES</b>	<u>56,454</u>	<u>42,357</u>	<u>14,097</u>
Excess (deficiency) of revenues over expenditures	<u>(25,404)</u>	<u>5,948</u>	<u>31,352</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	20,000	-	(20,000)
Transfers out	<u>(129)</u>	<u>(129)</u>	<u>-</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>19,871</u>	<u>(129)</u>	<u>(20,000)</u>
Net change in fund balance	(5,533)	5,819	11,352
Fund balance at beginning of year	<u>5,533</u>	<u>13,007</u>	<u>7,474</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 18,826</u>	<u>\$ 18,826</u>

**CITY OF SILVERTON**

**TRANSIENT TAX - SPECIAL REVENUE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Transient room tax	\$ 290,000	\$ 283,891	\$ (6,109)
Interest	<u>250</u>	<u>618</u>	<u>368</u>
 TOTAL REVENUES	 <u>290,250</u>	 <u>284,509</u>	 <u>(5,741)</u>
 <b>EXPENDITURES</b>			
Materials and services	216,111	199,621	16,490
Contingency	<u>26,000</u>	<u>-</u>	<u>26,000</u>
 TOTAL EXPENDITURES	 <u>242,111</u>	 <u>199,621</u>	 <u>42,490</u>
 Excess (deficiency) of revenues over expenditures	 <u>48,139</u>	 <u>84,888</u>	 <u>36,749</u>
 <b>OTHER FINANCING SOURCES (USES)</b>			
Transfers out	<u>(89,954)</u>	<u>(85,097)</u>	<u>4,857</u>
 TOTAL OTHER FINANCING SOURCES (USES)	 <u>(89,954)</u>	 <u>(85,097)</u>	 <u>4,857</u>
 Net change in fund balance	 (41,815)	 (209)	 41,606
Fund balance at beginning of year	<u>41,815</u>	<u>64,340</u>	<u>22,525</u>
 Fund balance at end of year	 <u>\$ -</u>	 <u>\$ 64,131</u>	 <u>\$ 64,131</u>

**CITY OF SILVERTON**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
HOUSING REHABILITATION - SPECIAL REVENUE FUND  
SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Loan repayments	\$ 11,500	\$ 31,340	\$ 19,840
Interest	<u>3,180</u>	<u>6,164</u>	<u>2,984</u>
 TOTAL REVENUES	 <u>14,680</u>	 <u>37,504</u>	 <u>22,824</u>
 <b>EXPENDITURES</b>			
Materials and services	127,000	109	126,891
Contingency	<u>288,997</u>	<u>-</u>	<u>288,997</u>
 TOTAL EXPENDITURES	 <u>415,997</u>	 <u>109</u>	 <u>415,888</u>
 Net change in fund balance	 (401,317)	 37,395	 438,712
Fund balance at beginning of year	<u>401,317</u>	<u>468,559</u>	<u>67,242</u>
 Fund balance at end of year	 <u><u>\$ -</u></u>	 <u><u>\$ 505,954</u></u>	 <u><u>\$ 505,954</u></u>

**CITY OF SILVERTON**

**POOL OPERATIONS LEVY - SPECIAL REVENUE FUND  
SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Property taxes	\$ 258,300	\$ 267,099	\$ 8,799
Interest	1,000	5,084	4,084
Miscellaneous	<u>-</u>	<u>220</u>	<u>220</u>
 TOTAL REVENUES	 <u>259,300</u>	 <u>272,403</u>	 <u>13,103</u>
 <b>EXPENDITURES</b>			
Materials and services	182,800	151,799	31,001
Capital outlay	-	2,623	(2,623)
Contingency	<u>252,355</u>	<u>-</u>	<u>252,355</u>
 TOTAL EXPENDITURES	 <u>435,155</u>	 <u>154,422</u>	 <u>280,733</u>
 Net change in fund balance	 (175,855)	 117,981	 293,836
Fund balance at beginning of year	<u>259,255</u>	<u>299,746</u>	<u>40,491</u>
 Fund balance at end of year	 <u>\$ 83,400</u>	 <u>\$ 417,727</u>	 <u>\$ 334,327</u>



**CITY OF SILVERTON**

**PARKS FEE - SPECIAL REVENUE FUND  
SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Fees and permits	\$ 69,000	\$ 75,525	\$ 6,525
Interest	<u>400</u>	<u>849</u>	<u>449</u>
<b>TOTAL REVENUES</b>	<u>69,400</u>	<u>76,374</u>	<u>6,974</u>
<b>EXPENDITURES</b>			
Parks maintenance	18,275	5,079	13,196
Capital outlay	<u>70,225</u>	<u>5,129</u>	<u>65,096</u>
<b>TOTAL EXPENDITURES</b>	<u>88,500</u>	<u>10,208</u>	<u>78,292</u>
Excess (deficiency) of revenues over expenditures	<u>(19,100)</u>	<u>66,166</u>	<u>85,266</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	<u>4,775</u>	<u>4,775</u>	<u>-</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>4,775</u>	<u>4,775</u>	<u>-</u>
Net change in fund balance	(14,325)	70,941	85,266
Fund balance at beginning of year	<u>14,325</u>	<u>46,288</u>	<u>31,963</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 117,229</u>	<u>\$ 117,229</u>

**CITY OF SILVERTON**

**URBAN RENEWAL - SPECIAL REVENUE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Property taxes	\$ 400,157	\$ 418,809	\$ 18,652
Interest	4,500	9,242	4,742
Miscellaneous	<u>-</u>	<u>1,000</u>	<u>1,000</u>
 TOTAL REVENUES	 <u>404,657</u>	 <u>429,051</u>	 <u>24,394</u>
 <b>EXPENDITURES</b>			
Materials and services	8,430	3,265	5,165
Debt service	150,000	150,000	-
Capital outlay	521,505	225,430	296,075
Contingency	<u>250,000</u>	<u>-</u>	<u>250,000</u>
 TOTAL EXPENDITURES	 <u>929,935</u>	 <u>378,695</u>	 <u>551,240</u>
 Net change in fund balance	 (525,278)	 50,356	 575,634
Fund balance at beginning of year	<u>525,278</u>	<u>681,626</u>	<u>156,348</u>
 Fund balance at end of year	 <u><u>\$ -</u></u>	 <u><u>\$ 731,982</u></u>	 <u><u>\$ 731,982</u></u>

**CITY OF SILVERTON**

**BONDED DEBT SERVICE - DEBT SERVICE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Property taxes	\$ 75,094	\$ 79,018	\$ 3,924
Interest	<u>100</u>	<u>863</u>	<u>763</u>
<b>TOTAL REVENUES</b>	<u>75,194</u>	<u>79,881</u>	<u>4,687</u>
<b>EXPENDITURES</b>			
Debt service	<u>97,860</u>	<u>97,850</u>	<u>10</u>
<b>TOTAL EXPENDITURES</b>	<u>97,860</u>	<u>97,850</u>	<u>10</u>
Net change in fund balance	(22,666)	(17,969)	4,697
Fund balance at beginning of year	<u>22,666</u>	<u>34,164</u>	<u>11,498</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 16,195</u>	<u>\$ 16,195</u>

**CITY OF SILVERTON**

**DEBT SERVICE - DEBT SERVICE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
Interest	\$ 400	\$ 1,268	\$ 868
<b>TOTAL REVENUES</b>	400	1,268	868
<b>EXPENDITURES</b>			
Debt service	181,450	181,446	4
Contingency	14,282	-	14,282
<b>TOTAL EXPENDITURES</b>	195,732	181,446	14,286
Excess (deficiency) of revenues over expenditures	(195,332)	(180,178)	15,154
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	181,450	181,450	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	181,450	181,450	-
Net change in fund balance	(13,882)	1,272	15,154
Fund balance at beginning of year	13,882	14,102	220
Fund balance at end of year	\$ -	\$ 15,374	\$ 15,374

**CITY OF SILVERTON**

**BUILDING CAPITAL IMPROVEMENT RESERVE - CAPITAL PROJECTS FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Interest	\$ 2,500	\$ 10,023	\$ 7,523
<b>TOTAL REVENUES</b>	<u>2,500</u>	<u>10,023</u>	<u>7,523</u>
<b>EXPENDITURES</b>			
Capital outlay	<u>50,000</u>	<u>-</u>	<u>50,000</u>
<b>TOTAL EXPENDITURES</b>	<u>50,000</u>	<u>-</u>	<u>50,000</u>
Excess (deficiency) of revenues over expenditures	<u>(47,500)</u>	<u>10,023</u>	<u>57,523</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	<u>200,000</u>	<u>200,000</u>	<u>-</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>200,000</u>	<u>200,000</u>	<u>-</u>
Net change in fund balance	152,500	210,023	57,523
Fund balance at beginning of year	<u>826,527</u>	<u>818,115</u>	<u>(8,412)</u>
Fund balance at end of year	<u>\$ 979,027</u>	<u>\$ 1,028,138</u>	<u>\$ 49,111</u>

**CITY OF SILVERTON**

**STEELHAMMER LID - CAPITAL PROJECTS FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Intergovernmental	\$ 379,383	\$ 110,000	\$ (269,383)
System development charges	-	22,528	
Interest	-	3,640	3,640
	<u>379,383</u>	<u>136,168</u>	<u>(265,743)</u>
<b>TOTAL REVENUES</b>			
	<u>379,383</u>	<u>136,168</u>	<u>(265,743)</u>
<b>EXPENDITURES</b>			
Capital outlay	<u>647,720</u>	<u>8,950</u>	<u>638,770</u>
<b>TOTAL EXPENDITURES</b>	<u>647,720</u>	<u>8,950</u>	<u>638,770</u>
Net change in fund balance	(268,337)	127,218	395,555
Fund balance at beginning of year	<u>268,337</u>	<u>254,938</u>	<u>(13,399)</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 382,156</u>	<u>\$ 382,156</u>

**CITY OF SILVERTON**

**STREET IMPROVEMENT SDC - CAPITAL PROJECTS FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
System development charges	\$ 114,975	\$ 196,472	\$ 81,497
Interest	2,500	9,249	6,749
<b>TOTAL REVENUES</b>	<b>117,475</b>	<b>205,721</b>	<b>88,246</b>
<b>EXPENDITURES</b>			
Street improvements	173,811	46,459	127,352
Contingency	310,826	-	310,826
<b>TOTAL EXPENDITURES</b>	<b>484,637</b>	<b>46,459</b>	<b>438,178</b>
Net change in fund balance	(367,162)	159,262	526,424
Fund balance at beginning of year	479,662	796,037	316,375
Fund balance at end of year	<b>\$ 112,500</b>	<b>\$ 955,299</b>	<b>\$ 842,799</b>

**CITY OF SILVERTON**

**STREET MAINTENANCE FEE - CAPITAL PROJECTS FUND  
SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Fees and permits	\$ 275,107	\$ 301,528	\$ 26,421
Interest	<u>850</u>	<u>1,877</u>	<u>1,027</u>
<b>TOTAL REVENUES</b>	<u>275,957</u>	<u>303,405</u>	<u>27,448</u>
<b>EXPENDITURES</b>			
Street improvements	<u>640,139</u>	<u>575,271</u>	<u>64,868</u>
<b>TOTAL EXPENDITURES</b>	<u>640,139</u>	<u>575,271</u>	<u>64,868</u>
Excess (deficiency) of revenues over expenditures	<u>(364,182)</u>	<u>(271,866)</u>	<u>92,316</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	<u>105,000</u>	<u>105,000</u>	<u>-</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>105,000</u>	<u>105,000</u>	<u>-</u>
Net change in fund balance	(259,182)	(166,866)	92,316
Fund balance at beginning of year	<u>259,182</u>	<u>410,467</u>	<u>151,285</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 243,601</u>	<u>\$ 243,601</u>



**CITY OF SILVERTON**

**STREET LIGHTS IMPROVEMENT - CAPITAL PROJECTS FUND  
 SCHEDULE OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
 For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Interest	\$ 800	\$ 2,140	\$ 1,340
<b>TOTAL REVENUES</b>	<u>800</u>	<u>2,140</u>	<u>1,340</u>
<b>EXPENDITURES</b>			
Street lighting	<u>196,848</u>	<u>937</u>	<u>195,911</u>
<b>TOTAL EXPENDITURES</b>	<u>196,848</u>	<u>937</u>	<u>195,911</u>
Net change in fund balance	(196,048)	1,203	197,251
Fund balance at beginning of year	<u>196,048</u>	<u>196,352</u>	<u>304</u>
Fund balance at end of year	<u><u>\$ -</u></u>	<u><u>\$ 197,555</u></u>	<u><u>\$ 197,555</u></u>

**CITY OF SILVERTON**

**STREET REIMBURSEMENT SDC - CAPITAL PROJECTS FUND  
 SCHEDULE OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
 For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
System development charges	\$ 24,080	\$ 52,185	\$ 28,105
Interest	<u>600</u>	<u>2,684</u>	<u>2,084</u>
 TOTAL REVENUES	 <u>24,680</u>	 <u>54,869</u>	 <u>30,189</u>
 <b>EXPENDITURES</b>			
Contingency	<u>226,682</u>	<u>-</u>	<u>226,682</u>
 TOTAL EXPENDITURES	 <u>226,682</u>	 <u>-</u>	 <u>226,682</u>
 Net change in fund balance	 (202,002)	 54,869	 256,871
Fund balance at beginning of year	<u>202,002</u>	<u>231,839</u>	<u>29,837</u>
 Fund balance at end of year	 <u><u>\$ -</u></u>	 <u><u>\$ 286,708</u></u>	 <u><u>\$ 286,708</u></u>

**CITY OF SILVERTON**

**STREET PROJECTS - CAPITAL PROJECTS FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Interest	\$ 1,150	\$ 7,099	\$ 5,949
<b>TOTAL REVENUES</b>	<u>1,150</u>	<u>7,099</u>	<u>5,949</u>
<b>EXPENDITURES</b>			
Street improvements	<u>564,701</u>	<u>44,103</u>	<u>520,598</u>
<b>TOTAL EXPENDITURES</b>	<u>564,701</u>	<u>44,103</u>	<u>520,598</u>
Excess (deficiency) of revenues over expenditures	<u>(563,551)</u>	<u>(37,004)</u>	<u>526,547</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	<u>150,000</u>	<u>150,000</u>	<u>-</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>150,000</u>	<u>150,000</u>	<u>-</u>
Net change in fund balance	(413,551)	112,996	526,547
Fund balance at beginning of year	<u>413,551</u>	<u>582,649</u>	<u>169,098</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 695,645</u>	<u>\$ 695,645</u>

**CITY OF SILVERTON**

**PARKS AND RECREATION IMPROVEMENT SDG - CAPITAL PROJECTS FUND  
 SCHEDULE OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
 For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
System development charges	\$ 170,975	\$ 265,085	\$ 94,110
Interest	<u>1,500</u>	<u>11,441</u>	<u>9,941</u>
 TOTAL REVENUES	 <u>172,475</u>	 <u>276,526</u>	 <u>104,051</u>
 <b>EXPENDITURES</b>			
Parks improvements	910,193	-	910,193
Contingency	<u>75,000</u>	<u>-</u>	<u>75,000</u>
 TOTAL EXPENDITURES	 <u>985,193</u>	 <u>-</u>	 <u>985,193</u>
 Net change in fund balance	 (812,718)	 276,526	 1,089,244
Fund balance at beginning of year	<u>812,718</u>	<u>955,244</u>	<u>142,526</u>
 Fund balance at end of year	 <u>\$ -</u>	 <u>\$ 1,231,770</u>	 <u>\$ 1,231,770</u>

**CITY OF SILVERTON**

**PARKS PROJECTS - CAPITAL PROJECTS FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Interest	\$ 20	\$ 169	\$ 149
<b>TOTAL REVENUES</b>	<u>20</u>	<u>169</u>	<u>149</u>
<b>EXPENDITURES</b>			
Parks Improvements	<u>15,387</u>	<u>-</u>	<u>15,387</u>
<b>TOTAL EXPENDITURES</b>	<u>15,387</u>	<u>-</u>	<u>15,387</u>
Net change in fund balance	(15,367)	169	15,536
Fund balance at beginning of year	<u>15,367</u>	<u>15,420</u>	<u>53</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 15,589</u>	<u>\$ 15,589</u>

**CITY OF SILVERTON**

**STORMWATER IMPROVEMENT SDC - CAPITAL PROJECTS FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
System development charges	\$ 19,110	\$ 37,123	\$ 18,013
Interest	2,500	4,565	2,065
<b>TOTAL REVENUES</b>	21,610	41,688	20,078
 <b>EXPENDITURES</b>			
Storm water improvements	8,417	548	7,869
Contingency	417,875	-	417,875
<b>TOTAL EXPENDITURES</b>	426,292	548	425,744
 Excess (deficiency) of revenues over expenditures	(404,682)	41,140	445,822
 <b>OTHER FINANCING SOURCES (USES)</b>			
Transfers out	(101,394)	(101,394)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	(101,394)	(101,394)	-
 Net change in fund balance	(506,076)	(60,254)	445,822
Fund balance at beginning of year	506,076	475,340	(30,736)
 Fund balance at end of year	\$ -	\$ 415,086	\$ 415,086

**CITY OF SILVERTON**

**STORMWATER PROJECTS - CAPITAL PROJECTS FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
Interest	\$ 25	\$ 418	\$ 393
<b>TOTAL REVENUES</b>	25	418	393
<b>EXPENDITURES</b>			
Stormwater improvements	615,445	271,957	343,488
<b>TOTAL EXPENDITURES</b>	615,445	271,957	343,488
Excess (deficiency) of revenues over expenditures	(615,420)	(271,539)	343,881
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	585,082	294,715	(290,367)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	585,082	294,715	(290,367)
Net change in fund balance	(30,338)	23,176	53,514
Fund balance at beginning of year	30,338	34,341	4,003
Fund balance at end of year	\$ -	\$ 57,517	\$ 57,517

**CITY OF SILVERTON**

**STORMWATER FEE - CAPITAL PROJECTS FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
Fees and permits	\$ 220,000	\$ 248,253	\$ 28,253
Interest	20	312	292
<b>TOTAL REVENUES</b>	<b>220,020</b>	<b>248,565</b>	<b>28,545</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Issuance of long-term debt	393,750	-	(393,750)
Transfers out	(614,120)	(244,027)	370,093
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(220,370)</b>	<b>(244,027)</b>	<b>(23,657)</b>
Net change in fund balance	(350)	4,538	4,888
Fund balance at beginning of year	350	16,424	16,074
Fund balance at end of year	\$ -	\$ 20,962	\$ 20,962



**CITY OF SILVERTON**

**STORMWATER REIMBURSEMENT SDC - CAPITAL PROJECTS FUND  
 SCHEDULE OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
 For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
System development charges	\$ 11,585	\$ 17,134	\$ 5,549
Interest	<u>100</u>	<u>708</u>	<u>608</u>
 TOTAL REVENUES	 <u>11,685</u>	 <u>17,842</u>	 <u>6,157</u>
 <b>EXPENDITURES</b>			
Contingency	<u>66,728</u>	<u>-</u>	<u>66,728</u>
 TOTAL EXPENDITURES	 <u>66,728</u>	 <u>-</u>	 <u>66,728</u>
 Net change in fund balance	 (55,043)	 17,842	 72,885
Fund balance at beginning of year	<u>55,043</u>	<u>58,681</u>	<u>3,638</u>
 Fund balance at end of year	 <u><u>\$ -</u></u>	 <u><u>\$ 76,523</u></u>	 <u><u>\$ 76,523</u></u>

**CITY OF SILVERTON**

**FALLEN HEROES MEMORIAL - CAPITAL PROJECTS FUND  
 SCHEDULE OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
 For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers out	<u>\$ (4,775)</u>	<u>\$ (4,775)</u>	<u>\$ -</u>
 TOTAL OTHER FINANCING SOURCES (USES)	 <u>(4,775)</u>	 <u>(4,775)</u>	 <u>-</u>
 Net change in fund balance	 (4,775)	 (4,775)	 -
Fund balance at beginning of year	<u>4,775</u>	<u>4,775</u>	<u>-</u>
 Fund balance at end of year	 <u><u>\$ -</u></u>	 <u><u>\$ -</u></u>	 <u><u>\$ -</u></u>

**CITY OF SILVERTON**

**CIVIC BUILDING PROJECT - CAPITAL PROJECTS FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
Interest	\$ 50	\$ 5,391	\$ 5,341
<b>TOTAL REVENUES</b>	<b>50</b>	<b>5,391</b>	<b>5,341</b>
<b>EXPENDITURES</b>			
Capital outlay	1,435,050	-	1,435,050
<b>TOTAL EXPENDITURES</b>	<b>1,435,050</b>	<b>-</b>	<b>1,435,050</b>
Excess (deficiency) of revenues over expenditures	(1,435,000)	5,391	1,440,391
<b>OTHER FINANCING SOURCES (USES)</b>			
Issuance of long-term debt	435,000	-	(435,000)
Transfers in	1,000,000	1,000,000	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>1,435,000</b>	<b>1,000,000</b>	<b>(435,000)</b>
Net change in fund balance	-	1,005,391	1,005,391
Fund balance at beginning of year	-	-	-
Fund balance at end of year	\$ -	\$ 1,005,391	\$ 1,005,391

**CITY OF SILVERTON**

**SEWER - ENTERPRISE FUND (MAJOR FUND)  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget		Actual	Variance
	Original	Final		
<b>REVENUES</b>				
Charges for services	\$ 3,206,400	\$ 3,206,400	\$ 3,419,609	\$ 213,209
Interest	4,500	4,500	13,093	8,593
Miscellaneous	-	-	3,557	3,557
<b>TOTAL REVENUES</b>	<u>3,210,900</u>	<u>3,210,900</u>	<u>3,436,259</u>	<u>225,359</u>
<b>EXPENDITURES</b>				
Sewer operations	1,097,626	1,145,051	998,133	146,918
Sewer maintenance	319,817	325,817	288,957	36,860
Debt service	826,950	826,950	826,941	9
Contingency	317,596	164,171	-	164,171
<b>TOTAL EXPENDITURES</b>	<u>2,561,989</u>	<u>2,461,989</u>	<u>2,114,031</u>	<u>347,958</u>
Excess (deficiency) of revenues over expenditures	<u>648,911</u>	<u>748,911</u>	<u>1,322,228</u>	<u>573,317</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	<u>(1,314,318)</u>	<u>(1,414,318)</u>	<u>(1,414,319)</u>	<u>(1)</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(1,314,318)</u>	<u>(1,414,318)</u>	<u>(1,414,319)</u>	<u>(1)</u>
Net change in fund balance	(665,407)	(665,407)	(92,091)	573,316
Fund balance at beginning of year	<u>700,087</u>	<u>700,087</u>	<u>1,371,824</u>	<u>671,737</u>
Fund balance at end of year	<u>\$ 34,680</u>	<u>\$ 34,680</u>	<u>1,279,733</u>	<u>\$ 1,245,053</u>
<b>Reconciliation to generally accepted accounting principles</b>				
Capital assets, net			23,655,995	
Pension related deferred outflows of resources			422,403	
Accrued interest payable			(34,439)	
Net pension liability			(806,031)	
Long-term obligations			(9,680,000)	
Pension related deferred inflows of resources			(29,164)	
Net position at end of year			<u>\$ 14,808,497</u>	

**CITY OF SILVERTON**

**WATER - ENTERPRISE FUND (MAJOR FUND)  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget			
	Original	Final	Actual	Variance
<b>REVENUES</b>				
Charges for services	\$ 1,924,563	\$ 1,924,563	\$ 2,100,589	\$ 176,026
Interest	3,800	3,800	8,944	5,144
Miscellaneous	-	-	8,968	8,968
<b>TOTAL REVENUES</b>	1,928,363	1,928,363	2,118,501	190,138
<b>EXPENDITURES</b>				
Water operations	670,103	705,003	564,802	140,201
Water maintenance	434,370	434,370	408,822	25,548
Debt service	193,726	193,726	193,725	1
Contingency	237,401	202,501	-	202,501
<b>TOTAL EXPENDITURES</b>	1,535,600	1,535,600	1,167,349	368,251
Excess (deficiency) of revenues over expenditures	392,763	392,763	951,152	558,389
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	(995,226)	(995,226)	(995,226)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	(995,226)	(995,226)	(995,226)	-
Net change in fund balance	(602,463)	(602,463)	(44,074)	558,389
Fund balance at beginning of year	825,457	825,457	989,257	163,800
Fund balance at end of year	\$ 222,994	\$ 222,994	945,183	\$ 722,189
<b>Reconciliation to generally accepted accounting principles</b>				
Capital assets, net			8,974,010	
Pension related deferred outflows of resources			312,277	
Accrued interest payable			(5,705)	
Net pension liability			(595,891)	
Long-term obligations			(1,137,883)	
Pension related deferred inflows of resources			(21,560)	
Net position at end of year			\$ 8,470,431	

**CITY OF SILVERTON**

**COMBINING STATEMENT OF NET POSITION  
NONMAJOR ENTERPRISE FUNDS  
June 30, 2017**

	Sewer Improvement SDC	Sewer Reimbursement SDC	Water Improvement SDC
<b><u>ASSETS</u></b>			
Current assets			
Cash and cash equivalents	\$ 728,866	\$ 815,053	\$ 1,501,444
TOTAL ASSETS	728,866	815,053	1,501,444
<b><u>LIABILITIES</u></b>			
Current liabilities			
Accounts payable and accrued liabilities	-	-	-
TOTAL LIABILITIES	-	-	-
<b><u>NET POSITION</u></b>			
Restricted for:			
Capital projects	728,866	815,053	1,501,444
Debt service	-	-	-
TOTAL NET POSITION	\$ 728,866	\$ 815,053	\$ 1,501,444

<u>Water Reimbursement SDC</u>	<u>Sewer Debt Reserve</u>	<u>WWTP Digester Project</u>	<u>Sewer Capital Project</u>	<u>Water Capital Project</u>	<u>Totals</u>
<u>\$ 292,120</u>	<u>\$ 1,269,182</u>	<u>\$ 611,942</u>	<u>\$ 1,453,462</u>	<u>\$ 51,560</u>	<u>\$ 6,723,629</u>
<u>292,120</u>	<u>1,269,182</u>	<u>611,942</u>	<u>1,453,462</u>	<u>51,560</u>	<u>6,723,629</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>11,384</u>	<u>-</u>	<u>11,384</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>11,384</u>	<u>-</u>	<u>11,384</u>
<u>292,120</u>	<u>-</u>	<u>611,942</u>	<u>1,442,078</u>	<u>51,560</u>	<u>5,443,063</u>
<u>-</u>	<u>1,269,182</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,269,182</u>
<u>\$ 292,120</u>	<u>\$ 1,269,182</u>	<u>\$ 611,942</u>	<u>\$ 1,442,078</u>	<u>\$ 51,560</u>	<u>\$ 6,712,245</u>

**CITY OF SILVERTON**

**COMBINING STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN NET POSITION  
NONMAJOR ENTERPRISE FUNDS  
For the Year Ended June 30, 2017**

	<u>Sewer Improvement SDC</u>	<u>Sewer Reimbursement SDC</u>	<u>Water Improvement SDC</u>
<b>OPERATING EXPENSES</b>			
Materials and services	\$ -	\$ -	\$ -
Operating (loss)	-	-	-
<b>NON-OPERATING REVENUES (EXPENSES)</b>			
Interest	<u>6,645</u>	<u>7,960</u>	<u>14,731</u>
Income(loss) before capital contributions and transfers	6,645	7,960	14,731
Capital contributions	171,306	117,554	224,942
Transfers in	-	-	-
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>
Change in net position	177,951	125,514	239,673
Net position at beginning of year	<u>550,915</u>	<u>689,539</u>	<u>1,261,771</u>
Net position at end of year	<u>\$ 728,866</u>	<u>\$ 815,053</u>	<u>\$ 1,501,444</u>



Water Reimbursement SDC	Sewer Debt Reserve	WWTP Digester Project	Sewer Capital Project	Water Capital Project	Totals
\$ -	\$ -	\$ 4,750	\$ 1,597	\$ 12,679	\$ 19,026
-	-	(4,750)	(1,597)	(12,679)	(19,026)
<u>2,166</u>	<u>13,093</u>	<u>6,641</u>	<u>15,680</u>	<u>833</u>	<u>67,749</u>
2,166	13,093	1,891	14,083	(11,846)	48,723
81,022	-	-	-	-	594,824
-	85,097	-	800,000	425,000	1,310,097
<u>(125,000)</u>	<u>-</u>	<u>-</u>	<u>(487,787)</u>	<u>(459,634)</u>	<u>(1,072,421)</u>
(41,812)	98,190	1,891	326,296	(46,480)	881,223
<u>333,932</u>	<u>1,170,992</u>	<u>610,051</u>	<u>1,115,782</u>	<u>98,040</u>	<u>5,831,022</u>
<u>\$ 292,120</u>	<u>\$ 1,269,182</u>	<u>\$ 611,942</u>	<u>\$ 1,442,078</u>	<u>\$ 51,560</u>	<u>\$ 6,712,245</u>

**CITY OF SILVERTON**  
**COMBINING STATEMENT OF CASH FLOWS**  
**NONMAJOR ENTERPRISE FUNDS**  
**For the Year Ended June 30, 2017**

	Sewer Improvement SDC	Sewer Reimbursement SDC	Water Improvement SDC
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Payments to suppliers	\$ -	\$ -	\$ -
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
System development charges received	171,306	117,554	224,942
Transfers in	-	-	-
Transfers out	-	-	-
Acquisition of capital assets	-	-	-
NET CASH PROVIDED BY (USED IN) CAPITAL AND RELATED FINANCING ACTIVITIES	171,306	117,554	224,942
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest on investments	6,645	7,960	14,731
NET CASH PROVIDED BY INVESTING ACTIVITIES	6,645	7,960	14,731
Net increase (decrease) in cash and cash equivalents		177,951	125,514
Cash and cash equivalents - beginning of year	550,915	689,539	1,261,771
Cash and cash equivalents - end of year	\$ 728,866	\$ 815,053	\$ 1,501,444
<b>RECONCILIATION OF OPERATING (LOSS) TO NET CASH (USED IN) OPERATING ACTIVITIES</b>			
Operating (loss)	\$ -	\$ -	\$ -
Adjustments to reconcile operating (loss) to net cash (used in) operating activities			
Increase in liabilities			
Accounts payable and accrued liabilities	-	-	-
NET CASH (USED IN) OPERATING ACTIVITIES	\$ -	\$ -	\$ -
<b>SUPPLEMENTAL DISCLOSURE OF NON-CASH TRANSACTIONS</b>			
Transfers out	\$ -	\$ -	\$ -

Water Reimbursement SDC	Sewer Debt Reserve	WWTP Digester Project	Sewer Capital Project	Water Capital Project	Totals
\$ -	\$ -	\$ (4,750)	\$ 9,787	\$ (33,848)	\$ (28,811)
81,022	-	-	-	-	594,824
-	85,097	-	800,000	425,000	1,310,097
(125,000)	-	-	-	-	(125,000)
-	-	-	(487,787)	(459,634)	(947,421)
(43,978)	85,097	-	312,213	(34,634)	832,500
2,166	13,093	6,641	15,680	833	67,749
2,166	13,093	6,641	15,680	833	67,749
239,673	(41,812)	98,190	1,891	337,680	(67,649)
333,932	1,170,992	610,051	1,115,782	119,209	5,852,191
<u>\$ 292,120</u>	<u>\$ 1,269,182</u>	<u>\$ 611,942</u>	<u>\$ 1,453,462</u>	<u>\$ 51,560</u>	<u>\$ 6,723,629</u>
\$ -	\$ -	\$ (4,750)	\$ (1,597)	\$ (12,679)	\$ (19,026)
-	-	-	11,384	(21,169)	(9,785)
<u>\$ -</u>	<u>\$ -</u>	<u>\$ (4,750)</u>	<u>\$ 9,787</u>	<u>\$ (33,848)</u>	<u>\$ (28,811)</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (487,787)</u>	<u>\$ (459,634)</u>	<u>\$ (947,421)</u>

**CITY OF SILVERTON**

**SEWER IMPROVEMENT SDC - ENTERPRISE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
System development charges	\$ 104,090	\$ 171,306	\$ 67,216
Interest	<u>1,500</u>	<u>6,645</u>	<u>5,145</u>
 TOTAL REVENUES	 <u>105,590</u>	 <u>177,951</u>	 <u>72,361</u>
 <b>EXPENDITURES</b>			
Sewer improvements	23,441	-	23,441
Contingency	<u>50,000</u>	<u>-</u>	<u>50,000</u>
 TOTAL EXPENDITURES	 <u>73,441</u>	 <u>-</u>	 <u>73,441</u>
 Net change in fund balance	 32,149	 177,951	 145,802
Fund balance at beginning of year	<u>513,247</u>	<u>550,915</u>	<u>37,668</u>
 Fund balance at end of year	 <u>\$ 545,396</u>	 <u>\$ 728,866</u>	 <u>\$ 183,470</u>

**CITY OF SILVERTON**

**SEWER REIMBURSEMENT SDC - ENTERPRISE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
System development charges	\$ 71,085	\$ 117,554	\$ 46,469
Interest	2,400	7,960	5,560
 TOTAL REVENUES	 73,485	 125,514	 52,029
 <b>EXPENDITURES</b>			
Contingency	736,498	-	736,498
 TOTAL EXPENDITURES	 736,498	 -	 736,498
 Net change in fund balance	 (663,013)	 125,514	 788,527
Fund balance at beginning of year	663,013	689,539	26,526
 Fund balance at end of year	 \$ -	 \$ 815,053	 \$ 815,053

**CITY OF SILVERTON**

**WATER IMPROVEMENT SDC - ENTERPRISE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
System development charges	\$ 140,560	\$ 224,942	\$ 84,382
Interest	<u>4,000</u>	<u>14,731</u>	<u>10,731</u>
<b>TOTAL REVENUES</b>	<u>144,560</u>	<u>239,673</u>	<u>95,113</u>
<b>EXPENDITURES</b>			
Water improvements	129,050	-	129,050
Contingency	<u>1,228,175</u>	<u>-</u>	<u>1,228,175</u>
<b>TOTAL EXPENDITURES</b>	<u>1,357,225</u>	<u>-</u>	<u>1,357,225</u>
Excess (deficiency) of revenues over expenditures	<u>(1,212,665)</u>	<u>239,673</u>	<u>1,452,338</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers out	<u>(45,600)</u>	<u>-</u>	<u>45,600</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(45,600)</u>	<u>-</u>	<u>45,600</u>
Net change in fund balance	(1,258,265)	239,673	1,497,938
Fund balance at beginning of year	<u>1,258,265</u>	<u>1,261,771</u>	<u>3,506</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 1,501,444</u>	<u>\$ 1,501,444</u>

**CITY OF SILVERTON**

**WATER REIMBURSEMENT SDC - ENTERPRISE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
System development charges	\$ 51,625	\$ 81,022	\$ 29,397
Interest	<u>1,000</u>	<u>2,166</u>	<u>1,166</u>
<b>TOTAL REVENUES</b>	<u>52,625</u>	<u>83,188</u>	<u>30,563</u>
<b>EXPENDITURES</b>			
Contingency	<u>243,534</u>	<u>-</u>	<u>243,534</u>
<b>TOTAL EXPENDITURES</b>	<u>243,534</u>	<u>-</u>	<u>243,534</u>
Excess (deficiency) of revenues over expenditures	<u>(190,909)</u>	<u>83,188</u>	<u>274,097</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers out	<u>(125,000)</u>	<u>(125,000)</u>	<u>-</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(125,000)</u>	<u>(125,000)</u>	<u>-</u>
Net change in fund balance	(315,909)	(41,812)	274,097
Fund balance at beginning of year	<u>315,909</u>	<u>333,932</u>	<u>18,023</u>
Fund balance at end of year	<u><u>\$ -</u></u>	<u><u>\$ 292,120</u></u>	<u><u>\$ 292,120</u></u>

**CITY OF SILVERTON**

**SEWER DEBT RESERVE - ENTERPRISE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
Interest	\$ 4,900	\$ 13,093	\$ 8,193
<b>TOTAL REVENUES</b>	4,900	13,093	8,193
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	89,954	85,097	(4,857)
<b>TOAL OTHER FINANCING SOURCES (USES)</b>	89,954	85,097	(4,857)
Net change in fund balance	94,854	98,190	3,336
Fund balance at beginning of year	1,168,749	1,170,992	2,243
Fund balance at end of year	\$ 1,263,603	\$ 1,269,182	\$ 5,579



**CITY OF SILVERTON**

**WWTP DIGESTER PROJECT - ENTERPRISE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Interest	\$ 1,000	\$ 6,641	\$ 5,641
<b>TOTAL REVENUES</b>	<u>1,000</u>	<u>6,641</u>	<u>5,641</u>
<b>EXPENDITURES</b>			
Capital outlay	<u>615,232</u>	<u>4,750</u>	<u>610,482</u>
<b>TOTAL EXPENDITURES</b>	<u>615,232</u>	<u>4,750</u>	<u>610,482</u>
Net change in fund balance	(614,232)	1,891	616,123
Fund balance at beginning of year	<u>614,232</u>	<u>610,051</u>	<u>(4,181)</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 611,942</u>	<u>\$ 611,942</u>

**CITY OF SILVERTON**

**SEWER CAPITAL PROJECT - ENTERPRISE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Interest	\$ 1,500	\$ 15,680	\$ 14,180
<b>TOTAL REVENUES</b>	<u>1,500</u>	<u>15,680</u>	<u>14,180</u>
<b>EXPENDITURES</b>			
Sewer improvements	<u>628,523</u>	<u>489,384</u>	<u>139,139</u>
<b>TOTAL EXPENDITURES</b>	<u>628,523</u>	<u>489,384</u>	<u>139,139</u>
Excess (deficiency) of revenues over expenditures	<u>(627,023)</u>	<u>(473,704)</u>	<u>153,319</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	<u>800,000</u>	<u>800,000</u>	<u>-</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>800,000</u>	<u>800,000</u>	<u>-</u>
Net change in fund balance	172,977	326,296	153,319
Fund balance at beginning of year	<u>1,083,728</u>	<u>1,115,782</u>	<u>32,054</u>
Fund balance at end of year	<u>\$ 1,256,705</u>	<u>\$ 1,442,078</u>	<u>\$ 185,373</u>

**CITY OF SILVERTON**

**WATER CAPITAL PROJECT - ENTERPRISE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Interest	\$ 800	\$ 833	\$ 33
<b>TOTAL REVENUES</b>	<u>800</u>	<u>833</u>	<u>33</u>
<b>EXPENDITURES</b>			
Water improvements	487,383	456,463	30,920
Materials and services	<u>58,000</u>	<u>15,850</u>	<u>42,150</u>
<b>TOTAL EXPENDITURES</b>	<u>545,383</u>	<u>472,313</u>	<u>73,070</u>
Excess (deficiency) of revenues over expenditures	<u>(544,583)</u>	<u>(471,480)</u>	<u>73,103</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	<u>470,600</u>	<u>425,000</u>	<u>(45,600)</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>470,600</u>	<u>425,000</u>	<u>(45,600)</u>
Net change in fund balance	(73,983)	(46,480)	27,503
Fund balance at beginning of year	<u>73,983</u>	<u>98,040</u>	<u>24,057</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 51,560</u>	<u>\$ 51,560</u>

**CITY OF SILVERTON**

**COMBINING STATEMENT OF NET POSITION  
INTERNAL SERVICE FUNDS  
June 30, 2017**

	Fleet Replacement	Major Equipment Replacement	Extended Leave	Totals
<b><u>ASSETS</u></b>				
Current assets				
Cash and cash equivalents	\$ 1,163,649	\$ 882,310	\$ 124,022	\$ 2,169,981
<b>TOTAL ASSETS</b>	<b>1,163,649</b>	<b>882,310</b>	<b>124,022</b>	<b>2,169,981</b>
<b><u>NET POSITION</u></b>				
Unrestricted	<b>\$ 1,163,649</b>	<b>\$ 882,310</b>	<b>\$ 124,022</b>	<b>\$ 2,169,981</b>

**CITY OF SILVERTON**

**COMBINING STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN NET POSITION  
INTERNAL SERVICE FUNDS  
For the Year Ended June 30, 2017**

	Fleet Replacement	Major Equipment Replacement	Extended Leave	Totals
<b>NONOPERATING REVENUES (EXPENSES)</b>				
Interest	\$ 12,891	\$ 9,475	\$ 1,342	\$ 23,708
Sale of capital assets	<u>14,269</u>	<u>-</u>	<u>-</u>	<u>14,269</u>
Total nonoperating revenues (expenses)	<u>27,160</u>	<u>9,475</u>	<u>1,342</u>	<u>37,977</u>
Income before transfers	27,160	9,475	1,342	37,977
Transfers in	280,601	93,148	-	373,749
Transfers out	<u>(187,464)</u>	<u>-</u>	<u>-</u>	<u>(187,464)</u>
Change in net position	120,297	102,623	1,342	224,262
Net position at beginning of year	<u>1,043,352</u>	<u>779,687</u>	<u>122,680</u>	<u>1,945,719</u>
Net position at end of year	<u>\$ 1,163,649</u>	<u>\$ 882,310</u>	<u>\$ 124,022</u>	<u>\$ 2,169,981</u>

**CITY OF SILVERTON**

**COMBINING STATEMENT OF CASH FLOWS  
INTERNAL SERVICE FUNDS  
For the Year Ended June 30, 2017**

	<u>Fleet</u>	<u>Major</u> <u>Equipment</u>	<u>Extended</u>	<u>Totals</u>
	<u>Replacement</u>	<u>Replacement</u>	<u>Leave</u>	
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>				
Transfers in	\$ 280,601	\$ 93,148	\$ -	\$ 373,749
Acquisition of capital assets	(188,129)	-	-	(188,129)
Sale of capital assets	<u>14,269</u>	<u>-</u>	<u>-</u>	<u>14,269</u>
 NET CASH PROVIDED BY CAPITAL AND RELATED FINANCING ACTIVITIES	 <u>106,741</u>	 <u>93,148</u>	 <u>-</u>	 <u>199,889</u>
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Interest on investments	<u>12,891</u>	<u>9,475</u>	<u>1,342</u>	<u>23,708</u>
 NET CASH PROVIDED BY INVESTING ACTIVITIES	 <u>12,891</u>	 <u>9,475</u>	 <u>1,342</u>	 <u>23,708</u>
 Net increase (decrease) in cash and cash equivalents	 119,632	 102,623	 1,342	 223,597
Cash and cash equivalents - beginning of year	<u>1,044,017</u>	<u>779,687</u>	<u>122,680</u>	<u>1,946,384</u>
 Cash and cash equivalents - end of year	 <u>\$ 1,163,649</u>	 <u>\$ 882,310</u>	 <u>\$ 124,022</u>	 <u>\$ 2,169,981</u>
 <b>SUPPLEMENTAL DISCLOSURE OF NON-CASH TRANSACTIONS</b>				
Transfers out	<u>\$ (187,464)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (187,464)</u>

**CITY OF SILVERTON**

**FLEET REPLACEMENT - INTERNAL SERVICE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
Interest	\$ 4,500	\$ 12,891	\$ 8,391
<b>TOTAL REVENUES</b>	4,500	12,891	8,391
<b>EXPENDITURES</b>			
Capital outlay	193,115	187,464	5,651
<b>TOTAL EXPENDITURES</b>	193,115	187,464	5,651
Excess (deficiency) of revenues over expenditures	(188,615)	(174,573)	14,042
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	300,473	280,601	(19,872)
Sale of capital assets	-	14,269	14,269
<b>TOAL OTHER FINANCING SOURCES (USES)</b>	300,473	294,870	(5,603)
Net change in fund balance	111,858	120,297	8,439
Fund balance at beginning of year	1,042,621	1,043,352	731
Fund balance at end of year	\$ 1,154,479	\$ 1,163,649	\$ 9,170

**CITY OF SILVERTON**

**MAJOR EQUIPMENT REPLACEMENT - INTERNAL SERVICE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	Budget	Actual	Variance
<b>REVENUES</b>			
Interest	\$ 3,400	\$ 9,475	\$ 6,075
<b>TOTAL REVENUES</b>	3,400	9,475	6,075
<b>EXPENDITURES</b>			
Contingency	875,099	-	875,099
Excess (deficiency) of revenues over expenditures	(871,699)	9,475	881,174
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	93,148	93,148	-
<b>TOAL OTHER FINANCING SOURCES (USES)</b>	93,148	93,148	-
Net change in fund balance	(778,551)	102,623	881,174
Fund balance at beginning of year	778,551	779,687	1,136
Fund balance at end of year	\$ -	\$ 882,310	\$ 882,310



**CITY OF SILVERTON**

**EXTENDED LEAVE - INTERNAL SERVICE FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET TO ACTUAL  
For the Year Ended June 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Interest	\$ 400	\$ 1,342	\$ 942
 TOTAL REVENUES	 <u>400</u>	 <u>1,342</u>	 <u>942</u>
 <b>EXPENDITURES</b>			
Personnel services	73,113	-	73,113
Contingency	<u>49,684</u>	<u>-</u>	<u>49,684</u>
 TOTAL EXPENDITURES	 <u>122,797</u>	 <u>-</u>	 <u>122,797</u>
 Net change in fund balance	 (122,397)	 1,342	 123,739
Fund balance at beginning of year	<u>122,397</u>	<u>122,680</u>	<u>283</u>
 Fund balance at end of year	 <u>\$ -</u>	 <u>\$ 124,022</u>	 <u>\$ 124,022</u>

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## **COMPLIANCE SECTION**

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**INDEPENDENT AUDITOR’S REPORT REQUIRED BY  
 OREGON STATE REGULATIONS**

**Honorable Mayor and Members of the City Council  
 CITY OF SILVERTON  
 Silverton, Oregon**

We have audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of the **CITY OF SILVERTON** as of and for the year ended June 30, 2017, and have issued our report thereon dated March 9, 2018.

**Compliance**

As part of obtaining reasonable assurance about whether the City’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. As such, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Highway revenues used for public highways, roads, and streets.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

**INDEPENDENT AUDITOR'S REPORT REQUIRED BY  
OREGON STATE REGULATIONS (Continued)**

In connection with our testing nothing came to our attention that caused us to believe the City was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations except as follows:

Budgets legally required (ORS Chapter 294)

The City has appropriated amounts for operating contingency in non-operating funds. OAR 150-294-0430(3) states: "A non-operating fund may not have an estimate for general operating contingencies".

Budget execution

The budget for the year ended June 30, 2017 was executed in compliance with legal requirements, except that expenditures in excess of appropriations, which are prohibited by ORS 294.435, were made in the following categories:

<u>Fund/Category</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Variance</u>
Pool operations levy			
Capital outlay	\$ -	\$ 2,623	\$(2,623)

OAR 162-10-0230 Internal Control

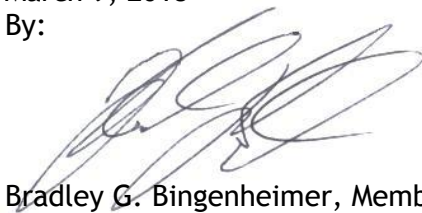
In planning and performing our audit of the financial statements, we considered the City internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control. Deficiencies in internal control, if any, were communicated separately.

Restriction on Use

This report is intended solely for the information and use of the council members and management of the CITY OF SILVERTON and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.


Boldt Carlisle + Smith  
Certified Public Accountants  
Salem, Oregon  
March 9, 2018

By:



Bradley G. Bingenheimer, Member

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

	<b>Agenda Item No.:</b>	<b>Topic:</b>
	7.1	OLCC Liquor License for New Retail Off-Premises Sales for DG Retail LLC, dba: Dollar General Store #18394
	<b>Agenda Type:</b>	
	Consent Agenda	
	<b>Meeting Date:</b>	
April 2, 2018		
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
Jeff Fossholm	Christy S. Wurster	Christy S. Wurster

Recommendation:

Staff makes no recommendation for approval or denial of the application to the Oregon Liquor Control Commission (OLCC). The final decision rests with OLCC.

Background:

An application has been made for “Off-Premise Sales” liquor license by a new outlet with the trade name, DG Retail LLC, dba; Dollar General Store #18394, which is located at 1095 N. Second St. Silverton, OR 97381.

The police department has completed and reviewed the background investigation on the applicant and finds nothing that would preclude or prevent the business from holding the license requested under the Oregon Administrative Rules governing licensing of new liquor retail outlets. The OLCC application, business information and floorplan layout of the business are attachments to this staff report.

Budget Impact	Fiscal Year	Funding Source
None	2017-2018	N/A

Attachments:

1. OLCC Liquor License Application
2. Corporate Questionnaire
3. OLCC Business Information



OREGON LIQUOR CONTROL COMMISSION

# LIQUOR LICENSE APPLICATION

**LICENSE FEE:** Do not include the license fee with the application (the license fee will be collected at a later time).

*Master file*

**APPLICATION:** Application is being made for:

- Brewery
- Brewery-Public House
- Distillery
- Full On-Premises, Commercial
- Full On-Premises, Caterer
- Full On-Premises, Passenger Carrier
- Full On-Premises, Other Public Location
- Full On-Premises, Nonprofit Private Club
- Full On-Premises, For-Profit Private Club
- Grower Sales Privilege
- Limited On-Premises
- Off-Premises
- Off-Premises with Fuel Pumps
- Warehouse
- Wholesale Malt Beverage & Wine (WMBW)
- Winery

### CITY AND COUNTY USE ONLY

Date application received \_\_\_\_\_

Name of City or County \_\_\_\_\_

Recommends this license be  Granted  Denied

By \_\_\_\_\_

Date \_\_\_\_\_

### OLCC USE

Application received by *W. Wanda*

Date *2-23-18*

License Action: *N/O*

### 1. LEGAL ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license:

Applicant #1

*DG Retail LLC*

Applicant #2

Applicant #3

Applicant #4

### 2. Trade Name of the Business (the name customers will see):

*Dollar General Store #18394*

### 3. Business Location: Number and Street

*City Silverton*

*County Marion*

*ZIP 97381*

### 4. Is the business at this location currently licensed by the OLCC? Yes No

### 5. Mailing Address (where the OLCC will send your mail):

*PO Box, Number, Street, Rural Route 100 Mission Ridge/Attn: Tax Licensing Dept*

*City Goodlettsville*

*State TN*

*ZIP 37072*

### 6. Phone Number of the Business Location: *TBD*

### 7. Contact Person for this Application:

*Name Duke Tufty*

*Phone Number 503-718-2310*

*Mailing Address, City, State, ZIP*

*7521 NE Sandy Blvd., Portland, OR 97213*

*Email duke@nwalcoholaw.com*

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

Signature of Applicant #1

Signature of Applicant #2

Signature of Applicant #4

Signature of Applicant #3

**RECEIVED**  
OREGON LIQUOR CONTROL COMMISSION

*FEB 23 2018*

SALEM REGIONAL OFFICE  
OLCC liquor license Application (Rev. 06/2017)



OREGON LIQUOR CONTROL COMMISSION  
LIMITED LIABILITY COMPANY QUESTIONNAIRE



Please Print or Type

LLC Name: DG Retail, LLC Year Filed: 2005

Trade Name (dba): Dollar General # 18394

Business Location Address: 1095 N Second St.

City: Silverton ZIP Code: 97381

List Members of LLC:	Percentage of Membership Interest:
1. _____ (managing member)	_____
2. <u>DG Promotions, Inc.</u> (members)	<u>100%</u>
3. <u>Larry Gatta - Sr. VP &amp; General Merchandise Manager</u>	<u>0% (not a member)</u>
4. <u>Jason Reiser - Chief Merchandising Officer and Sec.</u>	<u>0% (not a member)</u>
5. _____	_____
6. _____	_____

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: N/A DOB: NA

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: [Signature] Date: 1/17/18  
(name) (title)

1-800-452-OLCC (6522)  
www.olcc.state.or.us

(rev. 8/11)



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: DG Retail, LLC Phone: 615-855-4000

Trade Name (dba): Dollar General Store #18394

Business Location Address: 1095 N Second St.

City: Silverton ZIP Code: 97381

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 10:00am to 10:00pm
Monday 10:00am to 10:00pm
Tuesday 10:00am to 10:00pm
Wednesday 10:00am to 10:00pm
Thursday 10:00am to 10:00pm
Friday 10:00am to 10:00pm
Saturday 10:00am to 10:00pm

Outdoor Area Hours:

Sunday to
Monday to
Tuesday to
Wednesday to
Thursday to
Friday to
Saturday to

The outdoor area is used for:

Food service Hours: to
Alcohol service Hours: to
Enclosed, how

The exterior area is adequately viewed and/or supervised by Service Permittees. (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: Possible extended hours during holiday season

ENTERTAINMENT

Check all that apply:

- Live Music, Recorded Music, DJ Music, Dancing, Nude Entertainers, Karaoke, Coin-operated Games, Video Lottery Machines, Social Gaming, Pool Tables, Other

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday to
Monday to
Tuesday to
Wednesday to
Thursday to
Friday to
Saturday to

SEATING COUNT

Restaurant: Outdoor:
Lounge: Other (explain):
Banquet: Total Seating:

OLCC USE ONLY
Investigator Verified Sealing: (Y) (N)
Investigator Initials:
Date:

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 1/17/18

1-800-452-OLCC (6522) www.oregon.gov/olcc

(rev. 12/07)



OREGON LIQUOR CONTROL COMMISSION  
CORPORATION QUESTIONNAIRE

Please Print or Type

Corporation Name: DG Promotions, Inc. Year Incorporated: 1999

Trade Name (dba): Dollar General #18394

Business Location Address: 1095 N Second St.

City: Silverton ZIP Code: 97381

List Corporate Officers:

<u>Steven R. Deckard</u> (name)	<u>Chief Executive Officer</u> (title)
<u>John William Garratt</u>	<u>Chief Financial Officer</u>
<u>Jason Reiser</u>	<u>Chief Merchandising Officer and Secretary</u>

List Board of Directors:

John William Garratt  
(name)  
Robert D. Ravener

Rhonda M. Taylor

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)


Stockholders:	Number of Shares Held:	Number of Stock Shares:
<u>Dollar General Corporation</u>	<u>100</u>	Issued: <u>100</u>
_____	_____	Unissued: <u>N/A</u>
_____	_____	Total Shares Authorized to Issue: <u>100</u>
_____	_____	

Server Education Designee: N/A DOB: N/A  
(See Liquor License Application Guide for more information)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Officer's Signature: [Signature] Date: 1/17/18  
(name) (title)

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

	<b>Agenda Item No.:</b>	<b>Topic:</b>
	7.2	OLCC Liquor License for New Retail Off-Premises Sales for Shaggy's Den Smoke Shop, LLC
	<b>Agenda Type:</b>	
	Consent Agenda	
	<b>Meeting Date:</b>	
April 2, 2018		
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
Jeff Fossholm	Christy S. Wurster	Christy S. Wurster

Recommendation:

Staff makes no recommendation for approval or denial of the application to the Oregon Liquor Control Commission (OLCC). The final decision rests with OLCC.

Background:

An application has been made for “Off-Premise Sales” liquor license by a new outlet with the trade name, Shaggy’s Den Smoke Shop, LLC which is located at 323 Westfield St. Silverton, OR 97381.

The police department has completed and reviewed the background investigation on the applicant and finds nothing that would preclude or prevent him from holding the license requested under the Oregon Administrative Rules governing licensing of new liquor retail outlets. The OLCC application, business information and floorplan layout of the business are attachments to this staff report.

<b>Budget Impact</b>	<b>Fiscal Year</b>	<b>Funding Source</b>
None	2017-2018	N/A

Attachments:

1. OLCC Liquor License Application
2. OLCC Business Information
3. Business Floorplan



# LIQUOR LICENSE APPLICATION

<b>LICENSE FEE:</b> Do not include the license fee with the application (the license fee will be collected at a later time).  <b>APPLICATION:</b> Application is being made for: <input type="checkbox"/> Brewery <input type="checkbox"/> Brewery-Public House <input type="checkbox"/> Distillery <input type="checkbox"/> Full On-Premises, Commercial <input type="checkbox"/> Full On-Premises, Caterer <input type="checkbox"/> Full On-Premises, Passenger Carrier <input type="checkbox"/> Full On-Premises, Other Public Location <input type="checkbox"/> Full On-Premises, Nonprofit Private Club <input type="checkbox"/> Full On-Premises, For-Profit Private Club <input type="checkbox"/> Grower Sales Privilege <input type="checkbox"/> Limited On-Premises <input checked="" type="checkbox"/> Off-Premises <input type="checkbox"/> Off-Premises with Fuel Pumps <input type="checkbox"/> Warehouse <input type="checkbox"/> Wholesale Malt Beverage & Wine (WMBW) <input type="checkbox"/> Winery	<b>CITY AND COUNTY USE ONLY</b>  Date application received _____  Name of City or County _____  Recommends this license be ___ Granted ___ Denied  By _____  Date _____
	<b>OLCC USE</b>  Application received by <u>[Signature]</u> Date <u>2-8-2018</u> License Action: <u>New Outlet</u>

<b>1. LEGAL ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license:</b>			
Applicant #1	Applicant #2	Applicant #3	Applicant #4
<u>Shaggy's Den Smoke Shop, LLC</u>			
<b>2. Trade Name of the Business (the name customers will see):</b> <u>Shaggy's Den Smoke Shop</u>			
<b>3. Business Location: Number and Street</b> <u>323 S Westfield St</u>			
City <u>Silverton</u>	County <u>Marion</u>	ZIP <u>97381</u>	
<b>4. Is the business at this location currently licensed by the OLCC?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>5. Mailing Address (where the OLCC will send your mail):</b>			
PO Box, Number, Street, Rural Route <u>15651 SE Sweet Valentine</u>			
City <u>Happy Valley</u>	State <u>OR</u>	ZIP <u>97086</u>	
<b>6. Phone Number of the Business Location:</b> <u>503-991-3612</u>			
<b>7. Contact Person for this Application:</b> <u>Jay Bahia</u>			
Name	Phone Number <u>503-991-3612</u>		
Mailing Address, City, State, ZIP <u>15651 SE Sweet Valentine Happy Valley, OR 97086</u>			
Email <u>ABahia81@gmail.com</u>			
<b>I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.</b>			
Signature of Applicant #1	Signature of Applicant #2		
<u>ABahia</u>	 OREGON LIQUOR CONTROL COMMISSION		
Signature of Applicant #3	Signature of Applicant #4		
	<b>SALEM REGIONAL OFFICE</b>		



# OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Shaggy's Den Smoke Shop LLC

Applicant Name: Amanjit S Bahia Phone: 503 991 3612

Trade Name (dba): Shaggy's DEN Smoke Shop

Business Location Address: 323 S. Westfield St.

City: Silverton ZIP Code: 97381

### DAYS AND HOURS OF OPERATION

#### Business Hours:

Sunday	<u>8 AM</u>	to	<u>9 PM</u>
Monday	<u>9</u>	to	<u>9</u>
Tuesday	<u>9</u>	to	<u>9</u>
Wednesday	<u>9</u>	to	<u>9</u>
Thursday	<u>9</u>	to	<u>9</u>
Friday	<u>9</u>	to	<u>9</u>
Saturday	<u>9</u>	to	<u>9</u>

#### Outdoor Area Hours:

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

The outdoor area is used for:

- Food service Hours: \_\_\_\_\_ to \_\_\_\_\_
- Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_
- Enclosed \_\_\_\_\_

The outdoor area is adequately viewed and/or supervised by Service Permittees.  
\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: \_\_\_\_\_

### ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: \_\_\_\_\_

### DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

### SEATING COUNT

Restaurant: \_\_\_\_\_ Outdoor: \_\_\_\_\_  
 Lounge: \_\_\_\_\_ Other (explain): \_\_\_\_\_  
 Banquet: \_\_\_\_\_ Total Seating: \_\_\_\_\_

**OLCC USE ONLY**

Investigator Verified Seating: \_\_\_\_\_ (Y)  (N)

Investigator Initials: SD

Date: 2/3/18

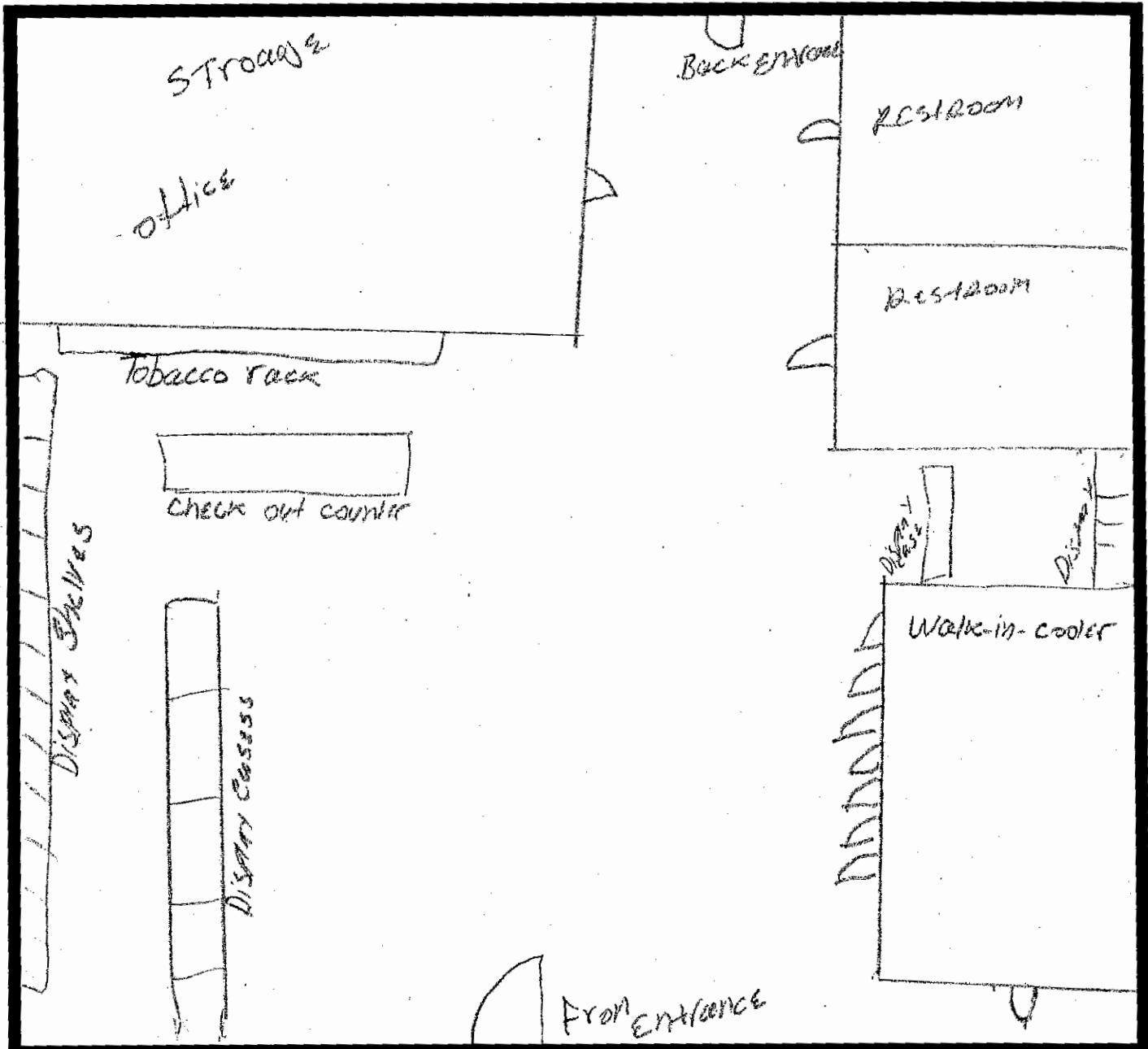
I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: ABahia Date: 1-31-18



# OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN


- **Your floor plan must be submitted on this form.**
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



~~Amanjot Behra~~ ~~EMANJOT BEHRA~~  
 Applicant Name  
 Shaggy's Den Smoke Shop  
 Trade Name (dba):  
 Silverton 97381  
 City and ZIP Code

.....OLCC USE ONLY.....  
 MINOR POSTING ASSIGNMENT(S)  
 N/A NO POSTING  
 Date: 2.13/8 Initials: SD

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

	<b>Agenda Item No.:</b>	<b>Topic:</b>
	7.3	Resolution No. 18-09 – A Resolution to Increase the appropriation for Street Administration to Cover the Costs Associated with the November 7, 2017 Fuel Tax Ballot Measure
	<b>Agenda Type:</b>	
	Consent Agenda	
	<b>Meeting Date:</b>	
April 2, 2018		
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
Christian Saxe	Christy S. Wurster	Christy S. Wurster

Recommendation:

Adopt Resolution No. 18-09 to Increase the appropriation for Street Administration to cover the costs associated with the 2017 Fuels Tax Ballot Measure administered by Marion County Elections Department.

Background:

In 2017, City Council approved Resolution 17-22 which created a ballot measure for the City voters to add a motor vehicle fuel business license tax. The fees generated from this fuel tax are to be used for the dedicated construction, reconstruction, improvement, repair, maintenance, operation, and use of public highways, roads, and streets in the City. The ballot was successfully passed on the November 7, 2017 election.

This transfer resolution will allow the necessary funds (\$8,202.00) to be transferred from Contingency to Street Administrations in the contracted services line item to cover the cost incurred by Marion County Elections Department to administer the ballot measure.

Budget Impact	Fiscal Year	Funding Source
Yes	2017-2018	Street Fund

Attachments:

1. Resolution No. 18-09



**CITY OF SILVERTON**  
**RESOLUTION**  
**18-09**

**A RESOLUTION OF THE SILVERTON CITY COUNCIL TO TRANSFER FUNDS DUE TO UNFORESEEN EXPENDITURES TO INCREASE APPROPRIATIONS FOR STREET ADMINISTRATION**

**WHEREAS**, certain expenditures could not be foreseen such as the cost to cover the Fuels Tax ballot measure by Marion County Elections Department; and

**WHEREAS**, Local Budget Law, ORS 294.463, authorizes the transferring of funds in these situations.

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

Section 1: The following transfers and appropriations are made:

<u>STREET FUND</u>	<u>Increase</u>	<u>Decrease</u>
Street Administration		
020-010-61059 Contracted Services	\$8,202	
Contingency & Reserves		
020-010-90001 Contingency		\$8,202

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


Resolution adopted by the City Council of the City of Silverton, this 2nd day of April, 2018.

ATTEST

\_\_\_\_\_  
Mayor, City of Silverton  
Kyle Palmer

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

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

	<b>Agenda Item No.:</b>	<b>Topic:</b>
	7.4	Resolution No. 18-10 – A resolution of the Silverton City Council supporting a climate change/energy use study to be conducted by Sustainable Silverton
	<b>Agenda Type:</b>	
	Consent Agenda	
	<b>Meeting Date:</b>	
April 2, 2018		
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
Lisa Figueroa	Christy S. Wurster	Christy S. Wurster

Recommendation:

Motion to adopt Resolution No. 18-10 supporting a climate change/energy use study to be conducted by Sustainable Silverton.

Background:

Elyce Brown and Charles Baldwin addressed the City Council on February 5, 2018 on behalf of a local grassroots organization, Sustainable Silverton. They expressed concern about climate change and its impact on Silverton’s natural environment and resources and requested the City Council adopt a resolution stating:

- a. The City acknowledges that both the climate and the energy sector are changing: on the one hand, we are facing reduced snowpack and increased drought and forest fires, while on the other hand, the ability to reduce our emissions and increase our town’s resiliency has never been more in reach.
- b. The City acknowledges the opportunity to make decisions about how those changes will look in our City, rather than be pulled along with the tide and respond to challenges on the spur of the moment, without a plan.
- c. The City supports a study looking at the opportunities and mitigation needs specific to Silverton, to be carried out by the local grassroots, citizens group, Sustainable Silverton in partnership with the City. The study is to be completed within the first half of this year, 2018.
- d. Once the study is complete, the City reviews the results as well as their recommendations.

A consensus of the Council supported the initiative with minimal support from staff in acquiring available data and requested a resolution be brought to a future meeting for consideration.

Budget Impact	Fiscal Year	Funding Source
None	2017-2018	N/A

Attachments:

1. Resolution No. 18-10

**CITY OF SILVERTON**  
**RESOLUTION**  
**18-10**

**A RESOLUTION OF THE SILVERTON CITY COUNCIL SUPPORTING A CLIMATE CHANGE/ENERGY USE STUDY TO BE CONDUCTED BY SUSTAINABLE SILVERTON**

**WHEREAS**, Sustainable Silverton, a local grassroots organization, addressed the Council at its February 5, 2018 meeting and indicated that climate change threatens to significantly impact the surrounding natural environment and resources on which Silverton’s economy and livability depend; and

**WHEREAS**, Sustainable Silverton noted that Silverton must anticipate the effects that reduced stream flows, severe storms, prolonged drought, increasing wildfire risks, and other predicted shifts in the natural environment will have on food security, business supply chains, recreation, tourism, and quality of life in the City; and

**WHEREAS**, the group also stated that the cost of clean energy technologies has fallen quickly and distributed energy systems are on the horizon; and

**WHEREAS**, Sustainable Silverton requested the City Council be proactive in the face of the changing energy sector and the changing climate by adopting a resolution to support a study to be conducted by Sustainable Silverton that will look at strategic energy use opportunities and climate change mitigation needs specific to Silverton.

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

Section 1: The City Council acknowledges that both the climate and the energy sector are changing: the City is facing reduced snowpack and increased drought and forest fires, but also has the ability to reduce emissions and increase the City’s resiliency.

Section 2: The City Council acknowledges it has the opportunity to make decisions about how climate changes and energy sector advances are addressed using a proactive approach. The City will study how it can use strategic energy planning to ensure optimum benefits and mitigate future challenges.

Section 3: The City Council supports a Sustainable Silverton study concerning the strategic energy use opportunities and climate change mitigation needs specific to the City.

Section 4: The Study will be performed by Sustainable Silverton with minimal assistance from the City in acquiring data, if available, and will be completed within the first half of this year, 2018.

Section 5: The City Council agrees to consider the results and recommendations of the study.

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

Resolution adopted by the City Council of the City of Silverton, this 2<sup>nd</sup> day of April, 2018.

---


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**

	<b>Agenda Item No.:</b>	<b>Topic:</b>
	7.5	Resolution No. 18-11 – A Resolution of the Silverton City Council adopting the City Council Goals for Fiscal Year 2018-2019
	<b>Agenda Type:</b>	
	Consent Agenda	
	<b>Meeting Date:</b>	
April 2, 2018		
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
Lisa Figueroa	Christy S. Wurster	Christy S. Wurster

Recommendation:

Motion to approve Resolution No. 18-11 to adopt the City Council Goals for Fiscal Year 2018-2019.

Background:

The City Council held a Special Meeting on February 12, 2018 to develop the City Council goals and objectives for Fiscal Year 2018-2019. The proposed City Council Goals for Fiscal Year 2018-2019 are attached as Exhibit A to Resolution No. 18-11.

Budget Impact	Fiscal Year	Funding Source
None	2018-2019	N/A

Attachments:

1. Resolution No. 18-11

**CITY OF SILVERTON**  
**RESOLUTION**  
**18-11**

**A RESOLUTION OF THE SILVERTON CITY COUNCIL ADOPTING THE CITY COUNCIL GOALS FOR FISCAL YEAR 2018-2019**

**WHEREAS,** The Silverton City Council held a Special Meeting on February 12, 2018 to develop the draft 2018-2019 City Council goals and objectives; and

**WHEREAS,** the purpose of the goals and objectives is to focus the efforts of the City Council and City staff on specific plans of action to achieve certain goals.

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

Section 1: The Silverton City Council hereby adopts the Fiscal Year 2018-2019 City Council goals attached hereto as Exhibit A and by this reference incorporated herein.

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

Resolution adopted by the City Council of the City of Silverton, this 2<sup>nd</sup> day of April, 2018.

\_\_\_\_\_  
Mayor, City of Silverton  
Kyle Palmer

ATTEST

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

Exhibit A

CITY OF SILVERTON  
2018-2019 CITY COUNCIL GOALS



Mission Statement

To provide exceptional public service that ensures safety, maintains infrastructure, preserves our unique heritage, and protects natural resources while proactively pursuing emerging opportunities to enhance our quality of life.

Vision Statement – Vision for Silverton in 2035

We envision a Silverton that honors its history, traditions and heritage, embraces diversity, encouraging thoughtful change while celebrating our past, present and future. Our future Silverton is a connected community with broad citizen engagement, a clear vision for the future, and a detailed plan of action to achieve it. We envision a Silverton with a strong economy and viable, locally owned businesses, carefully balancing economic growth with our continued small-town livability, quality of life and affordability. Our Silverton is guided by a comprehensive plan for our future growth, with strong leadership, meaningful public involvement, informed decisions, and agreement on our community’s key directions. We envision a Silverton that meets the basic needs of all of its residents, including quality jobs, affordable housing, accessible health care, and community safety. Education in our Silverton is a top priority for the entire community, providing our students with the best start in life, driving our community’s progress, and shaping its future.

Goal 1: Develop a 10-year Strategic Plan

	<b>Objective</b>	<b>Time Frame</b>	<b>Progress to Date/Comments</b>
1.1	Develop a 10-year Strategic Plan that encompasses the following elements: mission, vision, organizational values, significant issues and challenges facing the organization, goals and objectives, and actions and/or strategies. (Note: This goal is important to the City Council, but not time urgent. Council wants to minimize the cost of completion of the strategic plan.)	FY 2018-19 if time allows	•

Goal 2: Improve and Expand Public Outreach, Communication and Participation

	<b>Objective</b>	<b>Time Frame</b>	<b>Progress to Date/Comments</b>
2.1	Provide regular updates from the Mayor including city newsletter articles, State of City message, weekly coffee with the Mayor, Chamber business meetings, etc.	FY 2018-19	•
2.2	Quarterly city newsletter	FY 2018-19	•
2.3	Quarterly community partners meetings to discuss issues of mutual concern	FY 2018-19	•
2.4	Update city website and provide an increased social media presence	FY 2018-19	•
2.5	Provide presentations to service clubs, civic groups and partners	FY 2018-19	•
2.6	Reconvene Citizen Involvement Committee to make recommendations on the formation and support of neighborhood associations	FY 2018-19	•
2.7	Hold at least two Town Hall Meetings (July and December)	FY 2018-19	•
2.8	Explore opportunity to include camera on the City's website	FY 2018-19	•
2.9	Explore feasibility of creating and supporting a Youth Advisory Council	FY 2018-19	•



Goal 3 – Maintain and Improve Infrastructure and Facilities for Current and Future Citizens in an Efficient Manner.  
 (Note: “Efficient manner” includes correct construction sequencing)

	<b>Objective</b>	<b>Time Frame</b>	<b>Progress to Date/Comments</b>
3.1	Continue planning for and build new Police Station within four (4) years, with plans to incorporate City Hall within nine (9) years to include: <ul style="list-style-type: none"> <li>• Determine future use with public input of facility (if it remains) or raze</li> <li>• Develop construction funding plan</li> <li>• Conduct hazardous material abatement</li> <li>• Conduct facility needs assessment for civic center/city hall</li> <li>• Consider economy of scale by developing both facilities at the same time vs separate construction</li> <li>• Hire architectural firm to create conceptual ideas up to and including final full scale all-encompassing civic building with interconnection and design</li> <li>• Develop Master Plan (City Hall/Police Station/Park)</li> </ul>	FY 2018-19	•
3.2	Finalize the updated Transportation Master Plan and begin implementation	FY 2018-19	•
3.3	Perform SDC analysis for transportation, water, waste water and storm water and related rate studies as appropriate	FY 2018-19	•
3.4	Identify funding strategies and implement the development of infrastructure (sidewalks, bike paths, street lights and stormwater) to provide infill and connectivity between developed areas <i>generally,</i>	FY 2018-19	
3.5	Complete Old Mill Park improvements	FY 2018-19	•
3.6	Update street signage in compliance with MUTCD requirements	FY 2018-19	• .
3.7	Install 100% radio read water meters within two (2) years	FY 2018-19	•

3.8	All major residential areas to be connected for safe travel (streetlights, sidewalks, and bike lanes/paths) to schools and downtown	FY 2018-19	•
3.9	Reconstruct McClaine Street	FY 2018-19 / 2019-20	•
3.10	Improve streetscape and multi-modal connections to South Water Street	FY 2019-20	•
3.11	Begin recommended pool facility improvements, including a slope stability study of the adjacent stream bank.	FY 2018-19	•
3.12	Improve Second Street between the railroad tracks towards Jefferson Street	FY 2018-19	•
3.13	Use the Northside Addition as a focus area to create a model to assess overall improvements needed, create a cost analysis, provide funding options to move forward and use that model in other areas of Silverton	Begin FY 2018-19	•
3.14	Begin public process for determining future use of Pettit Property	Begin FY 2018-19	•
3.15	Assist the URA in developing the scope of the redevelopment of the Westfield property, including possible use as affordable housing and/or assisted living	FY 2018-19	•
3.16	Develop Master Plan for the Ike Mooney Property(Park and Fire Substation)	FY 2018-19	•
3.17	Begin housing needs analysis and evaluate other comprehensive plan elements needing amendment.	FY 2018-19	•
3.18	Consider land acquisition to connect Anderson Drive pedestrian pathway.	FY 2018-19	•
3.19	Evaluate the structural condition of the Abiqua Dam and fish ladder and develop CIP for improvements (WTP)	FY 2018-19	•
3.20	Work with the Army Corps of Engineers to develop a plan to restore storage capacity at the Silverton Reservoir	FY 2018-19	•
3.21	Identify a city-funded sidewalk infill project with a specified funding source	FY 2018-19	•


Goal 4 – Implement Policies and Programs to Maintain Safety and Quality of Life.

	<b>Objective</b>	<b>Time Frame</b>	<b>Progress to Date/Comments</b>
4.1	Further develop and implement strategies for affordable housing	FY 2018-19	•
4.2	Consider ordinances setting out: (1) smoke-free downtown area (2) ban on plastic shopping bags, and (3) ban on food grade Styrofoam. Work with solid waste franchisee to implement commercial composting program.	FY 2018-19	• .
4.3	Continue emergency preparedness outreach	FY 2018-19	•
4.4	Examine means and methods for increasing street trees in areas that lack them; follow up on compliance with existing landscape development standards in new developments.	FY 2018-19	•
4.5	Study ways with community partners to implement sustainable energy program to lesson carbon footprint and achieve energy sustainability goals	FY 2018-19	•
4.6	In partnership with community organizations, evaluate ways to enhance beautification of city’s entry gateways	FY 2018-19	•

Goal 5 – Provide Efficient and Fiscally Sound Municipal Services

	<b>Objective</b>	<b>Time Frame</b>	<b>Progress to Date/Comments</b>
5.1	Update long-range financial plan	FY 2018-19	•
5.2	Assess the practicality and feasibility of establishing a Parks and Recreation District	FY 2018-19	•
5.3	Determine strategy to repay the Sewer SDC Fund for purchase of Pettit property.	FY 2018-19	•
5.4	Aggressively pursue funding opportunities for large scale water improvement projects (Silver Creek Raw Water Line, Water Treatment Plant Upgrade and 2 MG West-side Reservoir)	FY 2018-19	•

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

	<b>Agenda Item No.:</b>	<b>Topic:</b>
	7.6	Authorize the Mayor to sign an Intergovernmental Agreement with ODOT for STIP Funds related to the Steelhammer Street Improvement Project
	<b>Agenda Type:</b>	
	Consent Agenda	
	<b>Meeting Date:</b>	
April 2, 2018		
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
Christian Saxe	Christy S. Wurster	Christy S. Wurster

Recommendation:

Motion authorizing the City Manager to sign the Intergovernmental Agreement (IGA) with Oregon Department of Transportation (ODOT) for STIP funds related to the Steelhammer Street Improvement Project.

Background:

A portion of the Steelhammer Street Improvement Project (Project) was to be funded through the City’s ODOT STIP Fund Exchange Program (Program). Following the completion of the project and contract close-out the City is now able to access these dedicated funds. The initial part of this process is the execution of an Intergovernmental Agreement with the Oregon Department of Transportation. The Program allows for \$0.94 per \$1.00 of Federal funds allocated to the City to be applied to qualifying expenses. The budget for the applicable portions of the Project totaled \$400,000 which requires a total fund exchange of \$425,531.92.

Budget Impact	Fiscal Year	Funding Source
\$400,000.00	2017-18	ODOT Fund Exchange

Attachments:

1. Intergovernmental Agreement

2017 FUND EXCHANGE AGREEMENT  
Steelhammer Road Project  
City of Silverton

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State"; and CITY OF SILVERTON, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

**RECITALS**

1. By the authority granted in Oregon Revised Statute (ORS) [190.110](#), [366.572](#) and [366.576](#), State may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

**TERMS OF AGREEMENT**

1. Agency has submitted a completed and signed Part 1 of the Project Prospectus, or a similar document agreed to by State, outlining the schedule and costs associated with all phases of the Steelhammer Road Project, hereinafter referred to as "Project."
2. State has reviewed Agency's prospectus and considered Agency's request for the Fund Exchange. State has determined that Agency's Project is eligible for the exchange of funds.
3. To assist in funding the Project, Agency has requested State to exchange 2017 federal funds, which have been allocated to Agency, for state funds based on the following ratio:

\$94 state for \$100 federal

4. Based on this ratio, Agency wishes to trade \$425,531.92 federal funds for \$400,00.00 state funds.
5. The term of this Agreement will begin upon execution and will terminate two years thereafter, unless extended by an executed amendment.
6. The Parties agree that the exchange is subject to the following conditions:

- a. The federal funds transferred to State may be used by State at its discretion.
- b. State funds transferred to Agency must be used for the Project. This Fund Exchange will provide funding for specific roadway projects and may also be used for the following maintenance purposes:
  - i. Purchase or Production of Aggregate. Agency shall ensure the purchase or production of aggregate is highway related and used exclusively for highway work.
  - ii. Purchase of Equipment. Agency shall clearly describe how it has been used or plans to use said equipment on highways. Agency shall demonstrate that the equipment will only be used for highway purposes.
- c. State funds may be used for all phases of the Project, including preliminary engineering, right of way, utility relocations and construction. Said use shall be consistent with the Oregon Constitution and statutes (Section 3a of Article IX Oregon Constitution). Agency shall be responsible to account for expenditure of state funds.
- d. This Fund Exchange shall be on a reimbursement basis, with state funds limited to a maximum amount of \$400,000.00. All costs incurred in excess of the Fund Exchange amount will be the sole responsibility of Agency.
- e. State certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within State's current appropriation or limitation of the current biennial budget.
- f. Agency, and any contractors, performs the work as an independent contractor and is exclusively responsible for all costs and expenses related to its employment of individuals to perform the work including, but not limited to, retirement contributions, workers' compensation, unemployment taxes, and state and federal income tax withholdings.
- g. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS [279C.505](#), [279C.515](#), [279C.520](#), [279C.530](#) and [279B.270](#) incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) [Title VI of Civil Rights Act of 1964](#); (ii) [Title V and Section 504 of the Rehabilitation Act of 1973](#); (iii) the [Americans with Disabilities Act of 1990](#) and ORS [659A.142](#); (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
- h. Agency, or its consultant, is responsible for all aspects of the Project, including the following as applicable: conducting the necessary preliminary engineering and design work required to produce final plans, specifications and cost

estimates; purchasing all necessary right of way in accordance with current state and federal laws and regulations; obtaining all required permits; responsibility for all utility relocations; advertising for bid proposals; awarding all contracts; performing all construction engineering; and making all contractor payments required to complete the Project.

- i. Agency shall submit invoice(s) to State for actual costs incurred by Agency on behalf of the Project directly to State's Project Manager for review and approval. Such invoice(s) will be in a form identifying the Project, the agreement number, the invoice number or account number or both, and will itemize all expenses for which reimbursement is claimed. Under no conditions shall State's obligations exceed \$400,000.00, including all expenses. Travel expenses will not be reimbursed.
- j. Agency shall, at its own expense, maintain and operate the Project upon completion at a minimum level that is consistent with normal depreciation and service demand.
- k. All employers, including Agency, that employ subject workers in the State of Oregon shall comply with ORS [656.017](#) and provide the required Workers' Compensation coverage unless such employers are exempt under ORS [656.126](#). Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its subcontractors complies with these requirements.
- l. This Agreement may be terminated by either party upon thirty (30) days' notice, in writing and delivered by certified mail or in person.
  - i. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
    - A. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
    - B. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
  - ii. Either Party may terminate this Agreement effective upon delivery of written notice to the other Party, or at such later date as may be established by the terminating Party, under any of the following conditions:
    - A. If either Party fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow either Party, in the exercise of



their reasonable administrative discretion, to continue to make payments for performance of this Agreement.

- B. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or either Party is prohibited from paying for such work from the planned funding source.
  - iii. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
  - m. State and Agency agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
7. For portions of the Project located on or along the Oregon State Highway System (state highway), when the Project scope includes work on sidewalks, curb ramps, or pedestrian-activated signals or triggers an obligation to address curb ramps or pedestrian signals, the Parties shall:
- a. Utilize ODOT standards to assess and ensure Project compliance with the Americans with Disabilities Act of 1990 (ADA), including ensuring that all sidewalks, curb ramps, and pedestrian-activated signals meet current ODOT Highway Design Manual standards;
  - b. Follow ODOT's processes for design, modification, upgrade, or construction of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form;
  - c. At Project completion, send an ODOT Curb Ramp Inspection Form 734-5020 to the address on the form as well as to State's Project Manager for each curb ramp constructed, modified, upgraded, or improved as part of the Project. The completed form is the documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT's fillable Curb Ramp Inspection Form and instructions are available at the following address:  
<http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/Pages/HwyConstForm s1.aspx>; and
  - d. Promptly notify ODOT of Project completion and allow ODOT to inspect Project sidewalks, curb ramps, and pedestrian-activated signals located on or along a state highway prior to acceptance of Project by Agency and prior to release of any Agency contractor.

8. Agency shall, at its own expense, maintain and periodically inspect any sidewalks, curb ramps, and pedestrian-activated signals on portions of the Project under Agency's maintenance jurisdiction upon Project completion and throughout the useful life of the Project to ensure continuing compliance with the ADA. This provision shall survive termination of this Agreement.
9. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.
10. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
11. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
12. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

The funding for this Fund Exchange program was approved by the Oregon Transportation Commission on July 20, 2017, as a part of the 2018-2021 Statewide Transportation Improvement Program (STIP).

The Program and Funding Services Manager approved the Fund Exchange on January 25, 2018.

CITY OF SILVERTON, by and through its elected officials

By \_\_\_\_\_  
City Manager

Date \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**LEGAL REVIEW APPROVAL (If required in Agency's process)**

By \_\_\_\_\_  
City Legal Counsel

Date \_\_\_\_\_

**Agency Contact:**

Christian Saxe, Director  
City of Silverton Public Works  
306 S. Water Street  
Silverton, OR 97381  
(503) 874-2210  
csaxe@silverton.or.us

**STATE OF OREGON**, by and through its Department of Transportation

By \_\_\_\_\_  
Region 2 Manager

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_  
State Traffic – Roadway Engineer

Date \_\_\_\_\_

By \_\_\_\_\_  
Region 2 Planning & Development Manager

Date \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**


By \_\_\_\_\_  
Assistant Attorney General (If over \$150,000)

Date \_\_\_\_\_

**State Contact:**

Shelly White-Robinson, Acting Local  
Project Delivery Coordinator  
ODOT, Region 2  
455 Airport Road SE, Bldg. B  
Salem, OR 97301  
[shelly.white-robinson@odot.state.or.us](mailto:shelly.white-robinson@odot.state.or.us)

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

	<b>Agenda Item No.:</b>	<b>Topic:</b>
	8.1	Ordinance No. 18-08 – Amending Silverton Municipal Code Chapter 5.34 Marijuana Facilities to modify certain standards
	<b>Agenda Type:</b>	
	Discussion/Action	
	<b>Meeting Date:</b>	
April 2, 2018		
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
Jason Gottgetreu	Christy S. Wurster	Christy S. Wurster

Recommendation:

Staff recommends a motion to adopt Ordinance No. 18-08 amending Silverton Municipal Code Chapter 5.34 Marijuana Facilities, to modify certain standards.

Background:

The Council held a work session in January to discuss possible changes to the City’s Marijuana Facilities Ordinance. The recommended changes include:

- Allow delivery
- Allow edibles
- Change the time of business operations to 10 a.m. to 7 p.m. all days
- Have a 500’ separation between marijuana retailers
- Require background checks for employees at dispensaries and retailers

Budget Impact	Fiscal Year	Funding Source
N/A	2017-2018	N/A

Attachments:

1. Ordinance No. 18-08 Amending SMC 5.34 Marijuana Facilities

**CITY OF SILVERTON**  
**ORDINANCE**  
**18-08**

**AN ORDINANCE OF THE SILVERTON CITY COUNCIL AMENDING MARIJUANA FACILITY PROVISIONS IN SILVERTON MUNICIPAL CODE CHAPTER 5.34**

**WHEREAS**, the City adopted Ordinance 15-07 Regulating Marijuana Facilities within the City of Silverton; and

**WHEREAS**, the City desires to modify certain standards.

**NOW THEREFORE THE CITY OF SILVERTON ORDAINS AS FOLLOWS:**

Section 1: The Silverton Municipal Code is amended in substantially the same form as set forth in the attached Exhibit A (Chapter 5.34).

Section 2: This ordinance is and shall be effective within 30 days of its passage.

Ordinance adopted by the City Council of the City of Silverton, this 2<sup>nd</sup> day of April 2018.

\_\_\_\_\_  
Mayor, City of Silverton  
Kyle Palmer

ATTEST:

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

Exhibit A

(additions in *italics*, deletions in ~~striketrough~~)

**Chapter 5.34  
MARIJUANA FACILITIES**

Sections:

- 5.34.010 Definitions.
- 5.34.020 Marijuana producers and medical marijuana grow sites.
- 5.34.030 Marijuana processors.
- 5.34.040 Medical marijuana dispensaries, marijuana retailers, and marijuana wholesalers.
- 5.34.050 Violations and enforcement.

**5.34.010 Definitions.**

Unless the context specifically indicates otherwise, the meaning of terms used in this chapter are as follows:

- A. "Cannabinoid" means any of the chemical compounds that are the active constituents of marijuana.
- B. "Cannabinoid concentrate" means a substance obtained by separating cannabinoids from marijuana by: (1) a mechanical extraction process; (2) a chemical extraction process using a nonhydrocarbon-based or other solvent, such as water, vegetable glycerin, vegetable oils, animal fats, isopropyl alcohol or ethanol; (3) a chemical extraction process using the hydrocarbon-based solvent carbon dioxide, provided that the process does not involve the use of high heat or pressure; or (4) any other process identified by the Oregon Health Authority or the Oregon Liquor Control Commission.
- C. "Cannabinoid edible" means food or potable liquid into which a cannabinoid concentrate, cannabinoid extract or dried marijuana leaves or flowers have been incorporated.
- D. "Cannabinoid extract" means a substance obtained by separating cannabinoids from marijuana by: (1) a chemical extraction process using a hydrocarbon-based solvent, such as butane, hexane or propane; (2) a chemical extraction process using the hydrocarbon-based solvent carbon dioxide, if the process uses high heat or pressure; or (3) any other process identified by Oregon Health Authority or the Oregon Liquor Control Commission.
- E. "Cannabinoid product" means a cannabinoid edible and any other product intended for human consumption or use, including a product intended to be applied to the skin or hair, that contains cannabinoids or dried marijuana leaves or flowers. It does not include: (1) usable marijuana by itself; (2) a cannabinoid concentrate by itself; (3) a cannabinoid extract by itself; or (4) industrial hemp.
- F. "Marijuana facilities" means recreational marijuana producers, recreational marijuana processors, recreational marijuana retailers, recreational marijuana wholesalers and medical marijuana dispensaries, medical marijuana grow sites, and medical marijuana processors.

G. "Marijuana processor" means a facility licensed by the Oregon Liquor Control Commission or registered by the Oregon Health Authority to process, compound or convert marijuana into cannabinoid products, cannabinoid concentrates or cannabinoid extract.

H. "Marijuana producer" means a facility that is licensed by the Oregon Liquor Control Commission to manufacture, plant, cultivate, grow or harvest marijuana.

I. "Marijuana retailer" means a facility licensed by the Oregon Liquor Control Commission to sell marijuana to a consumer.

J. "Marijuana wholesaler" means a facility licensed by the Oregon Liquor Control Commission to purchase marijuana items in Oregon for resale to a person other than a consumer.

K. "Medical marijuana dispensary" means a facility registered with the Oregon Health Authority or for which an application has been submitted to the Oregon Health Authority that transfers usable marijuana, immature marijuana plants, seeds, and cannabinoid products, concentrates and extracts to registrants and primary caregivers. Dispensaries also receive transfers of cannabinoid products, concentrates and extracts from marijuana processing facilities. Dispensaries receive transfers of usable marijuana, immature marijuana plants and seeds from registrants and primary caregivers.

L. "Medical marijuana grow site" means specific location registered by the OHA used by a medical marijuana grower to manufacture, plant, cultivate, grow, or harvest marijuana or dry marijuana leaves or flowers for medical use by a specific patient. (Ord. 15-07 § 1 (Exh. A), 2015)

**5.34.020 Marijuana producers and medical marijuana grow sites.**

All marijuana producers and grow sites within the city shall be located entirely indoors within a permanent enclosed structure with a roof and shall:

A. Use an air filtration and ventilation system which, to the greatest extent feasible, contains all marijuana related odors within the facility rather than allowing such odor to escape outside. Sufficient measures and means of preventing odor, debris, fluids and other substances from escaping the facility must be in effect at all times.

B. Provide for secure disposal of cannabinoid remnants or by-products; such remnants or by-products shall not be placed within the facilities' exterior refuse containers. Outdoor storage of cannabinoid merchandise, raw materials, or other cannabinoid materials associated with the production of marijuana is prohibited.

C. Comply with all applicable state regulations.

D. Comply with applicable city design standards with security bars or grates prohibited unless integrated into the design. (Ord. 15-07 § 1 (Exh. A), 2015)

**5.34.030 Marijuana processors.**

All marijuana processors within the city shall be located entirely indoors within a permanent enclosed structure with a roof and shall:

- A. Use an air filtration and ventilation system which, to the greatest extent feasible, contains all marijuana related odors within the facility rather than allowing such odor to escape outside. Sufficient measures and means of preventing odor, debris, fluids and other substances from escaping the facility must be in effect at all times.
- B. Provide for secure disposal of cannabinoid remnants or by-products; such remnants or by-products shall not be placed within the facilities' exterior refuse containers. Outdoor storage of cannabinoid merchandise, raw materials, or other cannabinoid materials associated with the production of marijuana is prohibited.
- C. Comply with all applicable state regulations.
- D. Comply with city design standards with security bars or grates prohibited unless integrated into the design. (Ord. 15-07 § 1 (Exh. A), 2015)

**5.34.040 Medical marijuana dispensaries, marijuana retailers, and marijuana wholesalers.**

A. Facilities under this section may be open to the public between the hours of ~~9:00 a.m. and 9:00 p.m. on Monday to Friday, between the hours of 11:00 a.m. and 7:00 p.m. on Saturdays, and between 9:00 a.m. and 6:00 p.m. on Sundays.~~ 10:00 a.m. and 7:00 p.m.

- B. Facilities under this section may not locate in a trailer, cargo container or motor vehicle and shall not offer drive-through or delivery services. Outdoor storage of merchandise, raw materials or other materials associated with the facility is prohibited. Facilities under this section must be a permanent structure on a foundation with a permanent address which can be registered with the state of Oregon.
- C. No marijuana or paraphernalia shall be displayed or kept in a facility under this section so as to be visible from the outside of the licensed premises. Marijuana and tobacco products must not be inhaled (smoked or vaporized), ingested (orally, sublingually or rectally), topically applied or otherwise consumed in any manner that creates pharmaceutical effect or chemical influences on a person while on the premises.
- D. Facilities under this section must use an air filtration and ventilation system which, to the greatest extent feasible, contains all marijuana related odors within the facility rather than allowing such odor to escape outside. Sufficient measures and means of preventing odor, debris, fluids and other substances from escaping the facility must be in effect at all times.
- E. Facilities under this section must provide for secure disposal of cannabinoid remnants or by-products; such remnants or by-products shall not be placed within the facilities' exterior refuse containers.



F. Facilities under this section must comply with all applicable state regulations.

G. Facilities under this section must take steps to ensure that all products and paraphernalia must be enclosed in an opaque bag or container upon exiting the facility.

H. Entrances and off-street parking areas of facilities under this section shall be well lit and not visually obscured from public view and rights-of-way.

I. Site or building exterior of facilities under this section must comply with city design standards with security bars or grates prohibited unless integrated into the design.

~~J. Marijuana retailers and marijuana wholesalers may not sell marijuana cannabinoid edibles.~~

J. Marijuana retailers shall be no closer than 500 feet of another marijuana retailer. The distance between the retailers shall be computed by direct measurement of the nearest portion of the building in which one marijuana retailer is located to the nearest portion of the building in which the other marijuana retailer is located.

K. All persons responsible for a medical marijuana dispensary or marijuana retailer must request Silverton police department to conduct a criminal records check for each employee of a medical marijuana dispensary or marijuana retailer before the individual begins employment with the facility.

1. An individual convicted of the manufacture or delivery of the controlled substance in Schedule 1 or Schedule 2 may not be an employee of the medical marijuana dispensary for two years from the date the individual was convicted.

2. An individual convicted more than once for the manufacture or delivery of a controlled substance in Schedule 1 or Schedule 2 may not be an employee of a medical marijuana dispensary. (Ord. 15-07 § 1 (Exh. A), 2015)


#### **5.34.050 Violations and enforcement.**

A. The establishment, maintenance or operation of a marijuana facility by a person, business or any other entity within the city in violation of the requirements of this chapter will be subject to any and all enforcement remedies available to the city under law and/or the Silverton Municipal Code including but not limited to enforcement pursuant to Chapters 8.07 and 1.08 SMC and/or the filing of an appropriate action and pursuit of an appropriate remedy in a court of competent jurisdiction.

B. The establishment, maintenance or operation of a marijuana facility by a person, business or any other entity within the city in violation of the requirements of this chapter is declared to be a public nuisance. The city may abate a nuisance under this chapter either pursuant to Chapter 8.04 SMC or it may pursue any other remedies available to it, including but not limited to an action seeking declaratory relief and/or injunctive relief.

C. If the city brings an action in either law or equity in any of the courts of this state (including the U.S. District Court for the District of Oregon) other than its municipal court for the enforcement of this chapter, the city shall be entitled to the award of its reasonable attorney fees in the event it is the prevailing party. (Ord. 15-07 § 1 (Exh. A), 2015)

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

	<b>Agenda Item No.:</b>	<b>Topic:</b>
	8.2 & 8.3	Ordinance No. 18-09 – Amending Silverton Municipal Code Chapter 10.08 to Update Code Language and Remove Fine Amounts
	<b>Agenda Type:</b>	
	Discussion/Action	
	<b>Meeting Date:</b>	
April 2, 2018		
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
Jeff Fossholm	Christy S. Wurster	Christy S. Wurster

Recommendation:

Staff recommends a motion to adopt Ordinance No. 18-09 amending Silverton Municipal Code Chapter 10.08 Stopping, Standing and Parking, to update code language and remove fine amounts as set forth in Exhibit A.

Background:

Parking fines were originally set as exact amounts into the Silverton Municipal Code by Ordinance, which required amendment to the Silverton Municipal Code to increase any fine amounts. Parking fines were discussed along with other parking related topics at the May 1, 2017 City Council Meeting. City Council then directed staff to create a parking enforcement committee for further discussion and community involvement. The parking committee met and created recommendations. Stacy Palmer, Executive Director for the Chamber of Commerce presented those recommendations at the City Council Meeting on June 19, 2017. City Council then requested that the parking issues be discussed further at a future Council Work Session held on August 21, 2017. The City Council directed staff to bring back an amended Silverton Municipal Code and update language and remove the fine amounts from the Ordinance. Future fine amounts will be set by Resolution of the City Council.

Legal counsel has prepared the updates to SMC Chapter 10.08 for consideration based on the recommendations to update code language and remove fine amounts from the Ordinance.

Budget Impact	Fiscal Year	Funding Source
Fine increases = Revenue increases	2017-2018	010-000-4406

Attachments:

1. Ordinance No. 18-09 Amending SMC 10.08 Stopping, Standing and Parking
2. Exhibit A – SMC Chapter 10.08 Stopping, Standing and Parking with additions in italics and deletions in ~~strikethrough~~.
3. Resolution on Parking Fee Amounts

**CITY OF SILVERTON**  
**ORDINANCE**  
**18-09**

**AN ORDINANCE OF THE SILVERTON CITY COUNCIL AMENDING SILVERTON MUNICIPAL CODE CHAPTER 10.08 TO UPDATE CODE LANGUAGE AND REMOVE FINE AMOUNTS**

**WHEREAS**, on August 21, 2017, the Silverton City Council discussed changes to the Silverton Municipal Code (Code) whereby the parking, standing, and stopping (Chapter 10.08) portions of the Code would be updated with new fine amounts; and

**WHEREAS**, removing the fine amounts from the Code altogether will make it easier for the City Council to update those amounts through resolutions on a more regular basis; and

**WHEREAS**, other sections of the Code needed to be updated to remove references to taxi cabs and other outdated references; and

**WHEREAS**, the City desires to revise the Code to remove fine amount references and to make other updates.

**NOW THEREFORE THE CITY OF SILVERTON ORDAINS AS FOLLOWS:**

**Section 1:** The Silverton Municipal Code is amended in substantially the same form as set forth in the attached Exhibit A (Chapter 10.08).

**Section 2:** That this ordinance is and shall be effective within 30 days of its passage.

Ordinance adopted by the City Council of the City of Silverton, this 2<sup>nd</sup> day of April, 2018.

\_\_\_\_\_  
Mayor, City of Silverton  
Kyle Palmer

ATTEST

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

## EXHIBIT A

(additions in *italics* and deletions in ~~strikethrough~~)

### Chapter 10.08 STOPPING, STANDING AND PARKING

Sections:

- 10.08.010 Definitions.
- 10.08.020 Parking meter zones designated.
- 10.08.021 Parking – Methods authorized – Emergencies and fires.
- 10.08.022 Parking – Oversized vehicles.
- 10.08.023 Parking – Prohibited locations and activities.
- 10.08.024 Loading zone use restrictions.
- 10.08.025 Bus and taxicabs – Operation restrictions.
- 10.08.026 Bus and taxicabs – Use of stands.
- 10.08.027 Lights on parked vehicles.
- 10.08.028 Governmental and public utility vehicles.
- 10.08.029 Meters – Deposit of coins.
- 10.08.030 Meters – Legal time limit.
- 10.08.031 Meters – Collection of money.
- 10.08.032 Meters – Effect of defects on violations.
- 10.08.033 Parking permits and meter hoods.
- 10.08.034 Parking violation – Impoundment and disposal conditions.
- 10.08.036 Meters – Installation.
- 10.08.040 Meters – Location and operation.
- 10.08.050 Meters – Parking space markings.
- 10.08.070 Repealed.
- 10.08.080 ~~Loading and unloading – Meter parking permits.~~
- 10.08.090 ~~Taxicab and Bus parking exemptions.~~
- 10.08.100 Meters – Payments as fee for services.
- 10.08.110 Meters – Deposit collections.
- 10.08.120 Meters – Holidays and exempt days.
- 10.08.130 Meters – Recordkeeping of parking violations.
- 10.08.140 Meters – Unlawful coins.
- 10.08.150 Meters – Tampering and other prohibited acts.
- 10.08.160 Meters – Penalty for violation.
- 10.08.170 ~~East Main Street parking restrictions.~~
- 10.08.180 ~~Oak Street parking restrictions.~~
- 10.08.190 Logging trucks and other large vehicles.
- 10.08.210 Violation – Notice – Form and contents – Penalties.

10.08.220 Violation – Failure to pay fine – Penalty.

10.08.230 Chapter provisions not exclusive.

10.08.300 Street sweeping.

#### **10.08.010 Definitions.**

Whenever in this chapter the following terms are used, they shall have the meanings respectively ascribed to them in this section:

A. "Parking meter zones" means portions of streets described and established by the city council as zones within which the parking of vehicles shall be controlled, regulated and inspected with the aid of timing devices or meters, referred to in this chapter as "parking meters" or "meters."

B. "Roadway" means that portion of a street between the regularly established curb lines.

C. "Sidewalk" means that portion of a street between the curb lines and the adjacent property lines.

D. "Stand" means the halting of a vehicle, whether occupied or not, other than temporarily for the purpose of and while actually engaged in receiving or discharging passengers.

E. "Street" means every public way, road, thoroughfare and place, including bridges, viaducts, and other structures within the boundaries of the city, open, used or intended for use by the general public for vehicles or vehicular traffic as a matter of right.

F. "Vehicle" means any device in, upon or by which any person or property is or may be transported or drawn upon a public street and includes vehicles that are propelled or powered by any means. (Ord. 99-120 § 3, 1999; Ord. 384 § 1, 1949)

#### **10.08.020 Parking meter zones designated.**

Sections of streets may be established as parking meter zones as determined by city council resolution. (Ord. 03-103 § 1, 2003; Ord. 90-206 § 1, 1990; Ord. 697 § 1, 1975; Ord. 674 § 1, 1974; Ord. 603 § 14, 1970; Ord. 388 § 1, 1949; Ord. 384 § 2, 1949)

#### **10.08.021 Parking – Methods authorized – Emergencies and fires.**

A. No person shall stand or park a vehicle in a street other than parallel with the edge of the roadway, headed in the direction of lawful traffic movement, and with the curbside wheels of the vehicle within 12 inches of the edge of the curb, except where the street is marked or signed for angle parking, in which case motor vehicles shall be parked with the front head-in to the curb at the angle of and between painted stripes or other markings upon the pavement where such head-in parking is indicated.

B. Where parking space markings are placed on a street, no person shall stand or park a vehicle other than in the indicated direction and within a single marked space.

C. An owner or driver of a vehicle, upon discovering that such vehicle is parked immediately in front of or close to a building to which an emergency vehicle has been summoned, shall immediately remove such vehicle from the area unless otherwise directed by police or fire personnel.

D. No person, whether in a vehicle or not, shall intrude upon a street or premises where a fire is in progress in such manner as to interfere with fire personnel in their efforts to extinguish a fire, and no person shall congregate in the vicinity of a fire in such a manner as to hinder or interfere with fire personnel in their efforts to extinguish a fire. (Ord. 99-120 § 4, 1999; Ord. 860 § 6, 1987)

**10.08.022 Parking – Oversized vehicles.**

Any vehicle which because of its size or shape cannot be parked as provided by SMC [10.08.021](#) may be parked outside the restricted or limited parking area of the city in a manner which will not impede or interfere with vehicular traffic. (Ord. 99-120 § 4, 1999; Ord. 860 § 7, 1987)

**10.08.023 Parking – Prohibited locations and activities.**

In addition to provisions of the Motor Vehicle Laws of Oregon prohibiting parking, no person shall park a vehicle:

A. Upon a bridge, viaduct or other elevated structure used as a street, unless otherwise indicated by lawfully installed signs;

B. In any alley, except to load or unload persons or materials, not to exceed 20 minutes for loading or unloading;

C. Upon a street for the principal purpose of:

1. Displaying the vehicle for sale,
2. Washing, greasing or repairing the vehicle, except repairs necessitated by an emergency,
3. Displaying advertising from the vehicle,
4. Selling merchandise from the vehicle, except in an established market place, or when so authorized or licensed under the ordinances of the city,
5. Storing the vehicle, or as junkage or dead storage, for more than 72 consecutive hours;

D. Upon any parkway, except where specifically authorized. (Ord. 99-120 § 4, 1999; Ord. 860 § 8, 1987)

**10.08.024 Loading zone use restrictions.**

A. No person shall stop, stand or park a vehicle for any purpose or length of time other than for the continuous and expeditious unloading and delivery or pickup and loading of materials or freight in any place designated as a loading zone, during the hours when the provisions applicable to loading zones are in effect.

B. No person shall stop, stand or park a vehicle for any purpose or length of time other than for the continuous and expeditious loading or unloading of passengers in any place designated as a passenger loading zone, during the hours when the provisions applicable to passenger loading zones are in effect.

C. The penalty for violation of this section shall be *set by resolution of the city council*. ~~\$25.00 on the date of violation and \$50.00 after 72 hours from the date of the violation.~~ (Ord. 99-120 § 4, 1999; Ord. 93-127 § 1, 1993; Ord. 93-110 § 1, 1993; Ord. 860 § 9, 1987)

**10.08.025 Bus and taxicabs – Operation restrictions.**

The driver of a bus ~~or taxicab~~ shall not stand or park such vehicle upon any street in any business district at any place other than at a bus stand ~~or taxicab stand~~, respectively, except that this provision shall not prevent the driver of any passenger vehicle from temporarily stopping for the purpose of and while actually engaged in the loading or unloading of passengers. (Ord. 99-120 § 4, 1999; Ord. 860 § 10, 1987)

**10.08.026 Bus and taxicabs – Use of stands.**

No person shall stop, stand or park a vehicle other than a bus in a bus stand, ~~or other than a taxicab in a taxicab stand~~, except that the driver of a passenger vehicle may temporarily stop therein for the purpose of and while actually engaged in loading or unloading of passengers, when such stopping does not interfere with any bus ~~or taxicab~~ about to enter or using such zone. (Ord. 99-120 § 4, 1999; Ord. 860 § 11, 1987)

**10.08.027 Lights on parked vehicles.**

No lights need be displayed upon any vehicle parking in accordance with this chapter, and upon a street where there is sufficient light to reveal any person or object upon such street within a distance of 500 feet. (Ord. 99-120 § 4, 1999; Ord. 860 § 13, 1987)

**10.08.028 Governmental and public utility vehicles.**

The provisions of this chapter regulating the parking or standing of vehicles shall not apply to any vehicle of a city department or public utility while in use for construction or repair work on the street, or any vehicle owned by the United States while in use for the collection, transportation or delivery of United States mail. (Ord. 99-120 § 4, 1999; Ord. 860 § 13, 1987)

**10.08.029 Meters – Deposit of coins.**

No person shall park a vehicle in any metered parking space, except as otherwise permitted by ordinance, without immediately depositing in the parking meter adjacent to such space such lawful coin or coins of the United States as are required by such meter and as designated by directions on the meter, and when required by the directions on the meter, unless the parking meter indicates at the time such vehicle is parked that an unexpired portion remains of the period for which a coin or coins had been previously deposited. (Ord. 99-120 § 4, 1999; Ord. 860 § 14, 1987)

**10.08.030 Meters – Legal time limit.**

A. Except as otherwise permitted by ordinance, no person shall park any vehicle and let it remain parked in any such parking metered space during any time when the parking meter adjacent to such space



indicates that no portion remains of the period for which the last previous coin or coins had been deposited, or beyond the 120 minutes time limit for parking in such space between the hours of 9:00 a.m. and 6:00 p.m. ~~of any day~~ (Monday thru Friday), Saturdays, Sundays and legal holidays excepted.

B. Continued parking beyond the 120 minutes time limit for any meter parking space shall constitute a separate offense for each period or portion of a single time limit for any such meter parking space during which the vehicle remains so parked.

C. Notwithstanding the provisions of subsections A and B of this section, where a meter specifically authorizes parking for a period in excess of 120 minutes, a person may park a vehicle in such metered space for such time as is authorized by the meter adjacent to the space. (Ord. 03-103 § 1, 2003; Ord. 99-120 § 4, 1999; Ord. 860 § 15, 1987; Ord. 391 § 1, 1949; Ord. 384 § 6, 1949)

**10.08.031 Meters – Collection of money.**

It shall be the duty of the chief of police to direct the collection of all money deposited in parking meters. (Ord. 99-120 § 4, 1999; Ord. 860 § 18, 1987)

**10.08.032 Meters – Effect of defects on violations.**

Any unintentional violation of any provisions of this chapter by reason of a mechanical failure of a parking meter is not an offense within the meaning of this chapter. (Ord. 99-120 § 4, 1999; Ord. 860 § 17, 1987)

**10.08.033 Parking permits and meter hoods.**

A. The city manager or their designee may issue up to two parking meter hood permits to either the general contractor or property owner engaged in the construction, reconstruction or repair of a building, or engaged in the installation or removal of equipment in a building adjacent to a street where parking meters are installed for a period of up to 10 days. In addition, the city manager or their designee may issue up to two parking meter hood permits to either the tenant or property owner engaged in a loading or maintenance activity adjacent to a street where parking meters are installed for a period of up to three days. All parking fee are *set by resolution of the city council* and shall be charged for each parking space where a parking meter hood is requested. Extensions of time may be requested prior to the expiration date of the permit if the construction activity has not been completed. Parking meter hoods may be used only for parking space(s) adjacent to the identified location under the granted permit. For construction activities, parking meter hoods shall be returned and all payments shall be received by the city prior to the issuance of a certificate of occupancy for the project.

B. Additionally, the city manager or their designee may issue parking meter hoods to a governmental agency or private, nonprofit agency engaging in an activity or event that has community-wide benefit where parking meters are installed. Parking meter hoods may be issued only for use during each particular activity or event and may not exceed a period of three days.

C. Parking meter hoods shall not be used for the construction, reconstruction or repair of a building, installation or removal of equipment, or loading or unloading or maintenance activities while community activities or events are taking place. At all times when meter hoods are used, vision clearance areas shall

be maintained at street intersections. With the exception of debris containers, meter hoods shall be removed and vehicles and equipment shall not remain in parking spaces over the weekend unless expressly allowed by the city manager or his designee.

D. An initial deposit as established by resolution shall be paid for each parking meter hood issued. The city manager or his designee may waive the meter hood deposit for governmental and/or nonprofit agencies.

E. Upon termination of use, the parking meter hood(s) shall be returned to the city. If the hood is returned within five days of permit expiration and is in good condition, the deposit shall be refunded. If the hood is not returned within the allotted time period, then the hood shall be confiscated and the deposit forfeited. Lost or stolen hoods shall be reported immediately to the city manager or their designee for the hood to be replaced and applicable fees shall be paid as per resolution. (Ord. 09-01 § 1, 2009; Ord. 07-07 § 1, 2007; Ord. 99-120 § 4, 1999; Ord. 860 § 19, 1987)

**10.08.034 Parking violation – Impoundment and disposal conditions.**

A. Whenever a traffic citation is issued for violation of any city parking regulation, the police department may impound the vehicle involved and remove it to a garage, parking lot or other suitable storage place.

B. The owner of the impounded vehicle, or the owner's authorized agent, may redeem such vehicle upon payment of the towing and storage charges. If redemption is not made within 30 days after the vehicle is impounded, then such vehicle shall be disposed of in accordance with the procedure provided by ordinance for the disposal of abandoned vehicles. (Ord. 99-120 § 4, 1999; Ord. 860 § 42, 1987)

**10.08.036 Meters – Installation.**

The installation of parking meters is authorized in all parking meter zones established by this chapter or hereafter established by the city council for the purpose of and in such numbers and at such places as the city council in its judgment may deem necessary to regulate, control and inspect the parking of vehicles therein, including the regulation of loading zones for commercial vehicles. (Ord. 99-120 § 5, 1999; Ord. 384 § 3, 1949)

**10.08.040 Meters – Location and operation.**

Parking meters installed in parking meter zones shall be installed upon the curb immediately adjacent to the individual parking spaces described in SMC [10.08.050](#), and each parking meter shall be so constructed and adjusted as to show, when properly operated, a signal that the space adjacent to which it is installed is or is not legally in use. (Ord. 384 § 4, 1949)

**10.08.050 Meters – Parking space markings.**

A. The city shall have lines or markings painted upon the curb or street adjacent to each parking meter, designating the parking space for which the meter is to be used, and each vehicle parked adjacent to any parking meter shall park within such lines or markings.

B. It is unlawful to park any vehicle across any such line or marking, or to park a vehicle in such a position that it shall not be entirely within the space designated by such lines or markings. (Ord. 384 § 5, 1949)

**10.08.070 Meters – Operation by coins.**

*Repealed by Ord. 03-103. (Ord. 384 § 7, 1949)*

**~~10.08.080 Loading and unloading – Meter parking permits.~~**

~~A. Upon application being made and approved by the city manager, a parking sign calling for no parking for a specified period of time, that being one half day or one day, shall be attached to the meter base or stand as designated in the application and approved by the city manager.~~

~~1. One half day shall consist of any consecutive four hour period between the hours of 9:00 a.m. and 6:00 p.m. on days on which meter regulations are enforced within the city;~~

~~2. A permit for a full day shall be between the hours of 9:00 a.m. and 6:00 p.m. on days on which meter regulations are enforced within the city.~~

~~B. The application provided for in this section shall state the reason for the requested restricted loading and unloading zone, and show that there is an actual, bona fide need, giving regard to the nature of the business, the availability of other parking in the area, and the actual need for loading and unloading at the particular location by the applicant.~~

~~C. Upon approval of the application, the city manager shall cause a sign to be attached to the meter base or stand designated in the application, showing the hours that the parking is restricted for loading and unloading.~~

~~D. The cost for the restricted zone to be charged to the applicant shall be \$15.00 per month for a one-half day permit, and \$30.00 per month for an all-day permit, payable in advance, or such lesser or greater sum that the council may determine hereafter by resolution.~~

~~E. Upon approval of the application and payment of the fee called for herein, a permit shall be issued to the applicant indicating thereon whether it is for one half day or one day, the hours of its use, and a description of the particular meter where the restricted parking is allowed. The permit shall also state that it is revocable, and give the license number of the vehicle or vehicles that may use it.~~

~~F. While using the restricted zone, the vehicle shall display the permit on the dashboard or other such place in the vehicle that is readily visible from the outside.~~

~~G. In the event of an application being denied by the city manager, an applicant may appeal the city manager's decision to the city council. (Ord. 99-120 § 6, 1999; Ord. 687 § 1, 1975; Ord. 384 § 18, 1949)~~

**10.08.090 Taxicab and bBus parking exemptions.**

A. Upon application being made and approved by the city council, showing a public need therefor, a public transportation company ~~such as a taxicab~~ or a bus company may be exempted from the requirement of paying a fee as called for in SMC 10.08.080.

B. The application called for in this section shall provide for a showing by the public transportation body that a genuine public need exists for their service and that the same is in the public interest.

C. Upon approval by the city council of the application, a permit shall be issued to the applicant indicating the particular area where the parking is available, and shall state thereon that the permit is revocable and give the license number or numbers of the vehicle or vehicles that may use such permit.

D. The application permit called for in this section shall be renewable annually or sooner, as the city council may direct. (Ord. 732 § 1, 1977; Ord. 384 § 19, 1949)

**10.08.100 Meters – Payments as fee for services.**

The amount of coins required to be deposited in parking meters as provided in this chapter is levied and assessed as a fee to provide for the proper regulation, control and inspection of traffic upon the public streets, and to cover the cost of supervising, regulating and inspecting the parking of vehicles in the parking meter zones provided for in this chapter and the cost of the purchase, supervision, protection, inspection, installation, operation, maintenance, control and use of the parking meters installed hereunder. (Ord. 99-120 § 6, 1999; Ord. 384 § 12, 1949)

**10.08.110 Meters – Deposit collections.**

It shall be the duty of the chief of police to designate some person or persons to make regular collections of the money deposited in the parking meters and deliver the money to ~~the city treasurer~~ *to the bank or finance department*, and it shall also be the duty of the ~~city treasurer~~ *finance department* to assure the money is deposited at the bank and recorded in the appropriate fund. (Ord. 99-120 § 6, 1999; Ord. 384 § 13, 1949)

**10.08.120 Meters – Holidays and exempt days.**

A. Parking meter regulations will not be enforced on any *Saturday*, Sunday and any federally recognized holidays.

B. When the holidays fall on *Saturday the prior Friday is exempt from parking meter enforcement, when the Holiday falls on a Sunday*, the following Monday is exempt from parking meter enforcement. (Ord. 99-120 § 6, 1999; Ord. 843 § 1, 1986)

**10.08.130 Meters – Recordkeeping of parking violations.**

The police department shall maintain an official account of and report the number of each parking meter which indicates that the vehicle occupying the parking space adjacent to such meter is or has been parked in violation of any provision of this chapter, to show, in part, the date, the hour of the violation, the meter number, if appropriate, the make and state vehicle license number of the vehicle, and any other

information considered necessary to establish a better understanding of circumstances surrounding such violation. (Ord. 384 § 10(B)(2), 1949)

**10.08.140 Meters – Unlawful coins.**

It is unlawful to deposit or cause to be deposited in any parking meter any slug, device or metallic substitute for a one-cent, five-cent, ten-cent or twenty-five cent coin of the United States. (Ord. 384 § 8, 1949)

**10.08.150 Meters – Tampering and other prohibited acts.**

It is unlawful for any unauthorized person to open, or for any person to deface, injure, tamper with or willfully break, destroy or impair the usefulness of any parking meter installed pursuant to this chapter, or to hitch any animals thereto. (Ord. 384 § 9, 1949)

**10.08.160 Meters – Penalty for violation.**

Any person violating any provisions of SMC 10.08.140 and 10.08.150 shall be deemed guilty of an infraction, and upon conviction thereof shall be punishable by a fine *set by resolution of the city council* not exceeding \$50.00. (Ord. 99-120 § 6, 1999; Ord. 97-105 (3), 1997; Ord. 384 § 11, 1949)

**~~10.08.170 East Main Street parking restrictions.~~**

~~A. It is unlawful for any person, firm or corporation to park any automobile, truck, trailer, semi-trailer, motorcycle or vehicle, or personal property whatsoever, between the hours of 8:00 a.m. and 6:00 p.m. on any days, except holidays Saturdays and Sundays, for a period of more than two hours on East Main Street, between its intersection with Second Street and its intersection with Third Street.~~

~~B. Proper signs shall be posted within the above area indicating to the public that the parking of vehicles is limited to the period of two hours within such area.~~

~~C. Any person, firm or corporation violating the provisions of this section shall, upon conviction thereof, be subject to a fine *set by resolution of the City Council.* of not more than \$25.00. (Ord. 406 §§ 1 – 3, 1952)~~

**~~10.08.180 Oak Street parking restrictions.~~**

~~A. It is unlawful for any person, firm or corporation to park any automobile, truck, trailer, semi-trailer, motorcycle, motorbike, bicycle or any vehicle or personal property whatsoever upon the south side of Oak Street in the city, between its intersection with Second Street to Norway Street.~~

~~B. Proper signs shall be posted and the curbing properly marked to indicate to the public that such area is closed to parking, and the State Highway Commission is hereby authorized to provide and erect such signs and provide for such paintings if they concur with the terms of this section.~~

~~C. Any person, firm or corporation violating the provisions of this section shall, upon conviction thereof, be subject to a fine *set by resolution of the City Council* of not more than \$50.00. (Ord. 401 §§ 1 – 3, 1952; Ord. 390 §§ 1 – 3, 1949)~~

**10.08.190 Logging trucks and other large vehicles.**

A. Between the hour of sunset and the hour of sunrise, Pacific Standard Time, it is unlawful for any person or persons to park any of the vehicles described in this section upon any public street or roadway within the city, within an area of one block, or within a like area upon any street or roadway which is not designated in blocks, for a period of more than two hours.

B. The vehicles covered by the provisions of this section are as follows: logging trucks, logging truck trailers, logging trucks with trailer attached, any trucks with trailers or semi-trailers attached, truck trailers, semi-truck trailers, gravel trucks, and any vehicle of an overall length exceeding 20 feet and any vehicle of a width at its widest point exceeding 80 inches.

C. Anyone violating the terms of this section shall, upon conviction thereof, be subject to a fine *set by resolution of the city council* ~~not exceeding \$50.00~~. (Ord. 97-105 (3), 1997; Ord. 392 §§ 1 – 3, 1950)

**10.08.210 Violation – Notice – Form and contents – Penalties.**

A. The police department shall attach to such vehicle an official notice stating that it has been parked in violation of this chapter, and instructing the owner or operator to report to the finance department at city hall in regard to such violation. *The penalty amounts for violations of this subsection and any collection costs shall be set by resolution of the city council.*

**10.08.220 Violation – Failure to pay fine – Penalty.**

The police department shall secure the attention of the subject violator who remains unresponsive to the official citation by impoundment and/or immobilization of the vehicle identified by state license number or by official registration information identifying the vehicle for which the citation was originally issued. Costs incurred by such impoundment action of the police department shall be assessed to the registered owner at the time the vehicle is reclaimed. In addition, such costs shall include ~~an \$50.00~~ administrative fee *set by resolution of the city council*. The violator cannot claim his/her vehicle until payment of all outstanding fines and fees has been received. (Ord. 99-120 § 6, 1999; Ord. 89-103 § 4, 1989; Ord. 709 § 4, 1976; Ord. 384 § 10(B)(4), 1949)

**10.08.230 Chapter provisions not exclusive.**

This chapter shall be deemed to be in addition and supplementary to, and not in conflict with nor a repeal of existing ordinances of the city, but shall be an additional provision for the regulation of traffic and parking in the parking meter zones provided for herein. (Ord. 384 § 14, 1949)

**10.08.300 Street sweeping.**

A. It shall be unlawful for any person, firm or corporation to park any motor vehicle, trailer, motorcycle or to store any personal property of any nature on a public street within designated downtown parking areas on Friday mornings between the hours of 2:00 a.m. and 6:30 a.m. The city staff shall schedule those times that sweeping shall occur and establish and maintain signs for that purpose.

B. Any person, firm, or corporation who shall be found in violation of this section shall be fined *an amount set by resolution of the city council.* ~~the sum of exactly \$15.00~~ ~~\$10.00 for a first offense, \$25.00 for a second offense, \$50.00 for a third and subsequent offenses.~~ (Ord. 99-120 § 7, 1999; Ord. 94-106 § 1, 1994)

**CITY OF SILVERTON**  
**RESOLUTION**  
**18-12**

**A RESOLUTION OF THE SILVERTON CITY COUNCIL ADOPTING A FEE SCHEDULE FOR PARKING**

**WHEREAS**, the City Council is set to remove specific fee amounts from Chapter 10.08 of the Silverton Municipal Code specifically those related to stopping, standing, and parking; and

**WHEREAS**, a fee schedule should be adopted in order to implement the fees as required under Chapter 10.08; and

**WHEREAS**, Resolution No. 07-33 a resolution amending the deposit and establishing a fee for parking meter hoods shall be repealed.

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

Section 1: That the following fee schedule is hereby adopted:

**STOPPING, STANDING, AND PARKING FEE SCHEDULE**

Fee Name	Fee Amount
Loading Zone Use Restriction Violations (10.08.024(C))	\$50 for each violation and for every two hours on the same date
Parking Permit and Meter Hoods (10.08.033)	\$25 Deposit per hood \$5 daily fee per hood
Parking Methods Authorized Violation must be no more than 12 inches from curb, in direction of traffic (10.08.021)	\$10 for first offense
Meters – Legal Time Limit (10.08.030)	\$10 for first offense (meter expired) \$10 two hour meter violation \$25 for second offense four hours at same two hour meter after initial violation \$50 for third violation six hours at same two hour meter after first and second cite issued
Parking Space Markings (10.08.050)	\$10 first offense for vehicle over space (across marked parking space) \$10 for first offense not parked in a parking space
Logging and other large vehicles (10.08.190) parked in excess of two (2) hours.	\$50 for first offense



Fee Name	Fee Amount
Street Sweeping (10.08.300)	\$10 for first offense (failure to move vehicle) \$25 for second offense \$50 for third offense
Violation Notice Form Penalties (10.08.210(B))	After 14 days from the date of issue an additional fine of \$25.00 will be assessed for late payment. After 29 days an additional fine of \$50.00 will be assessed for late payment.
Violation Failure to Pay Fine (10.08.220)	\$50 administrative fee in addition to payment of all outstanding fines owned to the City.
Non-payment of parking fines	All non-payment of parking fines sent to collections will have a \$25.00 collection fee assessed.

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


Resolution adopted by the City Council of the City of Silverton, this 2<sup>nd</sup> day of April, 2018.

\_\_\_\_\_  
Mayor, City of Silverton  
Kyle Palmer

ATTEST

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

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

	<b>Agenda Item No.:</b>	<b>Topic:</b>
	8.4	Public Comment and City Council direction on the demolition/deconstruction of the former Eugene Field School
	<b>Agenda Type:</b>	
	Discussion/Action	
	<b>Meeting Date:</b>	
April 2, 2018		
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
Christy S. Wurster	Christy S. Wurster	Christy S. Wurster

Recommendation:

A motion directing staff to begin the process for demolition/deconstruction of the former Eugene Field School.

Background:

The City Council held a work session on February 26, 2018 to discuss the public process for the former Eugene Field School. The council determined that they would receive public comment on the demolition/deconstruction of the former school facility and surrounding buildings at two public meetings to be held in March and April. As of March 28, 2018 only one written comment has been submitted for the record.


Staff recommends that the City Council give direction to begin the process for demolition/deconstruction of the former school and surrounding buildings, including the abatement of the asbestos containing materials and identification of a contractor to deconstruct and/or demolish the facilities following an assessment of each option.

Budget Impact	Fiscal Year	Funding Source
None	2017-2018	N/A

Attachments:

1. February 26, 2018 staff report with attachment
2. Public comment from Steve Kaser

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

	<b>Agenda Item No.:</b>	<b>Topic:</b>
	2.1	Discussion on Public Process for Future of Eugene Field Property
	<b>Agenda Type:</b>	
	DISCUSSION	
	<b>Meeting Date:</b>	
February 26, 2018		
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
Christian Saxe	Christy S. Wurster	Christy S. Wurster

Background:

As part of the City’s due diligence investigation for purchase of the Eugene Field property, the City of Silverton contracted with Terracon Consulting to perform Phase 1/Phase 2 Environmental Assessments and a Hazardous Material Survey of the existing facility. The results of these reports indicated the presence of hazardous materials (asbestos and lead paint) in and on the structure as well as an external Underground Storage Tank (heating oil) which must be removed with the surrounding soils. Following these reports, the Public Works Department met on site with multiple abatement contractors in order to get informal pricing for the necessary work to address these environmental concerns. The initial estimates for the abatement of the asbestos are in the \$150,000.00 range. Estimates for the removal and abatement of the Underground Storage Tank are in the \$30,000.00 range.

Due to the excessive quantity and locality of lead paint that was shown in the hazardous material survey, all attending abatement contractors stated that it would be financially and physically unfeasible to remove all of the lead paint and as a result, declined to provide an informal proposal. Commercial demolition contractors are able to remove and dispose of the structure, without lead abatement, by utilizing a dedicated receiving station. Informal pricing on the demolition of the building without lead abatement are in the \$7.00-9.00/SF price range. Based on the full facility square footage, including all ancillary structures, the estimated cost for demolition would be \$330,000.00. The combined total for abatement and demolition is estimated at \$510,000.00.

Additional due diligence documentation received from the Silver Falls School District included a copy of a Facility Evaluation dated January 14, 2014 performed by ZCS Engineering, Inc. outlining the condition of the building. That document addressed additional concerns that would also be applicable to the City’s potential use of the facility such as adequacy for use as a City Hall/Police Station, exterior building condition, interior building condition, safety/building code issues, accessibility, mechanical system condition and electrical system condition. While these conditions may be able to be addressed, the City would still have a building that was constructed in 1921.

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

The City Council and staff recognizes that there should be a thoughtful public process to consider all financial and logistical considerations to ensure that there is support from the community on any decision addressing the future of the Eugene Field property. Therefore, staff recommends the following public process be implemented. We are seeking input from the City Council on this proposal before proceeding.

- 1) Activate the Community Voice module on the City’s website to allow for public input and comment on the future of the Eugene Field School. This module allows an open forum and dialogue between administrators and the public. Ideas are able to be shared and can be captured and included in the public record and made part of future City Council packets. Questions could include, but not be limited to: A) Should the City of Silverton evaluate the re-use of the Eugene Field School for another purpose such as a new police station/civic center/city hall/or other use? B) Should the City demolish the Eugene Field School?
- 2) Advertise for public input in writing and allow for 30 minutes of public testimony on the future of the facility at the March 5, 2018 City Council meeting regarding whether the Eugene Field School should be repurposed or demolished.
- 3) Advertise for public input in writing and allow for 30 minutes of public testimony on future of the facility at the April 2, 2018 City Council meeting regarding whether the Eugene Field School should be repurposed or demolished.
- 4) Advertise for public input in writing and allow for 30 minutes of public testimony on the future of the facility at the May 7, 2018 City Council meeting regarding whether the Eugene Field School should be repurposed or demolished. Schedule a discussion by the Council on the May 7, 2018 City Council agenda for direction to staff on whether to continue to hear public testimony in future months, to secure further analysis of the facility, or to direct staff to proceed with estimates for removal of the facility or other.

<b>Budget Impact</b>	<b>Fiscal Year</b>	<b>Funding Source</b>
Not Applicable	17-18	Not Applicable

Attachments:

1. 01/14/2014 Facility Evaluation – ZCS Engineering Inc.



# Silver Falls School District

## Eugene Field Elementary School - Facility Evaluation

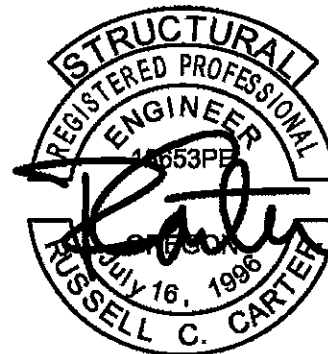
January 14, 2014



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EXPIRES: 12-31-15

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## 1.0 Executive Summary

The Silver Falls School District (District) is centrally located in Silverton, Oregon in Marion County, approximately 14 miles east of Salem, Oregon. The District operates thirteen schools located within the community including the property of interest, Eugene Field Elementary School. The District has retained ZCS Engineering, Inc. (ZCS) to perform a facility evaluation at Eugene Field Elementary School that provides the District with an objective, comprehensive analysis of the condition of the existing facilities on site.

Eugene Field Elementary School is located at 410 Water Street in Silverton, Oregon (Figure 1 – Vicinity Map). The campus houses several structures constructed between 1921 and 1973. They include the original 1921 school building and gymnasium, a classroom addition, a 1973 play structure, and a 1953 stand-alone boiler room. Additionally, three modular buildings are present on the site. For a large portion of the school's life major maintenance and capital improvements have been deferred so many of the original building systems are still in service.

The evaluation of the school indicates that substantial upgrades to the structure itself and interior and exterior building systems would be required to support long-term continued use of Eugene Field as a warm, safe, and dry learning environment. Current shortcomings at the existing campus include, but are not limited to:

- Deficient structural systems that would result in unsafe structural performance during a code seismic event
- Limited capacity for growth
- Lack of on-site parking and circulation
- Considerably less playground area than what is typically programmed for elementary schools of similar capacity
- Deterioration of exterior building envelope features
- Heavily worn residential grade restroom and kitchen fixtures
- Many building features do not comply with current accessibility regulations
- Lack of an air circulation system
- Insufficient power outlets considering current demand for technology in the classroom

The balance of the report provides specific details regarding the construction of the school and a system-by-system review of the school's current condition.

Cost budgeting models were prepared for the following options;

- Renovate Eugene Field to provide a safe, warm and dry environment that would satisfy the current facility needs of the District  
Planning Level Estimate: \$10.9 million
- Replace Eugene Field with a new, but comparable facility  
Planning Level Estimate \$12.4 million
- Replace Eugene Field with state-of-the art facility designed based on contemporary trends in teaching and learning space  
Planning Level Estimate: \$14.7 million

While the cost of the major renovation is less than the cost of the two replacement options, the District would still be left with a school that was built in 1921, and the functional limitations that go along with it, for approximately 88% of the cost of a new school. Thoughtful consideration must be given by all stakeholders to the financial, logistical, and educational factors in planning for the future of this facility.



## 2.0 Project Introduction

Silver Falls School District (District) is centrally located in Silverton, Oregon in Marion County, approximately 14 miles east of Salem, Oregon. Eugene Field Elementary School is located at 410 Water Street in Silverton, Oregon (Figure 1 – Vicinity Map).

The District has retained ZCS Engineering, Inc. (ZCS) to perform a facility evaluation at Eugene Field Elementary School. The purpose of the evaluation is provide the District with an objective, comprehensive analysis of the condition of the existing facilities on site. This work was conducted at the request of Andy Bellando, Superintendent, under an engineering services contract between the District and ZCS.

### 2.1 Scope of Work

The scope of work for this project consists of the following tasks:

- Coordinate and attend kick-off meeting with District to determine facility needs
- Review original building construction drawings and perform facilities tour to visually evaluate building systems
- Perform code analysis (i.e. ADA, fire and life safety, etc.) and identify deficiencies
- Evaluate existing building envelope package (energy efficiencies, roofing, windows etc.) and identify deficiencies
- Evaluate existing building structural elements for adequacy (i.e. dead load, snow load, live load, wind/seismic loads, etc.) and identify deficiencies
- Perform cursory evaluation of mechanical, electrical, plumbing systems with building operations and maintenance staff and identify deficiencies
- Evaluate existing school functionality with respect to contemporary learning environments
- Review results of District supplied 'Thoughtstream' information and incorporate the perceived community values into the recommendations for Eugene Field
- Prepare three cost budgeting models for modifications and replacement
- Review cost budgeting models with a licensed contractor to develop final budgeting recommendations
- Provide final facilities evaluation and recommendations report for facility planning use by the District.

## 3.0 Structural Evaluation

### 3.1 Introduction

As a portion of the overall building evaluation, ZCS Engineering, Inc. (ZCS) was tasked with evaluating the lateral force resisting systems in the facility. The structures reviewed in our analysis include the original 1921 elementary school, the attached classroom addition, and the covered play structure that was built around 1973. The year the classroom addition was constructed is unknown.

Additional structures on site include three modular buildings and a stand-alone boiler room. The modular buildings have not been included in this portion of the report because modern modular structures are structurally independent, redundant in nature, and generally constructed in accordance with the intent of current building codes. The boiler room is a structurally independent building constructed using cast-in-place concrete for all structural elements. The boiler room structure was not included in the scope of this evaluation as it is not accessible to students.

### 3.2 Inspection Process

The following sections detail the inspection process:

- Compile all relevant information from District personnel for facility evaluation
- Review available as-constructed building information prior to site visit
- Compile relevant seismic checklists
- Organize site visit and inspection
- Arrive on-site and execute pre-inspection phase in order to understand facility layout and identify possible deficiencies
- Perform site inspection through each structurally independent portion of the building in order to obtain relevant information and note obvious deficiencies
- Photograph deficiencies and facility interior layout during site inspection
- Document structural framing methods used for each building during site inspection
- Perform facility exterior walk-around in order to obtain complete exterior photographic documentation
- Perform a seismic evaluation of the existing facility and determine deficiencies.

### 3.3 Building Summaries

The main structure consists of three separate systems of construction that were built at different times and/or were constructed using different materials and systems. For that reason, we have separated each portion of the building for our analysis. A fourth building, an outside covered play structure, was also evaluated and is a stand-alone building. The following section outlines each of the existing facilities, or portions thereof, based on their independent structural systems. The descriptions below were gathered from site observations on November 11, 2013 and the review of existing construction documents provided.

The current building known as Eugene Field Elementary School was originally constructed around 1921. The original facility consists of a main classroom wing with an approximate footprint of 17,770 square feet and a gymnasium with an approximate footprint of 7,230

square feet. This facility underwent one major classroom wing addition at an unknown time with an approximate footprint of 9,990 square feet, and a structurally independent play structure was added adjacent to the gymnasium around 1973 with an approximate footprint of 9,380 square feet (Figure 2 – Aerial Image).

Information provided during the pre-inspection phase suggested that needed maintenance and improvements were not performed for a substantial portion of the life of each building. The lack of maintenance has yielded an aging facility that is now in need of attention.

### **3.3.1 Original Classroom Wing – Building A (1921 Elementary School)**

The classroom wing of the original structure is a single story building with an approximate footprint of 17,770 square feet (Figure 3 – Classroom Wing Front Elevation). The building currently houses classrooms, the school office, principal's office, storage, and restrooms.

The building is constructed with 8-inch thick unreinforced clay tile (URM) walls. The roof framing consists of dimensional lumber rafters and straight sheathing (Figure 4 – Typical Classroom Framing). The mansard roof framing is supported by a combination of URM exterior bearing walls, wood framed interior bearing walls, and posts to ceiling joists below. The majority of the exterior walls contain windows that run from approximately 3-feet above finished floor to the underside of the roof structure. These windows are present along the majority of the exterior wall lines.

The structure's gravity load elements bear on a cast-in-place concrete foundation around the perimeter and a post and beam system with dimensional lumber floor joists and concrete footings between bearing lines within the building footprint.

Two additional classrooms, which are not depicted in the original construction documents, are present at the end of the structure. Typical evidence of building addition efforts were not observed suggesting that the floor plan may have been expanded during construction and not formally documented upon completion.

### **3.3.2 Original Gymnasium – Building B (1921 Elementary School)**

The gymnasium was built during the same period of time with similar construction materials and methods as the immediately adjacent classroom wing (Figure 5 – Gymnasium). The structure is approximately 7,230 square feet and has a mezzanine along the full length of two of the perimeter walls. On the ground floor, the gym can be accessed from the adjacent classroom building or from the outside play area. A stage is located at the south end of the structure, and has its own access into the adjacent classroom building. There is a partial basement located beneath the stage, which houses storage and the custodial office. The walls in the gymnasium are substantially taller than the roofs of the adjacent buildings.

The roof of the gymnasium consists of built-up dimensional lumber girder trusses. The built-up trusses clear span the width of the gym and support dimensional lumber purlins and straight sheathed decking (Figure 6 – Gymnasium Framing). The roof framing at

the stage consists of a similar system but with a tighter truss spacing and a slightly different truss design. The perimeter walls consist of 16-inch thick URM walls and the roof trusses are individually supported by URM pilasters along the east and west walls. Window openings exist between the pilasters. The east wall window bays have been in-filled with light timber framing, while the western window bays have not.

The floor framing consists of dimensional lumber floor joists with diagonal sheathing. The floor joists are supported by a post and beam system. Concrete stemwalls with continuous concrete footings are present along the perimeter. The mezzanine floor is framed with dimensional lumber and also forms the ceiling for the classroom wing corridor. Along the north side of the gymnasium, the mezzanine is suspended over the gymnasium floor; this portion of mezzanine is supported by one of the roof trusses above.

### **3.3.3 Classroom Wing Addition – Building C (Date Unknown)**

The addition to the school is located the north side of the original classroom building and gymnasium (Figure 7 – Classroom Wing Addition). The addition consists of approximately 9,990 square feet of classrooms, restrooms, storage, library, and connecting hallways. This addition houses a partial basement of approximately 4,340 square feet, which consists of a learning area, offices, special education resource room, and kitchen space. The basement can be accessed via an interior stairwell or from an exterior covered ramp that is located near the outside playground.

The roof is constructed in a manner similar to that of the original classroom portion of the school. Roof framing members are made up of dimensional lumber rafters and straight sheathing and are supported by cast-in-place concrete bearing walls (Figure 8 – Classroom Wing Addition Framing). The concrete bearing walls are approximately 14-foot tall and 10-inches thick. The new addition attempts to match the window pattern present on the original school which has large window bays along the exterior wall lines.

The foundation consists of concrete footings, stemwalls, and at the basement, concrete retaining walls. The basement floor is slab-on-grade, while the upper story and remainder of the addition are constructed with a post and beam system and dimensional lumber floor joists similar to the original building.

As part of the original design of the addition, the northeastern-most wall was constructed out of timber in order to accommodate a future extension of the building that was never constructed.

### **3.3.4 Play Structure (1973 Addition) – Building D**

The covered play structure is approximately 9,380 square feet in area and is located roughly 12-feet northeast of the gymnasium (Figure 9 – Covered Play Area). One corner of the play structure is in-filled with wood studs between post bays, creating a storage shed.

Roof framing members consist of a built-up 2x dimensional lumber beam and truss hybrid system, along with 2x roof purlins supporting straight sheathed decking. The built-up roof beam-truss system bears on posts below (Figure 10 – Covered Play Area Framing). Additional diagonal braces have been added in an attempt to strengthen the lateral system and reduce the stresses in the beams and truss bottom chords.

The structure has an exterior pavement floor surface and is supported below grade with concrete footings.

### 3.4 Structural Evaluation

The following outlines an evaluation of the existing structural components of the building. The evaluation includes site observations of the existing structural elements and follows the guidelines outlined in the American Society of Civil Engineer's "Seismic Evaluation of Existing Buildings – ASCE 31-03". This manual is accepted by the Oregon Structural Specialty Code (OSSC) as an evaluation tool for existing buildings per section 3401.5 - Alternative Compliance and Statewide Alternate Method No. OSSC 08-05. Per ASCE 31-03 a Tier 1 evaluation has been performed. The purpose of a Tier 1 evaluation is to provide "Quick Checks" to properly evaluate a building and determine deficiencies related to the lateral resisting elements.

It is the intent of the District, as part of this study, to determine the structural deficiencies of the building as compared to current prescribed loading and detailing requirements for lateral (wind/seismic) loading. Section 3.4.1 outlines the existing lateral structural systems and is followed by Section 3.4.2, which outlines the structural deficiencies found during the evaluation.

Lateral resisting systems work in conjunction with gravity framing systems. As such, the existing gravity framing system was also evaluated for structural deficiencies. Section 3.4.3 outlines the existing gravity system and its structural deficiencies found during the evaluation.

#### 3.4.1 Lateral Resisting Systems

As described in Section 3.3, the structures on the site have been broken into four buildings for the purpose of analysis. In addition to the main elementary school building, the covered play structure has been evaluated. The following outlines the structural lateral resisting systems for each portion of the facility.

##### Building A

The lateral resisting system for the classroom portion of the original building consists of unreinforced clay tile (URM) perimeter shearwalls supporting dimensional lumber roof rafters and straight sheathing. The URM perimeter walls contain a substantial amount of windows, leaving narrow shear piers to resist the lateral forces. The roof diaphragm consists of straight sheathed 1x decking. Interior wood framed corridor and classroom separation walls also provide lateral resistance. Attachments of the roof framing to the perimeter walls, which prevents the walls from separating from the roof framing and transfer in-plane forces into the walls, are not present.

### Building B

The lateral load resisting system for the gymnasium consists of unreinforced clay tile (URM) shear walls and light timber roof and floor diaphragms. The roof diaphragm consists of straight sheathed 1x decking supported by purlins and site-built girder trusses. The attachment of the roof framing to the perimeter URM walls that prevents the walls from separating from the roof framing is present at the attachment of the truss connection points but is not present continuously along the diaphragm boundaries. Additionally, no in-plane connections are present to transfer diaphragm forces into the URM walls. The floor diaphragm consists of 3/4-inch diagonal sheathing. Attachment of the diaphragm to the perimeter bearing walls could not be verified through visual inspection or through review of the as-constructed documents.

### Building C

The lateral load resisting system for the majority of the classroom addition consists of cast-in-place concrete walls in the north-south direction. In one location along the east wall an exterior, wood-framed plywood shearwall is present. Interior wood-framed shearwalls also provide lateral resistance. All shear walls support a timber roof diaphragm. The roof diaphragm consists of straight sheathed 1x decking. The connection between the roof diaphragm and the top of wall plate to resist in-plane loading was not observable and was not noted in the as-constructed plans; however, a direct in-plane attachment from the wall top plate to the top of wall was observed and also noted in the drawings. At the connection to the existing gymnasium a wood ledger bolted to the gym wall provides attachment of the diaphragm. Out-of-plane attachment of the roof framing to the perimeter walls, which prevents the walls from separating from the roof framing, is not present.

### Building D

The lateral load resisting system for the covered play structure consists of knee braced posts that have been strengthened with plywood gusset plates. The roof diaphragm consists of 1x6 straight sheathing nailed perpendicularly to 2x8 rafters. The roof diaphragm is attached to roof beams and laterally braced posts. It appears that this system was intended to resist lateral forces. However, there does not appear to be an adequate connection between the knee braces and gravity framing elements.

## 3.4.2 Lateral Resisting Element Deficiencies

The following lateral resisting element deficiencies are based on visual observations of the existing structural elements and the structural analysis performed during the Tier 1 check of the ASCE 31-03. The Tier 1 checklists are attached in Appendix B. The following outlines the deficiencies for each portion of the facility.

### Building A

The building is located directly adjacent to the gymnasium (Building B), which is taller but was constructed similarly. This will result in the two buildings moving independently of one another, and in different magnitudes, during a seismic event. This typically results in damage from building impact along the marriage line. The taller building will have a higher story drift than the shorter building, which will cause the walls of the taller

building to collide with the roof structure of the lower building. The walls, as currently constructed, are not detailed to resist this action, which can result in structural collapse.

The URM walls do not provide adequate strength to resist seismic forces. The exterior walls have a large number of window bays increasing the necessary shear resistance in the wall panels present. URM walls are extremely limited in the amount of shear stress that they can resist. As such, this building is not within code allowable limits for shear resistance as shown in the Tier 1 checklist. As a result, the original building does not possess a reliable lateral force resisting system. Additionally, the URM walls show signs of distress along the southeast exterior wall.

The URM wall's height- to-thickness ratios do not fall within the allowable proportional limits for non-slender walls. Allowable proportional limits are set to indicate if a wall is slender or non-slender. Slender URM walls are particularly susceptible to out-of-plane collapse, thus not permitted by code.

The roof framing is not properly anchored to the URM walls to resist out-of-plane shaking forces which could result in the walls separating from the roof framing and partial roof collapse.

Direct in-plane connection of the shear walls to the diaphragm was not able to be verified through the construction drawings, nor verified in the field. A code event could result in the walls and diaphragm moving independently of one another, resulting in a partial roof collapse.

The roof diaphragm does not have continuous cross ties between diaphragm chords in either direction due to the mansard construction and stepped ceiling heights. The roof rafters are not continuous across the width of the building and strapping at splice locations is not present. There is no blocking perpendicular to the roof rafters.

The straight sheathed roof diaphragm does not meet the prescribed span requirements to provide a reliable lateral resisting system. The roof may deflect more than intended which could result in serious wall damage.

There is observable water damage to portions of the roof, resulting in deterioration of roof diaphragm components.

The exterior longitudinal URM walls are supported using timber shear walls. For walls greater than 12-feet this is not an acceptable practice. The timber shear walls do not provide adequate support to resist the loading induced by the heavy URM walls.

Interior shearwalls in the transverse direction are not supported by an adequate foundation, forcing the floor diaphragm to carry the shear loads. The floor diaphragm cannot support these loads at its current span, resulting in partial structural collapse.

## **Building B**

This building is located directly adjacent to Building A and Building C. The gymnasium is taller than both adjacent buildings and was constructed in a different manner than Building C. The differences in height and construction will result in the buildings moving independently of one another, and in different magnitudes, during a seismic event. This will cause the walls of the gymnasium to collide with the lower roofs. The walls, as

currently constructed, are not detailed to resist this action which can result in structural collapse.

The URM wall's height-to-thickness ratios do not fall within the allowable proportional limits for non-slender walls. Allowable proportional limits are set to indicate if a wall is slender or non-slender. Slender URM walls are particularly susceptible to out-of-plane buckling and collapse, and thus are not permitted by code.

Large corridor and door openings along the perimeter of the structure have resulted in the presence of very narrow wall sections adversely affecting the structure's ability to resist lateral loads.

The main floor has a significant number of windows around the perimeter, preventing the building from meeting allowable Tier 1 shear stress requirements. Lack of shear stress resistance will cause the brittle URM walls to crack and fail during a lateral event.

The roof framing is not properly anchored to the URM walls to resist out-of-plane shaking forces which could result in the walls separating from the roof framing, resulting in structural collapse.

Direct in-plane connection of the shear walls to the diaphragm was not able to be verified outside of the truss connections through the construction drawings or through observation. A code event could result in the walls and diaphragm moving independently of one another, resulting in roof collapse.

The straight sheathed roof diaphragm does not meet the prescribed span requirements, nor does it meet the prescribed length-to-width ratio required in order to provide a reliable lateral resisting system. The roof may deflect more than intended which could result in serious wall damage.

Water infiltration was observed at the roof diaphragm decking, which may result in damage to the roof diaphragm if left unrepaired.

Deterioration of URM wall units was observed, which may result in lower performance levels during a seismic event. The mortar between units is easily scraped away in locations adjacent to windows, which indicates that the bond strength between units is weakening.

The interior mezzanine is not laterally braced, nor is it properly attached to the URM walls of the gymnasium. This will result in potential structural collapse of the mezzanine during a seismic event. Note that collapse would block the main corridor at the entry of the school that provides one of the primary egress routes.

### **Building C**

The building is located directly adjacent to Building A and Building B. Both Buildings A and B were constructed using different materials than Building C. Building B is also taller. This will result in the buildings moving independently of one another, and in different magnitudes, during a seismic event. This can result in damage from building impact, or pounding, along the marriage line. The walls, as currently constructed, are not detailed to resist this action which can result in structural collapse.



The roof and floor framing are not properly attached to the cast-in-place concrete walls to resist out-of-plane shaking forces, which could result in the walls separating from the roof and floor framing resulting in structural collapse.

The straight sheathed roof diaphragm does not meet the prescribed span requirements to provide a reliable lateral resisting system. The roof may deflect more than intended which could result in serious wall damage.

The connection between the roof diaphragm and the top of wall plate to resist in-plane loading was not observable and was not noted in the as-constructed plans. A code event could result in the walls and diaphragm moving independently of one another, resulting in partial roof collapse.

The roof diaphragm does not have continuous cross ties between diaphragm chords in either direction due to the mansard construction and stepped ceiling heights. The roof rafters are not continuous across the width of the building and strapping at splice locations is not present. There is no blocking present perpendicular to the roof rafters.

A lateral resistance system in the transverse direction along the marriage line between the addition and the gymnasium is not present. This will result in additional forces migrating to the gymnasium walls and potentially overloading them. Additionally, the diaphragm is not properly attached to Building A or B to accommodate out-of-plane forces.

The cast-in-place concrete walls of the addition are supported along the northeast wall line using timber shear walls. For walls greater than 12-feet this is not an acceptable practice due to the flexible nature of timber shear walls which do not provide adequate support to resist the loading induced by heavy concrete walls.

Interior shearwalls in the transverse direction are not supported by an adequate foundation, forcing the floor diaphragm to carry the shear loads. The floor diaphragm cannot support these loads at its current span resulting in partial structural collapse.

The basement has two main points of egress. The exit that discharges directly to the exterior ramp has had a cover constructed along its length to protect occupants from weather. The cover is constructed out of dimensional timber studs and rafters, and straight sheathed decking has been applied to the roof. The egress cover is not braced laterally and is not attached to the existing walls of Building C adequately. There also appears to be splitting in some of the roof framing members. In the event of a code seismic event, this cover will likely collapse and block a point of egress.

### **Building D**

The lateral load resisting system does not have an adequate load path to the foundation. This could result in the roof framing system moving independently of the post and beam system below causing structural collapse during a seismic event.

There is observable deterioration of wood at the base of some of the posts which will compromise the lateral system if induced with lateral loading.

Direct in-plane attachment between the diagonal braces and post and beam system is inadequate. A code event could result in the posts and beams moving independently of each other.

### 3.4.3 Gravity Resisting Systems and General Observations

The following gravity resisting deficiencies are based on visual observations of the existing structural elements. No formal structural analysis was performed during this evaluation of the gravity resisting elements. However, preliminary quick checks were performed on suspect elements.

On-site observations and as-constructed documents suggest that Building A and Building C both have similar framing systems as detailed in Section 3.3. Preliminary evaluation of the roof and floor systems show that the roof rafters and corridor stud walls are only marginally overstressed, whereas the ceiling joists, floor beams and interior spread footings are significantly overstressed. While these elements have shown no observable signs of cracking, splitting, or other signs of distress, a seismic event could potentially overstress these elements to the point of failure and structural collapse.

Building A has observable signs of water infiltration to areas of roof decking and framing members along all perimeter, sloped sections of the mansard roof. Roof rafters that frame into one of the attic fire walls also display signs of deterioration where they attach (Figure 11 – Water Infiltration).

Limited crawlspace clearances in Building A and Building B indicate that the floor framing is in close proximity to the ground. These conditions can encourage deterioration if left unchecked. Reports of standing water in the crawl space and poor drainage away from the building elevate the potential for decay.

Building B has observable signs of water infiltration to areas of roof decking and framing members in one corner of the building (Figure 11 – Water Infiltration).

Building B is framed with built-up dimensional lumber roof trusses that are suspect. These roof trusses have long spans, carry heavy loads, and their connections appear to be inadequate.

Building C has experienced water intrusion into portions of the basement (Figure 11 – Water Infiltration). It is likely that appropriate foundation drainage elements are not present to move groundwater away from the retaining walls.

Building D has observable deflection in the beam-truss framing system. The observable deflections indicate that the roof framing system is overstressed.

## 4.0 Building Systems Evaluation

In order to provide the District with the most useful information, ZCS retained BLRB Architects (BLRB) to assist in the evaluation of the school from a non-structural building systems standpoint. BLRB is an architecture firm specialized in educational architecture, historic building assessment, documentation, and preservation and restoration. BLRB's unique skill set was an appropriate match for this project as their extensive history in working with older school facilities helped to provide special insight into the comprehensive evaluation of Eugene Field Elementary.

The full BLRB report covering the following topics is attached for reference in Appendix C:

- Architectural Overview covering building size, enrollment, and capacity
- Site Condition
- Exterior Building Condition
- Interior Building Condition
- Safety/Building Code
- Accessibility Provisions
- Mechanical System Condition
- Electrical System condition
- Low Voltage System Condition
- Instructional Adequacy
- Contemporary Learning Environments

## 5.0 Cost Budgeting

Based on the information provided in this report, ZCS and BLRB have developed three cost budgeting models for use in evaluating the most appropriate course of action. The information is based on historic educational facility construction costs. Each of the cost budget models is located in Appendix D. In addition to construction costs, the budget models address development costs which include consultant fees, permit fees, and contingencies. Following generation of the budget models they were reviewed with an Adroit Construction (Adroit) representative who has participated in similar construction projects. Adroit is a commercial contractor that has worked on multiple educational facilities and performed seismic retrofits to existing structures. Adroit reviewed the values presented in the cost budget models and provided insight into current construction costs from a contractor's perspective.

The first model reflects a complete renovation including seismic retrofits and interior and exterior improvements that would allow the continued use of Eugene Field as currently utilized. In this model, the deficiencies in building systems are addressed, but items that are not deficient will not be replaced. For example, the current radiant heat system is not included as an item to be replaced but a mechanical ventilation system is included to provide air movement through the building. For the purposes of this model, the gymnasium is recommended to be replaced. The retrofit to the existing structure would be very invasive and result in significant costs for structural work alone. Additional dollars would be required on top of that to address the other non-structural building systems. This model reflects a total estimated project cost on the order of \$10.9 million.

The second cost budget model reflects direct replacement of Eugene Field on the same site and serving the same functionality as the current school. This does not address items such as limited space on the current site, potential capacity issues, or the lack of on-site circulation. This model reflects a total estimated project cost on the order of \$12.4 million.

The last cost budget model is similar to the second, but reflects the replacement of Eugene Field configured based on current recommended educational standards. This would result in an increase of approximately 7,000 square feet and a total estimated project cost on the order of \$14.7 million.

While these budgeting models are based on historic values and preliminary information, they provide a basis for comparison of the three available alternatives. To perform a complete renovation of Eugene Field as needed to provide students with a warm, safe, and dry learning environment would cost approximately 88% of a reconstructed school.

## 6.0 Conclusion and Recommendations

The intent of the information presented in this report is to provide the District with adequate information to properly consider the future of Eugene Field Elementary School. While the condition of the school as presented above may seem overwhelming, it should be noted that the building functions daily in its current state. The structural deficiencies outlined in Section 3.0 are serious, but outside of code events the school is generally safe to occupy and there were no obvious signs of imminent structural failure. The construction present in each of the buildings on the campus and the deficiencies noted are characteristic of the era during which they were constructed.

The condition of the school is not compliant with the intent of current educational facility standards. The lack of a mechanical ventilation system affects the student's ability to focus in the classroom and increases the likelihood of illness spreading among the occupants. The limitations on the electrical system prohibit teachers from utilizing technology available to their peers. The limited accessibility features throughout the school expose the District to ADA violation liability. The likelihood of collapse is very high when considering exposure to a code prescribed seismic event. It is the opinion of the evaluation team that the school is due for significant renovation in order to provide the teachers and students with an environment that meets their current needs and expectations. At a minimum, funding for seismic retrofit of the existing structure should be pursued if renovation or replacement is not planned. Schematic seismic retrofit drawings have been prepared and are attached in Appendix E for use in potential grant applications.

Through discussions with the Task Force and review of the District supplied "Thoughtstream" results it is clear that Eugene Field Elementary School is an important part of Silverton and consideration should be given in regards to its service to the community. Costs for renovation of the structure to current building codes and construction standards are very close to costs for complete reconstruction of a new school on the existing site. Should the District elect to renovate, functional issues associated with space limitations, modular classroom usage, use of the gymnasium as a cafeteria, and daily logistical challenges such as the need to transport food from the kitchen in the basement to the gymnasium at meal times would likely still exist and continue to impact school operations. However, the demolition and replacement of Eugene Field Elementary may not necessarily be the best course of action if community sentiment towards the existing facility is a significant factor. Options such as replacement of the school while preserving the existing facades on Water Street and Park Street may be a feasible alternative that could satisfy a community desire to retain the presence of the original facility within the District. It should be understood that optimum efficiency in construction and flexibility in building functionality design can only be achieved through complete replacement of the school.

# APPENDIX - A

## Figures

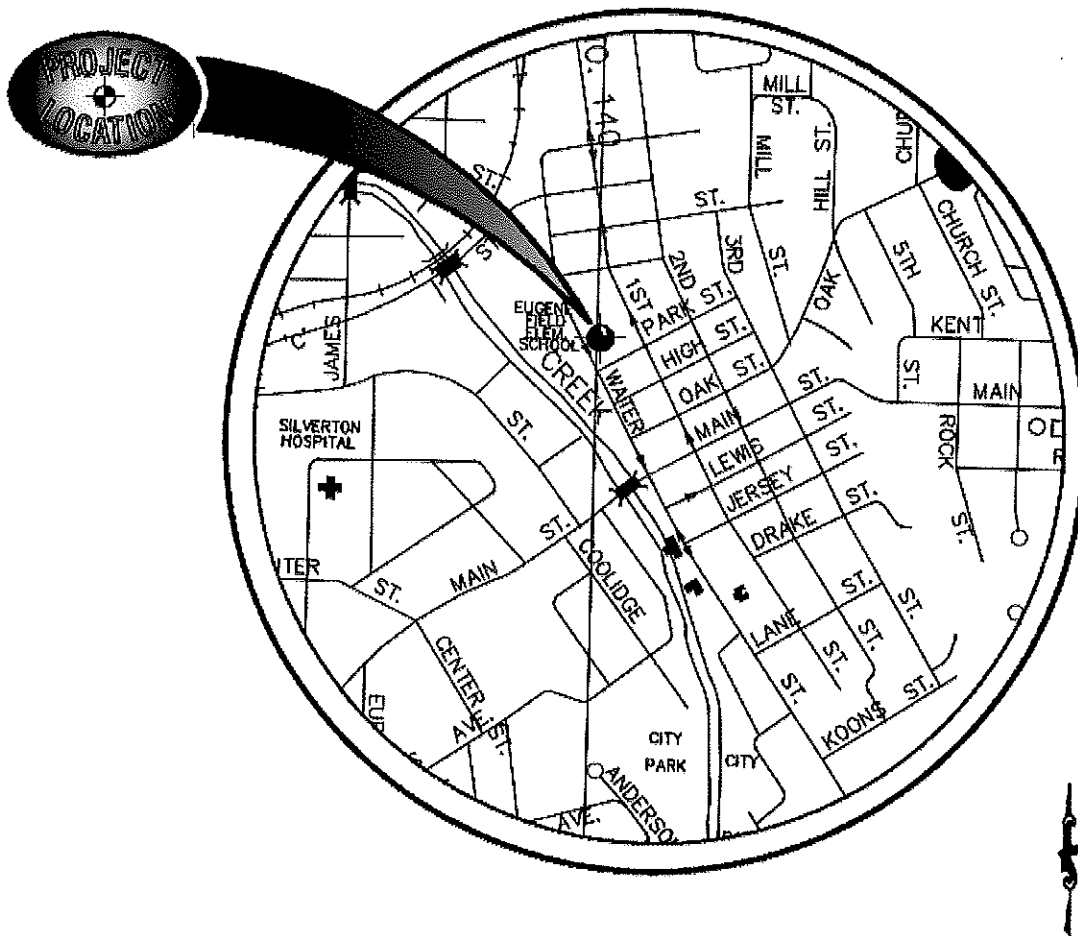


Figure 1: Vicinity Map

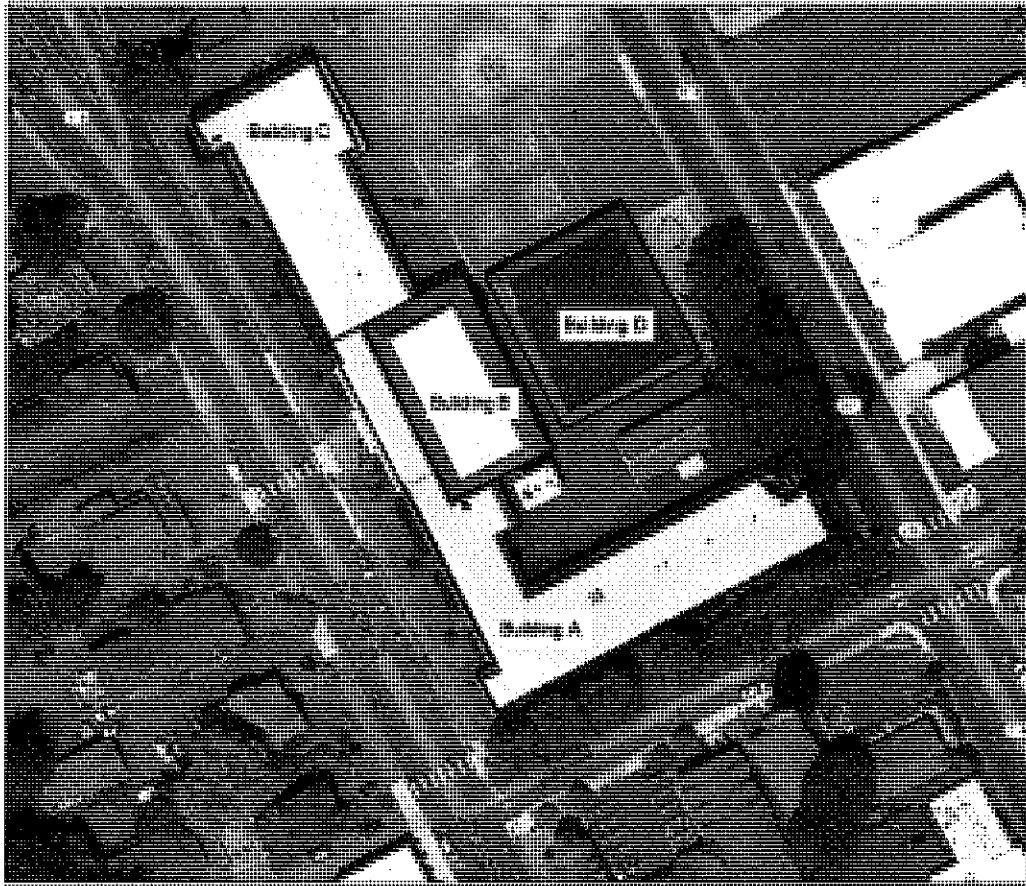


Figure 2: Aerial Image





Figure 3: Classroom Wing Front Elevation



Figure 4: Typical Classroom Framing



Figure 5: Gymnasium



Figure 6: Gymnasium Framing



Figure 7: Classroom Wing Addition



Figure 8: Classroom Wing Addition Framing



Figure 9: Covered Play Area



Figure 10: Covered Play Area Framing

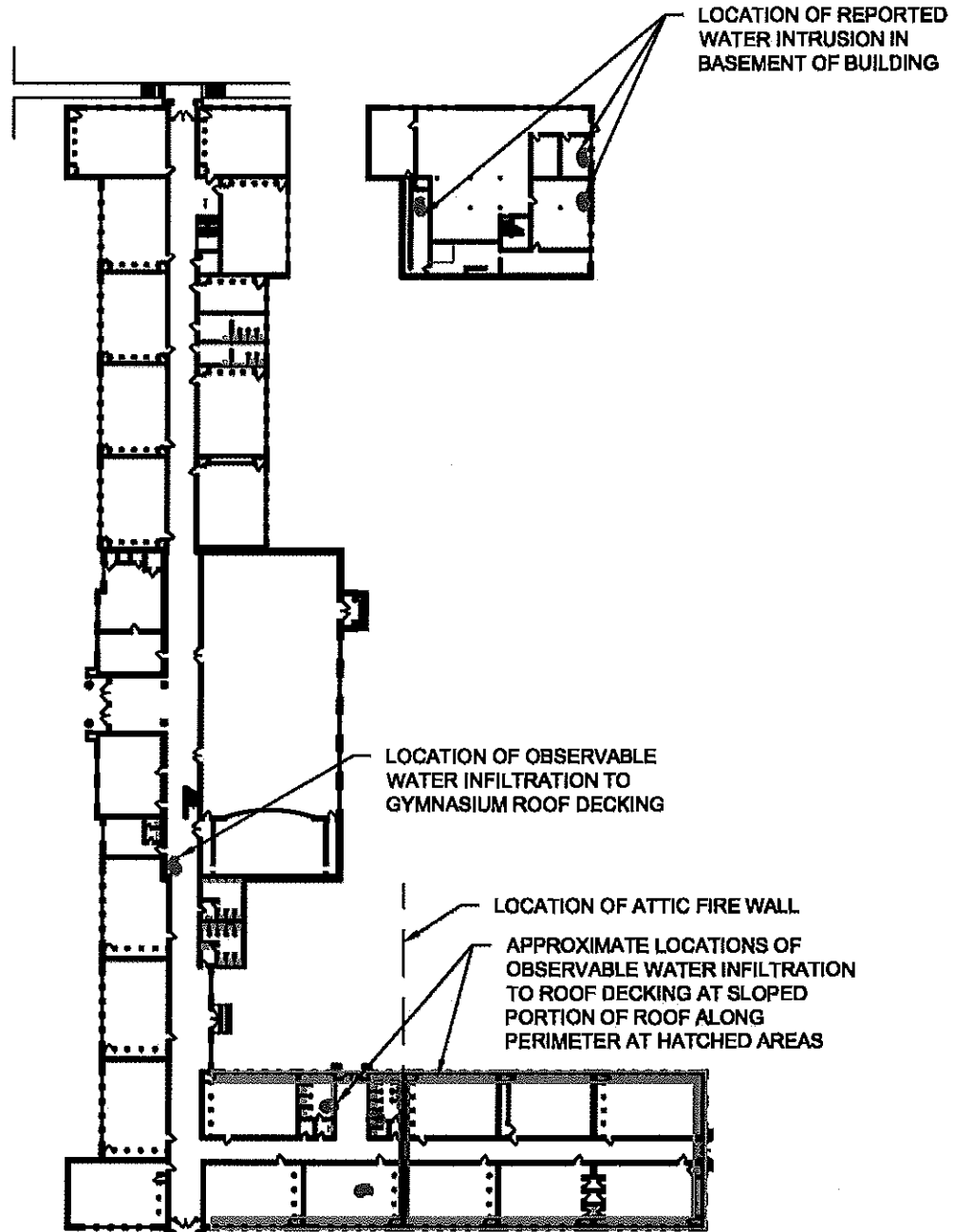


Figure 11: Water Infiltration

## APPENDIX - B

# Structural Tier 1 Check Sheets

**3.7.15 Basic Structural Checklist for Building Type URM: Unreinforced Masonry Bearing Walls with Flexible Diaphragms**

This Basic Structural Checklist shall be completed where required by Table 3-2.

Each of the evaluation statements on this checklist shall be marked Compliant (C), Non-compliant (NC), or Not Applicable (N/A) for a Tier 1 Evaluation. Compliant statements identify issues that are acceptable according to the criteria of this standard, while non-compliant statements identify issues that require further investigation. Certain statements may not apply to the buildings being evaluated. For non-compliant evaluation statements, the design professional may choose to conduct further investigation using the Tier 2 Special Procedure for Unreinforced Masonry or the Tier 3 Evaluation Procedure.

**C3.7.15 Basic Structural Checklist for Building Type URM**

These buildings have bearing walls that consist of unreinforced (or lightly reinforced) brick, stone, or concrete block masonry. Wood floor and roof framing consists of wood joists, glulam beams, and wood posts or small steel columns. Steel floor and roof framing consists of steel beams or open web joists, steel girders, and steel columns. Lateral forces are resisted by the brick or concrete block masonry shear walls. Diaphragms consist of straight or diagonal lumber sheathing, structural wood panels, or untopped metal deck, and are flexible relative to the walls. Foundations consist of brick or concrete spread footings or deep foundations.

**Building System**

- C   NC   N/A   **LOAD PATH:** The structure shall contain a minimum of one complete load path for Life Safety and Immediate Occupancy for seismic force effects from any horizontal direction that serves to transfer the inertial forces from the mass to the foundation. (Tier 2: Sec. 4.3.1.1)
- C   NC   N/A   **ADJACENT BUILDINGS:** The clear distance between the building being evaluated and any adjacent building shall be greater than 4 percent of the height of the shorter building for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.3.1.2)
- C   NC    N/A   **MEZZANINES:** Interior mezzanine levels shall be braced independently from the main structure, or shall be anchored to the lateral-force-resisting elements of the main structure. (Tier 2: Sec. 4.3.1.3)
- C   NC    N/A   **WEAK STORY:** The strength of the lateral-force-resisting system in any story shall not be less than 80 percent of the strength in an adjacent story, above or below, for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.3.2.1)
- C   NC    N/A   **SOFT STORY:** The stiffness of the lateral-force-resisting system in any story shall not be less than 70 percent of the lateral-force-resisting system stiffness in an adjacent story above or below, or less than 80 percent of the average lateral-force-resisting system stiffness of the three stories above or below for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.3.2.2)
- C   NC   N/A   **GEOMETRY:** There shall be no changes in horizontal dimension of the lateral-force-resisting system of more than 30 percent in a story relative to adjacent stories for Life Safety and Immediate Occupancy, excluding one-story penthouses and mezzanines. (Tier 2: Sec. 4.3.2.3)
- C   NC   N/A   **VERTICAL DISCONTINUITIES:** All vertical elements in the lateral-force-resisting system shall be continuous to the foundation. (Tier 2: Sec. 4.3.2.4)

### Screening Phase (Tier 1)

- C NC (N/A) MASS: There shall be no change in effective mass more than 50 percent from one story to the next for Life Safety and Immediate Occupancy. Light roofs, penthouses, and mezzanines need not be considered. (Tier 2: Sec. 4.3.2.5)
- C (NC) N/A DETERIORATION OF WOOD: There shall be no signs of decay, shrinkage, splitting, fire damage, or sagging in any of the wood members, and none of the metal connection hardware shall be deteriorated, broken, or loose. (Tier 2: Sec. 4.3.3.1)
- (C) NC N/A MASONRY UNITS: There shall be no visible deterioration of masonry units. (Tier 2: Sec. 4.3.3.7)
- (C) NC N/A MASONRY JOINTS: The mortar shall not be easily scraped away from the joints by hand with a metal tool, and there shall be no areas of eroded mortar. (Tier 2: Sec. 4.3.3.8)
- C (NC) N/A UNREINFORCED MASONRY WALL CRACKS: There shall be no existing diagonal cracks in the wall elements greater than 1/8 inch for Life Safety and 1/16 inch for Immediate Occupancy, or out-of-plane offsets in the bed joint greater than 1/8 inch for Life Safety and 1/16 inch for Immediate Occupancy, and shall not form an X pattern. (Tier 2: Sec. 4.3.3.11)

### Lateral-Force-Resisting System

- (C) NC N/A REDUNDANCY: The number of lines of shear walls in each principal direction shall be greater than or equal to 2 for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.4.2.1.1)
- C (NC) N/A SHEAR STRESS CHECK: The shear stress in the unreinforced masonry shear walls, calculated using the Quick Check procedure of Section 3.5.3.3, shall be less than 30 psi for clay units and 70 psi for concrete units for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.4.2.5.1)

### Connections

- C NC (N/A) WALL ANCHORAGE: Exterior concrete or masonry walls that are dependent on the diaphragm for lateral support shall be anchored for out-of-plane forces at each diaphragm level with steel anchors, reinforcing dowels, or straps that are developed into the diaphragm. Connections shall have adequate strength to resist the connection force calculated in the Quick Check procedure of Section 3.5.3.7. (Tier 2: Sec. 4.6.1.1)
- (C) NC N/A WOOD LEDGERS: The connection between the wall panels and the diaphragm shall not induce cross-grain bending or tension in the wood ledgers. (Tier 2: Sec. 4.6.1.2)
- C (NC) N/A TRANSFER TO SHEAR WALLS: Diaphragms shall be connected for transfer of loads to the shear walls for Life Safety and the connections shall be able to develop the lesser of the shear strength of the walls or diaphragms for Immediate Occupancy. (Tier 2 Sec. 4.6.2.1)
- C NC (N/A) GIRDER/COLUMN CONNECTION: There shall be a positive connection utilizing plates, connection hardware, or straps between the girder and the column support. (Tier 2: Sec. 4.6.4.1)



Screening Phase (Tier 1)

**3.7.15S Supplemental Structural Checklist for Building Type URM: Unreinforced Masonry Bearing Walls with Flexible Diaphragms**

This Supplemental Structural Checklist shall be completed where required by Table 3-2. The Basic Structural Checklist shall be completed prior to completing this Supplemental Structural Checklist.

**Lateral-Force-Resisting System**

- C (NC) N/A PROPORTIONS: The height-to-thickness ratio of the shear walls at each story shall be less than the following for Life Safety and Immediate Occupancy (Tier 2; Sec. 4.4.2.5.2):

Top story of multi-story building	9
First story of multi-story building	15
All other conditions	13

- C NC (N/A) MASONRY LAY-UP: Filled collar joints of multi-wythe masonry walls shall have negligible voids. (Tier 2; Sec. 4.4.2.5.3)

**Diaphragms**

- C (NC) N/A CROSS TIES: There shall be continuous cross ties between diaphragm chords. (Tier 2; Sec. 4.5.1.2)

- C NC (N/A) OPENINGS AT SHEAR WALLS: Diaphragm openings immediately adjacent to the shear walls shall be less than 25 percent of the wall length for Life Safety and 15 percent of the wall length for Immediate Occupancy. (Tier 2; Sec. 4.5.1.4)

- C NC (N/A) OPENINGS AT EXTERIOR MASONRY SHEAR WALLS: Diaphragm openings immediately adjacent to exterior masonry shear walls shall not be greater than 8 feet long for Life Safety and 4 feet long for Immediate Occupancy. (Tier 2; Sec. 4.5.1.6)

- C NC (N/A) PLAN IRREGULARITIES: There shall be tensile capacity to develop the strength of the diaphragm at re-entrant corners or other locations of plan irregularities. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2; Sec. 4.5.1.7)

- C NC (N/A) DIAPHRAGM REINFORCEMENT AT OPENINGS: There shall be reinforcing around all diaphragm openings larger than 50 percent of the building width in either major plan dimension. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2; Sec. 4.5.1.8)

- (C) NC N/A STRAIGHT SHEATHING: All straight sheathed diaphragms shall have aspect ratios less than 2-to-1 for Life Safety and 1-to-1 for Immediate Occupancy in the direction being considered. (Tier 2; Sec. 4.5.2.1)

- C (NC) N/A SPANS: All wood diaphragms with spans greater than 24 feet for Life Safety and 12 feet for Immediate Occupancy shall consist of wood structural panels or diagonal sheathing (Tier 2; Sec. 4.5.2.2)

- C NC (N/A) UNBLOCKED DIAPHRAGMS: All diagonally sheathed or unblocked wood structural panel diaphragms shall have horizontal spans less than 40 feet for Life Safety and 30 feet for Immediate Occupancy and shall have aspect ratios less than or equal to 4-to-1 for Life Safety and 3-to-1 for Immediate Occupancy. (Tier 2; Sec. 4.5.2.3)

- C NC (N/A) NON-CONCRETE FILLED DIAPHRAGMS: Untopped metal deck diaphragms or metal deck diaphragms with fill other than concrete shall consist of horizontal spans of less than 40 feet and shall have span/depth ratios less than 4-to-1. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2; Sec. 4.5.3.1)

### Screening Phase (Tier 1)

(C) NC N/A OTHER DIAPHRAGMS: The diaphragm shall not consist of a system other than wood, metal deck, concrete, or horizontal bracing. (Tier 2: Sec. 4.5.7.1)

#### Connections

C NC (N/A) STIFFNESS OF WALL ANCHORS: Anchors of concrete or masonry walls to wood structural elements shall be installed taut and shall be stiff enough to limit the relative movement between the wall and the diaphragm to no greater than 1/8 inch prior to engagement of the anchors. (Tier 2: Sec. 4.6.1.4)

(C) NC N/A BEAM, GIRDER, AND TRUSS SUPPORTS: Beams, girders, and trusses supported by unreinforced masonry walls or pilasters shall have independent secondary columns for support of vertical loads. (Tier 2: Sec. 4.6.4.5)

**3.7.15 Basic Structural Checklist for Building Type URM: Unreinforced Masonry Bearing Walls with Flexible Diaphragms**

This Basic Structural Checklist shall be completed where required by Table 3-2.

Each of the evaluation statements on this checklist shall be marked Compliant (C), Non-compliant (NC), or Not Applicable (N/A) for a Tier 1 Evaluation. Compliant statements identify issues that are acceptable according to the criteria of this standard, while non-compliant statements identify issues that require further investigation. Certain statements may not apply to the buildings being evaluated. For non-compliant evaluation statements, the design professional may choose to conduct further investigation using the Tier 2 Special Procedure for Unreinforced Masonry or the Tier 3 Evaluation Procedure.

**C3.7.15 Basic Structural Checklist for Building Type URM**

These buildings have bearing walls that consist of unreinforced (or lightly reinforced) brick, stone, or concrete block masonry. Wood floor and roof framing consists of wood joists, glulam beams, and wood posts or small steel columns. Steel floor and roof framing consists of steel beams or open web joists, steel girders, and steel columns. Lateral forces are resisted by the brick or concrete block masonry shear walls. Diaphragms consist of straight or diagonal lumber sheathing, structural wood panels, or untopped metal deck, and are flexible relative to the walls. Foundations consist of brick or concrete spread footings or deep foundations.

**Building System**

- C (NC) N/A **LOAD PATH:** The structure shall contain a minimum of one complete load path for Life Safety and Immediate Occupancy for seismic force effects from any horizontal direction that serves to transfer the inertial forces from the mass to the foundation. (Tier 2: Sec. 4.3.1.1)
- (C) NC N/A **ADJACENT BUILDINGS:** The clear distance between the building being evaluated and any adjacent building shall be greater than 4 percent of the height of the shorter building for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.3.1.2)
- C NC (N/A) **MEZZANINES:** Interior mezzanine levels shall be braced independently from the main structure, or shall be anchored to the lateral-force-resisting elements of the main structure. (Tier 2: Sec. 4.3.1.3)
- (C) NC N/A **WEAK STORY:** The strength of the lateral-force-resisting system in any story shall not be less than 80 percent of the strength in an adjacent story, above or below, for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.3.2.1)
- (C) NC N/A **SOFT STORY:** The stiffness of the lateral-force-resisting system in any story shall not be less than 70 percent of the lateral-force-resisting system stiffness in an adjacent story above or below, or less than 80 percent of the average lateral-force-resisting system stiffness of the three stories above or below for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.3.2.2)
- (C) NC N/A **GEOMETRY:** There shall be no changes in horizontal dimension of the lateral-force-resisting system of more than 30 percent in a story relative to adjacent stories for Life Safety and Immediate Occupancy, excluding one-story penthouses and mezzanines. (Tier 2: Sec. 4.3.2.3)
- (C) NC N/A **VERTICAL DISCONTINUITIES:** All vertical elements in the lateral-force-resisting system shall be continuous to the foundation. (Tier 2: Sec. 4.3.2.4)

### Screening Phase (Tier 1)

- (C) NC N/A MASS: There shall be no change in effective mass more than 50 percent from one story to the next for Life Safety and Immediate Occupancy. Light roofs, penthouses, and mezzanines need not be considered. (Tier 2: Sec. 4.3.2.5)
- C (NC) N/A DETERIORATION OF WOOD: There shall be no signs of decay, shrinkage, splitting, fire damage, or sagging in any of the wood members, and none of the metal connection hardware shall be deteriorated, broken, or loose. (Tier 2: Sec. 4.3.3.1)
- C (NC) N/A MASONRY UNITS: There shall be no visible deterioration of masonry units. (Tier 2: Sec. 4.3.3.7)
- C (NC) N/A MASONRY JOINTS: The mortar shall not be easily scraped away from the joints by hand with a metal tool, and there shall be no areas of eroded mortar. (Tier 2: Sec. 4.3.3.8)
- (C) NC N/A UNREINFORCED MASONRY WALL CRACKS: There shall be no existing diagonal cracks in the wall elements greater than 1/8 inch for Life Safety and 1/16 inch for Immediate Occupancy, or out-of-plane offsets in the bed joint greater than 1/8 inch for Life Safety and 1/16 inch for Immediate Occupancy, and shall not form an X pattern. (Tier 2: Sec. 4.3.3.11)

### Lateral-Force-Resisting System

- (C) NC N/A REDUNDANCY: The number of lines of shear walls in each principal direction shall be greater than or equal to 2 for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.4.2.1.1)
- C (NC) N/A SHEAR STRESS CHECK: The shear stress in the unreinforced masonry shear walls, calculated using the Quick Check procedure of Section 3.5.3.3, shall be less than 30 psi for clay units and 70 psi for concrete units for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.4.2.5.1)

### Connections

- C (NC) N/A WALL ANCHORAGE: Exterior concrete or masonry walls that are dependent on the diaphragm for lateral support shall be anchored for out-of-plane forces at each diaphragm level with steel anchors, reinforcing dowels, or straps that are developed into the diaphragm. Connections shall have adequate strength to resist the connection force calculated in the Quick Check procedure of Section 3.5.3.7. (Tier 2: Sec. 4.6.1.1)
- (C) NC N/A WOOD LEDGERS: The connection between the wall panels and the diaphragm shall not induce cross-grain bending or tension in the wood ledgers. (Tier 2: Sec. 4.6.1.2)
- C (NC) N/A TRANSFER TO SHEAR WALLS: Diaphragms shall be connected for transfer of loads to the shear walls for Life Safety and the connections shall be able to develop the lesser of the shear strength of the walls or diaphragms for Immediate Occupancy. (Tier 2 Sec. 4.6.2.1)
- (C) NC N/A GIRDER/COLUMN CONNECTION: There shall be a positive connection utilizing plates, connection hardware, or straps between the girder and the column support. (Tier 2: Sec. 4.6.4.1)

## Screening Phase (Tier 1)

### 3.7.15S Supplemental Structural Checklist for Building Type URM: Unreinforced Masonry Bearing Walls with Flexible Diaphragms

This Supplemental Structural Checklist shall be completed where required by Table 3-2. The Basic Structural Checklist shall be completed prior to completing this Supplemental Structural Checklist.

#### Lateral-Force-Resisting System

- C (NC) N/A PROPORTIONS: The height-to-thickness ratio of the shear walls at each story shall be less than the following for Life Safety and Immediate Occupancy (Tier 2; Sec. 4.4.2.5.2):
- |                                     |    |
|-------------------------------------|----|
| Top story of multi-story building   | 9  |
| First story of multi-story building | 15 |
| All other conditions                | 13 |
- C NC (N/A) MASONRY LAY-UP: Filled collar joints of multiwythe masonry walls shall have negligible voids. (Tier 2; Sec. 4.4.2.5.3)

#### Diaphragms

- (C) NC N/A CROSS TIES: There shall be continuous cross ties between diaphragm chords. (Tier 2; Sec. 4.5.1.2)
- C NC (N/A) OPENINGS AT SHEAR WALLS: Diaphragm openings immediately adjacent to the shear walls shall be less than 25 percent of the wall length for Life Safety and 15 percent of the wall length for Immediate Occupancy. (Tier 2; Sec. 4.5.1.4)
- C NC (N/A) OPENINGS AT EXTERIOR MASONRY SHEAR WALLS: Diaphragm openings immediately adjacent to exterior masonry shear walls shall not be greater than 8 feet long for Life Safety and 4 feet long for Immediate Occupancy. (Tier 2; Sec. 4.5.1.6)
- C NC (N/A) PLAN IRREGULARITIES: There shall be tensile capacity to develop the strength of the diaphragm at re-entrant corners or other locations of plan irregularities. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2; Sec. 4.5.1.7)
- C NC (N/A) DIAPHRAGM REINFORCEMENT AT OPENINGS: There shall be reinforcing around all diaphragm openings larger than 50 percent of the building width in either major plan dimension. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2; Sec. 4.5.1.8)
- C (NC) N/A STRAIGHT SHEATHING: All straight sheathed diaphragms shall have aspect ratios less than 2-to-1 for Life Safety and 1-to-1 for Immediate Occupancy in the direction being considered. (Tier 2; Sec. 4.5.2.1)
- (C) NC N/A SPANS: All wood diaphragms with spans greater than 24 feet for Life Safety and 12 feet for Immediate Occupancy shall consist of wood structural panels or diagonal sheathing (Tier 2; Sec. 4.5.2.2)
- C NC (N/A) UNBLOCKED DIAPHRAGMS: All diagonally sheathed or unblocked wood structural panel diaphragms shall have horizontal spans less than 40 feet for Life Safety and 30 feet for Immediate Occupancy and shall have aspect ratios less than or equal to 4-to-1 for Life Safety and 3-to-1 for Immediate Occupancy. (Tier 2; Sec. 4.5.2.3)
- C NC (N/A) NON-CONCRETE FILLED DIAPHRAGMS: Untopped metal deck diaphragms or metal deck diaphragms with fill other than concrete shall consist of horizontal spans of less than 40 feet and shall have span/depth ratios less than 4-to-1. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2; Sec. 4.5.3.1)

### Screening Phase (Tier 1)

(C) NC N/A OTHER DIAPHRAGMS: The diaphragm shall not consist of a system other than wood, metal deck, concrete, or horizontal bracing. (Tier 2: Sec. 4.5.7.1)

#### Connections

C (NC) N/A STIFFNESS OF WALL ANCHORS: Anchors of concrete or masonry walls to wood structural elements shall be installed taut and shall be stiff enough to limit the relative movement between the wall and the diaphragm to no greater than 1/8 inch prior to engagement of the anchors. (Tier 2: Sec. 4.6.1.4)

(C) NC N/A BEAM, GIRDER, AND TRUSS SUPPORTS: Beams, girders, and trusses supported by unreinforced masonry walls or pilasters shall have independent secondary columns for support of vertical loads. (Tier 2: Sec. 4.6.4.5)

**3.7.9A Basic Structural Checklist for Building Type C2A: Concrete Shear Walls with Flexible Diaphragms**

This Basic Structural Checklist shall be completed where required by Table 3-2.

Each of the evaluation statements on this checklist shall be marked Compliant (C), Non-compliant (NC), or Not Applicable (N/A) for a Tier 1 Evaluation. Compliant statements identify issues that are acceptable according to the criteria of this standard, while non-compliant statements identify issues that require further investigation. Certain statements may not apply to the buildings being evaluated. For non-compliant evaluation statements, the design professional may choose to conduct further investigation using the corresponding Tier 2 Evaluation procedure; corresponding section numbers are in parentheses following each evaluation statement.

**3.7.9A Basic Structural Checklist for Building Type C2A**

These buildings have floor and roof framing that consists of wood sheathing on wood framing and concrete beams. Floors are supported on concrete columns or bearing walls. Lateral forces are resisted by cast-in-place concrete shear walls. In older construction, shear walls are lightly reinforced but often extend throughout the building. In more recent construction, shear walls occur in isolated locations and are more heavily reinforced with boundary elements and closely spaced ties to provide ductile performance. The diaphragms consist of wood sheathing or have large aspect ratios and are flexible relative to the walls. Foundations consist of concrete spread footings or deep pile foundations.

**Building System**

- C  NC N/A **LOAD PATH:** The structure shall contain a minimum of one complete load path for Life Safety and Immediate Occupancy for seismic force effects from any horizontal direction that serves to transfer the inertial forces from the mass to the foundation. (Tier 2: Sec. 4.3.1.1)
- C NC N/A **ADJACENT BUILDINGS:** The clear distance between the building being evaluated and any adjacent building shall be greater than 4 percent of the height of the shorter building for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.3.1.2)
- C NC  N/A **MEZZANINES:** Interior mezzanine levels shall be braced independently from the main structure, or shall be anchored to the lateral-force-resisting elements of the main structure. (Tier 2: Sec. 4.3.1.3)
- C NC N/A **WEAK STORY:** The strength of the lateral-force-resisting system in any story shall not be less than 80 percent of the strength in an adjacent story, above or below, for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.3.2.1)
- C NC N/A **SOFT STORY:** The stiffness of the lateral-force-resisting system in any story shall not be less than 70 percent of the lateral-force-resisting system stiffness in an adjacent story above or below, or less than 80 percent of the average lateral-force-resisting system stiffness of the three stories above or below for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.3.2.2)
- C NC N/A **GEOMETRY:** There shall be no changes in horizontal dimension of the lateral-force-resisting system of more than 30 percent in a story relative to adjacent stories for Life Safety and Immediate Occupancy, excluding one-story penthouses and mezzanines. (Tier 2: Sec. 4.3.2.3)
- C NC N/A **VERTICAL DISCONTINUITIES:** All vertical elements in the lateral-force-resisting system shall be continuous to the foundation. (Tier 2: Sec. 4.3.2.4)

## Screening Phase (Tier 1)

- C NC (N/A) MASS: There shall be no change in effective mass more than 50 percent from one story to the next for Life Safety and Immediate Occupancy. Light roofs, penthouses, and mezzanines need not be considered. (Tier 2: Sec. 4.3.2.5)
- C (NC) N/A DETERIORATION OF WOOD: There shall be no signs of decay, shrinkage, splitting, fire damage, or sagging in any of the wood members, and none of the metal connection hardware shall be deteriorated, broken, or loose. (Tier 2: Sec. 4.3.3.1)
- (C) NC N/A DETERIORATION OF CONCRETE: There shall be no visible deterioration of concrete or reinforcing steel in any of the vertical- or lateral-force-resisting elements. (Tier 2: Sec. 4.3.3.4)
- C NC (N/A) POST-TENSIONING ANCHORS: There shall be no evidence of corrosion or spalling in the vicinity of post-tensioning or end fittings. Coil anchors shall not have been used. (Tier 2: Sec. 4.3.3.5)
- (C) NC N/A CONCRETE WALL CRACKS: All existing diagonal cracks in wall elements shall be less than 1/8 inch for Life Safety and 1/16 inch for Immediate Occupancy, shall not be concentrated in one location, and shall not form an X pattern. (Tier 2: Sec. 4.3.3.9)

### Lateral-Force-Resisting System

- (C) NC N/A REDUNDANCY: The number of lines of shear walls in each principal direction shall be greater than or equal to 2 for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.4.2.1.1)
- (C) NC N/A SHEAR STRESS CHECK: The shear stress in the concrete shear walls, calculated using the Quick Check procedure of Section 3.5.3.3, shall be less than the greater of 100 psi or  $2\sqrt{f'_c}$  for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.4.2.2.1)
- C NC (N/A) REINFORCING STEEL: The ratio of reinforcing steel area to gross concrete area shall be not less than 0.0015 in the vertical direction and 0.0025 in the horizontal direction for Life Safety and Immediate Occupancy. The spacing of reinforcing steel shall be equal to or less than 18 inches for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.4.2.2.2)

### Connections

- C (NC) N/A WALL ANCHORAGE: Exterior concrete or masonry walls that are dependent on the diaphragm for lateral support shall be anchored for out-of-plane forces at each diaphragm level with steel anchors, reinforcing dowels, or straps that are developed into the diaphragm. Connections shall have adequate strength to resist the connection force calculated in the Quick Check procedure of Section 3.5.3.7. (Tier 2: Sec. 4.6.1.1)
- C (NC) N/A TRANSFER TO SHEAR WALLS: Diaphragms shall be connected for transfer of loads to the shear walls for Life Safety and the connections shall be able to develop the lesser of the shear strength of the walls or diaphragms for Immediate Occupancy. (Tier 2 Sec. 4.6.2.1)
- C NC (N/A) FOUNDATION DOWELS: Wall reinforcement shall be doweled into the foundation for Life Safety, and the dowels shall be able to develop the lesser of the strength of the walls or the uplift capacity of the foundation for Immediate Occupancy. (Tier 2: Sec. 4.6.3.5)



## Screening Phase (Tier 1)

### 3.7.9AS Supplemental Structural Checklist for Building Type C2A: Concrete Shear Walls with Flexible Diaphragms

This Supplemental Structural Checklist shall be completed where required by Table 3-2. The Basic Structural Checklist shall be completed prior to completing this Supplemental Structural Checklist.

#### Lateral-Force-Resisting System

- C NC (N/A) COUPLING BEAMS: The stirrups in coupling beams over means of egress shall be spaced at or less than  $d/2$  and shall be anchored into the confined core of the beam with hooks of 135° or more for Life Safety. All coupling beams shall comply with the requirements above and shall have the capacity in shear to develop the uplift capacity of the adjacent wall for Immediate Occupancy. (Tier 2: Sec. 4.4.2.2.3)
- C NC (N/A) OVERTURNING: All shear walls shall have aspect ratios less than 4-to-1. Wall piers need not be considered. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2: Sec. 4.4.2.2.4)
- C NC (N/A) CONFINEMENT REINFORCING: For shear walls with aspect ratios greater than 2-to-1, the boundary elements shall be confined with spirals or ties with spacing less than  $8d_b$ . This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2: Sec. 4.4.2.2.5)
- C NC (N/A) REINFORCING AT OPENINGS: There shall be added trim reinforcement around all wall openings with a dimension greater than three times the thickness of the wall. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2: Sec. 4.4.2.2.6)
- C NC (N/A) WALL THICKNESS: Thickness of bearing walls shall not be less than 1/25 the unsupported height or length, whichever is shorter, nor less than 4 inches. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2: Sec. 4.4.2.2.7)

#### Diaphragms

- (C) NC N/A DIAPHRAGM CONTINUITY: The diaphragms shall not be composed of split-level floors and shall not have expansion joints. (Tier 2: Sec. 4.5.1.1)
- C (NC) N/A CROSS TIES: There shall be continuous cross ties between diaphragm chords. (Tier 2: Sec. 4.5.1.2)
- C NC (N/A) OPENINGS AT SHEAR WALLS: Diaphragm openings immediately adjacent to the shear walls shall be less than 25 percent of the wall length for Life Safety and 15 percent of the wall length for Immediate Occupancy. (Tier 2: Sec. 4.5.1.4)
- C NC (N/A) PLAN IRREGULARITIES: There shall be tensile capacity to develop the strength of the diaphragm at re-entrant corners or other locations of plan irregularities. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2: Sec. 4.5.1.7)
- C NC (N/A) DIAPHRAGM REINFORCEMENT AT OPENINGS: There shall be reinforcing around all diaphragm openings larger than 50 percent of the building width in either major plan dimension. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2: Sec. 4.5.1.8)
- (C) NC N/A STRAIGHT SHEATHING: All straight sheathed diaphragms shall have aspect ratios less than 2-to-1 for Life Safety and 1-to-1 for Immediate Occupancy in the direction being considered. (Tier 2: Sec. 4.5.2.1)

### Screening Phase (Tier 1)

- C (NC) N/A SPANS: All wood diaphragms with spans greater than 24 feet for Life Safety and 12 feet for Immediate Occupancy shall consist of wood structural panels or diagonal sheathing. (Tier 2: Sec. 4.5.2.2)
- C NC (N/A) UNBLOCKED DIAPHRAGMS: All diagonally sheathed or unblocked wood structural panel diaphragms shall have horizontal spans less than 40 feet for Life Safety and 30 feet for Immediate Occupancy and shall have aspect ratios less than or equal to 4-to-1 for Life Safety and 3-to-1 for Immediate Occupancy. (Tier 2: Sec. 4.5.2.3)
- C NC (N/A) NON-CONCRETE FILLED DIAPHRAGMS: Untopped metal deck diaphragms or metal deck diaphragms with fill other than concrete shall consist of horizontal spans of less than 40 feet and shall have span/depth ratios less than 4-to-1. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2: Sec. 4.5.3.1)
- (C) NC N/A OTHER DIAPHRAGMS: The diaphragm shall not consist of a system other than wood, metal deck, concrete, or horizontal bracing. (Tier 2: Sec. 4.5.7.1)

### Connections

- C NC (N/A) UPLIFT AT PILE CAPS: Pile caps shall have top reinforcement and piles shall be anchored to the pile caps for Life Safety, and the pile cap reinforcement and pile anchorage shall be able to develop the tensile capacity of the piles for Immediate Occupancy. (Tier 2: Sec. 4.6.3.10)

**3.7.2 Basic Structural Checklist for Building Type W2: Wood Frames, Commercial and Industrial**

This Basic Structural Checklist shall be completed where required by Table 3-2.

Each of the evaluation statements on this checklist shall be marked Compliant (C), Non-compliant (NC), or Not Applicable (N/A) for a Tier 1 Evaluation. Compliant statements identify issues that are acceptable according to the criteria of this standard, while non-compliant statements identify issues that require further investigation. Certain statements may not apply to the buildings being evaluated. For non-compliant evaluation statements, the design professional may choose to conduct further investigation using the corresponding Tier 2 Evaluation procedure; corresponding section numbers are in parentheses following each evaluation statement.

**C3.7.2 Basic Structural Checklist for Building Type W2**

These buildings are commercial or industrial buildings with a floor area of 5,000 square feet or more. There are few, if any, interior walls. The floor and roof framing consists of wood or steel trusses, glulam or steel beams, and wood posts or steel columns. Lateral forces are resisted by wood diaphragms and exterior stud walls sheathed with plywood, oriented strand board, stucco, plaster, straight or diagonal wood sheathing, or braced with rod bracing. Wall openings for storefronts and garages, where present, are framed by post-and-beam framing.

**Building System**

- C  (NC) N/A LOAD PATH: The structure shall contain a minimum of one complete load path for Life Safety and Immediate Occupancy for seismic force effects from any horizontal direction that serves to transfer the inertial forces from the mass to the foundation. (Tier 2: Sec. 4.3.1.1)
- C NC  (N/A) MEZZANINES: Interior mezzanine levels shall be braced independently from the main structure, or shall be anchored to the lateral-force-resisting elements of the main structure. (Tier 2: Sec. 4.3.1.3)
- C NC  (N/A) WEAK STORY: The strength of the lateral-force-resisting system in any story shall not be less than 80 percent of the strength in an adjacent story, above or below, for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.3.2.1)
- C NC  (N/A) SOFT STORY: The stiffness of the lateral-force-resisting system in any story shall not be less than 70 percent of the lateral-force-resisting system stiffness in an adjacent story above or below, or less than 80 percent of the average lateral-force-resisting system stiffness of the three stories above or below for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.3.2.2)
- C NC  (N/A) GEOMETRY: There shall be no changes in horizontal dimension of the lateral-force-resisting system of more than 30 percent in a story relative to adjacent stories for Life Safety and Immediate Occupancy, excluding one-story penthouses and mezzanines. (Tier 2: Sec. 4.3.2.3)
- (C) NC N/A VERTICAL DISCONTINUITIES: All vertical elements in the lateral-force-resisting system shall be continuous to the foundation. (Tier 2: Sec. 4.3.2.4)
- C NC  (N/A) MASS: There shall be no change in effective mass more than 50 percent from one story to the next for Life Safety and Immediate Occupancy. Light roofs, penthouses, and mezzanines need not be considered. (Tier 2: Sec. 4.3.2.5)

## Screening Phase (Tier 1)

C (NC) N/A DETERIORATION OF WOOD: There shall be no signs of decay, shrinkage, splitting, fire damage, or sagging in any of the wood members, and none of the metal connection hardware shall be deteriorated, broken, or loose. (Tier 2: Sec. 4.3.3.1)

C NC (N/A) WOOD STRUCTURAL PANEL SHEAR WALL FASTENERS: There shall be no more than 15 percent of inadequate fastening such as overdriven fasteners, omitted blocking, excessive fastening spacing, or inadequate edge distance. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2: Sec. 4.3.3.2)

### Lateral-Force-Resisting System

(C) NC N/A REDUNDANCY: The number of lines of shear walls in each principal direction shall be greater than or equal to 2 for Life Safety and Immediate Occupancy. (Tier 2: Sec. 4.4.2.1.1)

C NC (N/A) SHEAR STRESS CHECK: The shear stress in the shear walls, calculated using the Quick Check procedure of Section 3.5.3.3, shall be less than the following values for Life Safety and Immediate Occupancy (Tier 2: Sec. 4.4.2.7.1):

Structural panel sheathing	1,000 plf
Diagonal sheathing	700 plf
Straight sheathing	100 plf
All other conditions	100 plf

(C) NC N/A STUCCO (EXTERIOR PLASTER) SHEAR WALLS: Multi-story buildings shall not rely on exterior stucco walls as the primary lateral-force-resisting system. (Tier 2: Sec. 4.4.2.7.2)

C NC (N/A) GYPSUM WALLBOARD OR PLASTER SHEAR WALLS: Interior plaster or gypsum wallboard shall not be used as shear walls on buildings over one story in height with the exception of the uppermost level of a multi-story building. (Tier 2: Sec. 4.4.2.7.3)

C NC (N/A) NARROW WOOD SHEAR WALLS: Narrow wood shear walls with an aspect ratio greater than 2-to-1 for Life Safety and 1.5-to-1 for Immediate Occupancy shall not be used to resist lateral forces developed in the building in levels of moderate and high seismicity. Narrow wood shear walls with an aspect ratio greater than 2-to-1 for Immediate Occupancy shall not be used to resist lateral forces developed in the building in levels of low seismicity. (Tier 2: Sec. 4.4.2.7.4)

C NC (N/A) WALLS CONNECTED THROUGH FLOORS: Shear walls shall have interconnection between stories to transfer overturning and shear forces through the floor. (Tier 2: Sec. 4.4.2.7.5)

C NC (N/A) HILLSIDE SITE: For structures that are taller on at least one side by more than one-half story due to a sloping site, all shear walls on the downhill slope shall have an aspect ratio less than 1-to-1 for Life Safety and 1-to-2 for Immediate Occupancy. (Tier 2: Sec. 4.4.2.7.6)

C NC (N/A) CRIPPLE WALLS: Cripple walls below first-floor-level shear walls shall be braced to the foundation with wood structural panels. (Tier 2: Sec. 4.4.2.7.7)

(C) NC N/A OPENINGS: Walls with openings greater than 80 percent of the length shall be braced with wood structural panel shear walls with aspect ratios of not more than 1.5-to-1 or shall be supported by adjacent construction through positive ties capable of transferring the lateral forces. (Tier 2: Sec. 4.4.2.7.8)

### Connections

(C) NC N/A WOOD POSTS: There shall be a positive connection of wood posts to the foundation. (Tier 2: Sec. 4.6.3.3)

C NC (N/A) WOOD SILLS: All wood sills shall be bolted to the foundation. (Tier 2: Sec. 4.6.3.4)

(C) NC N/A GIRDER/COLUMN CONNECTION: There shall be a positive connection utilizing plates, connection hardware, or straps between the girder and the column support. (Tier 2: Sec. 4.6.4.1)

## Screening Phase (Tier 1)

### 3.7.2S Supplemental Structural Checklist for Building Type W2: Wood Frames, Commercial and Industrial

This Supplemental Structural Checklist shall be completed where required by Table 3-2. The Basic Structural Checklist shall be completed prior to completing this Supplemental Structural Checklist.

#### Lateral-Force-Resisting System

- C NC (N/A) HOLD-DOWN ANCHORS: All shear walls shall have hold-down anchors constructed per acceptable construction practices, attached to the end studs. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2: Sec. 4.4.2.7.9)

#### Diaphragms

- (C) NC N/A DIAPHRAGM CONTINUITY: The diaphragms shall not be composed of split-level floors and shall not have expansion joints. (Tier 2: Sec. 4.5.1.1)
- (C) NC N/A ROOF CHORD CONTINUITY: All chord elements shall be continuous, regardless of changes in roof elevation. (Tier 2: Sec. 4.5.1.3)
- C NC (N/A) PLAN IRREGULARITIES: There shall be tensile capacity to develop the strength of the diaphragm at re-entrant corners or other locations of plan irregularities. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2: Sec. 4.5.1.7)
- C NC (N/A) DIAPHRAGM REINFORCEMENT AT OPENINGS: There shall be reinforcing around all diaphragm openings larger than 50 percent of the building width in either major plan dimension. This statement shall apply to the Immediate Occupancy Performance Level only. (Tier 2: Sec. 4.5.1.8)
- (C) NC N/A STRAIGHT SHEATHING: All straight sheathed diaphragms shall have aspect ratios less than 2-to-1 for Life Safety and 1-to-1 for Immediate Occupancy in the direction being considered. (Tier 2: Sec. 4.5.2.1)
- (C) NC N/A SPANS: All wood diaphragms with spans greater than 24 feet for Life Safety and 12 feet for Immediate Occupancy shall consist of wood structural panels or diagonal sheathing. Wood commercial and industrial buildings may have rod-braced systems. (Tier 2: Sec. 4.5.2.2)
- C NC (N/A) UNBLOCKED DIAPHRAGMS: All diagonally sheathed or unblocked wood structural panel diaphragms shall have horizontal spans less than 40 feet for Life Safety and 30 feet for Immediate Occupancy and shall have aspect ratios less than or equal to 4-to-1 for Life Safety and 3-to-1 for Immediate Occupancy. (Tier 2: Sec. 4.5.2.3)
- (C) NC N/A OTHER DIAPHRAGMS: The diaphragm shall not consist of a system other than wood, metal deck, concrete, or horizontal bracing. (Tier 2: Sec. 4.5.7.1)

#### Connections

- C NC (N/A) WOOD SILL BOLTS: Sill bolts shall be spaced at 6 feet or less for Life Safety and 4 feet or less for Immediate Occupancy, with proper edge and end distance provided for wood and concrete. (Tier 2: Sec. 4.6.3.9)

## APPENDIX - C

# BLRB Architects Facilities Assessment

ARCHITECTURAL

**1.1 Overview**

The intent of this Facility Assessment is provide an objective opinion of the school existing condition and make recommendation on how the school might be improved to meet current codes and be commensurate, contemporary learning environments in the State of Oregon. An exhaustive review or destructive testing of existing conditions was not included in the scope of the assessment. Capacity calculations are based upon methodologies used by school design professional and states that provide public funding for capital improvements.

Location: 410 N. Water Street

Site Area: Main Building site 2.73 Ac  
Play area across A Street 0.73 Ac  
Total 3.46 Ac

Building Area: Main building 39, 324 square feet  
Modular buildings 3,020 square feet (3 modular buildings)  
Total 42,344 square feet

Building Summary:

Current enrollment: Grades 1<sup>st</sup>-3<sup>rd</sup> 333 students  
Kindergarten 95 students  
Special Needs 25 students (self-contained classrooms)  
Total 454 students

over 65 students receive partial assistance (25+65 = 90 in special ed.)

Student Capacity:

*Method One (calculated on the number of general classrooms)*

Main Building 15 classrooms  
Modular Buildings 3 classrooms + 1 music  
Total 21 classrooms

Kindergarten students (20/clrm) = 100 students (5 clrms)  
1<sup>st</sup> – 3<sup>rd</sup> grade students (25/clrm) = 375 students (15 clrms)  
Special Needs students (9 to 16/clrm) = 25 students (2 clrms)  
500 students

**EUGENE FIELD ELEMENTARY SCHOOL**

*Method Two (calculated by Gross SF of building per student – typically between 85 to 100 SF/student for elementary schools)*

Gross Area of School	42,344 SF
42,344 SF @100 SF/students =	423 students
42,344 SF @85 SF/student =	498 students

Current Plumbing Fixture count: Boys – 8 w.c., 12 urinals, 9 sinks  
Girls – 21 w.c., 9 sinks  
Staff – 1 w.c., 1 sink

**1.2 Building Narrative and Evaluation**

The building evaluations are a physical assessment of observable systems which encompasses the following components:

- Site Condition
- Exterior Building Condition
- Interior Building Condition
- Safety/Building Code
- Accessibility Provisions
- Mechanical System Condition
- Electrical System Condition
- Low Voltage System Condition
- Instructional Adequacy

The narrative provides general observations and comments for each of the components, as well as a brief narrative regarding instructional adequacy observations. The assessment was developed through an on-site facility visual review. No destructive demolition or intrusive investigation was performed for this assessment.

**1.3 Summary of Findings**

The original elementary school building is aging and well-worn and in need of substantial modernization and/or upgrades to address maintenance, code/building safety, and instructional adequacy issues. Maintenance issues are primarily a result of the aged components, as most of the doors; windows and fixed equipment are from the original building era.

The absence of a fire sprinkler system, insufficient fire alarm system and inadequate fire resistance capabilities are the primary concerns for building safety. Additionally, Classroom



casework/cabinetry is nearing the end of its useful life and much of the classroom equipment is limited and worn, thus impacting instructional adequacy. Substantial modernization to the classrooms should be considered to accommodate 21st Century learning environments.

The site's small size and being bounded by public streets creates several less than desirable conditions. The mixing of buses, parent drop-off./pick-up and public street traffic is not a safe environment. The public street that is closed during school hours is a workable situation; but, not ideal. The school's close proximity to street noise and emissions at times of the year when windows are open most likely is an area of concern. The school building's close proximity to public streets as already generated an operational protocol for truck idling on adjacent streets.

#### **1.4 Main Building**

##### **1.4.1 Building Type**

- Original 1921 building – Type V B unreinforced masonry exterior walls & combustible roof framing
- Addition – Type V B cast-in-place concrete exterior walls & combustible roof framing

##### **1.4.2 Site**

- The school building site is significantly smaller than recommended for urban (5-8 Ac.) or suburban site (10 Ac.).
- Site access, bus drop-off/pick-up, and circulation is limited to public streets which places students in uncontrolled areas of vehicular traffic.
- Playground paving is showing sign of deterioration along assumed paths of vehicular travel and cold joints between old and newer paving.
- Other areas of asphalt paving are "alligating" and cracking of the wear surface.
- Site lighting is very limited and dependent upon adjacent street lighting.
- Surface inlets at the base of the building are easily clogged and susceptible to the growth of mold; especially where roof downspouts discharge at grade.

##### **1.4.3 Exterior Building**

- Original wood sash windows have been replaced with insulated vinyl units; however the wood jambs, sill and head were reused. Several wood window frames have deteriorated. Windows should be removed, sashes replaced and windows reinstalled or replaced.
- Gutters and downspouts are in fair to poor condition. The downspouts connect to underground drainage system or "day-lighted" at grade. In some instances, at grade drains have pipe extension to discharge water away from the foundation. The gutter of the roof that covers the ramp to the kitchen is in particularly poor condition. The school crawl space should be checked for water intrusion.

- The Wood fascia and mansard roofing is showing sign of deterioration and exposure to weather. The wood fascia and rake trim are showing rust streaking as a result of water contact with metal fasteners or other ferrous metals.
- Black and green mold has developed at base of walls where roof drainage is discharged on to hard pavement (i.e. playground).
- Exterior plaster stucco appears in good condition with few cracks or spawling.
- Evidence of chronic leaking at the main entry to the building is evident. The flat roof area and historic frieze/cornice above the fascia has been wrapped with a roofing membrane.
- The remainder of the roof has a low slope middle area with a pitched roof (6:12) at the perimeter. The low slope areas have been re-roofed with the same membrane roofing.
- Once water-damaged wood trim is replaced, the entire building should be repainted.
- The covered play area is adequately sized; however, a seismic analysis of the structure should be conducted.

#### **1.4.4 Interior Building**

- Classroom and corridor carpet is in good condition. Parents of students enrolled at this school who have severe nut allergies have concerns about conventional cleaning processes that are unable to remove all nut residue.
- Interior doors, frames, hinges and hardware are from the original era. See Accessibility
- Boys and Girls restrooms have original privacy screens and fixtures. Some sink bases and other 'off the shelf' cabinetry has been added to original sinks. See Accessibility
- Sinks in Boys and Girls restrooms are original; the porcelain enamel finish has worn off. These should be replaced.
- Most drinking fountains are from the original era and should be replaced. At least 1 has been replaced with an accessible unit. See Accessibility
- Cabinetry in classrooms and resources spaces is original, removed or added from 'off the shelf' residential units.
- The kitchen (prep only) in the lower level is outdated. Some equipment is new commercial grade equipment (dishwashing, broiler oven); however, other equipment (stove, cabinet freezer) is residential grade. The dry goods storage is a hallway. Floor and wall finishes most likely do not meet current health department regulation (impervious surface).

#### **1.4.5 Safety/Building Codes**

- The school does not have an automatic sprinkler system per Oregon Structural Specialty Code (OSSC) 903.2.3 Group E.
- Per OSSC 717.4.3 Other groups. *Exception: Draftstopping is not required in buildings equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1*

- The Stage curtain should be verified to current meet flame spread rating and resistance.
- All handrails are non-compliant with current code.
- The fire alarm system does not meet current code.
- The building exit signage is not illuminated and non-compliant with current code.

#### **1.4.6 Accessibility**

- All of the door hardware is non-compliant with current code
- All drinking fountains (except for 1) are non-compliant with current code.
- All sink hardware is non-compliant with current code.
- Most service counter and work surfaces are non-compliant with current code.
- Restroom fixtures, mounting heights, assistive devices and clearances are non-compliant with current codes.
- Replace ramp northwest end of school.
- Accessibility to the lower level requires the student to travel outside from the main parts of the building.

#### **1.4.7 Mechanical**

- The radiant heat system does not deliver uniform heating temperatures to classrooms.
- The school has no air circulation system; floor fans and open windows are utilized to induce fresh air movement.
- The school policy of opening windows to improve indoor air quality can cause extreme variation of temperatures in the classroom.
- Some classrooms are provided with recirculation ceilings fans which help to stratify the indoor air or mix outside air when windows are open.
- An exhaust fan in the lower level counseling space indicates that radon had been detected and a window exhaust fan was installed to exhaust the potentially harmful gas.
- Hot water piping for radiant heat has been replaced; however, asbestos pipe wrap still exists in the attic space.
- Exhaust hood over kitchen cooking equipment is exhaust only and maybe in violation of fire code.
- Minimum Plumbing Fixtures (Table 29-A):
  - Students
    - Boys (255 students) = 9 w.c. (1/30 students), 8 sinks (1/35)
    - Girls (255 students) = 10 w.c. (1/25 students), 8 sinks (1/35)
  - Staff
    - Female (max 35 teachers and staff) = 2 w.c.(2/ 35), 1 sink (1/40)
    - Male (max 35 teachers and staff) = 2 w.c. (2/35), 1 sink (1/40)

#### **1.4.8 Electrical**

- Numerous plug-molds, power poles, extension cords and exposed electrical cords illustrates that the school has insufficient power outlets to serve the classroom equipment currently being used by teachers.
- Locating the teacher work stations at front of classroom requires power cords to be laid across the floor and could cause a trip hazard.
- The electrical equipment in the basement is old; but, useable fuse equipment (large disconnect). Fuses can be replaced at a lower cost.
- The distribution system is old; but, connections should be inspected (IR scan). The labeling needs to be redone.
- Potential Electrical Code Violations
  - The routing of mechanical over the electrical equipment.
  - Service disconnects in excess of 6
  - Clearances in front of electrical equipment

#### **1.4.9 Low Voltage System**

- The fire alarm system is a non-addressable system that is no longer manufactured. The current system is typically acceptable to the fire marshal as an existing condition. Maintenance of this equipment is limited by the availability of replacement parts; repair of the existing system may not be possible and replacement will be required. Current code requires an addressable system.
- A wired data distribution system has been distributed throughout the building. The server is located in a closet in the library. The server's only venting is a through-wall louver into the library.
- The school is equipped with a surveillance camera system.
- Clock, bell and PA systems are out-of-date.

#### **1.4.10 Instructional Adequacy**

- The playground area is considerably smaller than most elementary schools. Use of the additional play area across A Street would increase the area; however, it's across a street.
- Students accessing the music program by walking outside to the portable classroom is not ideal.
- The location of a special needs resource room in the basement area with no window to the outside (window to covered ramp) is not a good learning environment. Research shows that kids learn better with natural light and fresh air.
- The resource room in the basement has access to natural light; however, the indoor air quality with the kitchen next door is not ideal. The open learning area is not conducive to differentiated learning.

- The location of the kitchen separate from the gym/lunch area is a functional issue. Food service could as easily be prepared off-site as being prepared in the basement and being pushed up a ramp and across the playground.
- Bus loading, parent drop-off and pick-up is dependent upon surface streets around the school. Most schools have segregated bus and car areas to facilitate traffic flow and student safety.
- The balcony in the gymnasium is an under-utilized space due to the lack of safe exit or safety railing.
- State of Oregon requirements for providing physical education may be impacted by the dual use of the gymnasium as the cafeteria.
- Connectivity to information (Information Technology) is limited by access to power.
- The poor indoor air quality adversely impacts teaching and learning.
- Direct sunlight into the classroom's tall windows causes glare and legibility issues in the classroom. Provide day-light control interior, sunscreens.

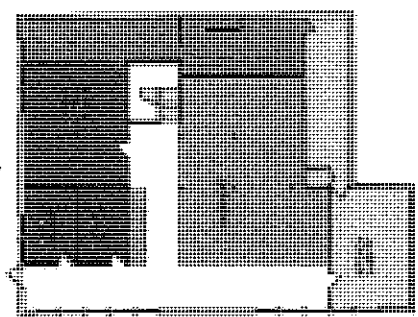
#### **1.4.11 Contemporary Learning Environments**

##### *Partnership for 21<sup>st</sup> Century Skills – 21<sup>st</sup> Century Learning Environments*

- Contemporary schools "do more than meet academic needs; they function like miniature cities, providing food, facilities, health, security, transportation and recreation to their students."
- Schools are custom made buildings that meet of the community and today's multifaceted learning; they can inhibit or support and enhance learning.
- Effective learning environments align systems and synergies that:
  - Supports professional learning communities that share best practices, collaborate and integrates contemporary skills into the classroom
  - Create opportunities and spaces for project based learning or applied work skills.
  - Provides equitable access to quality tools, technologies and resources.
  - Provides spaces for group, team or individual learning.
- Contemporary learning spaces:
  - Must be flexible and adaptable to change. The agility to change to the class size or support the program they are delivering.
  - Convey friendliness, openness and accessibility.
  - Must have good indoor air quality, temperature control and adequate lighting
- Schools can support learning communities by:
  - Provide spaces available to the community to collaborate and share information.
  - Providing connection to the global community.
  - Providing performance and meeting spaces to the community
- The Library/Media Spaces could become the nerve center of the school where kids:
  - Get access to tools and infrastructure
  - Demonstrate Learning and create new knowledge

- Connects kids and adults to the wider world

resource room  
special education



res  
spe

self  
spe  
Mul  
9 st

library  
/media center

ELD

Title I

resource room  
special education

self-contained  
special education  
basic skills  
16 students

PLAN OF FIRST FLOOR

rooms  
Special Education  
Learning Resources  
Library/Media Center  
Office/Teacher space

Dec.

## APPENDIX - D

# Cost Budgeting Models



**Major Renovation of Eugene Field**

Issue	Budget
Interior Modernization (33.4K SF)	\$1,699,000
Gym Replacement (5.9K SF)	\$1,804,000
Re-roof Main Building	\$670,000
Structural Upgrade	\$961,000
Rework window sashes	\$119,000
Replace inter. doors & hardware	\$212,000
Replace restroom fixtures & piping	\$540,000
Rework Kitchen Area	\$287,000
Fire suppression system	\$160,000
Replace Fire Alarm	\$66,000
Add ventilation air system	\$541,000
Electrical Upgrade	\$392,000
Replace Clock, bell & PA sys	\$51,000
Upgrade & repair playground	\$133,000
Upgrade exit and emergency	\$20,000
HazMat Abatement	\$278,000
<b>Construction Budget</b>	<b>\$7,933,000</b>
Inflation (2% per year)	\$166,000
Development costs (35-40%)	\$2,834,650
Project Budget	10,933,650

compared to cost of replacement 87%

**Replacement of Eugene Field**

Program Element	Total SF
5 Kindergarten CLRM	4,000
12 Grade 1-3 CLRM	9,600
1 Special Needs CLRM	1,000
1 School Office/Services	1,600
1 Library/Media Ctr	1,600
1 Gymnasium/Stage	6,000
1 Kitchen	1,200
2 Resource Room	2,400
<b>Programmed Space</b>	<b>27,400</b>
<b>Net/Gross Factors (43.5%)</b>	<b>11,925</b>
<b>TOTAL Building Ares (SF)</b>	<b>39,325</b>
<b>Building (\$217.00 per SF)</b>	<b>\$8,533,525</b>
<b>Site (3.6Ac)</b>	<b>\$618,000</b>
<b>Construction Budget</b>	<b>\$9,151,525</b>
<b>Inflation (2% per year)</b>	<b>\$0</b>
<b>Development costs (35-40%)</b>	<b>\$3,203,034</b>
<b>Project Budget</b>	<b>\$12,354,559</b>

**Contemporary Eugene Field**

Program Element	Total SF
5 Kindergarten CLRM	4,000
14 Grade 1-3 CLRM	11,200
1 Special Needs CLRM	1,000
3 Breakout space	2,400
1 School Office/Services	1,600
1 Library/Media Ctr	1,600
1 Gymnasium/Stage	6,000
1 Cafeteria	2,000
1 Kitchen	1,200
2 Resource Room	2,400
<b>Programmed Space</b>	<b>33,400</b>
Circulation	5,200
Mechanical/Electrical	2,000
Storage/Janitorial	1,500
Restrooms	1,700
Wall Thickness	2,600
<b>Net/Gross Factors (38.75%)</b>	<b>13,000</b>
<b>TOTAL Building Area (SF)</b>	<b>46,400</b>
Building (\$217.00 per SF)	\$10,079,000
Site (3.6Ac)	\$618,000
<b>Construction Budget</b>	<b>\$10,697,000</b>
Inflation (2% per year)	\$223,000
Development costs (35-40%)	\$3,822,000
<b>Project Budget</b>	<b>\$14,742,000</b>

# APPENDIX - E

## Schematic Seismic Retrofit Drawings

# SEISMIC RETABILITATION SCHEMATIC

## SILVER FALLS SCHOOL DISTRICT

### SILVERTON, OREGON

#### PROJECT NARRATIVE

THE INTENT OF THESE DRAWINGS IS TO ILLUSTRATE THE LEVEL OF UNDERSTANDING THE APPLICANT HAS WITH REGARDS TO THE EFFORT THAT WILL BE REQUIRED TO SEISMICALLY REHABILITATE THE BUILDING. THESE SCHEMATIC DRAWINGS HAVE BEEN PREPARED USING THE CURRENT OREGON STRUCTURAL SPECIALTY CODE (OSSC) AND THE ASCE 41 (SEISMIC REHABILITATION OF EXISTING BUILDINGS) AS REFERENCES FOR PRESCRIBED LOADING AND BUILDING PERFORMANCE LEVEL RATINGS.

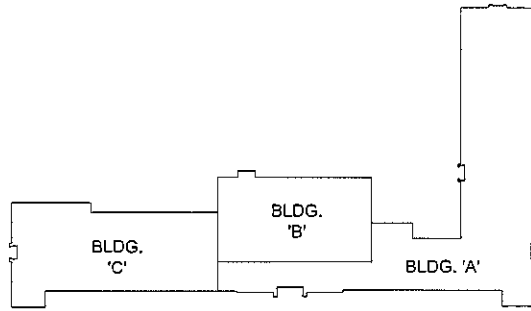
THE DRAWING ILLUSTRATES BOTH EXISTING CONDITIONS AND GENERAL STRUCTURAL REPAIRS THAT WOULD NEED TO BE ACCOMPLISHED TO REACH AN ACCEPTABLE LEVEL OF PERFORMANCE (LIFE SAFETY) ACCORDING TO CURRENT CODE.

#### SEISMIC DEFICIENCIES

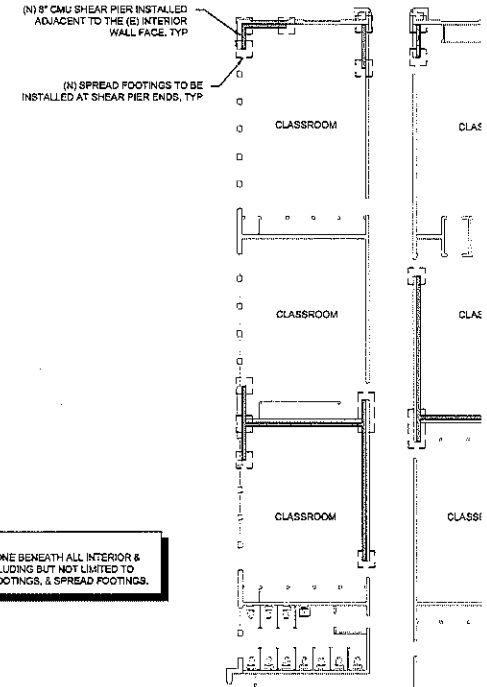
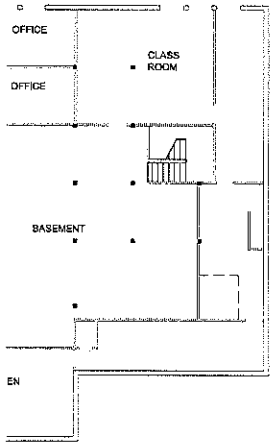
- CONNECTION OF ROOF FRAMING TO TOP OF WALL
- OUT OF PLANE BRACINGS AT TOP OF MASONRY WALLS
- POUNDING BETWEEN THE TALLER GYMNASIUM ROOF AND THE LOWER ADJACENT STRUCTURES
- CONTINUOUS CROSS TIES BETWEEN DIAPHRAGM CHORDS
- LATERAL FORCE RESISTANCE AT MASONRY WALLS
- ASPECT RATIO OF ROOF DIAPHRAGMS/CONDITION OF SHEATHING (STRAIGHT SHEATHING)
- NON-EXISTENT FOUNDATION BENEATH INTERIOR SHEARWALL LOCATIONS
- WOOD SHEARWALLS SUPPORTING EXTERIOR MASONRY WALLS

#### SEISMIC CONSIDERATIONS FOR NON-STRUCTURAL COMPONENTS:

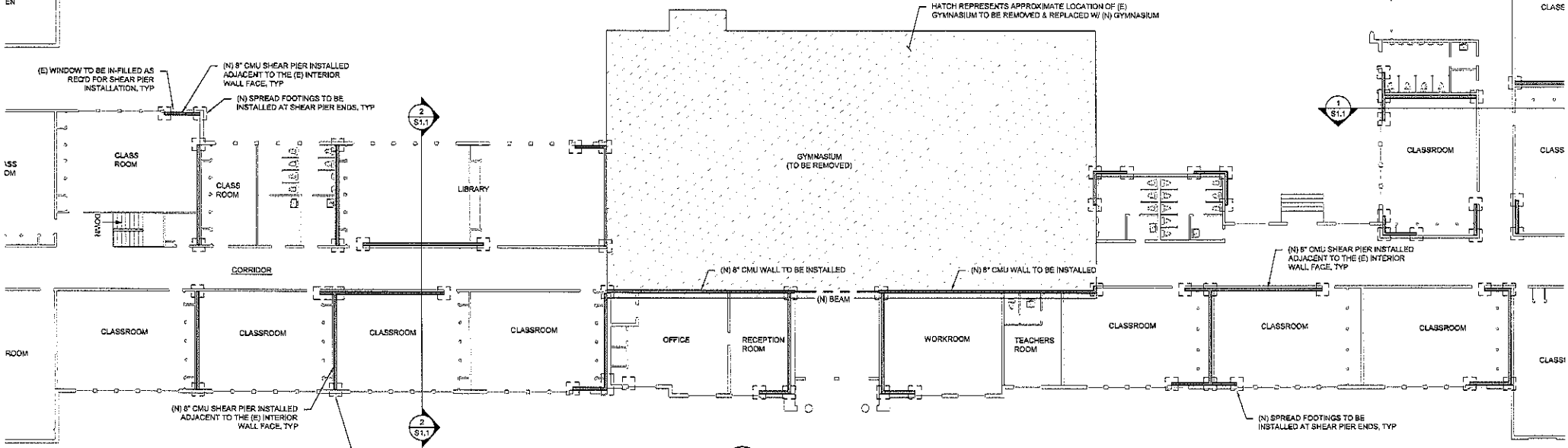
- PROPER ATTACHMENT AND BRACING OF STORAGE RACKS/CABINETS/BOOK SHELVES OVER 4' OR 3:1 (HEIGHT:WIDTH) RATIO
- ATTACHMENT OF ALL EQUIPMENT OVER 20 LBS AND ABOVE 4', OR ALL EQUIPMENT OVER 100 LBS
- ATTACHMENT OF ALL EMERGENCY LIGHTING AND POWER EQUIPMENT AND ASSOCIATED WIRING

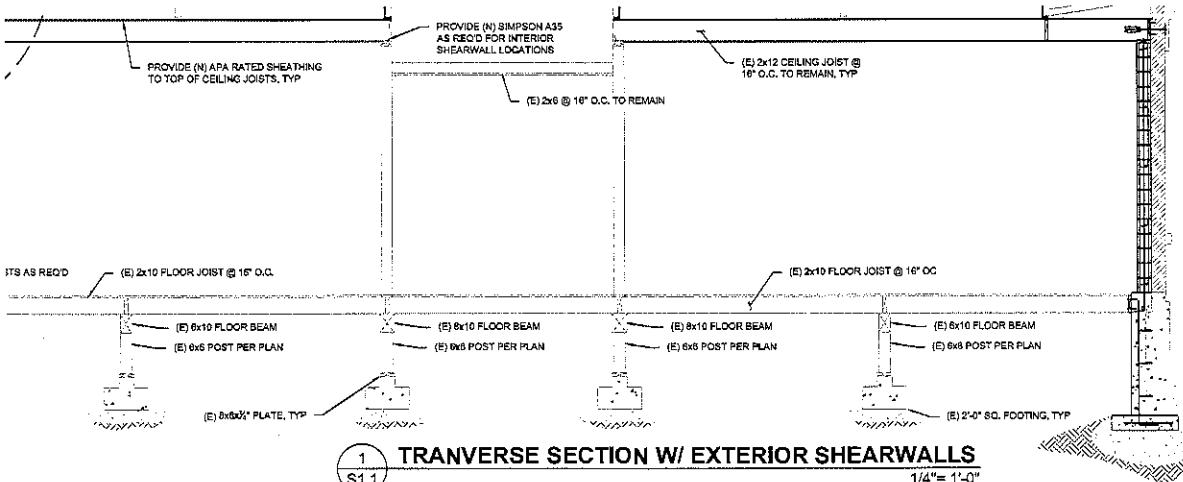


## BUILDING KEY



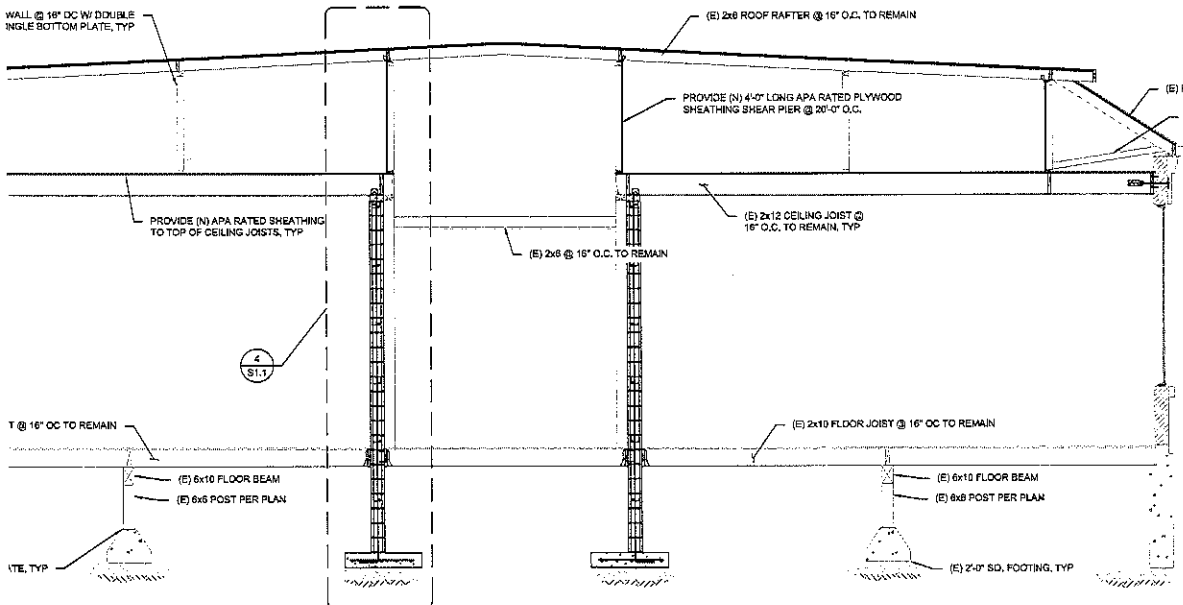
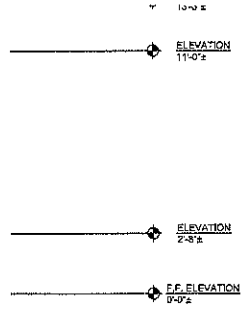
**SPECIAL NOTE:**  
FOUNDATION WORK TO BE DONE BENEATH ALL INTERIOR & EXTERIOR SHEARWALLS, INCLUDING BUT NOT LIMITED TO STEMWALLS, CONTINUOUS FOOTINGS, & SPREAD FOOTINGS.





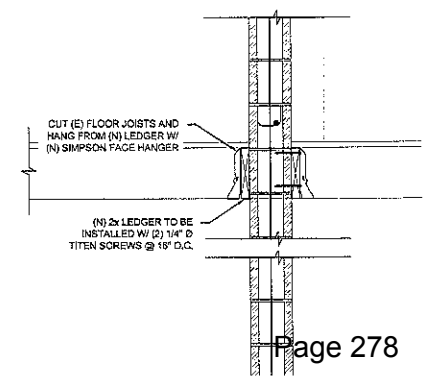
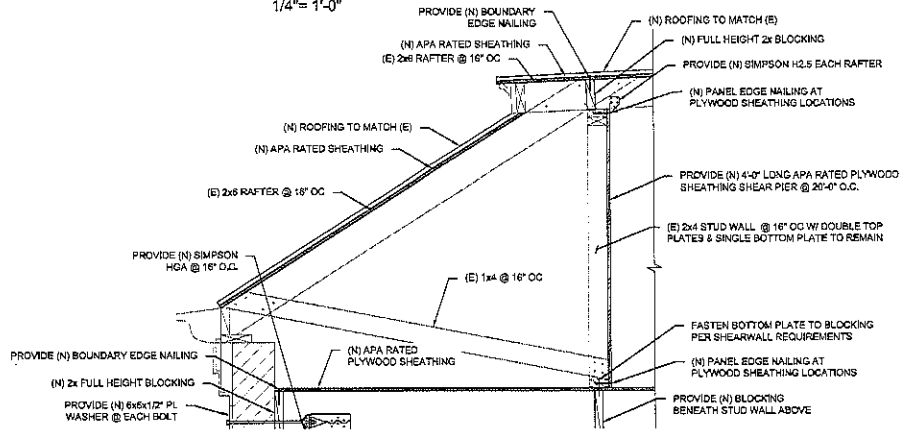
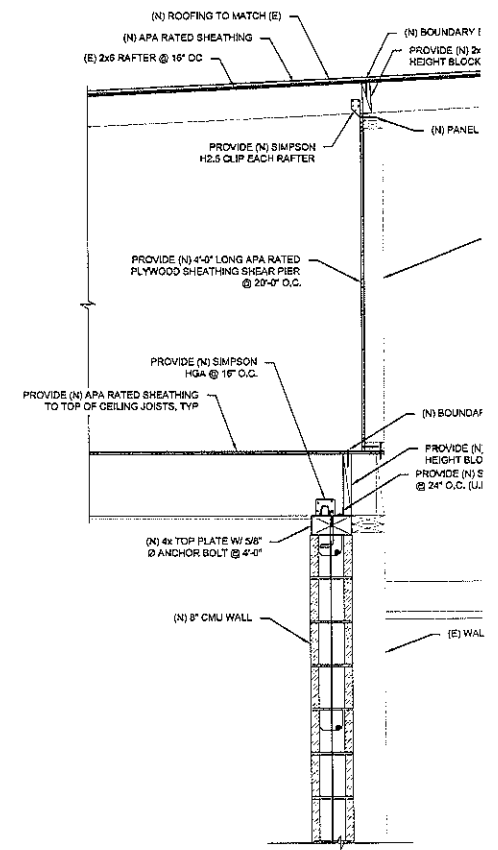
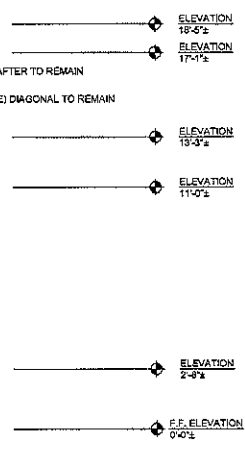
**1 TRANVERSE SECTION W/ EXTERIOR SHEARWALLS**

1/4" = 1'-0"



**2 TRANVERSE SECTION W/ INTERIOR SHEARWALLS**

1/4" = 1'-0"



**From:** [Lisa Figueroa](#)  
**To:** [Public Comment](#)  
**Subject:** FW: Eugene Field building  
**Date:** Tuesday, March 06, 2018 3:17:46 PM

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Per the Mayor.

---

**From:** Kyle Palmer  
**Sent:** Tuesday, March 06, 2018 11:29 AM  
**To:** Lisa Figueroa  
**Subject:** Fwd: Eugene Field building

FYI - please include as written testimony on the subject.

K

Sent from my iPhone 7plus

Begin forwarded message:

**From:** Steve Kaser <[skaser@forgepacific.com](mailto:skaser@forgepacific.com)>  
**Date:** March 6, 2018 at 9:58:07 AM PST  
**To:** <[KPalmer@Silverton.or.us](mailto:KPalmer@Silverton.or.us)>, 'Dana Smith' <[DSmith@Silverton.or.us](mailto:DSmith@Silverton.or.us)>, "'Jim Sears'" <[JSears@Silverton.or.us](mailto:JSears@Silverton.or.us)>, <[alacrte@gmail.com](mailto:alacrte@gmail.com)>, 'Matt Plummer' <[MPlummer@Silverton.or.us](mailto:MPlummer@Silverton.or.us)>, 'Rhett Martin' <[RMartin@Silverton.or.us](mailto:RMartin@Silverton.or.us)>, <[JFreilinger@Silverton.or.us](mailto:JFreilinger@Silverton.or.us)>  
**Subject:** Eugene Field building



Hello All,

I had read where the council was holding a meeting concerning what to do with Eugene Field. At one time I thought it worth saving. However after seeing the emotional division within the city that was caused by the school boards handling of the situation, I had reconciled myself that things always change and I needed to move on. Now the city has purchased the property from the SFSD, which is what was cooked up prior to the school board's decision to close it.

I could have brought my thoughts to the open council meeting but am tired of this extended saga of Eugene Field. I encourage you all to do whatever it is you what to do with the building but do it NOW. Dragging this on for another round of splitting the citizens is not an option.

You all surely realize if you do remodel the building it will look like it was salvageable which will be contrary to the school boards opinion that it was not. If you do not remodel it, there will be a group that cries out over that also. Either way there is some heat that will be brought to bear on you. In my opinion tearing the building down is the lesser of two evils, will take less time to accomplish and I can drive by the location and not be reminded of the

citizens at each other's throats over Eugene Field.

Thanks

Steve Kaser

Ps. Please do not respond as with this email I have left this whole ugly mess behind me. It just plain don't matter anymore.



**CITY OF SILVERTON  
2017 – 2018 CITY COUNCIL GOALS**



Mission Statement

To provide exceptional public service that ensures safety, maintains infrastructure, preserves our unique heritage, and protects natural resources while proactively pursuing emerging opportunities to enhance our quality of life.

Vision Statement – Vision for Silverton in 2035

We envision a Silverton that honors its history, traditions and heritage, embraces diversity, encouraging thoughtful change while celebrating our past, present and future. Our future Silverton is a connected community with broad citizen engagement, a clear vision for the future, and a detailed plan of action to achieve it. We envision a Silverton with a strong economy and viable, locally owned businesses, carefully balancing economic growth with our continued small-town livability, quality of life and affordability. Our Silverton is guided by a comprehensive plan for our future growth, with strong leadership, meaningful public involvement, informed decisions, and agreement on our community’s key directions. We envision a Silverton that meets the basic needs of all of its residents, including quality jobs, affordable housing, accessible health care, and community safety. Education in our Silverton is a top priority for the entire community, providing our students with the best start in life, driving our community’s progress, and shaping its future.

Goal 1: Develop a 10-year Strategic Plan

	<b>Objective</b>	<b>Time Frame</b>	<b>Progress to Date/Comments</b> 1 <sup>st</sup> Quarter (July 1-Sept. 30) 2 <sup>nd</sup> Quarter (Oct. 1 – Dec. 31) 3 <sup>rd</sup> Quarter (Jan. 1 – Mar. 30)
1.1	Develop a 10-year Strategic Plan that encompasses the following elements: mission, vision, organizational values, significant issues and challenges facing the organization, goals and objectives, and actions and/or strategies. (Note: This goal is important to the City Council, but not time urgent. Council wants to minimize the cost of completion of the strategic plan.)	FY 2017-18 if time allows	<ul style="list-style-type: none"> <li>• City Manager has discussed the possibility of having MWVCOG complete the Strategic Plan on behalf of the City.</li> <li>• If accomplished this fiscal year, the work will likely take place in June.</li> </ul>

Goal 2: Improve and Expand Public Outreach, Communication and Participation

	<b>Objective</b>	<b>Time Frame</b>	<b>Progress to Date/Comments</b> <b>1<sup>st</sup> Quarter (July 1-Sept. 30)</b> <b>2<sup>nd</sup> Quarter (Oct. 1 – Dec. 31)</b> <b>3<sup>rd</sup> Quarter (Jan. 1 – Mar. 30)</b>
2.1	Provide regular updates from the Mayor including city newsletter articles, State of City message, weekly coffee with the Mayor, Chamber business meetings, etc.	FY 2017-18	<ul style="list-style-type: none"> <li>• Mayor completes quarterly newsletter in Our Town publication.</li> <li>• Mayor regularly posts updates following City Council meetings.</li> <li>• City Manager attends weekly Downtown Business meeting to communicate City activities.</li> <li>• Councilor Plummer attended Downtown Business Meeting.</li> <li>• Mayor presented to Mid-Willamette Valley Realtors.</li> <li>• Councilor Smith attended Downtown Business Meeting</li> <li>• 12/18/17 Mayor &amp; Council hosted a Town Hall where Mayor delivered State of City message</li> <li>• <b>Mayor provides article in quarterly Our Town</b></li> </ul>
2.2	Quarterly city newsletter	FY 2017-18	<ul style="list-style-type: none"> <li>• Completed articles for July publication of Our Town.</li> <li>• Fall and Winter newsletter published &amp; distributed to Silverton residents.</li> <li>• <b>Spring newsletter published &amp; distributed to Silverton residents.</b></li> </ul>
2.3	Quarterly community partners meetings to discuss issues of mutual concern	FY 2017-18	<ul style="list-style-type: none"> <li>• City Manager, Police Chief, and Community Development Director attended quarterly city, county and schools breakfast in July</li> <li>• City Manager attends quarterly meeting with Senior Center leadership.</li> </ul>

			<ul style="list-style-type: none"> <li>• City Staff and City Manager attend Emergency Management Meetings at Fire District.</li> <li>• Councilor Smith, City Manager, and Police Chief attended quarterly city, county and schools breakfast in October.</li> </ul>
2.4	Update city website and provide an increased social media presence	FY 2017-18	<ul style="list-style-type: none"> <li>• Website has been updated with Council Goals, monthly calendar, and latest news.</li> <li>• Departments now post directly to social media sites allowing for quicker postings.</li> <li>• City staff is increasing presence on City website and social media.</li> <li>• <b>Departments continue to post to Facebook and website.</b></li> </ul>
2.5	Provide presentations to service clubs, civic groups and partners	FY 2017-18	<ul style="list-style-type: none"> <li>• Mayor spoke at Kiwanis Club in September</li> <li>• City Manager gave presentations to Kiwanis Club, Silverton-Mt Angel Women's Connection, and Hospital Auxiliary.</li> <li>• Mayor, City Manager and Police Chief presented at Apple Tree Program.</li> <li>• Community Development Director and Administrative Services Director have presented to Downtown Association.</li> <li>• Mayor spoke to Mid-Willamette Valley Realtors</li> <li>• Mayor spoke at Rotary Peace Pole dedication.</li> <li>• Public Works Director presented to various Community Groups.</li> <li>• Administrative Services Director presented Map Your Neighborhood presentations to community groups.</li> <li>• <b>Administrative Services Director presented Map Your Neighborhood presentations to 12 community groups.</b></li> </ul>
2.6	Reconvene Citizen Involvement Committee to gauge interest and make a recommendation regarding the formation of neighborhood associations	FY 2017-18	<ul style="list-style-type: none"> <li>• Tentative schedule to begin in January 2018.</li> </ul>

			<ul style="list-style-type: none"> <li>• Committee members have been identified. Though it should be noted the original report indicated “While most Citizen Involvement Committee members do not feel it is necessary to establish a program to formally recognize neighborhood associations, it is recommended that the City actively engage with citizen groups which are concerned with community issues.”</li> </ul>
2.7	Hold at least one Town Hall Meeting	FY 2017-18	<ul style="list-style-type: none"> <li>• First Town Hall meeting held on Monday, December 18, 2017.</li> </ul>
2.8	Explore opportunity to include camera on the City’s website	FY 2017-18	<ul style="list-style-type: none"> <li>• Located cameras at Community Center. Reviewing options to implement weather cam.</li> <li>• Exploring option with ODOT.</li> <li>• <b>Continuing to discuss options with ODOT.</b></li> </ul>

Goal 3 – Maintain and Improve Infrastructure and Facilities for Current and Future Citizens in an Efficient Manner.

(Note: “Efficient manner” includes correct construction sequencing)

	Objective	Time Frame	Progress to Date/Comments <b>1<sup>st</sup> Quarter (July 1-Sept. 30)</b> <b>2<sup>nd</sup> Quarter (Oct. 1 – Dec. 31)</b> <b>3<sup>rd</sup> Quarter (Jan. 1 – Mar. 30)</b>
3.1	Continue planning for and build new Police Station within five (5) years, with plans to incorporate City Hall within ten (10) years.	FY 2017-18	<ul style="list-style-type: none"> <li>• Offer submitted on Eugene Field property. City is in due diligence period.</li> <li>• City has finalized the purchase of the property.</li> <li>• <b>Public comment on the demolition/deconstruction of the former school included on the March and April agenda.</b></li> </ul>
3.2	Finalize the updated Transportation Master Plan and begin implementation	FY 2017-18	<ul style="list-style-type: none"> <li>• <b>Staff working with DKS to finalize the project prioritization list.</b></li> </ul>
3.3	Perform SDC analysis and rate studies as appropriate	FY 2017-18	<ul style="list-style-type: none"> <li>• Staff will begin working on an RFQ for this work in early 2018.</li> </ul>

3.4	Identify funding strategy and implement island infill infrastructure to provide connectivity (sidewalks, bike paths, street lights and stormwater)	FY 2017-18	<ul style="list-style-type: none"> <li>• Staff working on a variety of potential funding mechanisms. City attorney presented optional mechanisms during March work session.</li> </ul>
3.5	Complete Old Mill Park improvements	FY 2017-18	<ul style="list-style-type: none"> <li>• Silver Creek Overlook design is nearing completion and bid documents will be ready in early 2018.</li> <li>• Set to bid in Spring 2018 with construction in late Summer.</li> </ul>
3.6	Update street signage in compliance with MUTCD requirements	FY 2017-18 & FY 2018-19	<ul style="list-style-type: none"> <li>• Staff is implementing these MUTCD changes in their sign change out program.</li> </ul>
3.7	Install 100% radio read water meters within three (3) years	FY 2017-18	<ul style="list-style-type: none"> <li>• Staff is ahead of schedule for this work and anticipates completion next fiscal year.</li> </ul>
3.8	All major residential areas to be connected for safe travel (streetlights, sidewalks, and bike lanes/paths) to schools and downtown	Begin FY 2017-18	<ul style="list-style-type: none"> <li>• The goal was used a criteria when prioritizing the project list in the TSP update.</li> </ul>
3.9	Reconstruct McClaine Street	FY 2018-19	<ul style="list-style-type: none"> <li>• CCTV of sewer line has been completed and revealed the need for a new sewer main. Overall scope of work is being developed with a plan to produce a pre-design RFQ in the Spring of 2018.</li> <li>• Pre-design work to be awarded in late Spring 2018.</li> </ul>
3.10	Improve South Water Street	FY 2019-20	<ul style="list-style-type: none"> <li>• Staff continues to work with ODOT on the design for this project. ODOT's current schedule shows a 2021 construction timeline.</li> </ul>
3.11	Complete physical assessment of the pool	FY 2017-18	<ul style="list-style-type: none"> <li>• Complete</li> <li>• Geotechnical Assessment of the streambank will be conducted during Summer 2018</li> </ul>

3.12	Improve Second Street between the railroad tracks towards Jefferson Street	Begin FY 2017-18	<ul style="list-style-type: none"> <li>Staff will be updating the city-wide Pavement Condition Index in early 2018 and will incorporate this segment of N. 2<sup>nd</sup> Street in the paving plan.</li> </ul>
3.13	Use the Northside Addition as a focus area to create a model to assess overall improvements needed, create a cost analysis, provide funding options to move forward and use that model in other areas of Silverton	Begin FY 2017-18	

Goal 4 – Implement Policies and Programs to Maintain Safety and Quality of Life.

	Objective	Time Frame	<b>Progress to Date/Comments</b> <b>1<sup>st</sup> Quarter (July 1-Sept. 30)</b> <b>2<sup>nd</sup> Quarter (Oct. 1 – Dec. 31)</b> <b>3<sup>rd</sup> Quarter (Jan. 1 – Mar. 30)</b>
4.1	Develop strategies for affordable housing	FY 2017-18	<ul style="list-style-type: none"> <li>Planning Commission has been meeting in Work Sessions to draft Development Code policies to integrate Affordable Housing in the development process. Held a stakeholder meeting in August 2017 and held a joint work session with the PC and CC in September.</li> <li>Staff meeting with PC to draft code language to allow transitional housing camps</li> </ul>
4.2	Consider regulations to allow for gray water irrigation systems	FY 2017-18	The State allows grey water irrigation systems Staff compiled materials to provide to interested citizens. Complete.

4.3	Consider smoke-free areas, plastic shopping bags/food grade Styrofoam ban, and commercial composting	FY 2017-18	<ul style="list-style-type: none"> <li>• Prohibition on smoking within Parks and in downtown core discussed at 09/18/2017, 10/16/2017, and 11/20/2017 work sessions.</li> <li>• Prohibition on single-use plastic bags discussed at 09/18/2017 work session.</li> <li>• Prohibition on polystyrene foam discussed at 09/18/2017 work session.</li> <li>• Ordinances on smoking within Parks and Downtown Core scheduled for consideration on 01/08/18.</li> <li>• Ordinance prohibiting single-use plastic bags scheduled for consideration on 02/05/18.</li> <li>• Ordinance prohibiting polystyrene foam scheduled for consideration 02/05/18.</li> <li>• No Smoking signs installed in all City parks.</li> </ul>
4.4	Consider expansion of utility bill assistance program	FY 2017-18	<ul style="list-style-type: none"> <li>• Finance is working to obtain information on progress of current program and viable options to expand the program.</li> <li>• Council approved an increase to \$5,000 for the program.</li> </ul>
4.5	Continue emergency preparedness outreach	FY 2017-18	<ul style="list-style-type: none"> <li>• Conducted two Map Your Neighborhood workshops which resulted in three preparedness meetings.</li> <li>• Working on community earthquake presentation.</li> <li>• Hazardous Mitigation Plan approved by Council and FEMA; posted on website.</li> <li>• Administrative Services Director presented information about emergency preparedness and MYN at the Downtown Business Meeting.</li> <li>• Administrative Services Director met with three community groups.</li> </ul>

Goal 5 – Provide Efficient and Fiscally Sound Municipal Services

	<b>Objective</b>	<b>Time Frame</b>	<b>Progress to Date/Comments</b> <b>1<sup>st</sup> Quarter (July 1-Sept. 30)</b> <b>2<sup>nd</sup> Quarter (Oct. 1 – Dec. 31)</b> <b>3<sup>rd</sup> Quarter (Jan. 1 – Mar. 30)</b>
5.1	Update long-range financial plan	FY 2017-18	<ul style="list-style-type: none"> <li>• Finance is working to compile the information to prepare a draft with projections first, then add documentation for the results of the projections.</li> </ul>
5.2	Prepare renewal of pool operations and maintenance levy for November ballot	FY 2017-18	<ul style="list-style-type: none"> <li>• Complete</li> <li>• Voters approved 5-year operations and maintenance levy</li> </ul>
5.3	Assess the practicality and feasibility of establishing a Parks and Recreation District	FY 2017-18	<ul style="list-style-type: none"> <li>• City Manager has obtained a quote from Portland State University to administer this project.</li> <li>• Center for Public Service at Portland State University presented proposal at March work session. Mayor and City Manager to meet with neighboring communities to gauge support.</li> </ul>



# **Department Updates**

*Working in a proactive partnership with our community to solve problems and enhance the quality of life for our citizens.*



## Memorandum

March 22<sup>nd</sup>, 2018

To: Jeff Fossholm, Chief of Police  
Christy Wurster, City Manager  
From: Sean Farris, Community Service Officer  
Re: March CSO Report

25 hours a week, split time between parking and code enforcement as needed.

The following is an accounting of the number and types of complaints I received and pursued from February 23<sup>rd</sup>, 2018 until March 22<sup>nd</sup>, 2018.

### **Code Enforcement Complaints from 2-23 to 3-22-18**

Total Cases	08 (YTD 23)
Cases resolved/abated	07 (YTD 18)
Cases unresolved/abatement pending	05 (YTD 05)

### **Breakdown of Complaints Taken 2-23 to 3-22-18**

Shed Setback	03
Business License	02
Potential Hazard	01
Noxious Odor/Exhaust	01
Chickens at Large	01

### **Total Parking Citations from 2-23 to 3-22-18**

\$5 Meter Violations, 2 hour limit, etc.	102 (YTD 183)
--	---------------

# SILVERTON POLICE ACTIVITY REPORT

Feb-18

OFFENSES	Feb	YTD	ARRESTS	Feb	YTD	CITATIONS	Feb-18		
							Feb	YTD	
Arson	0	0	Arson	0	0	<b>Traffic Crimes</b>			
Assist Other Agency	18	48	Assault/Including Attempt	2	5	DUII	1	4	
Attempt to Locate	17	39	Burglary/Including Attempts	0	2	DWS-Misd./Felony Level	1	6	
Auto Theft/Including Attempt	1	7	Drug	4	6	<b>Traffic Violations</b>			
Burglary	2	6	Forgery/Fraud/Counterfeit	0	0	All Other	111	204	
Deaths-Natural	0	1	Juv-Curfew	0	0	<b>Warnings</b>	125	256	
Suicide/ Including Attempts	2	3	Runaway	1	3	<b>Violations</b>			
Disturbance	5	10	Kidnap	0	0	MIP Alcohol	0	0	
Family Disturbance	9	16	Furnishing Liquor	0	0	MIP Tobacco	0	1	
Fraud/Forgery/Counterfeit	3	5	Menacing/Inc. Dom. Viol.	0	0	MIP Marijuana	4	4	
Harassment	10	12	Murder/Criminal Death	0	0	<b>Civil Infractions</b>			
Ordinance Violations	28	34	Rape	0	0	Dogs-Noise/Leash/Vicious	0	0	
Prowler/Trespass	11	21	Robbery	0	0	<b>TOTAL CITATIONS ISSUED</b>	242	475	
Public Assist	29	56	Sex Crimes-Other	0	0				
Rape	0	0	Stalking	0	0				
Robbery/Including Attempts	0	0	Theft/ Including Attempts	3	7				
Runaway	0	2	Trespassing	7	9				
School Resource	26	62	UUMV/Including Attempts	0	1				
Sex Crimes	3	5	Vandalism	1	1				
Shots Fired	0	0	Violation of Court Orders	1	3				
Stalking	0	0	Weapons Violations	0	0	<b>3 YEAR COMPARISON</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Suspicious	58	132	Misc./Other Crimes	10	38	Arson	0	0	0
Theft/Including Attempts	13	30				Auto Theft/Include Attempts	2	9	7
Weapons	0	0	<b>TOTAL ARRESTS</b>	29	75	Burglary	1	6	6
Vandalism	3	6	<b>ADULT ARRESTS</b>	28	71	School Resource	63	45	62
Misc./Other	130	293	<b>JUVENILE ARRESTS</b>	1	4	Rape	0	0	0
<b>TOTAL OFFENSES</b>	368	788				Robbery	0	0	0
						Vandalism	3	7	6
						<b>CALLS FOR SERVICE</b>	1279	1241	788
						<b>TOTAL ARRESTS</b>	69	115	75
						<b>TOTAL CITATIONS</b>	189	210	475



# **MEMORANDUM**

## **SILVERTON PUBLIC WORKS**

**DATE:** March 22, 2018

**TO:** Christy Wurster and City Council

**FROM:** Christian Saxe, Public Works Director

**RE: PUBLIC WORKS DEPARTMENT  
UPDATE FOR APRIL 2<sup>nd</sup>, 2018 MEETING**

### **ENGINEERING DIVISION:**

#### **Public Projects:**

- Steelhammer Road Improvements PH 1: Project is complete and closed out as of March 2018. Staff is working with ODOT to make minor changes to the crosswalk at Steelhammer at Oak Street/Hwy 213. Staff is also in the process of upgrading signage on Steelhammer prior to the removal of the Jaysie/Steelhammer stop sign (as directed by Council).
- Transportation System Plan Update: Staff is working with consultant on project prioritization methodology. This revision has delayed the adoption schedule.
- Silver Creek Overlook: Design in review, plan to bid in May
- Abiqua Heights Storm Drainage System: Staff discovered several storm drainage pipes within Phases 1, 2, and 3 are undersized and need to be replaced with larger pipe. Water currently surcharges a catch basin on Chikamin Loop during large storm events and runs overland through a private residence and makes its way to Chee Chee Court.
- McClaine Street Assessment: Staff is preparing to bring forward pre-design award recommendations with a tentative schedule of work to begin in Summer 2018.
- ODOT South Water Street Improvements: Staff is working with ODOT on design and funding options.
- Economic Development Administration (EDA) Raw Water Grant: Currently in Environmental Review.
- Water Treatment Plant – Plant I Replacement: Staff exploring one additional package plant technology.
- Hwy 214 at Jefferson Street Intersection Improvements: Conceptual design meeting with ODOT tentatively scheduled for Summer 2018.
- 2018 Pavement Crack Sealing and Skin Patching: In conjunction with our Transportation System Plan (TSP) and Pavement Condition Index (CPI), City streets were evaluated and those streets which will benefit most were then selected for crack sealing and skin patching.

- 2018 Pavement Slurry Sealing: This project also utilizes the TSP and PCI to evaluate streets most suitable for slurry sealing. Staff will work closely with Marion County in preparation of plans and specifications for bidding, and will provide joint inspection during the project.

**Private Projects:**

- Blackberry Preserve Subdivision: Staff has reviewed and approved the construction improvement plans. The next step is for the developer to request a preconstruction meeting to issue the approved plans.
- Dollar General: This project is currently under construction and expected to be completed sometime in April.
- Pioneer Village PH 4: Project about 70% complete, curbing to be installed on March 26<sup>th</sup>. Project is on track for completion in May.
- 1504 Mill Street Mini-Storage: Construction plans were approved by the City at the preconstruction meeting.
- Jefferson Street Partition: This project is in the design review phase
- Points Beyond Cottages (PUD): This project is in the design review phase
- 403 Lewis Street Remodel - Cross Fit Training: This project is in the design review phase
- CARTS Bus Stop Relocation: New concrete landings at N 2<sup>nd</sup> and S 1<sup>st</sup> Street locations have been poured. The bus shelter on Jersey Street will be relocated to the new S 1<sup>st</sup> Street location soon.

**MAINTENANCE DIVISION:**

**Streets:**

- Filled potholes
- Installed street banners weekly
- Street Sweeping

**Sewer:**

- Worked with contractors on new sewer service installations
- Responded to a number of sewer back-up calls

**Water:**

- Installed 102 radio read water meters
- Worked with contractors on new water service installations
- Prepped annual backflow assembly test letters for cross-connection program
- Completed monthly meter reading routes

**Facilities:**

- Began spring maintenance on buildings and grounds

**Parks:**

- Installed twenty no smoking signs in City Parks

## WATER QUALITY DIVISION:

### **Wastewater Treatment:**

- The average daily flow through the treatment plant for February, 2018, was 1.475 MGD. The total rainfall for the month of February was 2.37 inches, compared to 12.67 inches received in February, 2017.
- Casey Young, Utility Worker II, transferred to the Water Quality Division to fill a position recently vacated by the retirement of Eric Herd, Operator II. Brad Jensen was promoted from Operator I to Operator II to take over the laboratory and operation duties performed by Eric.
- Spring-like weather allowed operators to perform landscaping tasks including tree trimming, weeding, and mowing at the water and wastewater plants, and liftstations.



- During freezing winter weather, the potable water line serving the James Avenue liftstation facility was damaged. The pipe was excavated and repaired. Operators also used the portable welder to repair the gate hinge at the liftstation.



- Operators serviced the HVAC filters throughout the facility.



- Operators transferred sludge between the storage ponds.
- RAS pump no. 1 was diagnosed with a broken empeller and taken out of service for repair.
- Operators met with staff from Energy Trust to evaluate electrical consumption efficiency. After observing all processes, the focus of future studies will center on blower performance in the aeration basins.

### **Water Treatment:**

- The average daily flow for Silverton water consumption in February, 2018, was 1.142 MGD. The raw water flow from Abiqua Creek was clean and clear all month.
- Operators have started a regular schedule to monitor Abiqua Creek flow above the intake structure. Currently, the Creek is running 5.08 feet deep at a rate of 197.8 cfs. At 3.94 feet, the Creek flow will be 10.03 cfs which matches the City's permitted water withdrawal right. However, due to pipe diameter restrictions in the transmission line, the maximum gravity flow available to the WTP is 7.4 cfs (or 4.8 MGD).



- Energy Trust staff evaluated power consumption in the water treatment process and concluded efficiencies may be obtained in the future through new treatment facilities and a new high-level pumpstation, as recommended by the Water Master Plan and Treatment Facility Plan.

**Swimming Pool:**

- Operations at the pool have been routine.
- Energy Trust staff evaluated conditions of pool equipment operation. Several ideas for reducing gas and electric use were discussed. A written evaluation report is expected in two weeks.



# City Council Issue Tracker

## PROCESS

- 1) ASD adds tasks after council meetings
- 2) Directors fill in Update/Completion Date & Council Notification Date columns on an ongoing basis with final updates by the end of each Monday
- 3) ASD gives copy to CM on Tuesday before Mayor's meeting and before Council Packet
- 4) ASD removes Task when Notification Date is filled in.
- 5) **Location:** S/City Council Packets/Working Documents/Council Tracking Form

Council Mtg. Date	Issue/Task	Synopsis	Person(s)	Update/Completion Date
1.09.2017	Sidewalks along Steelhammer Rd.	<p>1. Citizen requested sidewalks be installed along Steelhammer Rd. Council informed expected projects to be completed in that area.</p> <p>2. Councilor Smith asked for clarification on the Steelhammer sidewalks project from Oak Street to the new development. (no response given)</p>	Christian	The upcoming project will install full length SW on the East side of Steelhammer from Jaysie to Oak. Bids were opened on 06/06/17 and will be taken to Council on 06/19/17. Council approved award and a neighborhood meeting is scheduled for early July. Construction started 07/24/17. Storm drain work is proceeding but the project has encountered multiple utility conflicts which have been addressed by in-house redesign work. (09/06/17). Curbing is scheduled to be installed the week of 09/18/17. Paving has been completed. Project has been accepted but there are a few remaining items to be addressed before releasing retainage. (01/30/18)
1.09.17	Arches at Coolidge McClaine	<p>Councilor Smith: Have volunteers</p> <p>Willoughby: Homer Davenport Comm. approved up to \$5,000 to assist with repairs</p>	Christian	Councilor Smith and I met in the field and she was going to look into a funding source. I have a meeting to discuss the arches with Victor Madge on 04/07/17. At this meeting Victor mentioned that his group may have access to grant funding to perform work on the arches. He will research and get back to us. (04/19/17). Victor has asked for funding to address structural concerns. (07/24/17). Staff is having a meeting to discuss the plans and options for this work on 09/18/17. Staff will conduct a meeting with Victor Madge to discuss budgetary options for this work in the next budget cycle.

1.23.17 W.Session	Financial Plan	Councilor Sears asked for the Council to revisit the financial plan.	Christy Kathleen	KZ is currently putting worksheets together for financial data. Discussed plan at October 16 work session. Scheduled for 1/22/2018 Work Session. Additional information to be presented to the City Council in 04/2018.
1.23.17 W.Session	Council Goal Issues with budget Impact  Growth Management Study	Councilor Smith suggested the City have an evaluation on how SDCs are determined. Councilor Carter said before the City pays for more studies completed, she would like to see what previously completed studies are scheduled for review, such as the long-range financial plan. After further discussion there was a consensus to look at the growth management study.	Jason  Christian	Staff is including a SDC study in the upcoming 2017/18 budget. In addition, utility rates and permit fees will be evaluated in FY 17-18.  Scheduled for 1/22/2018 Work Session. Consultant presented at Work Session and staff is directed to review options such as development agreements. SDC study delayed until larger review is conducted on needs and funding options. (01/30/18)
2/6/2017 Council Mtg.	Urban Renewal District	Council directed staff to initiate the process for expanding the Urban Renewal District in accordance with ORS chapter 457 to include the areas on the map on West First, East First, (including areas abutting Second Street), the Pub, and connecting on Jefferson.	Jason	Staff has been directed to begin the process to expand the UGB. Currently planned in FY 17-18. 12/2017: Information letter sent to taxing districts.
3.01.17	Moonstone Properties	Purchase Agreement	Christy	Moonstone Properties addressing infrastructure needs before moving forward
3.01.17	Fluoride Dosing Project	Status Update	Christian	Will be purchased in Spring of '17. 04/19/17 Staff recommends that this project be carried over and current available funds be directed toward the necessary SCADA work. Fluoride dosing is not a compliance issue. 12/2017: Project will be re-evaluated for the 2018-19 budget.
4/3/2017 Council Mtg.	Second St.	Councilor Plummer request Second St. be considered during TSP update	Jason	Awaiting recommendation memo for review and comment, will address at that time
5/1/2017	Housing / Homeless	Mayor Palmer directed staff to form a Task Force to address this issue as it relates to homeless and housing	Jeff Jason	Meeting Set with Mayor for June 6. On July 13, 2017 Mayor provided list for Task Force. Question to CM on Task Force/Ad Hoc/ or just Com Group? Task force to be appointed August 7. First meeting tentatively set for August 23rd. 11/27/2017 subcommittee to review local service needs, model programs & warming center & report back to committee. Next meeting to be scheduled during January 2018.
5/1/2017	Parking	Council directed staff to bring the former Parking Task Force to discuss downtown parking	Jeff Stacy Palmer	Task force meeting scheduled in early June facilitated by Chamber of Commerce. Stacy Palmer reported on downtown parking meeting 6/19. Scheduled for 08/21/17 work session to discuss Ordinance changes and fees.

5/1/2017	Parking	Council moved to prepare an ordinance to remove fine amounts from the Silverton Code 10.08.210 and create a resolution which allows fine amounts to be set by resolution.	Jeff Stacy Palmer	Waiting to Task Force Meeting and Direction. Scheduled for 08/21/17 Work Session.
6/5/2017	Nicotine Ordinance	Council requested a work session to discuss retail licenses for nicotine retailers and to review a draft ordinance on nicotine license with \$250 fee	Jeff	Scheduled for 08/21/17 Work Session. Councilor Plummer conducting additional research and will bring back a proposal for consideration.
6/5/2017	Planning Comm.	Planning Commission to review code for annexation language to match Zone change application, and include container homes	Jason	Work Session held in August to address zone change review criteria, affordable housing, and container homes. Joint Work Session held September 18th
6/19/2017	Garbage at Marine Park	Council referred complaint about garbage at Marine Park to the Environmental Management Committee	Christian	PW staff spoke with park host and will discuss additional options for litter pick-up with EMC. 12/2017: Staff evaluating options for 2018 season.
7/17/2017	Mass Gathering	Prepare M.Gathering with \$500/private & public, etc.	Dianne	Scheduled for September. 10/26/17 Moved to December council meeting. 11/20/17 presented at Work Session. Recommendation to Council in January. Working with attorney on possible ordinance; rescheduled for February 2018 council meeting. <b>COMPLETED</b>
7/17/2017	EMC Ordinances	Prepare 4 Ordinances for Council review	Christy	City Attorney has completed draft ordinances. (09/06/17) Discussed in Work Session on 09/18/17. Public Hearings scheduled for smoking Ordinances scheduled for December 2017 meeting. Single Use Plastic Bags and Polystyrene Ordinances scheduled for January 2018 meeting. Ordinance prohibiting smoking and vaping in city parks approved at January 2018 meeting. Ordinance prohibiting smoking and vaping in downtown core was tabled. Single Use Plastic Bags and Polystyrene Ordinances re-scheduled for March 2018 meeting. Council decided to refer back to the EMC to see if alternate solutions are possible.
7/17/2017	Outdoor Fitness	Mayor Palmer would like staff to review installing outdoor fitness stations in Silverton	Christian	Update Parks Master Plan FY18-19
8/7/2017	Stream Gauge	Councilor Sears inquired about the completion of the stream gauge repairs.	Christian	USGS is working on it. Work has been completed and staff is meeting with USGS on 09/27/17. Staff is working with the USGS on an agreement for bi-annual maintenance of the Abiqua Gauge. Additional research is being conducted for options to annually calibrate the Silver Creek Gauge. (02.20.18)
9/18/2017	WalkYourWheels	Repaint stencils in the WalkYourWheels area downtown.	Christian	Installation is pending appropriate weather. (02.20.18)
11/20/2017	SDC	SDC Methodology	Jason	Present at a future work session. Dana supports review Scheduled for January 22, 2018 Work Session.

11/20/2017	High Speed Data	Councilor Carter requested staff review high speed data in Silverton	Jason	In progress through potential new franchise agreements.
2/5/2018	Climate Change	Council requested staff prepare a Resolution on climate change	Christy	Scheduled for April City Council meeting.
2/5/2018	Bldg Permit fees	Council requested an update on building permit fees be posted on the website	Jason	
3/5/2018	Zoning		Jason	
3/5/2018	City Flag	Develop a public process to design a city flag		
3/5/2018	Gordon House	Request for additional funding - \$1,500	CW/KZ	to be included in budget proposal
3/5/2018	Gateway Signs	Review gateway signage/coordinate with Chamber	CS	
3/5/2018	Fitness course	Review Nat'l fitness course Campaign (Baldwin)	JG/DH	In progress
3/5/2018	Internet Provider	Increase number of wireless/broadband providers in Silverton	Jason	
3/5/2018	PD Report	Council would like to see more details under 'Other' on monthly Police report	Jeff	
3/5/2018	PODS	Review/revise code to allow transitional housing	Jason	
3/5/2018	Banner	Revisit Banner Fees at a future meeting	Dianne	Scheduled for April Work Session
3/5/2018	Utilities	Review utility fees on/offers, shutoffs, late fees	KZ	



# ***Marion County*** **OREGON**

## **PUBLIC WORKS**

### **BOARD OF COMMISSIONERS**

Janet Carlson  
Kevin Cameron  
Sam Brentano

### **DIRECTOR**

Alan Haley

### **ADMINISTRATION**

### **BUILDING INSPECTION**

### **EMERGENCY MANAGEMENT**

### **ENGINEERING**

### **ENVIRONMENTAL SERVICES**

### **OPERATIONS**

### **PARKS**

### **PLANNING**

### **SURVEY**

## **Notice of Construction**

# **Marion County Local Roads Roadway Departure Project**

Marion County has received State funds to improve safety for the motoring public on various county roads. Construction is expected to begin mid-May with work being complete by August 30, 2018.

We have determined that the contractor's work zone and temporary traffic control measures may be located within the city limit boundaries of some towns. Roads will remain open during construction, but expect intermittent lane closures with flaggers directing traffic through work areas, which may result in congestion.

The project will include installation of ground-in centerline rumble strips, recessed reflective pavement markers, and new centerline striping on the following roadway corridors:

- McKay/Yergen/Ehlen Road, from OR-219 to the Aurora Bridge (#17480)
- Butteville Road, from Schuler Road NE to OR-219, omitting the segment within Donald city limits
- Howell Prairie Road, from OR-99 to Silver Falls Highway
- Silverton Road, from Cordon Road to 220' west of Fosholm Road
- Cordon Road, from Hazelgreen Road to Caplinger Road
- Cascade Highway, from Paradise Alley Road to 330' north of 5th Street

The following corridors will receive recessed reflective pavement markers and profiled thermoplastic center line and edge line striping:

- Abiqua Road, from OR-213 to Milk Ranch Road
- Orville/Vitae Springs Road, from River Road S to Skyline Road

The contractor is responsible for the actual construction schedule, which is subject to change due to weather conditions. If you need road-specific information regarding the upcoming project, please contact Ryan Crowther, Project Engineer at (503) 365-3150 or email [RCrowther@co.marion.or.us](mailto:RCrowther@co.marion.or.us).