



## City of Falls City

299 Mill St • Falls City, Oregon • 97344  
Ph. (503) 787-3631 • [www.fallscityoregon.gov](http://www.fallscityoregon.gov)

### **PUBLIC NOTICE: City Council Meeting**

**Date:** Monday, January 11, 2021 **Time:** 6:00 pm

**Location:** Telephone, Web Application, in writing

### **How to Attend and/or Participate:**

1. **Call-in:**
  - a. (425) 436-6370, Code: 251514(#)
  - b. You will be muted, but may “raise your hand” to indicate you wish to comment. Please visit [freeconferencecall.com](http://freeconferencecall.com) for a tutorial
2. **Web Application:** Download the [Freeconferencecall.com](http://Freeconferencecall.com) web application
  - a. Meeting ID: manager3208
  - b. You will be muted, but may “raise your hand” to indicate you wish to comment.
3. **Write-In:** Using regular mail or email.
  - a. [info@fallscityoregon.gov](mailto:info@fallscityoregon.gov); 299 Mill St. Falls City, OR 97344

*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.*

---

## **AGENDA**

### 1. CALL TO ORDER & ROLL CALL

Jeremy Gordon, Mayor\_\_\_ Dennis Sickles \_\_\_ Lori Jean Sickles\_\_\_

Jennifer Drill \_\_\_ Tony Meier\_\_\_ Amy Houghtaling\_\_\_ TJ Bailey \_\_\_

### 2. PLEDGE OF ALLEGIANCE

### 3. MOTION TO ADOPT THE ENTIRE AGENDA

### 4. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATION, PROCLAMATIONS'

Announcements, Appreciation

- a. Photo Contest Entries are Due to City Hall no later than 5:00 p. m. Feb 26, 21 --pg. 1
- b. COA -Gary Bean and Family for Placing wreaths on Veterans Graves at the Falls City Cemetery-----pg. 2

Swearing In

- a. Mayor- Jeremy Gordon-----pg. 3
- b. Councilor- Dennis Sickles-----pg. 4
- c. Councilor- TJ Bailey-----pg. 5
- d. Councilor- Amy Houghtaling-----pg. 6

**5. COMMUNITY & GOVERNMENT ORGANIZATIONS**

- a. Falls City Public Works Report-----pg. 7
- b. Falls City Fire Report -----pg. 8
- c. Polk County Sheriff’s Report----- pg. 9

**6. REPORTS**

- a. Mayor -----pg. 10-15
- b. Council
- c. Manager Report----- pg. 16-17

**7. CONSENT AGENDA**

- a. Approval of the Minutes
  - i. December 14, 2020 Meeting Minutes----- pg. 18-22
- b. Approval of the Bills-----pg. 23

**8. PUBLIC COMMENTS & LETTER COMMUNICATIONS**

*In order to encourage an environment of openness, courtesy and respect for differing points of view, please refrain from behavior that is disruptive to the meeting such as making loud noises, clapping, shouting, booing, or any other activity that disrupts the orderly conduct of the meeting. Abusive language will not be tolerated.*

- a. Please limit your commentary to three (3) minutes or less.

**9. NEW BUSINESS**

- a. OLCC Permits -----pg. 24-27
- b. Fire Budget Informational-----pg. 29-40
- c. Public Forms- AR- AJ Foscoli-----pg. 41-44

**10. OLD BUSINESS**

None

**11. ADJOURN**



City of Falls City  
299 Mill Street  
Falls City, OR 97344  
Phone: 503.787.3631  
[www.fallscityoregon.gov](http://www.fallscityoregon.gov)

## 2021 Photo Contest Contest Prizes & Rules

---

### Prizes

First Place Winner will receive a \$50 gift card, publication with credit on the City's website ([www.fallscityoregon.gov](http://www.fallscityoregon.gov)) and featured on the Falls City Facebook page. Second place winners will receive a \$30 gift card and third place winners a \$20 gift card with notation as second and third place on the Falls City Facebook page. All photos submitted in the contest will be posted on the Falls City Facebook Page under the photos tab if they are apolitical, appropriate for public consumption, and represent Falls City.

### Photo Contest Rules and Guidelines

- Contest is open to professional and amateur photographers of all ages
- An individual may only place in the top three with one photo
- Maximum 5 photograph entries per individual
- Completed and signed Entry Agreement must accompany each photo submitted.
- Entry Agreements by youth under 18 years of age must be signed by parent or guardian
- If you submit more than one photo, please put multiple digital photos per CD
- Photos must be taken in Falls City
- Photos must have been taken in 2019 or 2020 (historical photos taken before 1970 may also be submitted)
- Photographs must be in digital format (except in the Vintage/Historic photos)
- Photos will not be returned and may be used in City print or electronic media
- City employees are encouraged to submit photographs, but will not be eligible for monetary prizes
- All entries must be received or postmarked by 5:00 p.m. on Friday, February 26, 2021

### Judging

A panel consisting of City of Falls City staff and the Mayor ("Judges") will evaluate all eligible entries based on overall quality, creativity, and how well the photograph portrays Falls City. The Judges will select three finalists. The City will notify the finalists by March 01, 2021.

The entries of the finalists will be presented to the City Council at the March 08, 2021 regular council meeting. The Council will select the first, second, and third place winners by blind-weighted vote. The Mayor will be the tiebreaker.

### How to Enter Your Photos

Complete the entry form and submit your photos by mail or deliver a CD of your photo and a completed Entry Agreement for each photo to:  
Photo Contest, City of Falls City  
299 Mill Street  
Falls City, OR 97344

**For More Information, Contact:** Jamie Ward, City Clerk, 503-787-3631 or [jward@fallscityoregon.gov](mailto:jward@fallscityoregon.gov).



## CERTIFICATE OF APPRECIATION

AWARDED THIS 11TH DAY OF JANUARY 2021 TO

GARY "BEAN" MILLER

GARY "BEAN" MILLER VOLUNTEERED HIS, AS WELL AS HIS FAMILY'S TIME TO DISTRIBUTE SEVERAL CHRISTMAS WREATHS TO DECORATE THE GRAVE SITES OF VETERANS IN FALLS CITY'S CEMETERIES. THIS EVENT WOULD NOT HAVE HAPPENED HAD IT NOT BEEN FOR HIS DETERMINATION AND DEDICATION TO VETERANS ACROSS POLK COUNTY. THE CITY OF FALLS CITY THANKS MR. MILLER FOR HIS SERVICE TO THE VETERANS IN OUR COMMUNITY.

JEREMY GORDON, MAYOR OF FALLS CITY



## OATH OF OFFICE

State of Oregon        )  
County of Polk        ) ss.  
City of Falls City     )

"I, Jeremy Gordon, do solemnly swear that I will support the Constitution of the United States, and of the State of Oregon, and that I will, to the best of my ability, faithfully perform the duties of the office of Mayor of Falls City during my continuance therein; so help me God."

---

Mayor

Subscribed and sworn before me this 11th day of January 2021.

---

AJ Foscoli, City Manager

Attest:

---

Jamie Ward, City Recorder



## OATH OF OFFICE

State of Oregon        )  
County of Polk        ) ss.  
City of Falls City     )

"I, Dennis Sickles do solemnly swear that I will support the Constitution of the United States, and of the State of Oregon, and that I will, to the best of my ability, faithfully perform the duties of the office of Mayor of Falls City during my continuance therein; so help me God."

\_\_\_\_\_  
Dennis Sickles, Councilor

Subscribed and sworn before me this 11th day of January 2021.

\_\_\_\_\_  
Jeremy Gordon, Mayor

Attest:

\_\_\_\_\_  
Jamie Ward, City Recorder



## OATH OF OFFICE

State of Oregon        )  
County of Polk        ) ss.  
City of Falls City     )

"I, TJ Bailey do solemnly swear that I will support the Constitution of the United States, and of the State of Oregon, and that I will, to the best of my ability, faithfully perform the duties of the office of Mayor of Falls City during my continuance therein; so help me God."

---

TJ Bailey, Councilor

Subscribed and sworn before me this 11th day of January 2021.

---

Jeremy Gordon, Mayor

Attest:

---

Jamie Ward, City Recorder



## OATH OF OFFICE

State of Oregon        )  
County of Polk        ) ss.  
City of Falls City     )

"I, Amy Houghtaling do solemnly swear that I will support the Constitution of the United States, and of the State of Oregon, and that I will, to the best of my ability, faithfully perform the duties of the office of Mayor of Falls City during my continuance therein; so help me God."

---

Amy Houghtaling, Councilor

Subscribed and sworn before me this 11th day of January 2021.

---

Jeremy Gordon, Mayor

Attest:

---

Jamie Ward, City Recorder





## Public Works Report December 2020

### Administration

*On the 9<sup>th</sup> Jay Epperson started work with.*

### Water Division

*On the 21<sup>st</sup> we had a power outage at the WTP. The power was out from 9:30 pm till 1:00 am*

### Sewer Division

On the 22<sup>nd</sup> during morning rounds we noticed that the WWTP was not on. The breakers had tripped we reset the breakers and finished rounds. When we were back from the water plant we checked the WWTP and the breakers had tripped again so we called Valley electric to come and determine the problem. Carl found out that one of the floats was bad. We had to order a new float as soon as it arrived we had Carl come out and replace the bad float.

On the 25<sup>th</sup> we received a call stating the sewer at 258 Fair Oaks. We discovered that the Lift station had a blockage. We jetted it out and were able to clear the inlet and get flow back. The next day we received a call again stating the sewer was overflowing again. We were able to jet out the inlet again, but the flow was less than it should have been.

We contacted Peterson Plumbing to come and scope the inlet to see if they could determine the issue. The scope was able to show that the inlet pipe was offset. As this inlet was 13ft below the surface. we jetted again got it flowing. that only lasted a short time. on the 1<sup>st</sup> got called back from home owner at that time we could not get it flowing again. we set up pumps to pump sewage around the blockage, we had to check on the pumps every few hours for the next 4 days. We got prepared on Monday the 4<sup>th</sup> to dig it up. Tuesday the 5<sup>th</sup> had the contractors all show up, got the pipe dug up and were able to repair the line and backfilled. we still have a little clean up to do when we get a break in the weather.

### Streets Division

## Jamie Ward

---

**From:** lorilect@aol.com  
**Sent:** Wednesday, January 6, 2021 2:34 AM  
**To:** Jamie Ward  
**Subject:** December fire report

Greetings All, hope your holidays were warm and safe. December gave our hard working folks a bit of a rest as calls slowed down for the most part last month. We were busy nonetheless kicking off our Christmas Cheer program with Toys for Tots the first Saturday of December. People were incredibly generous regardless of the rain and circumstances and we brought in twenty Les Schwab tire bags full of toys and over \$1600.00 in cash donations. During the week of the 14th, Santa visited the schools, additional toys were picked up and then delivered by fire truck to families in our community, and food boxes were distributed from the station. It's a good feeling to help folks out every year!

December Calls:

Fire - 1

Medic - 6

Public service - 3 (one was mutual for SWF)

Total FC calls, 9, SWF 1

Respectfully,  
Lori Albert

## December 2020 Falls City Stats

Falls City Calls for Service					
Assault		Harassment	1	Misc Crime	2
Area Chk		Driving	1	Miss Person	1
Animal	3	Domestic Dist	1	Noise	
Community Event	3	Found Property	1	EDP	1
Burglary	1	FIR		Ordin Vio	
Assist Other Agency	6	Fraud	1	Overdose	
ATL (attempt to locate)		Follow up	4	Natural Gas	
DUI		911 hangup		runaway	1
Citizen Contact	4	Illegal Park	1	sex offense	
Civil Paper Service	4	Gen Disturb	1	Shots Fired	
Criminal Misch	1	Alarm		Stolen Veh	
				Susp Activity	6
				Susp Person	1
				Susp Vehicle	1
				Theft	2
				Trauma	
				traffic assist	1
				Traffic Stops	
				Trespass	2
				Warrant	
				Welfare Check	1
				Uncon	

Falls City Calls for Service	59	Of the FC Calls for Service	7	involved crimes	
Total Calls for Service (county wide)	1582	FC Cases Cleared by Arrest	3	42.9%	clearance
Falls City % of Total Calls	3.7%	Total Arrests in Falls City	1	1.8%	of total arrests

Total Service Calls (Polk County)	1582	Crimes Occ		Juvenile Arrests	3	(county wide)
Cases Cleared by arrest	70	45.5%		Juvenile Arrests	0	(Falls City)
Total Arrests (county wide)	56			(only true crimes reported here)		



City of Falls City  
299 Mill Street  
Falls City, OR 97344  
Ph 503.787.3631

**OFFICE OF THE MAYOR**  
**JEREMY GORDON**

Mayor's Report, January 11, 2021

**Welcome**

It is with heartfelt hope and optimism that I welcome City staff and members of the City Council to a new year that brings fresh opportunities to move Falls City forward. I am honored to work with all of you for the betterment of our City and to bring into focus our vision and goals toward a collective future that ensures Falls City as a premier place to live, play, and work.

A special note of gratitude goes out to City Councilors TJ Bailey, Dennis Sickles, and Amy Houghtaling for volunteering their time, experience, and passion for the benefit of our unique and historic City. The voters in Falls City have chosen you to represent their interests, to employ your judgement and conscience, and, with the rest of Council and staff, to help lead us toward a brighter future. Thank you for your commitment to service and leadership, and thanks to Councilors Sickles, Drill, and Meier for continuing to serve out your term. I am honored to work with all of you.

The past several months have brought unprecedented challenges to our families, communities, cities, state, and country. A global pandemic, wildfires, economic uncertainty, and personal loss have challenged all of us to some degree. These challenges humble us and drive us to lead. And I urge us to exhibit leadership that is sadly lacking at the federal level. After all, we are here to better our home, Falls City, and to represent our friends and neighbors. We received robust direction from our community during the visioning process and I have no doubt we will fulfill our obligations to the community during our service.

I am grateful for the opportunity to connect with other mayors in Oregon and am especially inspired by leaders such as Jim Trett, Mayor of Detroit, OR, who has helped lead his community through incalculable wildfire devastation. During a recent Oregon Mayors Association online event, Mayor Trett described what it looks and feels like to live in a city that lost 80% of its structures. He described incredible resident-to-resident and regional assistance efforts that are working to rebuild Detroit while the city scrambled to re-route its water intakes to alternate water sources. It was also inspiring to hear how, despite the devastation, residents continued with holiday traditions like the lighting of their annual Christmas tree.

I witnessed the same sort of resiliency and optimism in Falls City this holiday season. Unprecedented donations helped feed over 400 meals during the community Thanksgiving meal and deliver over 170 gifts to kids for Christmas. Both events shattered records from previous years. With stories of resilience like these, and exemplary displays of community spirit during difficult times, I am confident that our staff, City Council, and residents will rise to any challenge.

It is with this spirit of optimism and resiliency that I offer the following...

### **Meeting Norms, and Shared Professional Development**

In recent years, the Falls City government has strived to transition its norms by moving the arena of policy deliberations more exclusively to public meetings rather than through outside ad hoc conversations with fellow councilors and staff. This shift highlights the importance of conducting professional, normative, substantive, and properly paced public meetings for decision making.

While no deliberative body earns perfect marks in all categories, the previous Council strived to improve itself by undergoing several professional development trainings to better understand respective roles, responsibilities and liabilities, and generally, how to conduct itself with the public good in mind while allowing for multiple perspectives to be heard and considered. Toward this spirit of betterment, following are a few suggestions for Council to consider as we head into 2021:

- ***Refresh Council Goals with Manager Foscoli and our new City Councilor***
- ***Share what we've learned:*** I would like to invite Council members to consider proposing shared learning opportunities for the Council to schedule during 2021. It is often the case that one or some of us attends trainings and workshops that may benefit the full group. For example, Councilor Houghtaling recently attended the LOC Elected Essentials Training and is encouraged to share aspects of the training that might be helpful for the full Council and staff to learn or review.

Also, I recently attended the Oregon Mayors Association Annual Conference and learned a great deal about the history of race in Oregon and suggestions for fostering a more equitable and inclusive city. Around issues of diversity and inclusion, I would like to schedule discussions and trainings around race, lgbtq+ issues, rural hardships, and other topics concerning diversity and inclusion in Falls City. I have no doubt we can rise above contentious rhetoric and learn together about how we can make Falls City more welcoming for all.

These topics are not exhaustive. Please feel free to add agenda items for discussion, reflection, or review on any topic of mutual learning. Not all agenda items need to lead to decisions related to city business! We are a diverse group of leaders and can benefit from

one another's knowledge and experience.

- **Review Council Rules:** The City Charter *requires* the council to adopt rules by resolution to govern its meetings. The existing rules have not been reviewed for some time. The purpose of the review would be to come to common understanding of the rules and their spirit, and to make any appropriate amendments. I suggest we consider adding a work session to a regular or special meeting and take an hour or two to review and possibly update the council rules.
  - The following excerpt from Roberts Rules of Order (11<sup>th</sup> edition) summarizes the overarching goals of public meetings well. The principles underlying parliamentary law ought to establish rules “based on a regard for the rights of the majority, the minority, individual members, absentees, and of all these together.” In short, decisions must be made by a majority, all views must be heard, including minority views in ways that do not monopolize meetings or obstruct decision-making, and there should be clear procedures governing decision-making and collective support and action regarding council decisions.
- **Video Conferenced Meetings and Public Participation during Pandemic:** By a unanimous decision during the October 12, 2020 City Council meeting, the Council authorized staff to utilize CARES Act funds to purchase IT equipment to conduct online public meetings safely and professionally. We should be operational in time for our February regular Council meeting. This technology will surely allow considerably more public access to our meetings during the pandemic than what has been available. The public will be able to watch the meetings (or call in) from their home computers and devices, address the council from the council chambers, and view recorded videos of meetings at a later date. It is critical that we stay safe and keep the public safe while expanding accessibility to public meetings. This technology will continue to be beneficial after the pandemic to those who are unable to participate in person. We should consider starting a YouTube channel to broadcast and archive our meetings for broader public access. A big thanks to City Recorder Ward and Jason Kisler from the City of Independence for their work.
- **Council/staff professional working relationships:** It is incumbent on the City Council to retain quality staff and to ensure their success. I have asked the city manager to let the mayor and/or council president know if any councilors direct staff outside of public meetings or engage in other concerning behavior. Remember, suggestions to staff and the manager should only be made during public meetings so that fellow councilors can weigh in and consider any potential decisions as a group. Individual councilors and mayors have no authority other than that prescribed in the city charter, ordinances, and council rules.

### **City Committee Engagement/Ad hoc Committees**

There has been some confusion among members of this body and committees as to the role of Falls City advisory committees established by ordinance. I commit to doing a better job of suggesting that Council refer certain topics to committees, when appropriate, and please do the

same. If Council is having trouble making a decision, or would like more time to think about an issue, then it might be a good time to ask a particular committee for their recommendation. It would also be helpful to receive updates from Councilmembers who are also committee members during our regular Council meetings. Hearing about concerns from committees will strengthen our connection to the public and improve our deliberative process. I will add this item for discussion at some point in 2021.

### **Falls City Wastewater Project Milestones:**

Some of us have been serving for several years and have been involved at each step along the process to realize Council's long-standing #1 goal: to design and construct a new wastewater system. It is important that we give this issue the time and attention it deserves as the pace of decisions has and is ramping up. Below is a list of wastewater project partners and an overview of the "why" the City is undergoing the project, as well as a chronological list of milestones related to the project for those who are newer to Council, rejoining Council, or would like a quick reference. Please add aspects of this issue to the agenda if you'd like to discuss in more depth. All information was pulled from the City website (Wastewater Facilities Plan – great reading!), including past meeting packets.

#### ***Partners:***

City of Falls City, Mid-Willamette Valley Council of Governments, WesTech Engineering, Speer-Hoyt Legal, Oregon Dept. of Environmental Quality, Business Oregon IFA, USDA, NOAA, area Tribes, Dept. of Forestry, Polk County, etc.

#### ***Why replace the current system?***

- The current treatment facilities are aging (35+years old).
- The current facilities are undersized.
- The drain field is used for High School football games and other school activities thereby threatening public health.
- Fair Oaks pump station is aging, failing, and costly to maintain and operate.
- The City must comply with DEQ requirements and prepare for the future.

#### ***Recommended Improvements***

- Construct new lagoon treatment system (2-cell) east of the City
- Decommission and remove existing treatment plant facilities, excluding drain field unless ordered by DEQ (per IGA with School District)
- Construct new pump station and pipeline to move wastewater to new treatment plant site
- Construct gravity sewer and abandon fair oaks pump station

### **WASTEWATER CHRONOLOGY/MILESTONES**

- ***Mid-1980's:*** Current STEP (Septic Tank Effluent Pump), STEG (System Tank Effluent Gravity), and RGF (Recirculating Gravel Filter) wastewater system constructed in 2 phases

- **November 8, 2012:** City Council voted to focus majority of planning effort toward a two-cell lagoon system primarily to:
  1. Move effluent disposal away from the High School football field,
  2. minimize the financial impact to users by maximizing available grant funds, and,
  3. to ensure efficient expandability for future capacity increases (the current lagoon site purchase options includes 17 acres with room to build additional lagoons in the future).
- **December, 2013:** Adoption of a CDBG-funded Wastewater Facilities Plan which amplified the need to replace the existing system, is required for funding assistance, and was approved by the City and DEQ. The facility plan highlights several instances of saturation episodes on the football field surface, DEQ denial of the City's request for full time stream discharge, identification of the system operating outside DEQ on-site design standards, etc. At the time of the facilities plan, the system was designed to limit capacity at 37,500 gallons per day of flow. During wet weather months, the actual flow had been recorded at almost double the RGF capacity according to on-site rules, largely due to infiltration and inflow (I/I). The Wastewater Facilities Plan can be accessed on the City website and has been discussed with Council and the Public Works Committee at length.
- **May 25, 2018:** Executed agreement signed for CDBG Project Grant Program, City of Falls City Wastewater Improvement Project No. P17004. The initial total of the reward was \$330,000 for engineering work (265k), grant administration (25k), environmental review (20k), rate study (15k), and land use costs (5k). Several amendments to this agreement have been executed as costs, line item dollar amounts, and timelines have changed, as is typical of projects like these. Design work began soon after approval. The City Council approved Westech to conduct the design engineering.
- **March 8, 2019:** Predesign Report approved by DEQ
- **March 11, 2019:** NPDES (National Pollutant Discharge Elimination System) permit amendment submitted to DEQ
- **April 6, 2019:** mayor/city manager public presentation on wastewater project as part of Falls City Visioning Project (requested by attendees/public)
- **June, 2019:** Falls City Wastewater Townhall – panel included the city manager, mayor, Chris Brugato (engineer), Tim McFetridge (DEQ), and Renata Wakeley (project manager/COG). Event was very well attended with significant public input and conversation.
- **April 16, 2020:** NPDES permit renewal/discharge increase approved by DEQ
- **June 22, 2020:** City Council adopted Resolution 16-2020 increasing sewer rates to better build reserves for financing of new sewer system. Steve Donovan presented rate study to the City Council.
- **July 7, 2020:** Falls City wastewater project construction one-stop meeting w/ USDA, DEQ, COG, Business Oregon, etc.
- **July 28, 2020:** One stop/wastewater construction funding options presented to City Council. City Council motioned and voted unanimously to pursue USDA/CDBG funding option for project (approx. \$3.2 million in construction costs plus soft costs totaling \$4.0 million)
- **December 14, 2020:** Final easement and IGA signed by City and FC School District, thus completing all necessary easements for project.



- **Ongoing:** Wetlands delineation, biological survey (NOAA), USDA-required preliminary engineering report, cultural resource survey, etc, etc. etc.

Clearly, the wastewater project is a very complicated and tenuous undertaking, particularly for our staff. Timelines, budgets, staff time, and partnership maintenance and communication are all vital to its success. I cannot express enough my gratitude for the hard work of Renata Wakeley and John Schmidt from the COG, Mac Cortell, Chris Brugato from Westech, Arthur Chaput from Business Oregon, Jamie Ward, AJ Foscoli, the Polk County Commissioners, and others for their dedication to this project, and thus, the future success of Falls City.

Thank you, all, and I look forward to a prosperous 2021!

Sincerely,



Jeremy Gordon



City of Falls City  
299 Mill Street  
Falls City, OR 97344  
Ph 503.787.3631

## City Manager's Report January 11, 2021

### Introduction

A new year has started and as with most people, my hope is that this year will be better than the last. Since our last meeting, we've had some successes and a couple of challenges, but the grace and dignity with which both have been handled by staff has given me great confidence in what can be accomplished if we all work together.

**Wastewater Project** – I have been attending the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. As specified in the previous city manager's report, we're working through the logistics of securing a grant award to cover the likely costs of the Cultural Resource Survey.

The extension of our deadline and modification of the contract for completion of work under the CDBG Grant with the State of Oregon will allow us more time to cover the cost of the Biological Assessment required by USDA. As this will result in the need for a biological opinion from the Federal government, we are proceeding with that understanding and do not see an earlier start date for completing this phase prior to summer of 2021.

We have finalized our proposed easement with the FCSD, as well as the Intergovernmental Agreement that are necessary for the continuation of the project's design phase.

**Safe Routes to School Award** – Falls City signed the contract with ODOT for the Safe Routes to School grant. This will ensure that greatly needed improvements to our sidewalks, intersections and paths between the high school and the elementary schools will be funded. As part match for the Safe Routes to School grant, previous Small City Allotment grants for 2019 and 2020 funds were used, so the impact to the city's budget will be minimal.

**IT Project** – Work is nearly complete on this effort. As previously stated in an earlier city manager's report, the contractor has been on site and was scheduled to finish the proposed audio/visual upgrades for the Community Center by December 21, but due to scheduling conflicts, that has been postponed until January 12. This will allow for council meetings to be fully virtual from February, as the need persists due to COVID restrictions. The goal remains to sufficiently encumber the project funding on this to be able to gain reimbursement through Federal CARES funds.

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a "reply all" response, or multiple councilors discussing on the same thread.

**Doctor's Office Renovation** – Work on this project was completed within budget on Dec. 9. With the assistance of an economic development partner in the region (tentatively scheduled for Jan. 13), we will be putting together a photo gallery showing the before and after for marketing purposes to be ready by the next council meeting. Our hope is to market this property to an anchor tenant in order to support the community's entrepreneurs and home businesses with the remainder of the building.

**Commission & Committee Engagement**– The city's various commissions and committees in 2020 have had their regular function disrupted by social distancing rules, as well as turnover in membership. Going forward, I'd like to encourage councilmembers to help enlist interested citizens to submit applications for membership. This will help the commissions and committees in fulfilling each of their missions as we are better prepared in 2021 to conduct business safely with our new AV equipment in the community center. At present, the committees with the biggest need for participation are:

Historic Landmark Commission  
Parks & Recreation Committee  
Budget Review Committee

**Council Goals 2021-2022** – As part of my due diligence in researching the city manager's position, I looked over the city council's goals for 2020-2021. Since coming on board, I have been working on all of these goals, making incremental progress on some, and more robust progress on others. I believe that though these goals are both important and transformational for Falls City, it is important to review them at the beginning of each year to ascertain if the priorities are still valid given everything that happens over the course of 12 months. In 2020's case, many things that are usually once-in-a-lifetime events have occurred, so I'd love to schedule a workshop to at least fine-tune the timelines of the 2020-2021 goals so that they are current to the best of our ability. Ideally, we would schedule the workshop before the next city council meeting, so that we could share our work with the community in February. As this is just a "fine-tuning", as opposed to a "reassessing", I'd like to have all of you bring your notes about how you feel each of the goals is progressing, and input on their timelines, especially for those that are more likely to take multiple years to achieve.

Sincerely,



AJ Foscoli

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a "reply all" response, or multiple councilors discussing on the same thread.

---

City of Falls City  
City Council Meeting Minutes  
Monday December 14, 2020 6:00 PM  
COVID-19 Related Conference Call (425)-436-6370, Code #251514

---

**Council Present:** Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

**Staff Present:** AJ Foscoli, City Manager; Jamie Ward, City Recorder

**1. Call to Order and Roll Call**

Mayor Gordon called the meeting to order at 6:01 p.m. Clerk Ward took roll call. Councilor Jennifer Drill was absent.

**2. Pledge of Allegiance**

Mayor Gordon led the pledge.

**3. Motion to adopt the entire Agenda**

A motion was made by Councilor T. Meier and seconded by Councilor C. Lauder to adopt the entire agenda. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

**4. Announcements, Appointments, Appreciation, Proclamations**

- a. Mayor Gordon presented the proclamation to Councilor Cliff Lauder for serving the city with excellence and honor in his capacity as a city councilor from January 2017 through December 2020. Councilor Lauder has assisted on multiple volunteer city projects including the Falls City stairs reconstruction project; creating a replica of the historic Falls City welcome sign; multiple projects with local and area schools including a porch and handicap ramp for the Pedee school. This was Councilor Lauder's last meeting.
- b. A Certificate of Appreciation was given to Jon Creekmore for going above and beyond his line of duties in maintaining excellent Public Works duties during training and losing two separate Public Works Employees.
- c. Mayor Gordon welcomed back Jay Epperson as a Public Works Employee. Mr. Epperson started work on November 09, 2020.

**5. Community Reports**

- a. Chris Brugato and Renata Wakeley gave an update on the Community Development Block Grant (CDBG) Wastewater project.

Chris Brugato of Westech Engineering focused on what has been done in the design phase over the last year. The City has identified and completed purchase agreement options for the desired location site and easement acquisition. The new Wastewater Treatment Plant requires a revision to the City's current discharge permit. The permit was obtained in early 2020.

In December of 2020, the City completed and signed the easement and intergovernmental agreement (IGA) with the Falls City School District. The IGA includes agreements related

to the removal of existing wastewater facilities on school property to be completed by an agreed upon timeframe after completion of the construction phase. Brugato stated that engineering plans and specifications are 95% complete and have been approved by The Department of Environmental Quality (DEQ). the remaining work that needs to be completed includes the identification of environmental and cultural resource issues for the project including the Wetland Delineation which has been prepared and submitted for agency review; the Biological Assessment, stating his team is confirming that this is required and will look at funding sources if needed; and funding for a Cultural Resource Survey.

Brugato stated that the City retaining Steve Donovan to prepare and present a financial rate study to City Council. City Council agreed that a combination of Community Development Block Grant (CDBG) and United States Department of Agriculture Rural Development (USDA-RD) grants and loans would be the best financing solution for the City.

Critical next steps for the City include securing funding for the construction phase as well as closing out the existing Community Development Block Grant (CDBG). The City will also need to submit an application to the United States Department of Agriculture Rural Development (USDA-RD) and find approximately \$50,00.00 in funding for the required preliminary engineering report.

Renata Wakeley from Mid-Willamette Valley Council of Governments touched on the purchase option regarding the lagoon property saying the city has 24 months to exercise that option and it still needs a Property Line Adjustment completed with Polk County. Wakeley stated they will begin working on that in the next few weeks but is confident that will be completed by the deadline.

Wakeley added that, in order to complete the Environmental Assessment, the city will need to do a Cultural Resources Survey, USDA PER (Preliminary Engineering Report), and the Biological Assessment if needed. Some funding sources include the USDA SEARCH Grant. The city is in the process of inquiring about (requirements, timelines etc.). Those funds could be up to \$50,000.00, and if awarded, could help pay for both the Cultural Resources Survey as well as the Biological Assessment.

The Wetland assessment is complete.

- b. Falls City Public Works  
No Comments
- c. Falls City Fire Report  
No Comments
- d. Polk County Sheriff's Report  
No Comments

## 6. Reports

- a. Mayor Gordon updated council on the status of the AV improvements being made in the Community Center to assist with Council hosting meetings via zoom. Those improvements are scheduled to be done before the January 11, 2021 meeting.
- b. Council  
None

- c. City Manager Foscoli focused on the first couple items included in his managers report (see exhibit A).

**7. Consent Agenda**

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles to approve the Consent agenda items; October 27 special meeting minutes, November 09, 2020 meeting minutes and approval of the bills. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Tony Meier, Dennis Sickles, Cliff Lauder, T.J. Bailey.

**8. Public Comments & Letter Communications**

None

**9. New Business**

- a. Council voted on Resolution 26-2020. Extending the health insurance benefits for semi-retired employee Don Poe. This resolution extends Poe's insurance benefits through June 30, 2021.

A motion was made by Councilor T. Bailey and seconded by Councilor L. Sickles to move that the City Council of the City of Falls City adopt RESOLUTION 26-2020, A RESOLUTION AUTHORIZING AN ADDITIONAL DEVIATION FROM THE CITY'S PERSONNEL POLICY TO CONTINUE DON POE'S HEALTH INSURANCE UNTIL JULY 01, 2021 carried 5-0-0-1. Ayes: Lori Jean Sickles, Tony Meier, Dennis Sickles, Cliff Lauder, T.J. Bailey.

**10. Old Business**

- a. Falls City received notice that the Safe Routes to School Advisory Committee approved the Grant Falls City applied for in the amount of \$471,520.00.

**11. Adjourn**

No Motion Made

The meeting adjourned at 6:49 p.m.

\_\_\_\_\_ Mayor, Jeremy Gordon

Attested: \_\_\_\_\_ City Recorder, Jamie Ward



City Manager's  
Office

## City Manager's Report December 14, 2020

### Introduction

A month has already gone by since the council hired me, and I am happy to say that all projects started this year are progressing along very nicely. I am very impressed by this community and that feeling was strengthened upon meeting several of Falls City's residents who are working diligently to make this a great place to live.

Wastewater Project – I have been attending the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. As specified in the previous city manager's report, we're working through the logistics of securing a grant award to cover the likely costs of the Cultural Resource Survey.

The extension of our deadline and modification of the contract for completion of work under the CDBG Grant with the State of Oregon will allow us more time to cover the cost of the Biological Assessment required by USDA. As this will result in the need for a biological opinion from the Federal government, we are proceeding with that understanding and do not see an earlier start date for completing this phase prior to summer of 2021.

We have had two more meetings to finalize our proposed easement with the FCSD. The results of those meetings were final agreements over the substance of the easement, as well as a finalized Intergovernmental Agreement that will likely be signed on the same day as the council meeting.

Safe Routes to School Award – I am very happy to announce that Falls City has been awarded a Safe Routes to School grant. This will ensure that greatly needed improvements to our sidewalks, intersections and paths between the high school and the elementary schools will be funded. As part match for the Safe Routes to School grant, previous Small City Allotment grants for 2019 and 2020 funds were used, so the impact to the city's budget will be minimal.

IT Project – Work is proceeding on this effort. As previously stated in an earlier city manager's report, the contractor has been on site and is scheduled to finish the proposed audio/visual upgrades for the Community Center by December 21. This will allow for council meetings to be fully virtual from January, as the need persists due to COVID restrictions. The goal remains to sufficiently encumber the project funding on this to be able to gain reimbursement through Federal CARES funds.

**Doctor's Office Renovation** – Work on this project was completed **within budget (???)** on Dec. 9. With the assistance of an economic development partner in the region, we will be putting together a photo gallery showing the before and after for marketing purposes to be ready by the next council meeting. Our hope is to market this property to an anchor tenant in order to support the community's entrepreneurs and home businesses with the remainder of the building.

**Organization** – I have rehired Jay Epperson as Public Works Worker 1 in support of Jon Creekmore, our Public Works Supervisor. We had several qualified applicants, but after careful consideration, hiring Jay Epperson was the best choice to ensure a smooth and rapid integration to allow Jon some much needed time off. As you are all aware, Jon has been working since August without being able to take any time away from his position due to having to train the previous Public Works Worker 1. I am confident that Jay's previous experience in the position will help us achieve the necessary redundancy for robust operation. I for one am very grateful for Jon's continued excellent service and encourage all of you to extend your gratitude for his dedication as well.

Have a Great Day!

- AJ



City of Falls City  
Paid Bills Report  
December 14 - December 31, 2020

---

➤ AFLAC	Dec. Statement	\$133.03
➤ City of Dallas	Multiple Act.	\$395.15
➤ CenturyLink	Internet Fire	\$87.90
➤ Consumer Powers	Teal Creek RD	\$287.49
➤ Dallas Auto Parts	Nov Statement	\$301.78
➤ Itemizer Observer	CM Job Posting	\$150.00
➤ Net Assets Corp.	Oct. Liens	\$13.00
➤ OAWU	Service Install	\$312.50
➤ Pacific Power	Electric Bill All Departments	\$2398.23
➤ Petro Card	12/15 Bill	\$97.55
➤ Spectrum	Dec. Bill	\$184.95
➤ US Bank Visa	Dec. Statement	\$505.80

23

---

**STAFF REPORT**

---

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** CITY MANAGER, AJ FOSCOLI  
**SUBJECT:** OLCC PERMIT RECOMMENDATIONS  
**DATE:** JANUARY 07, 2021

---

**SUMMARY**

The City Council may make a recommendation to deny an OLCC permit within the City of Falls City based on one of the grounds contained in OAR 845-005-0308(3). If no action is taken, OLCC will consider that a recommendation to grant approval.

**BACKGROUND**

Each year OLCC sends a list of OLCC permit holders within the city limits. The City Council has the option to recommend denial based on the information contained in page 2 of the attached mailing.

No action taken by the council results in a recommendation for approval of the permits.

A listing of permit holders is found on page 3 of the attached mailing.

**STAFF RECOMMENDATION**

No Action – Recommend Approval.

**FINANCIAL IMPLICATIONS**

Each permit holder pays the city \$25 for on-premises permit, and \$25 for off-premises permit.

**EXHIBIT**

A-Letter from OLCC.

**PROPOSED MOTION**

None necessary unless recommendation to deny one or all permits.

RECEIVED JAN 07 2021

City of Falls City  
FALLS CITY  
299 Mill Street  
Falls City, OR 97344

### RENEWAL NOTIFICATION PROCESS

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **3/31/2021**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

---

\$25.00 Renewal Fee for ON-PREMISES      \$25.00 Renewal Fee for OFF-PREMISES

We told applicants to mail your local government fees to the address on this letter.  
**PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT**

---

### HOW TO MAKE A RECOMMENDATION

You have until **3/10/2021** to make your recommendation. Below are your options for renewals:

#### RECOMMEND APPROVAL

1. **DO NOTHING.** If you do not submit a recommendation by **3/10/2021**, the OLCC will process the renewal application as a favorable recommendation.

#### RECOMMEND DENIAL (see additional information on page 2)

1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet the denial criteria on back of form); **OR**
2. Make a written request for additional time to complete an investigation. The request must state: 1) you are considering making an unfavorable recommendation; 2) the specific grounds being considered. **The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

If you need assistance or would like to discuss a specific application, please contact your local OLCC office for help. Please send renewal recommendation correspondence to [OLCC.Renewals@oregon.gov](mailto:OLCC.Renewals@oregon.gov) or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 25138.

**REASONS WE MAY DENY OR RESTRICT A LICENSE**  
**ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322**  
**845-005-0325, 845-005-0326(4)(5) or 845-005-0355**

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:

obtrusive or excessive noise, music or sound vibrations  
public drunkenness  
fights or altercations  
harassment  
unlawful drug sales  
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking  
increase in traffic  
too many licenses in a specific area (saturation)  
entertainment type - nude dancing, gambling, live bands, etc.  
increased noise  
zoning issues

Visit [www.oregon.gov/olcc/](http://www.oregon.gov/olcc/) to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

<u>License No / Premises No.</u>		<u>Tradename/Licensee/License Type</u>	<u>Premises Address &amp; Phone</u>	<u>Premises Mailing Address</u>
Lic. 321705		<b>FRINK'S MARKET</b>	319 MAIN ST N	
Prem. 54780		F & R MARKETING CORPORATION O - OFF-PREMISES SALES	FALLS CITY, OR 97344 503-787-8036	
Lic. 308156		<b>THE BOONDOCKS</b>	318 N MAIN ST	PO BOX 81
Prem. 37476		LOAJEANS LLC F-COM - FULL ON-PREMISES SALES	FALLS CITY, OR 97344 503-787-2700	FALLS CITY, OR 97344
Lic. 308157		<b>THE BOONDOCKS</b>	318 N MAIN ST	PO BOX 81
Prem. 37476		LOAJEANS LLC O - OFF-PREMISES SALES	FALLS CITY, OR 97344 503-787-2700	FALLS CITY, OR 97344
Lic. 308974		<b>THE BREAD BOARD</b>	404 N MAIN ST	
Prem. 48292		THE BREAD BOARD LLC L - LIMITED ON-PREMISES SALES	FALLS CITY, OR 97344 503-787-1817	

Count for FALLS CITY

4

---

## AGENDA REPORT

---

**TO:** CITY COUNCIL  
**FROM:** MAYOR GORDON  
**SUBJECT:** (FOR INFORMATION ONLY) FIRE DEPARTMENT AND LEVY BUDGET DOCUMENTS (2016/2017 – 2020/2021)  
**DATE:** JANUARY 11, 2021

---

### SUMMARY

Attached for Council's reference are five years of adopted Falls City Fire Department Fund budgets. As we approach budget season, I thought it would be helpful for Council to see the budgets as a single document due to recent issues raised regarding the fire fund. There are no decisions to be made today based on this information, but please feel free to discuss at this or a future meeting. A supplemental budget amendment will be forthcoming before fiscal year's end.

During the November 9, 2020 regular council meeting, Chief Young expressed concerns about the fire fund during public comment. These concerns included recognition that the fire fund was at a net balance of \$0 for the 2020-2021 fiscal year and that the fire budget, in proportion to the general fund, has been reduced by \$30k within two years. In addition, Chief Young asked that the City Council consider a supplemental budget to allocate State funds earned from volunteer assistance on the Holiday and Blue River fires to the fire budget to back fill the budget deficit. At that time, Manager Clyne asked that the Chief provide an itemized list of expenses to be charged against revenues earned from the conflagration assistance for Council. Council will consider this when the supplemental budget is presented before the end of the fiscal year.

### BACKGROUND

N/A

### STAFF RECOMMENDATION

N/A

### PROPOSED MOTION

None – Informational Only

Attachments: Budget narratives and reports, fiscal years 2016/17 through 2020/21

# Fire Department

## Mission Statement

Everything we do, we do for the people and communities we proudly serve. With education and training we prevent harm. With rapid and professional response, we protect lives and property. Through our desire to serve and courage to act, we are the model of a successful fire and rescue agency for the residents of Falls City, surrounding communities and State of Oregon.

## Service Provided

Primary duties and responsibilities include: fire suppression, emergency medical operations, hazard materials incidents, fire prevention, disaster preparedness, and fire/medical mutual aid to other fire departments.

## Accomplishments

- Continued and increased cooperation with Dallas and Polk County Rural Fire Departments in training and response.
- Provided a safe and successful 3<sup>rd</sup> of July fireworks show.

## Objectives 2016-2017

- Maintain staffing of fire and emergency services through a combination of volunteer personnel.
- Develop a plan to ensure the long term future of the Fire Department at the professional level our citizens expect.
- Develop Emergency Operations/Management Plan.

## BUDGET NARRATIVE

Currently the Falls City Fire department is primarily a volunteer fire department with the exception of the Fire Chief becoming a minimal part time employee with a minimal salary.

The City has been working with South West Fire District and with volunteers within the Department to pursue grant opportunities for equipment upgrades. South West Polk Fire District is exploring abolishing the current District and forming a new District. The City will monitor this process and what effect it will have on our Departments contract with the district and if it will benefit our residents to possible join the newly created district.

			<b>Fire</b>			
<u>-</u>	<u>0.1</u>	<u>0.1</u>	<b>Full Time Equivalent Employees</b>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>
-	4,800	3,780	Salaried	3,780		
<u>9,731</u>	<u>8,631</u>	-	Employer Costs	-	-	-
<u>9,731</u>	<u>13,431</u>	<u>3,780</u>	<b>PERSONNEL SERVICES</b>	<u>3,780</u>	-	-
815	2,161	2,200	Operational Supplies	2,000		
6,975	7,843	8,400	Equipment - O&M	20,000		
698	691	4,800	Building - O&M	4,500		
11,540	11,100	12,000	Utilities	12,500		
-	-	500	Education/Training/Dues	400		
4,173	1,557	7,500	Insurance	2,500		
-	180	1,000	Professional Services	1,000		
315	204	3,100	Uniforms & Protective Gear	1,500		
11,127	17,436	9,500	Intergovernmental Services	16,000		
-	-	350	Equipment	-		
455	55	12,000	Miscellaneous	2,500		
-	52,966	-	Assistance to Firefighters Grant	90,000	-	-
-	-	-	Adjust to Audited Financial Statement	-	-	-
<u>36,098</u>	<u>94,193</u>	<u>61,350</u>	<b>MATERIALS AND SERVICES</b>	<u>152,900</u>	-	-
5,975	5,816	5,000	Fire Truck Loan Principal	5,000		
-	-	876	Fire Truck Loan Interest	876	-	-
<u>5,975</u>	<u>5,816</u>	<u>5,876</u>	<b>DEBT SERVICE</b>	<u>5,876</u>	-	-
<u>51,804</u>	<u>113,440</u>	<u>71,006</u>	<b>Program Total</b>	<u>162,556</u>	-	-

City of Falls City Proposed Budget 2016-2017



# Fire Department

## Mission Statement

Everything we do, we do for the people and communities we proudly serve. With education and training we prevent harm. With rapid and professional response, we protect lives and property. Through our desire to serve and courage to act, we are the model of a successful fire and rescue agency for the residents of Falls City, surrounding communities and the State of Oregon.

## Service Provided

Primary duties and responsibilities include: fire suppression, emergency medical operations, hazard materials incidents, fire prevention, disaster preparedness, and fire/medical mutual aid to other fire departments.

## Accomplishments

- Continued and increased cooperation with Dallas and Polk County Rural Fire Departments in training and response.
- Provided a full roster of volunteers to serve our City.

## Objectives 2017-2018

- Maintain staffing of fire and emergency services through a combination of volunteer personnel.
- Develop a plan to ensure the long term future of the Fire Department at the professional level our citizens expect.
- Develop Local Emergency Operations/Management Plan.

## BUDGET NARRATIVE

This budget anticipates a total of \$79,215.00 of expenditures in the Fire fund. This year we will pay off the Fire Truck loan and we have applied for a fire assistance grant to update the self-contained breathing apparatus. We will

City of Falls City Proposed Budget 2017-2018

keep searching for grant funds to help equip our department. The majority of emergency calls is for medical aide and the department is busy training the needed first responders.

Currently the Falls City Fire department is a volunteer fire department with the exception of the Fire Chief as a minimal part time employee with a minimal salary.

			<b>Fire</b>			
-	<u>0.1</u>	<u>0.1</u>	<b>Full Time Equivalent Employees</b>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>
-	4,800	3,780	Salaried	4,200	4,200	4,200
9,731	11,099	-	Employer Costs	4,815	4,815	4,815
<b>9,731</b>	<b>15,899</b>	<b>3,780</b>	<b>PERSONNEL SERVICES</b>	<b>9,015</b>	<b>9,015</b>	<b>9,015</b>
815	874	2,000	Operational Supplies	4,000	4,000	4,000
6,975	5,805	20,000	Equipment - O&M	15,000	15,000	15,000
698	2,131	4,500	Building - O&M	4,500	4,500	4,500
11,540	10,971	12,500	Utilities	12,500	12,500	12,500
-	18	400	Education/Training/Dues	500	500	500
4,173	5,170	2,500	Insurance			
-	180	1,000	Professional Services	5,000	5,000	5,000
315	-	1,500	Uniforms & Protective Gear	1,000	1,000	1,000
11,127	16,468	16,000	Intergovernmental Services	17,000	17,000	17,000
-	-	-	Equipment	-	-	-
455	-	2,500	Miscellaneous	2,000	2,000	2,000
-	-	90,000	Assistance to Firefighters Grant	3,100	3,100	3,100
-	-	-	Adjust to Audited Financial Statement	-	-	-
<b>36,098</b>	<b>41,617</b>	<b>152,900</b>	<b>MATERIALS AND SERVICES</b>	<b>64,600</b>	<b>64,600</b>	<b>64,600</b>
5,975	5,368	5,000	Fire Truck Loan Principal	5,000	5,000	5,000
-	-	876	Fire Truck Loan Interest	600	600	600
<b>5,975</b>	<b>5,368</b>	<b>5,876</b>	<b>DEBT SERVICE</b>	<b>5,600</b>	<b>5,600</b>	<b>5,600</b>
<b>51,804</b>	<b>62,884</b>	<b>162,556</b>	<b>Program Total</b>	<b>79,215</b>	<b>79,215</b>	<b>79,215</b>

# Fire Department

## Mission Statement

Everything we do, we do for the people and communities we proudly serve. With education and training we prevent harm. With rapid and professional response, we protect lives and property. Through our desire to serve and courage to act, we are the model of a successful fire and rescue agency for the residents of Falls City, surrounding communities and the State of Oregon.

## Service Provided

Primary duties and responsibilities include: fire suppression, emergency medical operations, hazard materials incidents, fire prevention, disaster preparedness, and fire/medical mutual aid to other fire departments.

## Accomplishments

- Brought the Department into compliance independently of SWRFD after the contract between FCFD and SWRFD was cancelled.
- Provided a full roster of volunteers to serve our City.

## Objectives 2018-2019

- Maintain staffing of fire and emergency services through a combination of volunteer personnel.
- Develop a plan to ensure the long term future of the Fire Department at the professional level our citizens expect.
- Seek Ballot Initiative for funds to help purchase equipment and cover partial operating expenses.

**BUDGET NARRATIVE**

This budget anticipates a total of \$76,800.00 of expenditures in the Fire fund. This year we have applied for a fire assistance grant to update the self-contained breathing units. We will keep searching for grant funds to help equip our department. The majority of emergency calls is for medical aide and the department is busy training the needed first responders.

Currently the Falls City Fire department is primarily a volunteer fire department with the exception of the Fire Chief as a minimal part time employee with a minimal salary.

Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Fire	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	Full Time Equivalent Employees	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>
4,800	4,800	4,200	Salaried	4,800		
11,099	4,507	4,815	Employer Costs	4,900	-	-
<u>15,899</u>	<u>9,307</u>	<u>9,015</u>	<b>PERSONNEL SERVICES</b>	<u>9,700</u>	-	-
874	3,915	4,000	Operational Supplies	4,000		
5,805	10,056	15,000	Equipment - O&M	12,000		
2,131	860	4,500	Building - O&M	3,000		
10,971	12,005	12,500	Utilities	13,000		
18	155	500	Education/Training/Dues	500		
5,170	5,090		Insurance	4,800		
180	1,416	5,000	Professional Services	5,000		
-	-	1,000	Uniforms & Protective Gear	500		
16,468	16,778	17,000	Intergovernmental Services	15,000		
-	-	-	Equipment	1,000		
-	484	2,000	Miscellaneous	1,500		
-	-	3,100	Assistance to Firefighters Grant	6,800	-	-
-	-	-	Adjust to Audited Financial Statemen	-	-	-
<u>41,617</u>	<u>50,759</u>	<u>64,600</u>	<b>MATERIALS AND SERVICES</b>	<u>67,100</u>	-	-
5,368	5,000	5,000	Fire Truck Loan Principal			
-	225	600	Fire Truck Loan Interest		-	-
<u>5,368</u>	<u>5,225</u>	<u>5,600</u>	<b>DEBT SERVICE</b>	-	-	-
<u>62,884</u>	<u>65,291</u>	<u>79,215</u>	<b>Program Total</b>	<u>76,800</u>	-	-

# FIRE DEPARTMENT

## Mission Statement

Everything we do, we do for the people and communities we proudly serve. With education and training we prevent harm. With rapid and professional response, we protect lives and property. Through our desire to serve and courage to act, we are the model of a successful fire and rescue agency for the residents of Falls City, surrounding communities and the State of Oregon.

## Service Provided

Primary duties and responsibilities include: fire suppression, emergency medical operations, hazard materials incidents, fire prevention, disaster preparedness, and fire/medical mutual aid to other fire departments.

## Accomplishments

- Donated a '65 Fire Engine to the Polk County Historical Society.
- Provided a full roster of volunteers to serve our City
- Awarded FM Global Fire Grant
- Restructured to include an Assistant Chief of Fire, and an Assistant Chief of EMS
- Voters approved a 5 year Fire Operations and Equipment Levy
- Procured replacement air-packs, and an air-pack filling station
- Got an additional fire truck to replace the SW Polk engine
- Developed and implemented a complaint policy and procedure
- Began development of new SOP's
- Planned and executed National Night Out, Toys 4 Tots

## Objectives 2019-2020

- Add a Fire Administrator 8-10 hours per week. Additional time is desirable, but is not affordable. Several volunteers have been working extended hours to try and maintain compliance and order at the Fire Department, but in today's regulatory environment for public safety activities it isn't feasible to rely on volunteers to ensure compliance. Not only is it a technical, and time consuming task, but the risks associated with failing to properly administer are astronomical
- Welcome the arrival of a new class 6 Fire Engine purchased with Levy Fund Money. I.
- Continue to develop policies and procedures to ensure proper order and regulatory compliance
- Re-engage SW Polk Rural Fire District to explore a contract for services in their area.

## BUDGET NARRATIVE

This budget anticipates a total of \$68, 209 in the Fire Fund, offset by \$29,800 in expected grants, for a total of \$38,409 in expenditures against City funds. There is an additional \$49, 271 in operations and capital outlay expenses in the Fire Levy Fund which brings total non-grant Fire expenses to \$87,600. The increase in spending over last year can be accounted for by the purchase of the new fire truck which will cost approximately \$23,000 this year and \$18,000 for the next four.

The Assistance to Firefighters Equipment Grant will be applied for again this year, and the Weyerhaeuser giving fund donation will be applied for to help outfit the new engine.

<b>FUND: GENERAL</b>						
<b>Org Unit: Fire</b>						
<b>REQUIREMENTS</b>	<b>ACTUAL 2016-2017</b>	<b>ACTUAL 2017-2018</b>	<b>ADOPTED 2018-2019</b>	<b>2019-2020 Proposed</b>	<b>2019-2020 Approved</b>	<b>2019-2020 Adopted</b>
<b>PERSONNEL</b>						
Full Time Equivalent	.1	.1	.1	.3		
Salaried	\$ 4,800	\$ 4,800	\$ 4,800	\$ 10,723		
Payroll Expenses	\$ 4,507	\$ 5,979	\$ 4,900	\$ 841		
Worker's Comp	\$ -	\$ -	\$ -	\$ 9,800		
<b>Total Personnel</b>	<b>\$ 9,307</b>	<b>\$ 10,779</b>	<b>\$ 9,700</b>	<b>\$ 21,364</b>		
<b>MATERIALS &amp; SERVICES</b>						
Insurance	\$ 5,090	\$ -	\$ 4,800	\$ 10,045		
Equipment O & M	\$ 10,056	\$ 7,386	\$ 12,000	\$ 7,000		
Utilities	\$ 12,005	\$ 11,444	\$ 13,000			
Professional Services	\$ 1,416	\$ 9,374	\$ 5,000			
Operational Supplies	\$ 3,915	\$ 2,574	\$ 4,000			
Building O & M	\$ 860	\$ 2,451	\$ 3,000			
Equipment			\$ 1,750			
Uniforms & Protective Gear	\$ -	\$ 50	\$ 500			
Education, Training, Dues	\$ 155	\$ 218	\$ 500			
Intergovernmental Services	\$ 16,778	\$ 12,777	\$ 15,000			
Miscellaneous	\$ 484	\$ -	\$ 2,949			
<b>Total Materials &amp; Services</b>	<b>\$ 50,759</b>	<b>\$ 46,274</b>	<b>\$ 62,499</b>	<b>\$ 17,045</b>		
<b>Capital Outlay</b>						
Fire Truck Princ & Inter	\$ 5,225	\$ 5,113				
Weyerhaeuser Grant (Fire)				\$ 9,800		
Assistance to Firefighters Grant	\$ -	\$ 18,002	\$ 6,800	\$ 20,000		
<b>Total Capital Outlay</b>	<b>\$ 5,225</b>	<b>\$ 23,115</b>	<b>\$ 6,800</b>	<b>\$ 29,800</b>		
<b>NON-ALLOCATED</b>						
Adjustment to Audited Statement	\$ -	\$ 12,053	\$ -	\$ -		
<b>Total Non-Allocated</b>	<b>\$ -</b>	<b>\$ 12,053</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>PROGRAM TOTAL</b>	<b>\$ 65,291</b>	<b>\$ 92,221</b>	<b>\$ 78,999</b>	<b>\$ 68,209</b>		

34

# FIRE EQUIP & OPS LEVY

## Mission Statement

To supplement the cost of equipment and operations for fire and emergency services provided to Falls City residents.

## Service Provided

This fund aids in provision of services delineated under the General Fund: Fire Department.

## Budget Narrative

This is a new fund as of last budget cycle, to budget funds that are received from the May 15, 2018 ballot initiative for equipment and operational funds for the City Fire Department. Council resolved to include a ballot measure of \$1.00 per thousand dollar property valuation tax for 5 years to fund the Fire Department and it was passed by voters.

Revised estimates anticipate revenues in the \$40,000 range. The majority of Fire operational expenses have been relocated to this fund along with the capital outlay involved in the purchase of a new class 6 fire engine. The anticipated yearly payment is \$18,000, but \$23,000 was allocated this year in case of overages. There are \$38,000 in non-grant fire expenses contained in the General Fund as well.

<b>FUND: FIRE LEVY (Equipment &amp; Operations)</b>						
<b>RESOURCES</b>	<b>ACTUAL 2016-2017</b>	<b>ACTUAL 2017-2018</b>	<b>ADOPTED 2018-2019</b>	<b>2019-2020 Proposed</b>	<b>2019-2020 Approved</b>	<b>2019-2020 Adopted</b>
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 10,000		
Property Tax Levy	\$ -	\$ -	\$ 42,000	\$ 40,000		
<b>Total Revenue</b>	\$ -	\$ -	\$ 42,000	\$ 40,000		
<b>TOTAL FUND RESOURCES</b>	\$ -	\$ -	\$ 42,000	\$ 50,000		
<b>REQUIREMENTS</b>	<b>ACTUAL 2016-2017</b>	<b>ACTUAL 2017-2018</b>	<b>ADOPTED 2018-2019</b>	<b>2019-2020 Proposed</b>	<b>2019-2020 Approved</b>	<b>2019-2020 Adopted</b>
<b>MATERIALS &amp; SERVICES</b>						
Utilities				\$ 14,360		
Professional Services				\$ 7,411		
Operational Supplies				\$ 1,000		
Building O & M				\$ 1,500		
Uniforms & Protective Gear				\$ 1,000		
Trvl, Trng, Dues, Statutory				\$ 1,000		
Equipment			\$ 27,000			
Transfer to General Fund			\$ 15,000	\$ -		
<b>Total Materials &amp; Services</b>			\$ 42,000	\$ 26,271		
<b>Capital Outlay</b>						
New Engine Payment				\$ 23,000		
<b>Total Capital Outlay</b>				\$ 23,000		
<b>Non-Allocated</b>						
Ending Fund Balance				\$ 729		
<b>Total Non-Allocated</b>				\$ 729		
<b>TOTAL FUND REQUIREMENTS</b>			\$ 42,000	\$ 50,000		

# FIRE DEPARTMENT

## (SEE ALSO FIRE LEVY FUND)

### MISSION STATEMENT

Everything we do, we do for the people and communities we proudly serve. With education and training we prevent harm. With rapid and professional response, we protect lives and property. Through our desire to serve and courage to act, we are the model of a successful fire and rescue agency for the residents of Falls City, surrounding communities and the State of Oregon.

### Service Provided

Primary duties and responsibilities include: fire suppression, emergency medical operations, hazard materials incidents, fire prevention, disaster preparedness, and fire/medical mutual aid to other fire departments.

### Accomplishments 2019-2020

- Received \$90,000 FEMA grant for Self-Contained Breathing Apparatus
- Received \$10,000 Weyerhaeuser grant for outfitting new Engine 123
- Increased volunteer numbers
- Created & Implemented an internal complaint policy
- Restructured department to include Assistant Chief of Fire, and Assistant Chief of EMS.

### Objectives 2020-2021

- Create and implement a Fee for Service program aimed at the services already provided to uncovered properties immediately outside the city limits.
- Close the 2018 Assistance to Firefighter's Grant and Weyerhaeuser Giving Fund Grant.
- Apply for the 2019 Assistance to Firefighter's Grant.
- Re-engage SW Polk Rural Fire District to explore a contract for services in their area.

### BUDGET NARRATIVE

This budget anticipates a total of \$127,075 in the Fire Fund, offset by \$90,000 in expected grants, for a total of \$37,075 in expenditures against City funds. There is an additional \$39,000 in operations and capital outlay expenses in the Fire Levy Fund which brings total non-grant Fire expenses to \$76,065.

This is not a concerning number at present due to the existence of the Fire Levy which currently supports over 50% of fire equipment and operations, but will expire in 2023. This will leave a sizeable gap to fill with no particular source identified to fill it. Thus, the General Fund cost for fire would spike to nearly 33% of General Fund (non-grant, non-transfer) revenues, but likely higher due to the current, very conservative, budget in Fire.



**General Fund: Fire Department**

REQUIREMENTS	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	PROPOSED 2020-2021
<b>PERSONNEL</b>				
Full Time Equivalent	.1	.1	.3	0.1
Salaried	\$ 4,800	\$ 4,800	\$ 5,223	\$ 4,950
Payroll Expenses	\$ 5,979	\$ 375	\$ 841	\$ 425
Worker's Comp	\$ -	\$ 8,616	\$ 6,100	\$ 6,700
<b>Total Personnel</b>	<b>\$ 10,779</b>	<b>\$ 13,791</b>	<b>\$ 12,164</b>	<b>\$ 12,075</b>
<b>MATERIALS &amp; SERVICES</b>				
Insurance	\$ -	\$ 10,825	\$ 10,045	\$ 9,200
Equipment O & M	\$ 7,386	\$ 13,745	\$ 7,000	\$ 4,000
Professional Services	\$ 9,374	\$ 3,554	\$ 5,500	\$ -
Utilities	\$ 11,444	\$ 13,053		
Operational Supplies	\$ 2,574	\$ 1,966		
Building O & M	\$ 2,451	\$ 2,695		
Equipment		\$ 759		
FF Retention	\$ 50			\$ 7,300
Education, Training, Dues	\$ 218	\$ 85		
Intergovernmental Services	\$ 12,777	\$ 13,807		
Miscellaneous	\$ -	\$ 4,269		
<b>Total Materials &amp; Services</b>	<b>\$ 46,274</b>	<b>\$ 64,758</b>	<b>\$ 22,545</b>	<b>\$ 20,500</b>
<b>Capital Outlay</b>				
Fire Truck Princ & Inter	\$ 5,113			\$ -
Weyerhaeuser Grant (Fire)			\$ 9,800	\$ -
Assistance to Firefighters Match			\$ 4,905	\$ 4,500
Assistance to Firefighters Grant	\$ 18,002		\$ 99,000	\$ 90,000
<b>Total Capital Outlay</b>	<b>\$ 23,115</b>	<b>\$ -</b>	<b>\$ 113,705</b>	<b>\$ 94,500</b>
<b>NON-ALLOCATED</b>				
Adjustment to Audited Statement	\$ 12,053	\$ -	\$ -	\$ -
<b>Total Non-Allocated</b>	<b>\$ 12,053</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PROGRAM TOTAL</b>	<b>\$ 92,221</b>	<b>\$ 78,549</b>	<b>\$ 148,414</b>	<b>\$ 127,075</b>

# FIRE EQUIP & OPS LEVY

## **Mission Statement**

To bear a portion of the equipment and operations costs for fire and emergency services provided to Falls City residents.

## **Service Provided**

This fund augments the Fire portion of the General Fund. It provides for equipment, operations, and supplies exclusively for the Falls City Fire Service.

## **Budget Narrative**

This fund was approved by voters on the May 15, 2018 ballot for equipment and operational funds to benefit the City Fire Department. A tax of \$1.00 per \$1,000 of property value was approved by voters for 5 years (ending in FY 22/23).

Revenues remain relatively stagnant near the \$40,000 range. The main purchase with this fund was the new Fire Brush Truck, Engine 123. The payment and debt service on this piece of equipment accounts for approximately 48% of this fund's yearly revenues. Another 30% goes to utilities and 15% more is split between Professional Services and Equipment.

Combined with the Fire portion of the General Fund, the overall expenditures for Fire are \$165,575. Of that, 54% is in grant funding, leaving the current overall cost to the city for Fire Services at \$75,575, and the General Fund cost at \$36,575, 16% of general fund non-grant, non-transfer revenues.

This is a positive development in the spending rate versus revenues, however problems may arise as the Fire Levy expires in 2023. The capital payment for Engine 123, approximately \$19,000 will be fulfilled, but other expenses will remain. The loss of levy revenue will be approximately \$39,000 per year without a fully offsetting cost decrease. For example, this year grant adjusted costs would be approximately \$56,575 without Engine 123 payment, but General Fund revenues would not change. That means the General Fund cost for fire would spike to nearly 25% of general fund non-grant, non-transfer revenues, and this is with a very conservative budget in Fire.

---

## AGENDA REPORT

---

**TO:** CITY COUNCIL  
**FROM:** CITY MANAGER FOSCOLI  
**SUBJECT:** (FOR INFORMATION ONLY) APPROPRIATE FORMS & PERMITS USE BY CITIZENS  
**DATE:** JANUARY 11, 2021

---

### SUMMARY

Attached for Council's reference is an example of an informal request for public records by one of the councilors that was dropped off at City Hall, as well as the city's official public records request form. As elected officials, each council member has a duty and responsibility to represent citizens of this community, but also to set an example of how representative government works most efficiently. Often, average citizens have little interaction with local governments aside from paying bills and occasionally submitting permits. In order to increase engagement by local residents in being active participants in their community's growth, it's important for elected officials to model appropriate and official channels to help staff in being as efficient as possible in discharging their duties in serving the public. The informal request had no space dedicated for the inclusion of the cost of the public records request, based on staff time, costs for summarizing, compiling, or tailoring a record to meet the citizen's request, which in this example would be over \$25, therefore necessitating advance payment.

This opportunity to help educate citizens comes at a great time in this administration, as we tackle a new year with the hope of reaching out to community members who may have in the past opted out of participating fully in making Falls City the best little community in Oregon.

### BACKGROUND

N/A

### STAFF RECOMMENDATION

N/A

### PROPOSED MOTION

None – Informational Only

Attachments A: Request for Public Disclosure of Public Records by Jennifer Drill

Attachments B: Public Records Request Form (city of Falls City)

Attachment A  
Received 01/05/2021

**REQUEST FOR DISCLOSURE OF PUBLIC RECORDS**

PURSUANT TO OREGON REVISED STATUTES:  
ORS 192.311 ORS 192.314

12/22/2020

Requester:  
Jennifer Drill  
136 Cary CT. Falls City, OR 97344

City of Falls City  
299 Mill Street  
Falls City, OR 97344-0310

Attn. City Manager

I request that Falls City and its employees provide a copy or copies of the following records:  
Subject: Falls City Sewer Project

1. All engineering drawings relating to the demolition and modification and restoration of existing city sewer system grounds and equipment.
2. All engineering drawings relating to new sewer system, survey and site preparation.
3. All engineering drawings relating to new sewer system construction and equipment installation.
4. All invoices, contracts, payment receipts and related engineering communications, including but not limited to; quotes, reports, recommendations, equipment lists, maintenance requirements, recommended maintenance schedules, either from engineering firms or associated vendors.

Due to Covid 19 limitations I (we) wish to have these records posted on a Falls City website tab dedicated to the Falls City Sewer project.

Short of public transparency, I (we) wish to arrange an opportunity for personal inspection of the requested records and arrange to receive copies of said records.



SPAN DASSO   
LEANN DASSO 

 PAUL F. DASSO

42



City of Falls City  
299 Mill St • Falls City, Oregon • 97344  
Ph. (503) 787-3631 • www.fallscityoregon.gov

### Public Records Request Form

Select the type of record you are requesting:  Police  Other

Would prefer to receive your request by:  Mail  Email  Will pick up

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_ Day Time Phone Number: \_\_\_\_\_

Information or records being requested (Please be as specific as possible, using an additional sheet if necessary. If you have a file or case number, please include this information. Your ability to specify the specific records will assist us in providing the information or records in a timely manner.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Request: Some records requests may require a balancing of privacy rights, governmental interests and other confidentiality policies on one hand and the public interest in disclosure on the other. The identity and motive of the person seeking the disclosure of a particular public record may be relevant in determining whether a record is exempt from disclosure under a conditional exemption, please give a brief statement as to the purpose of your request:

\_\_\_\_\_

#### REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505. Further, I understand that fees will be charged to reimburse the City for its actual cost in making the records available. Such calculation may include staff time, costs for summarizing, compiling, or tailoring a record to meet my request. Copies of large documents are sometimes taken to a commercial copy business. For those documents the fee will be actual cost plus staff time. I hereby request that the City of Falls City Records Officer produce, as best to their ability, the records specified above. Payment in advance is required for charges estimated to be over \$25.00. Upon notification the record is available the City of Falls City will only maintain the copied record for 7 business days.

Signature of Requestor \_\_\_\_\_

Date of Request \_\_\_\_\_

#### FOR FALLS CITY STAFF USE ONLY

This records request was:

Approved (date and initial)

Denied (date and initial) / Reason: \_\_\_\_\_

Pending (date and initial) / Estimated completion date: \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

Requestor notified of status of request: Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

Copy of Request Provided By:  Mail  Email

At Counter : Date \_\_\_\_\_ Time: \_\_\_\_\_ Recipient Signature: \_\_\_\_\_

### Information About Obtaining Records

- Oregon Revised Statutes (ORS) 192.430 allows the public body a reasonable time to respond to a records request. The amount of time that is reasonable will depend upon the volume of the records requested, the staff available to respond to the records request, and the difficulty in determining whether any of the records are exempt from disclosure.
- ORS 192.440 (5) authorizes the City to charge fees associated with public records requests.
- The City Recorder may coordinate the response to complex requests as described in Level 3 below.
- **Level 1 Request:** does not require a written request or payment of a fee. Requested document must be current and readily available, require no duplication, may not be subject to the Public Records Fee Schedule, and must require no additional staff time or resources to be made available. These types of documents are intended for public distribution, such as information brochures, agendas, permit applications, job applications, election-related petitions, or solicitations for public comment.
- **Level 2 Request:** must be made in writing. Requested documents are not immediately available. Request must clearly and correctly identify the document, may not require extensive staff research to locate the document, may not include more than 5 documents or 50 pages or documents that are more than one year old. Requested document must be located in a single department or division, may not contain sensitive, confidential, or privileged information, and must not require attorney review prior to release. Cost estimates will be provided and requestor must agree to pay before document retrieval begins. Documents are usually available within 5 business days (not including weekends or holidays). Payment due upon receipt.
- **Level 3 Request:** must be made in writing. This type of request is complex, involving multiple staff and/or departments or divisions. It involves extensive research or compilation of documents, and may require attorney review. The request also may require follow up by staff to identify what is being requested. City staff furnishes written acknowledgment that the request has been received usually within three to five business days and as soon as possible after that provides the requestor a written time and cost estimate for proceeding with the request. The requestor must submit written authorization to proceed and pay the estimated costs before any staff time is expended responding to the request.

Every attempt is made to provide the information for Level 1 Requests on the same day, Level 2 Requests within 7 days and Level 3 Requests within 21 days. The City Recorder will coordinate Level 2 and 3 requests and may request a review by the City Attorney to assess disclosure requirements of the information requested.

After the estimate is given to the requestor, the City Recorder's Office must receive written authorization from the requestor before proceeding with the records request. The requestor will be notified if costs exceed the written estimate given. In addition, a refund will be given if costs are less than estimated.

For more information contact  
Mac Corthell, City Manager at 503-787-3631  
manager@fallscityoregon.gov