

CITY OF SILVERTON
CITY COUNCIL SPECIAL MEETING - 6:00 p.m. Monday, March 15, 2021

Zoom Web Conference Platform

Americans with Disabilities Act – The City of Silverton intends to comply with the A.D.A. The meeting location is accessible to individuals needing special accommodations such as a sign language interpreter, headphones, or other special accommodations for the hearing impaired. To participate, please contact the City at 503-874-2216 at least 48 hours prior to the meeting.

A copy of the full packet is available on the City's website at www.silverton.or.us/agendacenter. In accordance with House Bill 4212 the meeting will be held electronically using the Zoom web conference platform. Please submit written comments to publiccomment@silverton.or.us by 3:00 p.m. on Monday, March 15, 2021. Comments received will be shared with City Council before the meeting and included in the record. If you wish to participate through Zoom, see the meeting information below.

Zoom meeting link:

<https://us02web.zoom.us/j/87840570112?pwd=cHN3ZDdlZWw0WFN5dDZ5dnRKeVdyQT09>

Webinar ID: 878 4057 0112

Passcode: 333157

Dial in: 1 (253) 215-8782

AGENDA

- I. **OPENING CEREMONIES – Call to Order, Pledge of Allegiance and Roll Call**
- II. **APPROVAL OF MINUTES – None submitted**
- III. **OATHS OF OFFICE/PUBLIC RECOGNITION – None scheduled**
- IV. **PUBLIC COMMENTS – This is a business meeting of the City Council. The City values and welcomes public input. Please address the Council as a whole and not individual Councilors. Do not address staff or members of the audience. Council action on items brought up in Public Comment is limited by the Open Meeting Law. The Council may direct staff to study the matter and reschedule for further consideration at a later date. Items on the agenda will not be heard or discussed during Public Comment, but will be accepted at that place on the agenda. Individuals are limited to three (3) minutes.**
- V. **SCHEDULED PRESENTATIONS – None scheduled**
- VI. **PUBLIC HEARINGS – None scheduled**
- VII. **DISCUSSION ITEM**
 - 7.1 **Possible addition to the FY 2021-2022 City Council Goals – Silverton Police Department Community Engagement**
- VIII. **CONSENT AGENDA**
 - 8.1 **Authorize the hiring of three temporary positions in Public Works**
- IX. **CITY MANAGER UPDATE**
- X. **COUNCIL COMMUNICATIONS**

XI. EXECUTIVE SESSION

The Silverton City Council will meet in Executive Session under the provisions of:

- ORS 192.660(2)(a) – To consider the employment of a public officer, employee, staff member or individual agent

Representatives of the news media and designated staff shall be allowed to participate in the Executive Session. All other members of the audience are asked to leave the meeting. News media representatives are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. In addition, news media representatives are specifically directed not to audio or video record any portion of the Executive Session.

11.1 If necessary, take action on any matter discussed or deliberated on during the Executive Session

XII. ADJOURNMENT

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

	Agenda Item No.:	Topic:
	7.1	Possible addition to the FY 2021-2022 City Council Goals – Silverton Police Department Community Engagement
	Agenda Type:	
	Discussion	
	Meeting Date:	
March 15, 2021		
Prepared by:	Reviewed by:	Approved by:
Angela Speier	Jim Anglemier	Bob Willoughby

Background:

On February 10, 2021 City Council held a special meeting in order to review the current City Council Goals. The Council provided direction to staff on which goals are a priority and what should be included in the FY 2021-2022 budget. During this meeting Councilor Freilinger suggested adding a new objective under Goal 4: Implement policies and programs to maintain safety and quality of life. He suggested the City consider hiring a consultant to perform a community engagement process as it relates to policing policies and procedures, police budgeting, and the potential formation of a long-term community policing committee. Council discussed the need to schedule this for further discussion prior to it being added to the City Council Goals for the upcoming year.

On July 20, 2020 Chief of Police Jim Anglemier provided an overview the department’s use of force, Policy and Procedure Manual, as well as the training guidelines for officers. Staff would like to better understand why this topic was raised during goal setting and what issue(s) City Council is trying to address before exploring this item further.

Budget Impact	Fiscal Year	Funding Source
TBD	2021-2022	TBD

Attachments:

1. None

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

	Agenda Item No.:	Topic:
	8.1	Authorize the hiring of three temporary positions in Public Works
	Agenda Type:	
	Discussion/Action	
	Meeting Date:	
March 15, 2021		
Prepared by:	Reviewed by:	Approved by:
Elizabeth Gray	Kathleen Zaragoza	Bob Willoughby

Recommendation:

Authorize the City Manager Pro Tem to proceed with the hiring processes for Parks Seasonal Workers and for a temporary position to provide additional training for the Engineering Technician.

Background:

City Charter Section 23 reads the City Manager Pro Tem may appoint or dismiss a department head or other employee only with the concurrence of four (4) members of the entire council. Additionally, the City Manager Pro Tem’s employment agreement specifies that he may not create a position not already accounted for in the budget without Council approval. Staff seeks approval for hiring temporary employees in two areas:

- 1) Parks Seasonal Workers - The FY 2021 budget provides for .96 FTE in seasonal Parks Maintenance Workers (two employees). The Maintenance Division usually hires later in the spring to span the busy summer and fall park maintenance season. As reported by the City Manager Pro Tem at the March 1, 2021 City Council meeting, the City is forming a Storm Recovery Crew to focus on cleaning up the right-of-way and the City planned to for at least one seasonal worker to begin this month as part of the Crew. This earlier start will help mitigate the impacts of the February storm emergency. Staff also requests the authorization to recruit for a second Parks Maintenance Seasonal Worker when needed, which may occur prior to the start date of a new City Manager.

- 2) Temporary Assistance in Public Works Engineering - As reported to the City Council, a new Engineering Technician began work with the City in January. Public Works Engineering staff have been providing on-the-job training. Staff requests authorization to sign a temporary employment agreement with a former City employee, now retired, who can provide more orientation to the detailed tasks required in this position.

Budget Impact	Fiscal Year	Funding Source
TBD	2020-2021	Parks Fee Fund; Street Fund, Water Fund, and Sewer Fund

Attachments:

1. City Charter sections 22-24

Attachment 1 to Agenda Item No. 8.1

Section 22. City Manager.

(1) The council shall appoint a city manager for an indefinite term who shall hold office at the pleasure of the council and may be removed from office at any time with or without cause by majority vote of the entire council. The manager shall be chosen without regard to political considerations and solely on the basis of executive, educational, and administrative considerations. The manager need not be a resident of the state at the time of appointment, but within one (1) year thereafter, shall become, and remain during tenure, a resident of the city of Silverton. The council may enter into a contract with the manager stating terms and conditions of employment.

(2) Before taking office, the manager shall give a bond in an amount and with such surety as is approved by the council. The premiums on the bond shall be paid by the city.

Section 23. City Manager Vacancy.

(1) When the manager is disabled from acting as manager, or when the office becomes vacant, the council shall appoint a manager pro tem who shall possess the powers and duties of the manager. The manager pro tem may appoint or dismiss a department head or other employee only with the concurrence of four (4) members of the entire council. The manager pro tem shall not hold the position for more than six (6) months.

(2) If a vacancy occurs in the office of the manager, the council at its next meeting shall adopt a resolution of its intent to appoint another manager. Not later than six (6) months after adopting the resolution, the council shall appoint a manager to fill the vacancy.

Section 24. Powers and Duties of the City Manager.

The manager shall be the chief administrative officer. The manager may head one or more departments and shall be responsible to the city council for the proper administration of the city. To that end, the manager shall:

(1) See that all ordinances are enforced;

(2) Appoint all heads of departments and other city employees on the basis of merit and fitness alone and suspend or remove all employees of the city at the manager's pleasure, except as limited by this Charter and except as the manager may authorize heads of departments to appoint, suspend or remove subordinates in such departments;

(3) Supervise or cause to be supervised any employees and to have general control of any employees to include but not limited to disciplining, assigning duties and accounting for performance;

- (4) See that provisions of all franchises, contracts, leases and permits and privileges granted by the city are fully enforced and observed;
- (5) Attend all meetings of the council unless excused by the mayor;
- (6) Organize, disband, or reorganize departments, reassign employees to perform work in other departments or to work in more than one of said offices or departments provided that no such changes shall affect the powers or duties of any elective officer of the city;
- (7) Keep the council advised as to the needs of the city;
- (8) Prepare the annual budget;
- (9) Prepare and furnish reports as requested by the council;
- (10) Supervise the purchase of supplies, equipment and materials for which funds are provided in the budget and execute all contracts;
- (11) Control, subject to ordinances as may from time to time be adopted, public utilities owned or operated by the city;
- (12) Have general supervision over all city property and its use by the public or city employees;
- (13) Devote full-time to the discharge of duties of the office;
- (14) At the manager's discretion, appoint advisory boards as desirable to assist or advise in work, provided no compensation is given to members of the boards;
- (15) Perform such other duties as required by this Charter or as the council may require; and
- (16) Serve as city recorder.