

City of Falls City
City Council Meeting
Joint Work Session Minutes
June 8, 2017

Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Mayor Terry Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

Staff Present: JoHanna Birr, City Clerk and Don Poe, Public Works Lead

School Board Present: Jack Thompson- Superintendent, and Jamie Kidd
Mayor Ungricht called the meeting to order at 5:35 PM.

1) Roll Call

Clerk Birr took roll call. Lori Sickles left the room at 5:32 pm and returned at 5:36 pm. Charlie Flynn arrived at 5:44 pm.

2) Pledge of Allegiance

Mayor Ungricht left the pledge to be recited at the regular Council meeting.

3) Motion to adopt the entire Agenda

A motion was made by Councilor D. Sickles and seconded by Councilor Meier to adopt the entire agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

4) New Business:

A. Wagner Library

Jack Thompson recapped the survey adding that Andy Rommel was doing a good job at the library. The recent library survey was sent out with water bills, home to parents, posted on several websites and made available to the public. The survey received 68 responses. All but 15 of those supported a tax levy to operate the library. The remainder noted they would not care if the library closed.

Both parties agreed that a library district was not feasible. Mr. Thompson suggested putting the levy on the November Ballot at no cost.

Mayor Ungricht asked if the school would keep the current library funding arrangement with the City if a 5-year levy was obtained. Mr. Thompson responded the School District already has the library budgeted for the next two years.

Mayor Ungricht said the Fire Department would need additional funding for updated apparatus very soon. The library costs are comparative to the Fire Department needs and requirements to operate-approximately \$43,000.00 annually. The Fire Department may need a levy if SWPFD does not renew their contract. Council was against combining the two levies. Both parties agreed it was best to let the community decide the library's fate and know that it is a reality.

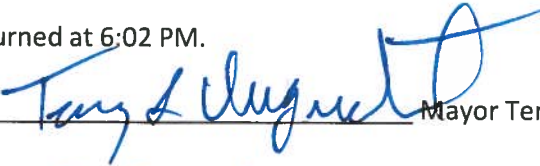
Deadline for ballot measures are August 1. Mayor Ungricht will meet with Valerie Unger, County Clerk and get the wording ready for Council vote at the regular July meeting. Should the measure fail, the library will begin the 4-6 month close process.

Staff will forward Wagner Trust figures to Mr. Thompson and Ms. Kidd. Mr. Thompson said the School District would be happy with this outcome. Ms. Kidd thanked Mayor and Council for their time and diligence.

5) Correspondence, Comments, and Ex-Officio Report


6) Adjourn

The meeting adjourned at 6:02 PM.



Mayor Terry Ungricht

Attested:

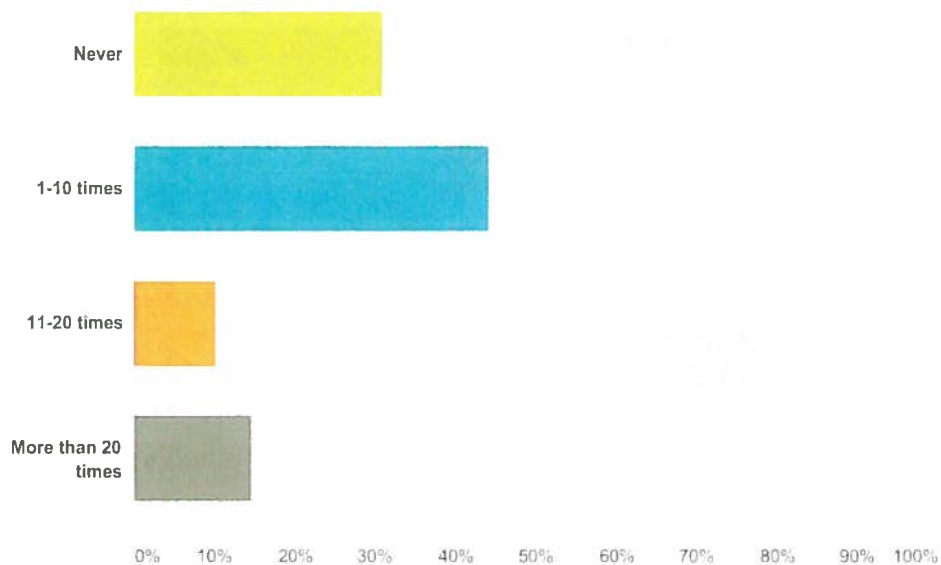


City Clerk JoHanna Birr

Wagner Community Library Survey

Q1 How many times have you visited the Wagner Community Library in the last six months?

Answered: 68 Skipped: 0

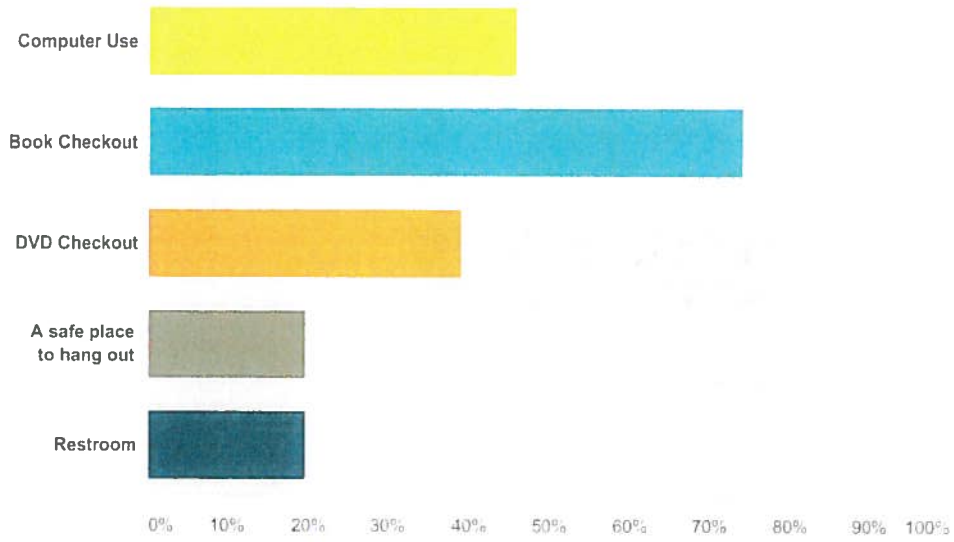


Answer Choices	Responses	
Never	30.88%	21
1-10 times	44.12%	30
11-20 times	10.29%	7
More than 20 times	14.71%	10
Total		68

Wagner Community Library Survey

Q2 What services did you use?

Answered: 46 Skipped: 22

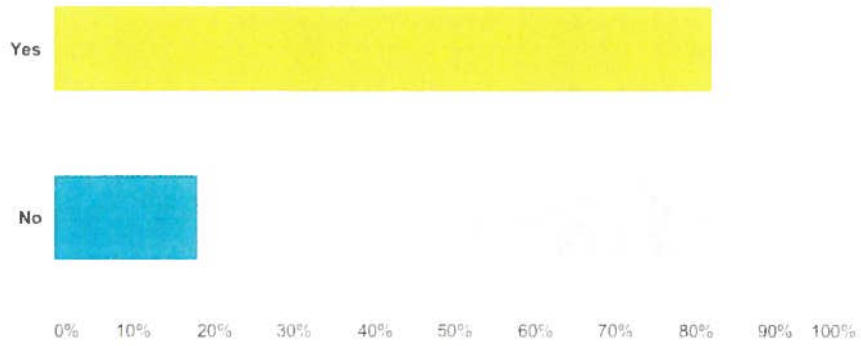


Answer Choices	Responses	
Computer Use	45.65%	21
Book Checkout	73.91%	34
DVD Checkout	39.13%	18
A safe place to hang out	19.57%	9
Restroom	19.57%	9
Total Respondents: 46		

Wagner Community Library Survey

Q3 Are you aware that Wagner Community Library is part of a bigger library system that allows you to check out books from other libraries in Polk and Marion counties?

Answered: 67 Skipped: 1



Answer Choices

Yes

No

Total

Responses

82.09%

17.91%

55

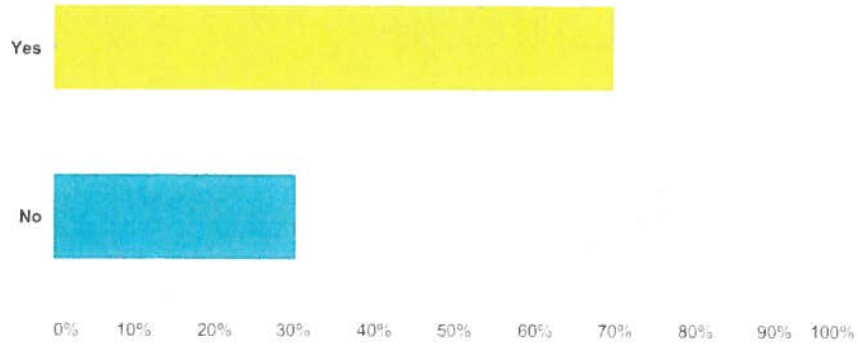
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67

Wagner Community Library Survey

Q4 Are you aware we have a summer reading program that provides performers and activities to help children maintain their literacy skills throughout the summer?

Answered: 66 Skip question



Answer Choices

Yes

No

Total

Responses

69.70%

30.30%

46

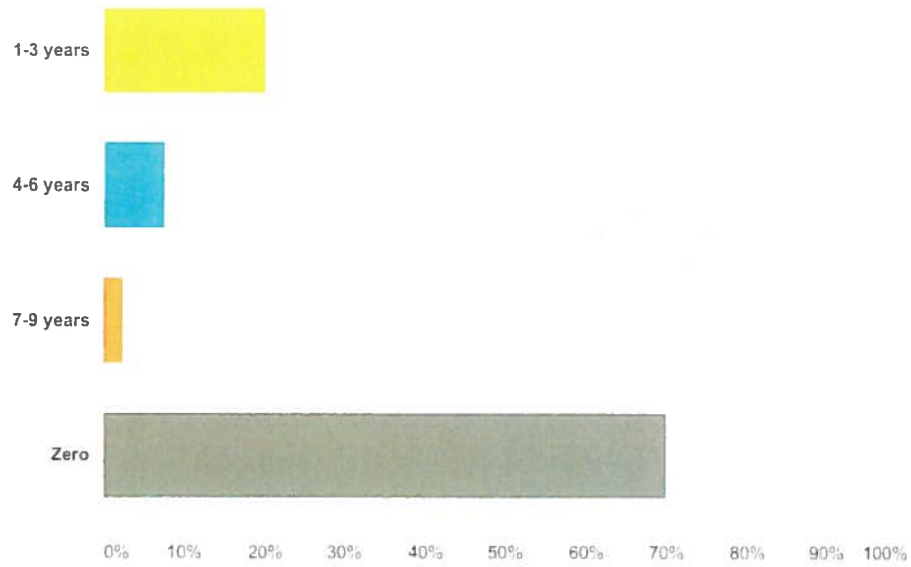
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Wagner Community Library Survey

Q5 If YES, how many years have your children attended the summer reading program?

Answered: 40 Skipped: 0



Answer Choices

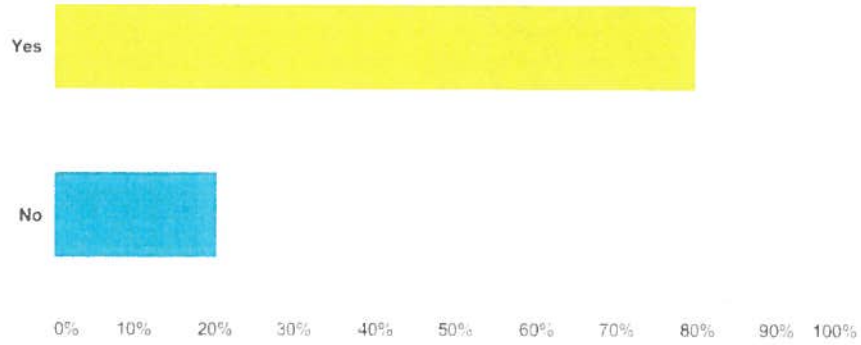
Responses

1-3 years	20.00%	8
4-6 years	7.50%	3
7-9 years	2.50%	1
Zero	70.00%	28
Total		40

Wagner Community Library Survey

Q6 Are you aware that the Wagner Community Library is in danger of closing due to lack of funding?

Analyzed: 64 Skipped: 4

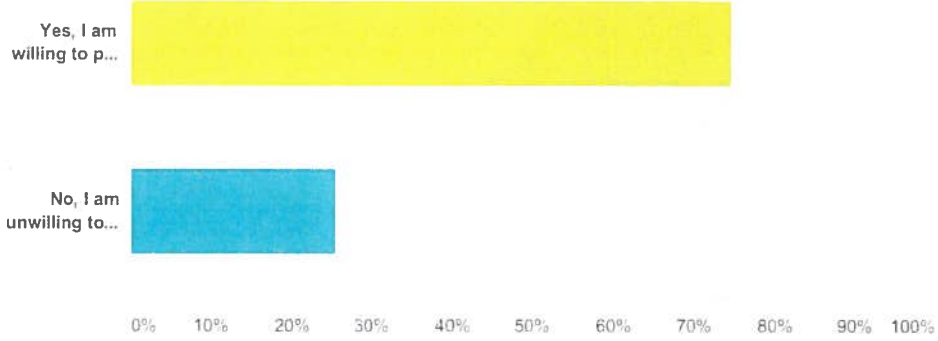


Answer Choices	Responses	
Yes	79.69%	51
No	20.31%	13
Total		64

Wagner Community Library Survey

Q7 Would you be willing to vote for a bond measure to create a tax to fund the library?

Answered: 59 Skipped: 9



Answer Choices

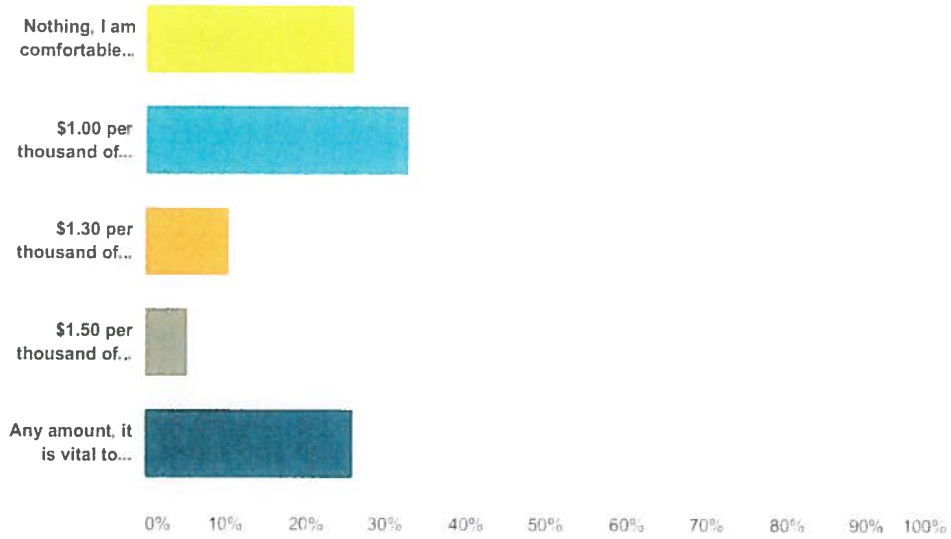
Responses

Yes, I am willing to pay additional taxes to keep the library open.	74.58%	44
No, I am unwilling to pay additional taxes and I understand the library will close without this funding.	25.42%	15
Total		59

Wagner Community Library Survey

Q8 How much would you be willing to pay in additional taxes to keep the library open?

Answered: 58 Skipped: 0



Answer Choices

Responses

Nothing, I am comfortable with the library closing.

25.86% 15

\$1.00 per thousand of assessed value of my property. This would cost a homeowner \$100 a year for a \$100,000 house.

32.76% 19

\$1.30 per thousand of assessed value of my property. This would cost a homeowner \$130 a year for a \$100,000 house.

10.34% 6

\$1.50 per thousand of assessed value of my property. This would cost a homeowner \$150 a year for a \$100,000 house.

5.17% 3

Any amount, it is vital to keep the Wager Community Library open.

25.86% 15

Total

58

City of Falls City
City Council Regular Meeting Minutes
June 8, 2017 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

Staff Present: JoHanna Birr, City Clerk and Don Poe, Public Works Lead

Mayor Ungricht called the meeting to order at 6:04 pm.

1) Roll Call

Clerk Birr took roll call.

2) Pledge of Allegiance

Mayor Ungricht led the pledge.

3) Motion to adopt the entire Agenda

A motion was made by Councilor D. Sickles and seconded by Councilor Meier to adopt the entire agenda. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

4) Consent Agenda

A motion was made by Councilor D. Sickles and seconded by Councilor Flynn to adopt the Consent Agenda with the addition of items E; Resolution 13-2017, F; Resolution 14-2017, G; Resolution 15-2017, and H; Contract for City Recorder Recruitment. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn. (Exhibit A)

5) Public Comments

Laura Britton of Falls City requested a street closure for the Solar Eclipse event on August 21, 2017. The closure would affect Main just east of the Fire Hall extending to 2nd Street from 6:00am until noon. More information will be in July's Council packet.

Ms. Britton will also be coordinating an Independence Day celebration on July 1 from noon to 4:00 pm. Further information will be included in the July Council packet as well.

A motion was made by Councilor Drill and seconded by Councilor Flynn that Laura Britton runs the fourth of July parade on July 1, 2017. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

Tracy Young of Falls City said the Neighborhood Watch group had done a walk about several weeks ago pinpointing a drug, problem and abandoned house. There have been three complaints so far. While out that 70* night, Green Haven emitted a smell of urine and sewage that was overwhelming. It was reported to Ms. Young that at Valsetz Heights, they are piling garbage over the area and maggots are present.

Ms. Young said the recent Rancore fire made it apparent code enforcement is much needed. Tires and junk fueled the fire. Mayor Ungricht said he is working on filling the position.

6) New Business

A. Resolution 09-2017, 2017-2018 Budget Adoption

Mayor Ungricht opened the Public Hearing for Revenue Sharing and the Budget at 6:17 pm. Hearing no public comments, he closed the Public Hearing at 6:18 pm.

A motion was made by Councilor Meier and seconded by Councilor Lauder that the City of Falls City approve resolution 09-2017 appropriating taxes at the rate of \$2.9202 per \$1,000.00 of assessed value and adopt the Fiscal Year 2017-2018 Budget in the amount of \$2,265,070.00 Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

B. Resolution 10-2017 Charter Franchise Agreement

A motion was made by Councilor Drill and seconded by Councilor L. Sickles that the City Council of the City of Falls City approve resolution 10-2017 a resolution extending the franchise agreement between the City of Falls City and Charter Communications through the 5th of June 2029 and give authority to Mayor Ungricht to execute the agreements. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

C. Resolution 11-2017 Water Leak Adjustment Policy

With this resolution, Council will no longer be required to approve leak adjustments. This can be done on an administrative level by staff. Mayor Ungricht will continue to update Council on any leak adjustments in his report.

A motion was made by Councilor Lauder and seconded by Councilor L. Sickles that the City Council of the City of Falls City approve Resolution 11-2017 a Resolution providing a water leak adjustment policy. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

D. Resolution 12-2017 Detailing Fees for Water / Wastewater Service

Mayor Ungricht opened the Public Hearing for detailing fees for water and sewer service and related charges; and water and sewer connection fees; and repealing prior resolution at 6:31 pm., Tracy Young asked if the fees would be paid in closing costs for realtors and the answer was yes. This resolution will also alter green shut off notices to a mailed notice saving staff time costs, increase the returned check fee and add a reconnection fee to all reconnections. Hearing no more public comments, Mayor Ungricht closed the public hearing at 6:32 pm.

A motion was made by Councilor Flynn and seconded Councilor by L. Sickles that the City of falls City resolves as follows, adopt Resolution 12-2017 detailing fees for water and sewer service and related charges; and water and sewer connection fees and repealing prior resolutions. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

E. Resolution 13-2017 Solid Waste Rate Increase

Mayor Ungricht opened the Public Hearing for Raising Solid Waste Fees at 6:36 pm. Hearing no comments, he then closed the meeting at 6:37 pm. (Exhibits B)

A motion was made by Councilor Lauder and seconded by Councilor D. Sickles that the City Council of the City of Falls City adopt Resolution 13-2017, a resolution establishing a revised schedule of solid waste rates, fees and charges pursuant to the Falls City Code Chapter 53 and repealing all prior fee schedules for solid waste providing an effective date. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

F. Resolution 14-2017 Audit Contract

A motion was made by Councilor D. Sickles and seconded by Councilor Meier that the City Council of Falls City approve Resolution 14-2017, a resolution authorizing a contract between the City of Falls City and Grove, Mueller & Swank PC for the 2017 financial audit. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn. (Exhibit C)

G. Resolution 15-2017 City Recorder Job Description

A motion was made by Councilor Meier and seconded by Councilor Flynn that the City Council of the City of Falls City approve Resolution 15-2017, a resolution adopting job descriptions for the City of Falls City. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

H. City Recorder Recruitment

Mayor Ungricht created the position profile with the City Attorney's assistance. COG will attract the best candidates with advertising with specialized sources. Candidates will be narrowed to three and brought before Council for interviews. The cost was negotiated at \$4,500.00 (Exhibit E)

A motion was made by Councilor L. Sickles and seconded by Councilor Meier that the City Council of the City of Falls City accept the proposal from the Mid-Willamette Council of Governments and allow the Mayor to sign an agreement for the recruitment of a City Recorder. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn.

7) Correspondence, Comments and Ex-Officio Reports

A. Mayors Report

Council will have a meeting on July 20, 2017 at 5 pm for land use items. It is expected to take several hours to complete. Councilor Flynn is available but will not be at the regular Council Meeting on July 13, 2017.

8) Council Announcements

Councilor Drill shared National Night Out is on Tuesday, August 1, 2017 from 4:30 pm -9:30 pm. The Fire Department would like to do a block party and to close 3rd Street. She said the residents are in favor. It is called Building a Strong Community Takes All of US". Mayor Ungricht advised her to fill out the necessary forms for the July Council packet. The Fire Department will demonstrate vehicle extraction, the ambulance will demonstrate patient to life flight air ambulance. Refreshments and activities will be provided for all ages. 100 – 150 community members are anticipated. She also has the inventory Councilor Flynn needs to finish the community Center report.

Councilor Lauder recapped a statement made by Mike Bowman about not having large Rottweiler type dogs. Councilor Lauder said last Sunday there was an ambulance and police car at the RV Park for a dog bite.

Councilor Lauder said that Dick and Mike Bowman, owners of Green Haven RV Park were not holding up their end of the business. [Referring to the CUP in place with the City.] Mike Bowman is not honoring the letters he wrote the City. They are not controlling their business. Without a code enforcement officer there is little the city can do about violations but as a businessman we should at least be able to discuss it with him.

Mayor Ungricht agreed and said if they had basic and decent operating procedures there would not be a problem. Councilor Lauder reminded Council that Mike Bowman has told Council he would implement a 3 Strikes rule that would cause his tenants to be evicted should the police show up at their space three times in one month. He feels they should be "called out on the carpet" for not implementing the improvements he brought before Council.

It was speculated that the population visiting the trailer park frequently go there because of management and a very small number of tenants. Mayor Ungricht agreed it was 95% management's responsibility and poor operating procedure. Council agreed the owners of Green Haven RV Park care more about money than they care about who lives there.

Sheriff Garton offered to begin providing actual stats on calls at Green Haven RV Park.

Progress on the gaming license request from Laura Sickles was questioned. Mayor Ungricht has been very busy and code will need to be changed. It is more difficult than originally thought. It may be a project for the new City Recorder.

Councilor D. Sickles complimented the Community Services Consortium workers on their work on the Falls property. He asked that a Thank You be sent. Recognition will be sent in the form of a letter or proclamation for future resumes or job applications.

Councilor Flynn is now in possession of Councilor Drill's inventory review and will finish the report for Council.

Sheriff's Report

Sheriff Garton reported the Department now carries Narcan in every patrol car to treat opiate overdoses. Neighborhood Watch is providing very good information to the authorities and he appreciates the job they are doing with social media getting information out to the public as well.

Sometimes one piece of information is not sufficient at the time. As more is collected, it can be tied together. Sheriff Garton invited questions from Council. Councilor Meier mentioned patrol cars and a State Trooper speeding through town. Sheriff Garton doubted the claim of 70 miles per hour on N Main but would look into it at the County level. He added that when they get a call, they need to respond as quickly as possible.

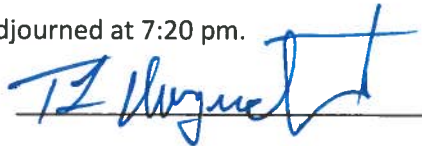
Councilor Lauder asked the Sheriff is the PCSD found themselves repeating calls at certain locations consistently. The response was yes and no. There are a few certain places that a particular event occurs several times in a row, for a period of time, Mayor Ungricht thanked Sheriff Garton for providing the stats each month for Council. It is very appreciated by all. Mayor Ungricht said he has not gotten any complaints on the job the PCSD is doing here in the City. (Exhibit F)

Library Report

Andy Rommel distributed a handout, which calculated the libraries use value. I love Libraries has a library service calculator on line. He said they have begun the RFID or Radio Frequency Identification tagging on the inventory. It will streamline the checkout process from one book at a time to a stack at a time. The RFID scans using a special electronic pad. The summer reading program is about to get underway and the calendar is available. (Exhibit G)

9) Adjourn

The meeting adjourned at 7:20 pm.



Mayor Terry Ungricht

Attested:



City Clerk JoHanna Birr

Notice of Public Meeting City Council Meeting

AGENDA

CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Thursday May 11, 2017 6:00 p.m.

Posted on June 2, 2017

1.) Call to Order

A) Roll Call: Terry Ungricht, Mayor ___ Dennis Sickles ___ Lori Jean Sickles ___
Jennifer Drill ___ Tony Meier ___ Charlie Flynn ___ Clifford Lauder ___

2.) Pledge of Allegiance

3.) Motion to Adopt the Entire Agenda, with addition of items E, F, G, and H

4.) Consent Agenda: Motion Action Approving Consent Agenda Items

- A. Approval of the Billspages 1-3
- B. Approval of May 11, 2017 Council Meeting Minutespages 4-10
- C. Approval of May18, 2017 Work Session Minutes.....pages 11-13

6.) Public Comments Citizens may address the Council or introduce items for Council consideration on any matters. Council may not be able to provide an immediate answer or response, but may direct staff to follow up on any questions raised. Out of respect to the Council and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.

7.) New Business:

- A. Resolution 09-2017, 2017/18 budget adoption.....pages 14-23
- B. Resolution 10-2017, Charter Franchise Agreement.....pages 24-46
- C. Resolution 11-2017, Water Leak Adjustment Policy.....pages 47-50
- D. Resolution 12-2017, Fees for Water/Wastewater Service.....pages 51-60

Items handed out after packets were delivered;

- E. Resolution 13-2017 Solid Waste rate increase.
- F. Resolution 14-2017 Audit Contract.
- G. Resolution 15-2017 City Recorder job description
- H. Contract for City Recorder recruitment

8.) Correspondence, Comments, and Ex-Officio Reports

- A. Mayor Report.....pages 61-62
- B. Council Reports
 - Polk County Sheriff Garton’s report.....pages
 - Fire Department Monthly Report, January through May.....pages
 - Public Works Department Monthly Reportpages
 - Library Monthly Reportpage

8) Council Announcements

- A. Next regular Council Meeting, July 13, 2017 6:00 pm.

9) Adjourn

The City of Falls City does not discriminate in providing access to its programs, services, and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.

RESOLUTION 13-2017

A RESOLUTION ESTABLISHING A REVISED SCHEDULE OF SOLID WASTE RATES, FEES AND CHARGES PURSUANT TO FALLS CITY CODE CHAPTER 53 AND REPEALING ALL PRIOR FEE SCHEDULES FOR SOLID WASTE

Findings:

1. Falls City Code Section 53.01.070 provides the mechanism for adjusting the rates and fees charged by the City's solid waste hauler franchisee.
2. Rates for the franchisee's solid waste services increased by 1.8% in 2016 per the agreed index.
3. Based upon the procedures and requirements of Falls City Municipal Code, Section 53.01.070, the City's franchisee has provided information to support an increase of 1.3% in rates and City staff has concurred in the justification for the increase in rates.
4. The 1.3% increase will be effective July 1, 2017.
5. The City Council held a public hearing to hear public comment on the revised rates for solid waste services proposed by the franchisee, per ORS 294.160.

NOW THEREFORE, THE COMMON COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. The revised schedule of solid waste rates, fees and charges presented by the franchisee and attached hereto as Exhibit A are accepted by the City Council and hereby adopted effective July 1, 2017.

Section 2. All prior solid waste rates, fees and charges are repealed effective July 1, 2017.

Section 3. This Resolution shall be effective immediately upon passage.

Date

Terry Ungricht, Mayor

Attest:

Date

Domenica Protheroe, City Clerk

RESOLUTION 14 - 2017

A RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE CITY OF FALLS CITY AND GROVE, MUELLER, & SWANK, PC FOR THE YEARLY FINANCIAL AUDIT.

FINDINGS:

1. The City of Falls City desires to accept a contract with Grove, Mueller, and Swank, PC to perform the 2017 Financial Audit.

NOW THEREFORE;

THE COMMON COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. The contract, which is attached hereto and incorporated herein by this reference is hereby approved and adopted by this Resolution.

Section 2. This Resolution was duly PASSED and ADOPTED by the Falls City Council this Eighth day of June, 2017 and takes affect upon signing by the Mayor.

Approved:

Date

Terry Ungricht, Mayor

Attest:

Date

Domenica Protheroe, City Clerk

RESOLUTION 15-2017

A RESOLUTION ADOPTING JOB DESCRIPTIONS FOR THE CITY OF FALLS CITY

Findings:

1. The City of Falls City recognizes the need for job descriptions for city employees.
2. The City of Falls City finds that it is in the best interest of both the city and staff to maintain current job descriptions for employees.
3. It is necessary, from time to time, to make amendments to job descriptions in order to update and better adapt the responsibilities to fit the current needs and situations.
4. Job descriptions provide the base for annual performance reviews.

NOW THEREFORE,

THE COMMON COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. That the job description for City Recorder, as set forth in Exhibit "A" is hereby adopted.

Section 2. This Resolution was duly PASSED and ADOPTED by the Falls City Council this eighth (8) day of June, 2017 and takes effect upon signing by the Mayor.

Approved:

Date

Terry Ungricht, Mayor

Attest:

Date

Domenica Protheroe, City Clerk

AGENDA REPORT

TO: COUNCIL
FROM: MAYOR TERRY UNGRICHT
SUBJECT: CONTRACTING FOR CITY RECORDER
DATE: 06/07/2017

SUMMARY

Council has directed staff to hire a City Recorder and to investigate the best process for hiring the position.

BACKGROUND

Staff has worked up a proposal with Mid-Willamette Valley Council of Governments (COG) to help with the hiring of the City Recorder position. Staff talked with LGIP and asked for information from other Cities to come up with our recommendation of COG. I was able to negotiate from \$5500.00 to \$4500.00 for the listed services, this is by far the most cost effective proposal I was able to find.

PREVIOUS COUNCIL ACTION

Directed staff to hire a City Recorder.

ALTERNATIVES/FINANCIAL IMPLICATIONS

Proposal would contain costs to \$4500.00 plus advertising.

STAFF RECCOMENDATION

Staff recommends the City Council pass motion for staff to enter into agreement with COG.

EXHIBIT

A- COG proposal

PROPOSED MOTION

I move the City Council of the City of Falls City approve the proposal from Mid-Willamette Valley Council of Governments and allow the Mayor to sign an agreement for the recruitment of a City Recorder.



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T: 503.588.6177 | F: 503-588-6094 | E: mwvcog@mwvcog.org
An equal opportunity lender, provider, and employer

June 6, 2017

Mayor Terry Ungricht
City of Falls City
299 Mill Street
Falls City, Oregon 97344

Dear Mayor Ungricht:

The Mid-Willamette Valley Council of Governments (hereinafter referred to as “COG”) is pleased that the City Council is interested in contracting with the COG to facilitate the recruitment process for a City Recorder for the City of Falls City.

The scope of services for the recruitment process may, at the discretion of the Council, include any or all the following activities:

- Develop a **recruitment timeline** based on the City’s decisions regarding placement of advertisements and the associated deadlines;
- Review the **position profile** with the city. The profile is a key component of a successful recruitment and includes the desired knowledge, skills, training and experiences that the City is looking for in a City Recorder. This profile will form the basis for the screening of applications, interview questions and candidate evaluation.
- Draft and place the **position advertisements**.
- Receive applications and send **acknowledgement letters** to all applicants.
- **Screen applications** down to those which most closely fit the position profile
- **Respond to inquiries** from candidates during the recruitment process
- Perform **background/reference checks** on finalist(s). The base fee includes up to three (3) backgrounds at no additional charge. Additional background/reference checks will be billed to the City at \$400 per additional background.
- Work with the City in designing the **interview process** and the development of **interview questions**.
- **Facilitate the interview process**.
- Send out **regret letters** to unsuccessful candidates at appropriate times during the recruitment process.

Items not included in the fee charged by the COG include actual advertising costs and travel for candidates and related expenses of candidates for participating in interview processes or the costs

Attachment A

City of Falls City Job Description City Recorder

Purpose of Position:

Under the general direction of the City Manager, performs a variety of complex technical, legal, professional administrative and analytical duties, in various areas of local government. A key member of the City's management team, the position requires experience in records and documents management, volunteer coordination, management of administrative staff, oversight of volunteer committees and commissions and other duties supporting the City Manager.

Essential Job Functions:

The following duties give a general example of the work requirements of this position. These examples are not meant to include all possible duties which the employee may be expected to perform.

- 1) Supervise administrative staff and utility billing.
- 2) Supervise Council Actions and maintain City Code based on Council actions.
- 3) Serve as City elections officer.
- 4) Develop web content and serve as contact for IT services.
- 5) Monitor performance, provide annual reviews, and maintain personnel files of administration staff.
- 6) Consult with City Insurance carrier (CIS), Council of Governments (COG), and other agencies as required.
- 7) Serve as the records manager; maintaining and responding to public records requests, maintain city records in accordance with OAR 166.200, archive records, and manage records destruction schedule.
- 8) Serve as point of contact for land use planning, review land use applications for code compliance, review permits before forwarding to COG, and finalize permits for Mayor's signature and distribution.
- 9) Serves as coverage for front office.
- 10) Highly proficient in Microsoft Office suite and other technical software as may be required.
- 11) Other duties as prescribed by the City Manager.

Auxiliary Functions:

Ability to work with the general public, regulatory agencies, advisory boards, City Council, and other city staff on a regular basis.

Skills and Abilities:

- 1) Thorough knowledge of office and administrative practices, procedures, equipment, and utility billing.
- 2) Knowledge of municipal government.
- 3) Understanding of administrative functions.
- 4) The ability to work well with citizens, committees, commissions, City Council, coordinating work flow and special projects.
- 5) The ability to prepare reports, resolutions, ordinances, and give presentations as required.
- 6) Possess strong verbal and written communication skills.

Job Qualifications:

- 1) Graduation from an accredited college or university with a degree in Public Administration, Business Administration, or closely related field.
- 2) 5 years' experience with increasing areas of responsibility in municipal government service or the private sector.
- 3) Experience as a City Clerk, Assistant to City Administrator, or executive assistant.
- 4) Certified Municipal Clerk designation.
- 5) Or an equivalent combination of experience and training.
- 6) Valid Oregon Driver's license with a driving record acceptable to the City's insurance carrier.

Supervision Received and Supervisory Responsibilities:

Work is performed under the general direction of the City Manager and position will supervise administrative staff.

Hours of Work:

Position is classified as an exempt position with no set hours but is required to maintain 40 hours a week. Position is responsible to manage clerical employees to maintain daily office schedule and to cover clerical absences as needed. Position may be required to work extended hours including evenings and weekends as needed.

Ergonomic Requirements:

Ability to reach, bend, lift, stoop, crouch, and perform similar functions while performing essential job functions. Lifting up to 25 pounds unassisted and be able to operate a computer for long lengths of time.

May 2016 Falls City Stats

Exhibit F

Falls City Calls for Service					
	911 Hangup	DOA	Hit and Run	Susp Activity	
Assault	1	Driving Comp	Menace	Susp Person	3
Animal	3	Domestic Dist	Misc Crime	Susp Vehicle	2
Area Check	9	Drug	Mental	Theft	1
Dog Bite	1	FIR	Ord Vio	Tow	
Assist Other Agency	10	Fire/EMS	Open Door	traffic assist	
ATL (attempt to locate)		Follow up	proowler	Traffic Stops	25
Burglary	1	Found Prop	runaway	Trespass	4
Citizen Contact	9	Fraud	sex offense	Warrant	
Civil Paper Service	10	Gen Disturb	Shots Fired	Welfare Check	4
Criminal Mischief		Harassment	Stolen Veh	Unclass	

Falls City Calls for Service	113	Of the FC Calls for Service	24	involved crimes
Total Calls for Service (county wide)	2242	FC Cases Cleared by Arrest	15	62.5% clearance
Falls City % of Total Calls	5.0%	Total Arrests in Falls City	18	12.1% of total arrests

Total Service Calls (Polk County)	2242	Crimes Occ	9	(county wide)
Of the calls for service (county wide)	219	Juvenile Arrests	0	(Falls City)
Cases Cleared by arrest	133	Juvenile Arrests	(only true crimes reported here)	
Total Arrests (county wide)	149			

Library Director's Report

June 2017

- **Attendance** for the month of May was 93 adults and 124 children (217 total). 147 (68%) were there for research related activity.
- Wagner Library is tentatively scheduled for RFID tagging beginning Tuesday, June 6th. It is likely that will be pushed back a week
- Have begun ordering and receiving summer reading program activity supplies and materials. The Itemizer Observer has donated over 100 newspapers for our day 1 activity: "Building Newspaper Towers".
- Actively ordering and receiving donated incentives and rewards from local businesses for summer reading program.
- I have received over \$400 of incentive books for the summer reading program from an online distributor.
- I attended Scholastic Books' annual book fair in Salem and purchased an additional \$220 of high quality, give-away books for our Summer Reading Program .
- I have collected and entered every Wagner Community Library public interest survey that was returned and resulting statistics have been calculated.

Andy Rommel – Library Director



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WHAT'S YOUR LIBRARY WORTH?

Value of Your Library Use

Input Your Use	Library Materials & Services	Value of Your Use
<input type="text" value="10"/>	Adult Books Borrowed	\$ <input type="text" value="170.00"/>
<input type="text"/>	YA Books Borrowed	\$ <input type="text" value="0.00"/>
<input type="text" value="5"/>	Childrens Books Borrowed	\$ <input type="text" value="85.00"/>
<input type="text"/>	Audiobooks Borrowed	\$ <input type="text" value="0.00"/>
<input type="text"/>	Interlibrary Loan Requests	\$ <input type="text" value="0.00"/>
<input type="text"/>	eBooks Downloaded	\$ <input type="text" value="0.00"/>
<input type="text"/>	Magazines Read	\$ <input type="text" value="0.00"/>
<input type="text"/>	Newspapers Read	\$ <input type="text" value="0.00"/>

<input type="text" value="10"/>	Movies Borrowed	<input type="text" value="\$40.00"/>
<input type="text" value="2"/>	CDs Borrowed	<input type="text" value="\$19.90"/>
<input type="text"/>	Music Downloaded	<input type="text" value="\$0.00"/>
<input type="text"/>	Meeting Room Use (per hour)	<input type="text" value="\$0.00"/>
<input type="text"/>	Adult Program Attended	<input type="text" value="\$0.00"/>
<input type="text"/>	Young Adult Program Attended	<input type="text" value="\$0.00"/>
<input type="text" value="1"/>	Childrens Program Attended	<input type="text" value="\$7.00"/>
<input type="text"/>	Museum Passes Borrowed	<input type="text" value="\$0.00"/>
<input type="text" value="20"/>	Computer Use (per hour)	<input type="text" value="\$240.00"/>
<input type="text"/>	Database Searches	<input type="text" value="\$0.00"/>
<input type="text" value="5"/>	Reference Assistance	<input type="text" value="\$35.00"/>
<input type="button" value="Calculate The Value of Your Library Use"/> <input type="button" value="Clear Form"/>		<input type="text" value="\$596.90"/>

This worksheet has been adapted from the [Massachusetts Library Association](http://www.masslib.org) (<http://www.masslib.org>) and [Chelmsford Library](http://www.chelmsfordlibrary.org) (<http://www.chelmsfordlibrary.org>). **How the values were calculated.**

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