



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

PUBLIC NOTICE: City Council Meeting
ALL PUBLIC MEETINGS WILL BE TELEPHONIC UNTIL FURTHER NOTICE!

Date: Monday, May 11, 2020 **Time:** 6:00 pm **Location:** *See Below*

Options 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 for a tutorial
2. **Web Application:** Download the 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. **City Hall Covered Porch:** Come to City Hall, the meeting will be played on a phone at the window. You can raise your hand to indicate to City Staff inside the building if you would like to comment. A speaker phone will be available for commentary, please raise your hand to indicate to city staff if you wish to be heard.
 - a. Address: 299 Mill St. Falls City, OR 97344
4. **Write-In:** Using regular mail or email.
 - a. info@fallscityoregon.gov; 299 Mill St. Falls City, OR 97344

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AGENDA

1. CALL TO ORDER & ROLL CALL

Jeremy Gordon, Mayor___ Dennis Sickles ___ Lori Jean Sickles___

Jennifer Drill ___ Tony Meier___ Cliff Lauder___ TJ Bailey ___

2. PLEDGE OF ALLEGIANCE

3. MOTION TO ADOPT THE ENTIRE AGENDA

4. ANNOUNCEMENTS , APPOINTMENTS, APPRECIATION, PROCLAMATIONS

- a. Certificate of Appreciation – Athena Warren ----- pg. 1

b. Proclamation - Mental Health Awareness Month -----	pg. 2
5. COMMUNITY & GOVERNMENT ORGANIZATIONS	
a. Falls City Public Works Report -----	pg. 3
b. Falls City Fire Report -----	pg. 4-5
c. Polk County Sheriff's Report -----	pg. 6
6. REPORTS	
a. Mayor, Council	
b. Community Development & Outreach Coordinator -----	pg. 7
c. Manager -----	pg. 8-10
7. CONSENT AGENDA	
a. Approval of the Minutes	
i. March 2, 2020 Special Meeting/Work Session -----	pg. 11-30
ii. March 9, 2020 Regular Meeting-----	pg. 31-43
iii. March 14, 2020 Emergency Meeting-----	pg. 44-57
iv. March 24, 2020 Emergency Meeting-----	pg. 58-64
v. April 23, 2020 Budget Committee Meeting-----	pg. 65-72
b. Approval of the Bills-----	pg. 73-81

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 five (3) minutes or less.
- b. Letter – Republic Services – COVID 19 Response ----- pg. 82-83
- c. Letter – Clara Jean Dawson – Door Ditching Kids (*Referred to Polk S.O. by City Staff*)-- pg. 84-85

9. EXECUTIVE SESSION – City Manager’s Yearly Performance Evaluation

The Falls City Council will go into Executive Session to conduct employee performance evaluations under ORS 192.660(2)(i). **All discussions are confidential and those present may disclose nothing from the Session.** Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. **Executive Sessions are closed to the public.**

- a. Executive Session Script ----- pg. 86

10. NEW BUSINESS

- a. City Manager Contract Review ----- pg. 87-94
- b. Don Poe Retirement ----- pg. 95-97

11. CITIZEN COMMITTEES

- a. Parks & Recreation, Public Works, Historic Landmarks - *Cancelled until further notice*

12. ADJOURN



CERTIFICATE OF APPRECIATION

AWARDED THIS 1TH DAY OF MAY, 2020 TO

ATHENA WARREN – CITY OF FALLS CITY

FROM MARCH TO MAY OF 2020 ATHENA, IN SPITE OF 2 MONTHS ON THE JOB, A GLOBAL PANDEMIC, AND 2 YOUNG CHILDREN OUT OF SCHOOL, WAS ABLE TO TAKE COMPLETE RESPONSIBILITY FOR THE CITY'S UTILITY BILLING PROGRAM AND PREVENT IT FROM CERTAIN FAILURE. ADDITIONALLY, SHE WAS ABLE TO TAKE OVER MANAGEMENT OF MAJOR FRONT OFFICE FUNCTIONS TO PREVENT SIGNIFICANT IMPACTS TO THE COMMUNITY AND ORGANIZATION. FINALLY, ATHENA TOOK IT UPON HERSELF TO ENHANCE THE CAPABILITIES OF CITY HALL BY GETTING HER NOTARY PUBLIC CERTIFICATION. ATHENA'S CONTRIBUTIONS CANNOT BE OVERSTATED AND HIGHLIGHT HER INNATE ABILITY TO QUICKLY LEARN. ADAPT. AND OVERCOME ANY OBSTACLE.

JEREMY GORDON, MAYOR OF FALLS CITY



PROCLAMATION

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, promotion and prevention are effective ways to reduce the burden of mental health conditions; and

WHEREAS, there is a strong body of research that support user-friendly tools that all Americans can access to better handle challenges, and protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, faith-based organization, health care provider, veteran's group, non-profit, and citizen has a responsibility to promote mental wellness and support prevention efforts; and

WHEREAS, Polk County, as well as the nation as a whole, is going through an infectious disease outbreak, it is important to remember that feeling anxious, confused, overwhelmed or powerless is very common and quite normal. By limiting media consumption, staying connected with loved ones and staying active we can maintain our mental health as we try to protect our physical health;

THEREFORE, I, Mayor Jeremy Gordon, do hereby proclaim MAY 2020 AS MENTAL HEALTH MONTH in the City of Falls City. As the Mayor of Falls City, I also call upon the citizens, governmental agencies, public and private institutions, businesses and schools in Harrisburg to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Mayor Jeremy Gordon

April, 2020 Public Works Staff Report

Wednesday, 1 Took routine water sample, new main on Parry sample, chlorine by product sample down to Corvallis.

Thursday, 2 Deliver notices on Parry, water will be off on that coming Monday, lower shop inventory, and graded roads on south side of town.

Friday, 3 Graded North side, upper park maintenance.

Saturday, 4 & Sunday, 5 Routine water and sewer.

Monday, 6 Flush, 600 feet of new 8 inch water main online, took water sample to the lab.

Tuesday, 7 Pave cross cuts on Parry, finish with water project.

Wednesday, 8 Cemetery maintenance, locate on Bridge push under water and sewer mains.

Thursday, 9 Waste Water plan review, Dallas fuel, Locate Fair Oaks, Alder, water services.

Friday, 10 Mowing maintenance, filled pot holes, on Sheldon.

Saturday, 11 & Sunday, 12 Routine water and sewer.

Monday, 13 Repair leaking water service, Montgomery, Pot hole three-way valve WWTP, also located water main on Fair Oaks, for installing water services, City rented OAWU vec trailer and man.

Tuesday, 14 Found water main leak on Hopkins, called for locates. Order parts water services, Fair Oaks and Alder.

Wednesday, 15 Made a temporary repair on main, Hopkins. Went into Salem parts pick up.

Thursday, 16 Put water services in, Grade School putting new septic tank in had to locate water main in Woods. Handed out notices to customers water will be off on Monday.

Friday, 17 Equipment maintenance, Dallas fuel.

Saturday, 18 & Sunday, 19 Routine water and sewer.

Monday, 20 Repaired water main, Hopkins delivered boil water notices, took sample Corvallis.

Tuesday, 21 Clean up Hopkins, Fair Oaks and Alder, lifted boil notices, mowing.

Wednesday, 22 & Thursday, 23 & Friday, 24 Inventory, Meter reading and grading.

Saturday, 25 & Sunday, 26 Routine water and sewer.

Monday, 27 Upper shop inventory.

Tuesday, 28 Cemetery maintenance, WTP paper works

Wednesday, 29 & Thursday, 30 WTP and office paper work.

FALLS CITY FIRE
EMS MONTHLY REPORT
FOR MAY 2020 COUNCIL MEETING

Hi Everyone!

I hope this finds everyone in good health and your families as well.

Another month of COVID-19 under our belt. We are learning new things every day. Our medic drills have adapted to the COVID-19 guidelines, utilizing emails and the internet in place of in person drills, as all the other stations are doing at this time.

One accomplishment for the EMS side in April was getting our current EMR's (Emergency Medical Responders- previously refereed to as "First Responders"), re-certified, and their medical licenses renewed for another two years.

Along with the renewals, I also submit an application for a "Licensing Fee Waiver". This is a benefit under a special OAR ruling, to help rural area volunteers save money on their initial licensing and renewals for medics. This year it saved us \$340.00. For the past 12 years I have applied and received these waivers, saving us an accumulated total of at about \$7,000.00. (This includes new licensing application fees as well as renewals for all our medics).

We are very pleased to also announce that we have gained two EMT's on our team. One is our own EMT-Fire fighter who has been on leave of absence for awhile, and the other is her older sister. They both bring a lot of experience and energy. We welcome them home!

Last month we have also started a new EMR class for about 5 of our members who are interested in becoming certified EMR's. While waiting until we can have normal face to face classes, I decided to get us started by handing out text books and emailing lesson plans. Last week was our first "class". The "Students" are able to respond on calls with a mentor gaining valuable hands on experience too. They are very enthusiastic and looking forward to becoming certified EMR's later this year! This will increase our medic force by 40%.

Thank you!

Respectfully submitted,
Sharon Volk Greve
Assist. Chief
EMS
(503) 871-5140

Mac Corthell

From: lorilect@aol.com
Sent: Monday, May 4, 2020 2:46 PM
To: manager@fallscityoregon.gov
Subject: Fire/EMS Report
Attachments: FCEMS monthly updates for council 5-2020.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Greetings, All -

Another busy month for calls. Due to the ongoing mandate for distancing we have not been holding regular drills or events although some of our members are doing general maintenance and cleaning of the station to assure good health to all. Some of our training is online to try and keep up with continuing education mandates until we can resume operations. I have been doing FEMA AFG peer reviews online by virtual panel as we can't travel back like we used to. A lot of good information as always!

Calls for April:

Medic - 17
Fire - 4
Wire down - 2
Alarm - 1
MVC - 1

Six of these calls were mutual aid.

Have a safe week, good health to you,
Sincerely,
Lori

April 2020 Falls City Stats

Falls City Calls for Service							
Assault		Harassment	2	Misc Crime	2	Susp Activity	4
Area Chk		Driving	1	Miss Person		Susp Person	1
Animal	2	Domestic Dist	1	Noise	1	Susp Vehicle	4
911 Hangup		Found Property		EDP	4	Theft	1
Burglary		FIR		Ordin Vio		Trauma	1
Assist Other Agency	9	Fraud		Overdose	1	traffic assist	1
ATL (attempt to locate)	1	Follow up	1	prowler		Traffic Stops	2
DUI		Community Eve	1	runaway		Trespass	
Citizen Contact	5	Illegal Park	3	sex offense		Warrant	
Civil Paper Service		Gen Disturb		Shots Fired	1	Welfare Check	2
Criminal Misch	1	Alarm	1	Stolen Veh	1	Uncon	1

Falls City Calls for Service	71	Of the FC Calls for Service	8	involved crimes
Total Calls for Service (county wide)	1090	FC Cases Cleared by Arrest	3	37.5% clearance
Falls City % of Total Calls	6.5%	Total Arrests in Falls City	6	16.2% of total arrests

Total Service Calls (Polk County)	1090	Crimes Occ	2	(county wide)
Cases Cleared by arrest	99	Juvenile Arrests	1	(Falls City)
Total Arrests (county wide)	41	Juvenile Arrests	(only true crimes reported here)	
	37			



Community Development & Outreach Coordinator Report
May 11, 2020

Dear Honorable Mayor and City Council,

I hope that you and your families are all doing well and staying healthy while we continue to take precautions against the COVID-19 pandemic. Despite the challenges, City Hall has been pushing work forward and I'd like to take a moment to update the City Council on my recent work.

Community & Economic Development

- Falls City Thrives continues to meet monthly. Their tax-exemption application has been submitted to the IRS and they are current on all nonprofit-formation paperwork. The group is still planning for the construction of the pocket park that Council approved during the April meeting. However, the Oregon Community Foundation has shifted focus to resilience work around the COVID-19 pandemic and as a result, grant decisions for the Oregon Parks Foundations grant are delayed.
- After City Council's approval of basic renovations to the Luckiamute Clinic building during the April 2020 meeting, City Manager Corthell and I are finalizing the scope of work for the contractor and expect renovation work to begin shortly. Falls City Thrives has already submitted a letter of interest for a grant opportunity with the Reser Family Foundation. The letter of interest was approved and we've been invited to submit further information for the project.

City Council & Committee Handbooks

- I have not yet received Council Resource Binders or heard from Councilor L. Sickles, Councilor Drill, Councilor Meier, and Councilor Lauder. Please return those to City Hall at your earliest convenience!

Thank you for your continued support.

Respectfully Submitted,

William Sullivan

William Sullivan
Community Development & Outreach Coordinator
Falls City, OR



Manager's Monthly Report

Dear City Council,

Welcome to another edition of the City Manager's monthly report. These reports are focused on keeping the council updated as to the status of projects and initiatives, preparing them for what is to come, and looking back on what we've accomplished. Thank you for taking the time to stay informed as to the goings on in your city, please read on to learn more!

COVID-19

1. 5/6/20 Updates-
 - a. The state remains under a stay at home order as of 5/6/20. The Governor's task force has released a reopening checklist that is posted to our website.
 - b. The City's current restrictions (see 3-8 below) will remain in place until the Governor's orders, relative to the restrictions, are lifted.
 - c. The Falls City Emergency declaration lapsed on April 28, 2020. I see no practical reason at present to renew it.
 - d. Unless status changes, the temporary resolutions put into place at the beginning of the emergency will be brought to the council for cancellation in June.
2. Current Restrictions
 - a. City Hall- Operating on a full schedule, but access remains limited to the foyer door.
 - i. Hours M-Th 10am-5pm
 - ii. Meetings by appointment only
 - b. City Facilities- Closed unless special circumstances dictate otherwise
 - i. Community Center hosting Warming Center as needed
 - ii. School lunch pick up outside Community Center daily
 - c. City Parks- Green space OPEN, Social Distancing required
 - i. Park structures (e.g. playgrounds, restrooms, etc...) CLOSED until further notice
 - d. City Events- All events until June 1, 2020 CANCELLED.
 - i. Reassessment in May, 2020.
 - e. Utilities (Water/Sewer)
 - i. Shut-Offs Waived, Penalties Waived
 - f. City Committees - Cancelled until further notice

FY 2020-2021 Budget

1. Draft budget approved by Budget Committee April 23, 2020.
2. Budget Meeting to be held at June 8, 2020 Council Meeting.

CDBG Wastewater (Council Goal #1)

1. Property Acquisition-
 - a. PO's complete effluent line easements... awaiting execution by property owners.
 - b. FCSD easement will be presented to the board on 5/15/20.
2. Design, Engineering, and Permitting-
 - a. NPDES permit approved, maximum discharge allowance increased.

- b. 50% Engineering Design nearing completion... Next DEQ for facility approval
- 3. Environmental-
 - a. Last two letters back, ready for publication.
 - b. Cultural Resources (archaeological survey) and potential mitigation plan will be required. This could add a significant financial liability and affect timing. Next phase will have to contract for this.
- 4. Rate Study-
 - a. Has begun, Consultant to present to Council at June Council Meeting to discuss how a new system can get paid for, and other sewer rate related concerns.
- 5. Extension-
 - a. To November 2020 Granted.
- 6. Next Phase (construction)
 - a. One stop funding meeting cancelled, to be rescheduled after emergency.

Code Services (Council Goal #2)

- 1. Survey
 - a. City Staff is compiling results
- 2. Code Officer
 - a. City Staff is in talks with Stayton
 - b. City Staff creating database and organizing files
- 3. Municipal Court Judge
 - a. Just resigned without any discussion
- 4. Most Improved Yard
 - a. Councilor Drill organizing as time allows

Community Development Coordinator Projects

- 1. Falls City Thrives Non-Profit
- 2. Old Clinic
- 3. Pocket Park
- 4. Safe Routes to School
- 5. Committee Handbooks
- 6. Website Overhaul

Backflows

- 1. Testing- Standard Operations
- 2. Beginning planning process to pursue appropriate repair options after July 1.

Chamberlain Rd. Repair

- 1. Timber companies provided information
- 2. Working with Business Oregon to submit a preliminary proposal

Pacific Power Capital Grant

- 1. Used to install heat pump in City Hall
 - a. Complete and Closed

CLG Grant

- 1. Initial grant project cancelled due to cancellation of school year
- 2. Will submit additional information to repurpose grant once information received from grant administrator

Currently on Back Burner Until Economy Reopens

- 1. Valley of the Giants Access
- 2. Business Outreach for old Dump Site

3. Lower Park Skate Park
4. Surplus Vehicles/Equipment

Please advise if you have additional inquiries. Thank you!

Sincerely,

Macahan "Mac" Corthell, JD
City Manager
Falls City, OR

City of Falls City
City Council Regular Meeting Minutes
March 02, 2020 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Lori Jean Sickles, Jennifer Drill, Cliff Lauder, Dennis Sickles

Staff Present: Mac Corthell, City Manager; William Sullivan, Community Development & Outreach Coordinator; Jamie Ward, City Clerk

1.1. Call to Order

Mayor Gordon called the meeting to order at 6:09PM

1.2. Roll Call

Clerk Ward took roll call. Tony Meier was absent; T.J. Bailey arrived at 6:33PM

1.3. Pledge of Allegiance

Mayor Gordon led the pledge.

2. Motion to adopt the entire Agenda

A motion was made by Councilor L. Sickles and seconded by Councilor D. Sickles to adopt the entire agenda with the addition of a Camping Permit. Motion carried 4-0-0-2. Ayes: Lori Jean Sickles, Cliff Lauder, Dennis Sickles

3. Consent Agenda

A motion made by Councilor L. Sickles and seconded by Councilor D. Sickles to adopt the consent agenda. Motion carried 4-0-0-2. Ayes: Lori Jean Sickles, Jennifer Drill, Cliff Lauder, Dennis Sickles

4. New Business

- a. City Manager Corthell went over the group camping permit that was submitted for 7:00AM Thursday March 19 through dusk Sunday March 22, 2020. Dan Shell is the point of contact on the permit and also the vice-president of Black Rock Mountain Biking Association (BRMBA). Corthell stated that he had a conversation with Mr. Shell about doing some more work with the City in the future. Corthell stated that the permit states that no more than eighty (80) campers are allowed. Corthell also spoke with Fire Chief Bob Young regarding outside camp fires. Young felt comfortable with allowing campfires but they could not exceed three (3) feet in height and diameter. Corthell also stated that compliance with DEQ rules would be required. Campers must follow all conditions and camp rules stated within the permit and must have the permit at their campsite at all times.

Councilor Drill asked about fees and what the difference is between renting the park and renting the day use gazebo permit?

Corthell stated that the city can't charge for a camping permit because it would affect recreational immunity.

Mayor Gordon said that the recreation fee the city currently charges is for the gazebo only.

A motion made by Councilor D. Sickles and Seconded by Councilor L. Sickles to approve the Group Camping Permit for March 19 through March 22. Motion carried 4-0-0-2. Ayes: Lori Jean Sickles, Jennifer Drill, Cliff Lauder, Dennis Sickles

- b. Ordinance 558-2020 was noticed to the public at City Hall, in writing, on February 21, 2020. City Manager Corthell explained that this Ordinance is to extend the Pacific Power Franchise by ten (10) additional years. All other terms of the agreement will remain the same.

Adopted at the first reading by unanimous vote of quorum of the City council on March 02, 2020

A motion made by Councilor J. Drill and Seconded by Councilor C. Lauder moved that the City Council of the City of Falls City adopt Ordinance 558-2020 Electric Utility Franchise Agreement Extension. Motion carried 4-0-0-2. Ayes: Lori Jean Sickles, Jennifer Drill, Cliff Lauder, Dennis Sickles.

- c. City Manager Corthell read his staff report (See Exhibit A) on awarding a contract for the Parry Rd. main replacement.

After brief Council discussion a motion was made.

A motion made by Councilor J. Drill and Seconded by Councilor L. Sickles to move that the City Council of Falls City authorize the award of the \$99,110.00 Parry Rd. Main Replacement Project to K&E Excavating. Motion carried 4-0-0-2. Ayes: Lori Jean Sickles, Jennifer Drill, Cliff Lauder, Dennis Sickles.

Regular City Council Meeting Adjourned at 6:30 PM

Work Session called to order at 6:34 PM

5. Work Session

- a. Community Outreach and Development Coordinator William Sullivan presented a PowerPoint on what economic development means, goals, categories of economic development, Falls City economic strengths, and possible obstacles (See exhibit B).

Corthell brought up a conversation he heard at the Annual State of the City where a woman asked about the pathway from the High School to the Grade School. Her concerns were regarding how unsafe that path is. Corthell stated that a lot of the projects Sullivan is working on are all tied together and will be beneficial to the City.

- b. Corthell went over ideas that were discussed at the Goal session on developing Falls City as a destination city and a gateway to nature. He read a list of tasks the City is facing to get Council unified. Among those tasks, Code Enforcement and City Beautification have been a council goal for the Past three (3) years. The Doctors Clinic and pocket park follow, Corthell stated that Sullivan has been receiving bids from contractors and would present to Council at the April meeting.
- c. Corthell wanted Council to read over The City Code regarding customer's backflow responsibility. Corthell stated that the City finished its annual backflow testing and one

hundred and twenty six (126) backflows failed and need to be replaced. Public Works Committee held a meeting and was presented by Scott Ruyle of West Coast Cross Connection. Ruyle stated he is willing to cut the cost for residents if the city buys in bulk. Mr. Ruyle offered to fix the backflow devices for one hundred and fifty dollars (\$150.00) per backflow if the city paid for one hundred (100) or more at a time. Mr. Ruyle said that they typically run customers between two hundred and fifty (\$250.00) to four hundred (\$400.00) dollars per backflow device, depending on what needed to be replaced. Council talked about ramifications of not fixing backflows. Corthell stated it is risking contaminating the water system and is not something we can allow to happen due to State Laws.

Council discussed different ideas of how to notify and charge customers a monthly payment option to ease the financial effects this could put on local families. Corthell stated he would look into the utility program to see if it were even possible to regulate through it or if it something Staff would have to keep track of in office. Corthell stated he would put together a proposal for the next meeting for council to look over and approve or change.

d. The next work session was not scheduled.

6. Adjourn

The meeting adjourned at 8:11 pm.

Mayor, Jeremy Gordon

Attested: _____
City Clerk, Jamie Ward

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: PARRY RD. WATER MAIN PROJECT AWARD
DATE: MARCH 2, 2020

SUMMARY

Awarding contract for Parry Rd. Main Replacement.

BACKGROUND

Replacing the water main on Parry Rd. is a priority in the water master plan. In 2019, a developer proposed a partition to a lot on Parry Rd. that required replacement of the main to properly serve the property with water service. Additionally, the main must be replaced to provide proper fire service to the area by installing a hydrant where the existing line could not support one.

Finally, replacing the water line in conjunction with the development will save the city 28.6 cents on 1.00 by requiring the developer to pay for the proportion of the upgrade that will serve their properties.

PREVIOUS COUNCIL ACTION

In 2017 the Falls City Water Master Plan was adopted by the City Council. That plan lists replacement of the water main on Parry Rd. as a 1A priority (highest level).

In 2018 the City Council approved partition 18-20 with water connection and fire safety conditions that cannot be met without this project.

FINANCIAL IMPLICATIONS

The cost to the City will be approximately \$78,000 for the \$109,000 project. The funds are available in the Utility Reserve fund which is appropriate for use on water system capital improvements.

STAFF RECOMMENDATION

Concur with City Engineer and award the Contract to the low bidder, K&E Excavating.

ATTACHMENTS

1. City Engineer's Recommendation to Award
2. Bid Tabulations

PROPOSED MOTION

I move that the City Council of Falls City authorize the award of the \$99,110 Parry Rd. Main Replacement Project to K&E Excavating.

ECONOMIC DEVELOPMENT

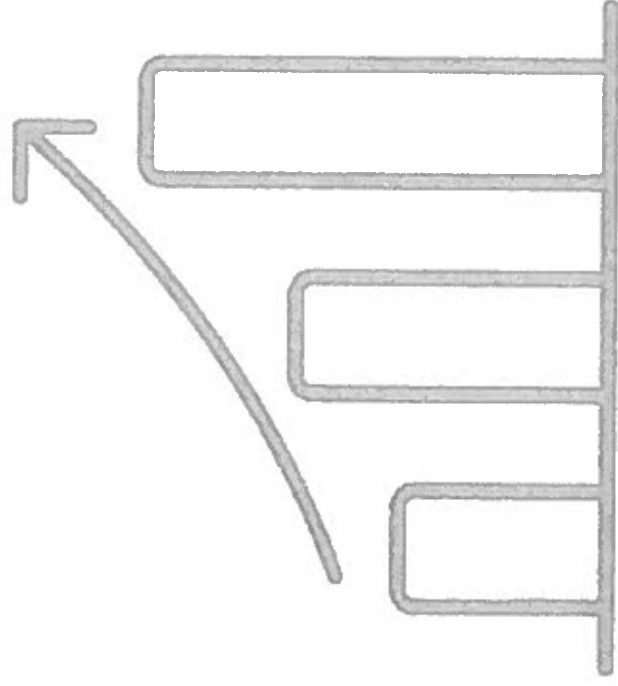
Falls City City Council

Worksession

March 2, 2020

Goals

- To discuss economic development
- Share status updates on project work
- Brainstorm future projects



Economic Development



Definition

- “Economic development is the process of creating wealth through the mobilization of human, financial, capital, physical, and natural resources to generate marketable goods and services. The economic developer’s role is to influence the process for the benefit of the community through expanding job opportunities and the tax base.”
(American Economic Development Council)



Goals of Economic Development

- Make current employers more competitive
- Attract new employers
- Capture more local dollars inside the community
- Attract visitors to access outside sources of capital
- Improve quality of life
- Develop economic resilience



Categories of Economic Development

- Broadband access
- Business and job creation
- Business and job growth and expansion
- Business retention
- Enhancements and improvements to infrastructure
- Workforce training
- Attainable housing
- Downtown revitalization
- And so many more...

Benefits of Economic Development

- Maintain and increase the tax base
- Revenues increase faster than the cost of municipal services
- A labor force with marketable employment skills
- Economic vitality for commercial and industrial areas
- Economic environment that supports creation of new businesses and expansion of existing businesses
- Create and retain jobs, increase per capita income, and improve community image
- Reduce physical and economic blight
- Provide more community services like police, fire, libraries, parks, etc.
- Diversify the economic base
- Be self-sufficient
- Maximize value of property through highest and best use and raise the overall standard of living of residents
- Consume locally produced products in the local market, keeping money in the community



Falls City's Economic Strengths

- Opportunity in the Clinic building
- Outdoor recreation- Black Rock Mountain Bike Area and Valley of the Giants
 - Different landscape and amenities than other Polk County communities
- Parks
- Placemaking – rural character
- Falls City School District and youth involvement
- Community Vision established



Falls City's Economic Obstacles

- Wastewater infrastructure
- Distance from major thoroughfares
- High-poverty, high-disability
- Workforce qualifications
- Inadequate housing (inventory, quality, rentals)
- Lack of economic diversity

Where are we now?

- Early in our journey, but economic development is a long-term goal
- Council has established outdoor recreation (in 2020) and economic development (in 2018) as goals
- Only 44.6% of residents are employed or looking for work (vs. 62.2% of state average)
- 370 residents in the workforce (77.1% work outside Falls City)
- Big projects (wastewater project, code services, housing improvement through CDBG) will boost economic development
- Improved relationships with neighboring cities and partners
- RDI delivered the Economic Resilience Plan
- The Community Visioning process is complete and we have a citizen group (Falls City Thrives) ready to spearhead work



Valley of the Giants

What we have done

- Have secured support from:
 - Dallas, Monmouth, and Independence economic development teams
 - Polk County Tourism Alliance
 - Regional Solutions coordinator (Governor's Office)
 - Polk County Board of Commissioners
 - Senator Merkley's office

Next steps

- Conversation with BLM in April
- Continuing outreach to timber companies
- Submit formal proposal to Oregon Solutions, who will convene team to move project forward

Clinic - Business Incubator

What we have done

- Bids are coming in and will come in front of Council soon!
- Falls City Thrives can manage many day-to-day items to alleviate admin burden
- Pocket park grant application was submitted and we will hear back in April!

Next steps

- Lining up interested tenants and building out a map to make back renovation costs
- Council will have options in contractors soon
- Parks and Rec Committee will discuss pocket park further at March meeting, before that comes to Council

Greenway

What we have done

- Originates from the Transportation Systems Plan (2013) and Master Parks Plan (2017)
- Goal is to increase pedestrian safety, walkability, and the N. Main/Mitchell/Bridge traffic island
- Regional Solutions has adopted the project and will provide support
- School Board is in support
- Working to link nicely with Chamberlain Road work
- Have minimized City's burden for \$700,000 project to only \$40,000 (94.2% at no cost to Falls City)

Next steps

- April 1-June 15: Letter of Intent
- June 1-August 31: Application
- End of 2020: Notification of grant decisions

THE APPROACH

As big projects are chipped away at, make smaller “quality of life” improvements.

WHAT ABOUT DOWN THE ROAD?



Ideas for the Future

- Workforce development – holding GED and vocational training classes in Falls City
- Establishing accommodations (like camping and AirBnBs)
- Connect Main Street to local agriculture
- Develop strategies to cater to visitors already coming for Falls City, like mountain bikers
- Further aesthetic improvements to North Main Street
- What are some other ideas?



What can Councilors do?

- Act as liaisons (explain economic development to the public and report to the City on any leads)
- Develop strategy (long-term thinking with short-term action)
- Continue to invest in economic development and infrastructure
- Work together but champion projects

City of Falls City
City Council Regular Meeting Minutes
Monday March 09, 2020 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, T.J. Bailey

Staff Present: Mac Corthell, City Manager; William Sullivan, Community Development & Outreach Coordinator; Jamie Ward, City Clerk

1.1. Call to Order

Mayor Gordon called the meeting to order at 6:00PM

1.2. Roll Call

Clerk Ward took roll call.

1.3. Pledge of Allegiance

Mayor Gordon led the pledge.

2. Motion to adopt the entire Agenda

A motion was made by Councilor T. Meier and seconded by Councilor T. Bailey to adopt the entire agenda with changes; Moving agenda item five (5) reports to after agenda item ten (10). Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

3. Announcements, Appointments, Appreciations and Proclamations

- a. City Staff sent out a Code Services Survey and would like Council to encourage citizens to fill those out and send them back in to City Hall.
- b. Coffee with the Mayor is every other Wednesday at ten (10) am at the Community Center.
- c. Councilors need to return Council Resource Binder
- d. Budget Committee is in need of volunteers
- e. Mayor Gordon read the Arbor Day Proclamation explaining that the City of Falls City recognizes April 25, 2020 as our Arbor Day Celebration. Citizens will be cleaning up the doctor's clinic grounds as well as plant a tree.
- f. Mayor Gordon read the Problem Gambling Awareness Proclamation naming March 2020 as Problem Gambling Awareness Month and encourage all citizens to support the Nation and local efforts to honor this month.

4. Community & Government Organizations

- a. Councilor Drill made a comment on behalf of Falls City Fire to encourage all residents to check the working order of their smoke detectors in their houses.

- b. Stephanie Gilbert with Polk County Direct Connect gave a status report on statistics of Falls City Residents using the direct connect bus as a resource to get to neighboring cities. Ms. Gilbert stated that the route schedule was changed in January. Direct Connect runs from Falls City three (3) days a week. Tuesday's and Thursdays to Dallas and Wednesday to Monmouth. An average of nine (9) Falls City residents use the direct connect route to Dallas a day and an average of five (5) to Monmouth each day. Those numbers are expected to increase as the route adjusts to add more stops. Ms. Gilbert mentioned that feedback from residents is extremely helpful and welcomes all ideas and suggestions.

5. Citizen Committees

- a. Councilor Sickles stated that the Parks and Recreation Committee didn't get a report form Councilor Drill on the Most Improved Yard Contest, and couldn't act on it. Sickles stated that the Parks and Recreation Committee loved the idea and would like to help however possible. Committee recommended that Councilor Drill could possibly partner with the Steering Committee to get more people involved.

Councilor Sickles reminded Council that the Annual Easter Egg Hunt is Saturday April 10, 2020 at 11:00AM. Volunteers will be putting Easter baskets together on Friday April 09, 2020 at 12:00PM at the Boondocks.

Councilor Bailey asked if there was any way to get together with the Falls City Fire Hall and create an event to have families come and color Eggs.

Councilor Sickles stated that she didn't thing so but liked the idea and would love to see it happen.

Councilor Bailey will get in contact with Jon Gilbert to see about making it happen.

Parks and Recreation Committee next meeting scheduled for Wednesday March 18, 2020 at 11:00AM

- b. Public Works Committee has a meeting scheduled for Thursday March 26, 2020 at 6:00PM.
- c. Historic Landmarks is currently planning to schedule their first meeting of 2020.

6. Consent Agenda

A motion made by Councilor T. Meier and Seconded by Councilor L. Sickles to adopt the consent agenda. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

7. Public Comments

None

8. New Business

- a. Corthell read the Mangers report (See Exhibit A) on the Current Falls City Personnel Policy. The City Council set the duties of the City Manager in the Municipal code in Chapter 31. Within those duties It grants the manager authority to recruit, hire, discipline, and terminate employees under following existing or subsequently issued guidelines, policies,

and handbooks as adopted by the council by resolution or ordinance, to establish and revise duties and job descriptions. The current policy allows an aggrieved employee to publicly defame the City Manager. It ultimately could cause harm to Council-Manager relations, by putting Council between an aggrieved employee and the City Manager. Both the City's insurance company and the City's Attorney recommend repealing the policy.

After Council discussion a motion was made

A motion was made by Councilor T. Bailey and seconded by Councilor T. Meier that the City of Falls City adopt RESOLUTION 05-2020 A RESOLUTION REPEALING THE COUNCIL APPEAL PROVISIONS OF THE FALLS CITY PERSONNEL HANDBOOK. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

- b. Electing a Fiscal Year 2020-2021 Budget Officer and the Fiscal Year 2020-2021 Calendar (See exhibit B)

A motion was made by Councilor D. Sickles and seconded by Councilor C. Lauder moves that the City Council of the City of Falls City appoint City Manager, Mac Corthell as Budget Officer for Fiscal Year 2020-2021. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

- c. Corthell read his agenda report and introduced Lori Albert of the Falls City Fire Department. Ms. Albert read a letter she wrote to City Council seeing approval to apply for two Assistance to Firefighter Grants (See Exhibit C).

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles move that the City Council of the City of Falls City adopt resolution 06-2020, A RESOLUTION AUTHORIZING APPLICATION FOR TWO (2) FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION (FEMA) FIRE ASSISTANCE GRANTS. Motion carried 5-0-1-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

9. Old Business

- a. City Staff recommends that Council choose one piece of land or park to focus on now.

Mayor Gordon opened up council discussion.

The majority of Council felt the best benefit would be to create a skate park in the lower park.

Councilor Lauder made the argument that seeing kids skate boarding outside the Community made him feel like we should create a safe place for them to be.

Councilor D. Sickles stated it would also be a good idea to develop campsites at the George Kitchin Park.

Councilor L. Sickles thought it would be a good idea to develop a park at the Fall's since it was already a local attraction.

Councilor T. Bailey stated that they were all good ideas but that he would like to see a place for kids as well. Bailey made the statement that he believes kids will take pride of ownership of a resource like that and help take care of it.

After Council discussion a motion was made.

Councilor T. Bailey asked to join the Parks and Recreation Committee

No Council discussion.

A motion made by Councilor J. Drill and Seconded by Councilor L. Sickles that appoint City Councilor T. Bailey to the Parks and Recreation Committee. Motion carried 5-0-1-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles.

A motion made by Councilor D. Sickles and Seconded by Councilor J. Drill moves that the City Council of the City of Falls City prioritize the Development of a Skate Park. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

Councilor Drill explained that it would be a good idea to look into developing the Dump Site.

Corthell asked what Council is envisioning happening at the "Dump Site".

Councilor Sickles stated that we would need to see what we could put up there. If its zoned commercial or residential.

Councilor Drill Left at 7:27PM but stated she was on board for the Dump Site.

A motion made by Councilor L. Sickles and Seconded by Councilor T. Meier moves that the City Council of the City of Falls City have City Staff look into the Development of the Falls City Dump Site. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

- b. Corthell went over his staff report stating that during the 2019 testing cycle, 125 backflows were deemed "fails". The Falls City Code makes it the responsibility of the water user to repair or replace the device. As of now the City does not have a fee implemented to cover the cost of repair/replacement for water users however the City's testing contractor has agreed to do the repairs if the City buys at a bulk rate. City Staff is recommending that the City pays for the repairs/replacements and amortized the cost over a twelve (12) month period on the affected user's water bill. City Staff will notify customers of failed backflow devices stating that it is the users responsibility and the City has negotiated a contract deal for a reduced rate of one hundred and fifty (\$150.00) instead of the usual two hundred and fifty (\$250.00) to four hundred (\$400.00) rate. The user would be charged thirteen (\$13.00) per month for twelve (12) months.

A motion made by Councilor C. Lauder and Seconded by Councilor D. Sickles to move that the City Council of the City of Falls City adopt staff recommendation to repair/replace failed backflow devices. Recommendation number four (4) was selected; City will pay for the repairs/replacements and amortize the cost over a twelve (12) month period on the affected user's water bill. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

10. Reports

- a. Manager Cortshell read the Manager report. (See exhibit D). Cortshell noted that there was some bedrock discovered under the Lagoons potential dig site and that could drive the coast a little.

Manager Cortshell wanted to bring to Council attention that the meeting with the timber companies went really well and felt that it has helped build a positive relationship between them and the City.

11. Adjourn

The meeting adjourned at 8:04 pm.

Attested: _____ Mayor, Jeremy Gordon
 _____ City Clerk, Jamie Ward

Draft

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 05-2020 AMENDING THE FALLS CITY PERSONNEL POLICY
DATE: MARCH 9, 2020

SUMMARY

Amendment of the Falls City Personnel Policy to remove the City Council appeal provisions.

BACKGROUND

The Current Falls City Personnel Policy contains the following council appeal provision, which allows an aggrieved employee to appeal the City Administrator's Disciplinary decisions to the City Council:

"If you are not satisfied with the Administrator's decision you may appeal the Administrator's decision to the City Council by filing a Notice of Appeal with the Administrator within ten (10) working days after receipt of notification of the Administrator's decision. The appeal will be heard by the City Council at the next council meeting that is more than seven (7) calendar days after the filing of your Notice of Appeal. The appeal will be heard by the council in executive session unless you request in your Notice of Appeal that it be held in open hearing, pursuant to ORS 192.660(2)(b). You may appear in person and with a representative at the hearing before the City Council."

The foregoing provision was added in 2013 to a personnel policy adopted in 2012. In 2014, the City enacted an "all powers" charter which also changed the City's form of government to the Council-Manager form. The City Charter provides the following relevant to personnel decisions:

"No council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any city employee, or in administrative decisions regarding city property or contracts. Violation of this prohibition is grounds for removal from office by a majority of the council after a public hearing. In council meetings, councilors may discuss or suggest anything with the manager relating to city business."

In pertinent part, the City Council set the duties of the City Manager in Chapter 31 of the Falls City Municipal Code as follows:

"To act as manager with authority to recruit, hire, discipline, and terminate the employees under the City Manager's supervision following existing or subsequently

issued guidelines, policies, and handbooks as adopted by the Council by resolution or ordinance, to establish and revise duties and job descriptions..."

STAFF RECOMMENDATION

The City Manager recommends repealing the appeal policy for the following reasons:

1. The policy works a significant inequity to the City Manager who has all responsibility for employee performance, but under this policy, does not have the ultimate authority to take appropriate action regarding employee performance and conduct.
2. The policy asks the City Council, who is not privy to the day to day performance and operations of employees, to make determinations regarding employee performance and conduct.
3. The policy invites an aggrieved employee to publicly defame the City Manager.
4. The policy works significant harm to Council-Manager relations, by putting the Council between an aggrieved employee and the City Manager.
5. The policy asks the City Council to review and even to overrule employment law related decisions made in consultation with the City's insurance company and the City Attorney.
6. The policy undermines the authority of the City Manager by placing City Staff at an equivalent level with the City Manager in relation to performance and conduct issues.

The City's insurance company recommends repealing the policy. CIS does not have such a provision in their model policy, does not recommend such a policy, and has provided that having such a policy is in conflict with best practices.

The City Attorney recommends repealing the policy, and provided the following:

"Employees that are disciplined or discharged (or not in agreement on any other action you take) should not be able to appeal the City Administrator's decision to the City Council. This is true for a number reasons, including:

1. *The City Council does not have authority under the City Charter to supervise, hire, or fire staff. This is the sole responsibility of the City Administrator. An appeal of the City Administrator's administrative duties is not appropriate and puts the Council in an awkward position. The City Council's role is policy making, not enforcing and reviewing administrative decisions.*
2. *Appealing a personnel decision to the Council is not productive. As you and the Council saw firsthand, the appeal to the Council is not productive, but rather it provides a former/resentful employee a platform to air their dirty laundry. This is not in the City's best interest.*
3. *CIS does not recommend it and they do not include it in their model handbook. "*

PROPOSED MOTION

I move the City Council of the City of Falls City adopt Resolution 05-2020, A RESOLUTION REPEALING THE COUNCIL APPEAL PROVISIONS OF THE FALLS CITY PERSONNEL HANDBOOK.

City of Falls City Budget Calendar FY 2020-2021

	ACTION	NOTES	DUE DATE
1	Appoint Budget Officer	City Mgr	3/9/2020
2	Notice of BC Hearing Published in newspaper	Polk IO 5-30 days prior to BC Public Meeting, must include city web address & where budget is available	To IO by 4/10/2020 @ noon
3	Notice published on website	At least 10 days prior to BC Public Meeting	4/10/2020
4	Proposed Budget Completed and to BC	City Mgr	4/20/2020
5	BC Public Hearing (includes hearing on state revenue sharing. If BC doesn't approve, announce next meeting date)	Present Budget Messag & document to BC Must file in office of governing body immediately following meeting (if BC approves continue to step 7, if not got back to step 2)	4/23/2020
6	Publication of LB-1 and notice of budget hearing	Must Include date & place of Pub Hrg; Date and name of paper in which LB-1 was published (5-30 days prior to hearing date)	5/22/2020
7	CC Public Hearing- state revenue sharing	approve resolution to receive state revenues	6/8/2020
8	CC Public Hearing- budget document	approve resolution adopting budget, levying taxes, making appropriations	6/8/2020
9	Submit to County Assessor's Office	2 copies of LB-50; 2 copies resolution adopting budget	NLT 7/12/2020
10	Submit Complete Budget to County Clerk	1 copy of budget: LB-50, LB-1, Budget Document, Proof of Publication	NLT 9/30/2020

**Grant Proposal for FCFD
Lori Albert
3/3/20**

Greetings, Honorable Mayor, City Manager, Council members.

Please find listed the information on items I'd like reviewed for consideration for the upcoming 2019 AFG (Assistance to Firefighters Grant). Many Thanks to all of you for the success of our 2018 grant award that provided us with new SCBA for the first time (not seconds, donated, or hand-me downs), that will be NFPA compliant for the next 15 years. We have received most of the items from that grant and an additional report will be forthcoming as the last is delivered and the progress charted.

In the 2019 grant, my plan is to supplement items that are outdated, missing, or non-operational that cover all four of our apparatus, E122, E125, W124, and a few items not yet covered on BR123. It also includes our communication systems which are outdated and beginning to fail which encompass our portable radios, pagers, apparatus headsets, and vehicle mounted radios. These items will allow us to operate safely on scene, provide backup notification of calls, and allow us to mesh with our mutual aid departments and other Emergency Management agencies in our county, as well as enable our apparatus to interconnect with the apparatus in those agencies.

Falls City Fire Department has had a long and lively life since it came to life in 1912 and as we all know, some tough years as it conformed to the ever increasing guidelines from NFPA, the state and the climates that shape us. We have stood strong as a team and family, and refused to back down on what we believe is the right thing to do regardless of the adversity and changed as we've needed to even though it sometimes hurts. We've been supported by our community and our leaders, and by people in districts we didn't even know in our times of need and survived some hard knocks that have taken out other small departments. This community is lucky to have such a dedicated team and Chief that looks out for them in times of hardship and ill health; people that have that inner call to protect regardless of the hazard. I am so proud to call this family mine, and it is my own call to give my time and whatever knowledge I possess to help provide them with what they need to do a tough job safely so they can go home to their homes and families at night. Every successful grant is a piece of that puzzle to create a whole compliant and safe working environment so that we may continue to serve you for many years to come. No grant process is one person, but a team that creates the opportunity, researches the true needs, gathers the information and presents it. Another team reads, assesses, and makes award determinations until the process is complete. Thank you all for being part of this process that takes us safely on the road and back off of it.

See the gathered quotes and information below for 2019 AFG:

Communications:

This section covers portable radios carried on person during calls, inter-vehicle communications (officers direct firefighters enroute – vehicle noise cancels the ability to talk directly), call notification, and current Interoperability Standards (emergency communication compliance), requiring radios to be P25 compliant (will function analogue, digital, etc), and will be formatted to current county programming.

Ⓢ	portable radios including programming, templates, and accessories	7668.10
Ⓢ	replacement headsets for E122 and E125 (poss incl.installation)	11,375.00
Ⓢ	mounted vehicle radios for E122, E125, and W124 incl. installation	2225.50
Ⓢ	paggers that notify as a back up in the event of no cell service (20)	9900.00

(If Dallas writes a regional grant for this item, this quote will drop as it will be a part of that).

Fit test module:

This item will allow FCFD to test our own SCBA masks on our new packs instead of contracting out for the service through the vendor or other departments. This is a mandatory NFPA requirement each year for every member to assure their face pieces seal properly and protect them in IDLH atmospheres. Having this item in house will assure we accomplish this in a timely manner without the scheduling conflicts, labor costs, and additional fees of outside agencies.

- FIT test machine w/adapters and accessories 9260.75

Appliances:

This section covers small tools and water delivery items that will increase the efficiency of on scene operations and allow us to hook up to mutual aid departments' apparatus on large fires. We currently lack many of these simple items that are critical need during water delivery operations. These items include pump fittings, gated wyes, master stream delivery items, 36" bolt cutters (USA made for cutting blade longevity), scene lighting, etc.

- Small appliance and tool assortment for 4 apparatus \$25,253.00

Appx. Total for 2019 AFG FEMA (fire section) Grant ask: \$65,683.06

REQUEST FOR AFG EMS MICRO GRANT

EMS EQUIPMENT: ALS/BLS EQUIPMENT. PRIORITY "HIGH". AGE SHORT

1. Auscultation Crisis Simi Man Adult Manikin.

This Manikin would replace two very old, outdated and broken manikins that are beyond repair. It also will provide NEW simulations that would take up to an additional 4 more manikins to provide the same levels of training. This new manikin would provide 6 manikins in one:

- 1. Replace our old Airway Manikin that is over 25 yrs old, is broken beyond repair, no longer meets National EMS Standards. New manikin provides advanced airway training at all EMS levels and meets National EMS Standards, and AHA standards. The airway trainer head features cricoid cartilage for Sellick maneuver, oral, nasal, and digital intubation capabilities, palpable carotid pulses, realistic anatomy of the mouth and tongue, oral pharynx, larynx, epiglottis, vocal cords, trachea, and esophagus, separate left and right lungs, and suctioning capabilities.*
 - 2. Replace our Adult Size Manikin that is 30 years old, no longer works and is also beyond repair and outdated. (It also No longer meets American Heart 2015 Guidelines). This Manikin has full CPR capabilities, will work with an AED trainer and also provide EKG-ECG readings for monitoring codes practice, which would be a great asset to our training.*
 - 3. Has an articulated IV training arm with realistic flashback and bony landmarks at the shoulders to ID muscle and tissue for intramuscular and IV therapy, which we've never had before.*
 - 4/5. Heart and lung sounds via 6 anterior heart sites and 5 anterior and 2 mid axillary lung sites that are not visible and must be palpated to locate, and are audible through a special SmartScope which is provided.*
 - 6. Has a blood pressure arm with auscultatory gap and 5 Korotkoff phases, variable systolic and diastolic levels, heart rates, sound volume, radial pulses, and a speaker in the arm that produces real blood pressure sounds that can be set for different scenarios.*
- 6+ (bonus).
It also provides monitoring, memory and printer feedback on compression rate and depth as well as ventilation volumes to track student performance, which also is a new requirement of American Heart Health Care Provider CPR.*

This Manikin would be used to train new EMR's, EMT's, Advanced EMT's and even Paramedics. We would offer training to other neighboring agencies using this manikin. It would be highly beneficial to offer our medics superior tools to assess our patients and provide the proper emergency care on scenes.

This will also be used in quality assurance reviews, giving us the capability to provide high quality service to our

community.

The Manikin comes with all equipment needed to run simulations, as well as a specialized programming template.

Cost of this Auscultation Crisis Manikin is now listed at \$5979.00 plus shipping \$135.00.

For a requested total of: \$6114.00

Requested training under Eligible Training Activities for Fire Depts

Tuition, course fees and certifications for Oregon EMS Conference (1 time use)
\$375.00 ea. Times 10 EMS personnel (EMR, EMT, EMT-I) Total \$3,750.00

- **Travel Expenses associated with attendance at a formal Oregon EMS Conference.**
Mileage, hotel lodging expenses. 100 miles round trip at .58 per mile.
Lodging at \$159.00 per night, times two nights= \$318.00
- **\$418.00 total per person for travel and lodging at 10 medics, (EMR, EMT, EMT-I)** \$4,180.00
Provides continued education, updates on EMS and also provides an opportunity that none of our EMS personnel have ever been able to do.
(Note: one time use. If conference is to be held in Salem as past few years, lodging may not be required).

EMS Conference training Total: \$7930.00

Basic Equipment

Computers used in support of training for EMS and Fire; one computer for each training officer
(Fire TO, and EMS TO) . Approx cost 829.00 ea \$1658.00
2 extended accident-warranties 199.00 ea 398.00

1 projector wireless approx 650.00 650.00
warranty 89.00 89.00

Total for computers and projector: \$2,795.00

Total for EMS Micro Grant \$16,839.00

Prepared by Sharon Volk Grave
Assist Chief Falls City Fire /Ems
3-3-2020

Grand total for complete 2019 AFG fire and Micro grant \$82,522.06

GRANT MATCH 5% \$4126.10

These quotes are the foundation that the grant will be submitted on and may fluctuate slightly at actual submission time, although I expect that will be less than the above total amount rather than greater.

Thank you all for your time and consideration. If I may lend clarity or additional information please let me know!

At your service,
Lori



CITY MANAGER'S REPORT
MARCH 9, 2020

CITY MANAGER'S
OFFICE

Dear Reader,

This report is intended to highlight the progress of current City initiatives and accomplishments, it is by no means a complete list. If you'd like to see a status update on a particular undertaking, please submit a request to City Hall and I will include it in the next practicable Manager's Report. Thank you!

CDBG Wastewater (Council Goal #1)

1. Property Acquisition- The City Attorney is currently drafting purchase options for the three needed easements where pipes will be run. Preliminary negotiations were very successful and final negotiations will occur upon receipt of purchase option instruments.
2. Design, Engineering, and Permitting- The City's NPDES permit has been preliminarily approved and is out for public comment. The design of the new system will soon be forwarded to DEQ to undergo their approval process.
 - a. Notably the engineering team discovered substantial bedrock under the surface of the lagoon site which will likely increase construction costs.
3. Environmental- To complete the requirement under this grant, the environmental study must be "ready for publication." Our is currently nearing that benchmark with all comments solicited and returned from interested entities.
 - a. Notably the comments received from the State Historic Preservation Office and The Confederated Tribes of Grande Ronde have unveiled a need to perform an Archaeological study. This will require consultation with a Cultural Resources Consultant, and depending on findings, a plan to recognize and/or mitigate effects construction may have on cultural resources. This too will likely increase construction costs and could effect timeline depending on findings.
4. Rate Study- City Staff has completed a request for quotes to be sent to local Rate Study Consultation firms and is awaiting approval from the funding agency to distribute it.
5. Timeline- The current window closes in May of 2020, but it is anticipated that some portions of design review and/or permitting will not be complete in time. The city is applying for a 6 month extension on the current grant to complete all aspects of the grant award.
6. Next Phase: Construction- It is the intent of City Staff and our partners on this grant, to submit the application for (partial) construction funding in September of 2020. There is approximately \$2.1 million left in grant funds for this project if awarded. City Staff is participating in a "one stop" to engage funding partners and determine a funding plan for the approximately \$1.9 million gap between expected costs and grant funding.

Code Services (Council Goal #2)

1. The City has disseminated a survey to determine public sentiment regarding funding of a traditional Code Services program, and volunteer power for a cooperative approach to help mitigate code violations for citizens who are unable to mitigate on their own.
2. Councilor Drill is doing the leg work for a "Most Improved Yard" initiative to encourage and incentivize those with the ability to clean up on their own.
3. City Staff is compiling information related to costs and partnerships for traditional Code Services.

Notary Services at City Hall

1. The City's new Utility Biller, Athena Warren, took the initiative to get certified as a Notary for the State of Oregon.
2. City Staff is drafting a policy and procedure for notary services as well as a recommended fee and anticipates bringing these items before the City Council in April.

New City Staff Member!

The City's newest employee, Michael Cooper, will start in Public Works on (3/16/20) We're very excited to have Michael joining our team! He is a Falls City local, and brings skills in mechanics and sewer systems along with a fantastic attitude and outlook to learn more. Please join City Hall in welcoming Michael to the team when you see him around.

WOU Social Media Partnership

1. The Western Oregon University social media class has begun several social media initiatives to enhance the City Facebook and create a City Instagram page.
2. Additionally, the class has created and submitted 3 potential logos to enhance the Council's chosen brand for Falls City, and recognize a potential new City Motto: End of the Road, Start of Your Adventure. These logos are making their way through the City's Community Committees and will come before Council with recommendations in April.

Chamberlain Rd. Repair

1. The City hosted a meeting of Timber companies, BLM, and Polk County to solicit information and support for a grant to overlay approximately ¼ mile of the roadway. All partners indicated a willingness to provide information and letters of support, as well as in-kind assistance for grant matching. They were also made aware that an ask for funds would likely be forthcoming based on what grants are ultimately awarded.

City of Falls City
City Council Emergency Meeting Minutes
Saturday March 14, 2020 9:00AM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Lori Jean Sickles, Jennifer Drill remoted in via telephone, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

Staff Present: Mac Corthell, City Manager; Jamie Ward, City Clerk; Jon Creekmore, Public Works

Other Present: Mikel Kidd; Falls City Schools, John Gilbert; Falls City Schools/Fire Department; Lynn Sampson-Bailey, Donna Creekmore; Falls City Schools

1.1. Call to Order

Mayor Gordon called the meeting to order at 9:03AM

1.2. Roll Call

Clerk Ward took roll call.

1.3. Pledge of Allegiance

Mayor Gordon led the pledge.

2. Motion to adopt the entire Agenda

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

Falls City School staff attended this meeting to inform Council about Governor Kate Brown's decision to close the schools until April 28, 2020. The school is offering free breakfast and lunch to-go bags daily throughout this closure. Use of the Community Center will be addressed later the meeting.

3. Emergency Business

- a. Both the outbreak and response to the COVID-19 Pandemic has placed the Falls City Community and the World at great risk. While the symptoms are rarely life threatening in healthy adults, our most vulnerable populations are less lucky. A State of Emergency has been declared by many states, including the State of Oregon, our Federal Government, and, many other Governments and organizations around the world. On March 12, 2020 Oregon Governor Kate Brown released a press release updating Mitigation Measures on Coronavirus Response (See Exhibit A) Governor Brown also issued Executive Order No. 20-05 (See Exhibit B). Prohibiting large gatherings due to Coronavirus (COVID-19) outbreak in Oregon.
- b. Corona Virus Discussion
 - i. Falls City Fire Assistant Chief Jon Creekmore stated that the Fire Department is getting updates from Oregon Health Authority (OHA) daily and will relay any additional information to City Manager Corthell. Creekmore stated that Falls City Emergency Response is taking protective measures when responding to calls, including not entering a residence and waiting for Dallas EMS to get here. Dallas has all the necessary

protective gear and Falls City has ordered some but stated that some of the necessary equipment and supplies are on back order. Creekmore added that if any resident was in need of CPR the Falls City Fire Department can enter the residence and assist and there is a full DECON station set up in the Fire Hall.

- II. Corthell went over the process of Declaring a Disaster and touched on what the benefits are when or if that happens.
- III. Corthell read his staff report addressing the proposed immediate action in response to COVID-19. City Staff is recommending the following changes;
 1. City Hall limited access
Daily business will proceed as normal, but face to face business will be handled through the front door mail slot, or via telephone.
 2. Temporary Personnel Policy (See Exhibit C)
 3. Corthell explained Resolution 07-2020 temporarily waiving utility penalties and terminating all water shut-offs during the declaration of emergency by the State of Oregon. This Resolution will terminate automatically at the time when the emergency declaration by the State of Oregon terminates, unless extended by act of the City Council.

A motion was made by Councilor T. Meier and seconded by Councilor L. Sickles that the City Council of the City of Falls City to adopt RESOLUTION 07-2020 A RESOLUTION TEMPORARILY WAIVING UTILITY PENALTIES. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

4. Corthell went over Resolution 08-2020 temporarily banning non-city use of Public Facilities. Stating that due to COVID-19 cleaning standards it is best not use the facilities for anything other than City business, all City Committee meetings will be postponed until after the emergency declaration is lifted.

The Falls City Schools are going to provide breakfast/lunch bags to students up to the age of eighteen (18). Individuals will use one city table to be set up outside of the Community Center and will be properly cleaned when finished. All non-essential people will not be allowed in the building.

After brief council discussion regarding the Community Center being used as the warming center Council decided to stick to the guidelines stated in the Resolution and moved to motion.

A motion was made by Councilor T. Meier and seconded by Councilor L. Sickles that the City Council of the City of Falls City adopt RESOLUTION 08-2020 A RESOLUTION TEMPORARILY BANNING NON-CITY USE OF PUBLIC FACILITIES. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

- IV. Corthell stated that City Council and City Staff need to make sure that we are showing confidence and maintaining a unified front to help keep residence from panicking. City Staff will dedicate a portion of the city website to maintain public awareness, office schedules and COVID-19 education.

4. Adjourn

The meeting adjourned at 10:14AM.

_____ Mayor, Jeremy Gordon

Attested: _____ City Clerk, Jamie Ward

Draft



STATE OF OREGON
Office of the Governor
KATE BROWN

State of Oregon
Updated Mitigation Measures on Coronavirus Response

March 12, 2020

Pursuant to directives from Governor Brown, the State of Oregon is issuing the following guidance, with the primary goal of slowing transmission of the coronavirus in Oregon in order to protect the most vulnerable Oregonians, and to protect our state's health care system capacity. This guidance follows updated guidelines from the U.S. Centers for Disease Control and Prevention, released March 10, 2020, and the World Health Organization's designation of COVID-19 as a global pandemic on March 11, 2020.

1. Large Gatherings

- All large gatherings over 250 people are canceled statewide, effectively immediately, for four weeks (through April 8, 2020).
 - Large gatherings subject to this order include but are not limited to community, civic, public, leisure, faith-based, or sporting events, concerts, conventions, fundraisers, and any similar events or activities, if a distance of at least three (3) feet between individuals cannot be maintained.

2. Other Events

- Individuals in high risk populations (those over 60 years of age, or those with an underlying health condition) should avoid social and community gatherings of more than ten (10) people, for four weeks (through April 8, 2020).
- All other events are recommended to be modified as follows:
 - Make events virtual when possible;
 - Make performances and content available online;
 - Change the location of event to an outdoor setting;

- Transition a large event to multiple events with fewer people;
- Send announcements ahead of events, reminding high risk individuals and persons who are sick to stay home;
- Display signs that encourage hand washing;
- Ensure guests have ready access to hand sanitizer, and sinks with water, soap, and paper towels;
- Politely ask individuals to leave if they are sick and coughing.

3. Workplace Recommendations

- The following social distancing measures should be observed to the extent possible:
 - Maintain a distance of at least three (3) feet between employees in offices and at worksites;
 - Implement staggered work schedules;
 - Cancel or limit in-person meetings by utilizing teleconference and videoconference technologies;
 - Limit all non-essential meetings of twenty (20) or more individuals, including after-work functions;
 - Limit all non-essential work travel—in-state, national, or international work travel;
 - Limit all work-sponsored conferences, tradeshow, and other events.
- Employers should also:
 - Establish flexible leave policies for staff who need to stay home due to school, childcare, and event dismissals;
 - Consider paid leave policies for people with COVID-19 symptoms;
 - Consider shift equivalent paid leave policies for hourly employees who have work hours decreased or cancelled due to implications of COVID-19;
 - Implement extended telework arrangements where feasible.
- Businesses, whether indoor businesses (museums, movie theaters, retail stores, grocery stores, gyms, etc.) or outdoor businesses (outdoor markets, zoos, etc.) should:
 - Post signage reminding people who are sick to stay home;
 - Display signs that encourage handwashing;

- Limit crowding, and implement social distancing measures to ensure individuals are at least three (3) feet apart, whenever possible;
- Increase cleaning of high-touch surfaces.
- Restaurants and the hospitality industry also should, when possible, encourage social distancing, and reconfigure businesses to emphasize take-out ordering.

4. Schools Recommendations

- In addition to previous guidance from the Oregon Health Authority, schools should, to the extent possible, cancel or limit all non-essential gatherings and group activities, including but not limited to:
 - Group parent meetings and parent education activities;
 - Field trips;
 - Competitions;
 - Concerts and plays;
 - Arena-based conferences;
 - Group trainings and professional learning activities.

**These recommendations apply whether or not the activities are specifically sponsored by a school or school district.*

- Schools should also:
 - Limit interscholastic athletics and activities to student participants, essential personnel, and credentialed media. This recommendation includes any organized youth athletic programs, club sports, intramural activities and competitions, whether or not they are affiliated with or sponsored by a school or school district;
 - Coordinate with and make this information available to all onsite partners (preschools, childcare centers, afterschool programs, etc.);
 - Consider staggering recess and lunch periods to reduce the number of students coming into close contact with each other.
- Students at high risk for severe illness should consult with their health care providers about specific steps to lower their risk of illness.

- School district employees and students, volunteers and visitors who are ill should stay home until their fever is gone and symptoms are better for at least 24 hours to stay home.
- Colleges and universities are also advised to follow these protocols, modified as necessary to apply within a higher education setting.

5. Childcare Recommendations

- Childcare providers and facilities are recommended to, to the extent possible:
 - Cancel all in-person training activities or professional learning, and discourage participation of staff in community-based training that is not available online;
 - Cancel all in-person parenting education and parent information meetings;
 - Cancel field trips;
 - Limit staff meetings and gatherings;
 - Stagger meal and outdoor times to limit interaction.
- Children, teachers and staff who are ill should stay home until their fever and symptoms are gone for at least 24 hours.
- Childcare programs are strongly encouraged to implement sick leave policies that support staff who are symptomatic, particularly high-risk individuals, from coming to work.
- Childcare programs that are experiencing hardship in maintaining operations should consult with their licensing specialist for guidance.
- Childcare providers should coordinate with education and early learning partners including schools, especially when co-located.
- Home-based childcare providers, or their family members who are ill, should stay home until their fever is gone and symptoms are better for at least 24 hours. In those circumstances, home-based childcare providers also should either (a) preemptively close the facility, or (b) separate ill household members in a different room, away from others and increase cleaning procedures.

6. Transit-related Recommendations

- Individuals and entities providing transit services are recommended to:
 - Post or play reminders to stay home when sick;

- Encourage individual to travel only when essential;
 - Avoid crowding, and encourage social distancing;
 - Increase cleaning.
- Ride shares are encouraged to clean regularly and have windows down, when possible.

7. Congregate Settings, including Long-Term Care and Assisted Living

- Guidance announced this week by OHA and DHS remains in place to protect older adults. The guidance:
 - Directs nursing, assisted living and residential care facilities to restrict visitation to only essential individuals;
 - Requires screening of all permitted visitors for respiratory or other symptoms;
 - Limits community outings and support residents' access to socialization when visitors are not able to enter the facility.

**EXECUTIVE ORDER NO. 20-05****PROHIBITING LARGE GATHERINGS DUE TO CORONAVIRUS
(COVID-19) OUTBREAK IN OREGON**

On March 8, 2020, I declared an emergency under ORS 401.165 *et seq.* due to the public health threat posed by the novel infectious coronavirus (COVID-19).

On March 10, 2020, based on recommendations from the Oregon Health Authority, the Department of Human Services imposed restrictions and protective measures to limit visitors to long term care facilities to only essential personnel. The Oregon Health Authority is taking similar measures at the Oregon State Hospital and in other behavioral health settings.

On March 11, 2020, the World Health Organization announced that COVID-19 is a global pandemic.

As of today, there are 21 presumptive or confirmed coronavirus cases in Oregon, and state and local public health officials have advised that the virus is circulating in the community and that they expect the number of cases to increase.

COVID-19 spreads person-to-person through coughing and sneezing, close personal contact, such as touching or shaking hands, or touching an object or surface with the virus on it, and then touching your mouth, nose, or eyes. The symptoms are fever, cough and difficulty breathing.

Consistent with the mitigation strategies for communities recommended by the Centers for Disease Control and Prevention (CDC) with regard to COVID-19, in order to slow the spread of the disease, and to protect the Oregonians who are at highest risk for contracting the disease, I find that immediate implementation of social distancing and community mitigation measures are necessary.

NOW THEREFORE, IT IS HEREBY DIRECTED AND ORDERED THAT:

1. Pursuant to ORS 433.441(3)(a) and (d), ORS 401.175(1), and ORS 401.188(2), I am prohibiting large social, spiritual, and recreational gatherings of 250 people or more, statewide.
2. Gatherings subject to Paragraph 1 of this Executive Order include, but are not limited to, community, civic, public, leisure, faith-based, and sporting events, concerts, conventions, fundraisers, and any similar events or activities, if a distance of at least three (3) feet between individuals cannot be maintained.



EXECUTIVE ORDER NO. 20-05
PAGE TWO

3. Paragraph 1 of this Executive Order does not apply to school attendance, places of employment, grocery stores, or retail stores.
4. I delegate authority to the Oregon Health Authority and the Public Health Director to provide guidance regarding the types and categories of gatherings subject to this Executive Order.
5. Beginning on March 16, 2020, any person found to be in violation of this order is subject to the penalties described in ORS 401.990.

This Executive Order is in effect immediately and remains in effect until April 8, 2020, unless extended or terminated earlier by the Governor.

Done at Portland, Oregon this 12th day of March, 2020.

A handwritten signature in black ink that reads "Kate Brown". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kate Brown
GOVERNOR

ATTEST:

Bev Clarno
SECRETARY OF STATE



City Manager's
Office

Temporary City Policy: Response to COVID-19

City of Falls City
Falls City, OR 97344
299 Mill Street
Phone: 503.787.3631
manager@fallscityoregon.gov

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact the City of Falls City locally. Our employees are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new business practices in order to continue to serve our community to the best of our abilities. It is in times like these that our community may need our services the most.

Definitions:

Novel Coronavirus / COVID-19: A respiratory disease caused by a novel (new) coronavirus. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

Curtailed Operations: A change or reduction to the routine services, service levels, activities and functions of any given office, department or division.

Household Member: Any other person who resides in the employee's household.

Immediate Family: As defined by Oregon Family Leave Act: the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner. For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave, sick child leave, or leave under ORS 659.159(1)(e) is taken.

Isolation: A method to separate sick people with a contagious disease from people who are not sick. Isolation is a term applied to infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease.

Medical Advice: Information or advice received from a medical professional.

Quarantine: Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. 2

Social Distancing: Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and canceling events.

Telecommuting: A work arrangement in which the employee works outside the normal work site, often working from home.

Polk County Health Department: The regional health authority for public health concerns in Polk County.

General Policy:

The City of Falls City is following the guidance of the Oregon Health Authority (OHA), Centers for Disease Control (CDC), and Polk County Health Department. The City is adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and possible curtailment of non-essential City functions. The City will continue to adjust as the recommendations of these agencies change.

This policy applies to all employees, and specifically those who fall into one of the following categories:

1. An employee or an employee's dependent or household member who is under observation, being monitored or has been diagnosed with COVID-19;
2. An employee or a household member who falls into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work;
3. The school or daycare center of an employee's dependent has closed due to documented exposure of COVID-19;
 - a. Employees are to treat a precautionary school closure similar to an inclement weather event. Managers are encouraged to be flexible with employees who need to retain alternative childcare services on short notice. If the employee's child is not considered to be high risk for serious complications from COVID-19 the employee is expected to work their scheduled shifts.
4. Supportive services for an employee's dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to documented exposure of COVID-19 which requires them to care for that dependent;
5. Public or alternative transportation is unavailable due to documented exposure of COVID-19 and an employee is unable to travel to and from work; OR
6. In the event that the CDC, the OHA, or the Polk County Health Department directs the City to take advanced steps such as social distancing, quarantines or curtailment of non-essential City functions, this policy would then pertain to all but a few staff providing essential services.

EXA

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a. In the event this occurs employees will receive further direction from the City Manager on continuation of operations. Consult with your department head if you are unsure if your position is responsible for providing essential services.

Policy Guidelines:

1. Employees who fall into one of the six General Policy categories above and cannot telecommute may use Hours Type 'COVID-19 Absence' to account for the absence.

a. Reason Code 'COVID-19 Absence' will pay an employee's regular wage and will utilize sick leave accruals.

b. Employees with insufficient sick leave accruals will be allowed to go negative and reimburse the city using future accruals.

c. This Reason Code does not identify whether or not an employee is ill; but instead is used for the sole purpose of tracking expenses associated with the City's response to COVID-19,

c. If employees utilize Reason Code 'COVID-19 Absence' they must complete the Coronavirus / COVID-19 Absence Form (see attachment A) and turn it in to the City Manager.

2. Employees who do not fall into one of the six categories listed in the General Policy section above must utilize their accruals per the City's existing policies or procedures if they wish to be absent from work.

3. Telecommuting Option: If an employee meets one of the six General Policy categories but is not ill.

a. The employee shall first attempt to utilize telecommuting in order to serve the public in the best possible manner.

b. When an employee is in a position with telecommuting capabilities, they shall talk with their supervisor to gain approval and make appropriate arrangements for telecommuting.

c. When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular work day while working remotely from the work site.

d. If an employee is not in a position with telecommuting capabilities and is unable to come to work for reasons mentioned in one of the six General Policy categories above, Reporting Category 'COVID-19 Absence' should be utilized to account for time away from work.

4. Employees who are diagnosed with COVID-19 will be approved for FMLA/OFLA leave for 80 hours (or two weeks of the employee's shifts.) No FMLA/OFLA paperwork will be required for the first 80 hours of this leave. If the employee wishes to request FMLA/OFLA leave in excess of the 80 hours they will be required to complete the appropriate paperwork. In this situation their pay status will be converted to FMLA/OFLA leave.

EXA
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5. Exceptions: Exceptions to this temporary policy may only be granted by the City Manager or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures.

6. Implementation: Observance of this policy is mandatory for all City employees and violation may result in disciplinary action (up to and including termination.)

7. Review: This temporary policy shall be reviewed by the City's Executive Team at least every 14 days and updated or revoked as necessary. This temporary policy is only in effect during the time period covered by the COVID-19 Emergency Declaration issued by the State of Oregon.



Mac Corthell, City Manager

City of Falls City
City Council Emergency Meeting Minutes
Tuesday March 24, 2020 1:00PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

COVID-19 Related Conference Call – Dial-In (524)-436-6370; Access Code 251514

Council Present: Mayor Jeremy Gordon, Jennifer Drill, Cliff Lauder, Dennis Sickles, T.J. Bailey

Staff Present: Mac Corthell, City Manager; Jamie Ward, City Clerk

1.1. Call to Order

Mayor Gordon called the meeting to order at 1:08PM

1.2. Roll Call

Clerk Ward took roll call. Tony Meier joined the call at 1:15PM; Lori Jean Sickles joined the call at 1:25PM.

1.3. Pledge of Allegiance

Mayor Gordon led the pledge.

2. Motion to adopt the entire Agenda

A motion was made by Councilor C. Lauder and seconded by Councilor J. Drill to adopt the entire agenda Motion carried 4-0-0-2. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

3. Emergency Business

a. Emergency Declaration

Corthell discussed how COVID-19 and the measures taken to combat it have wreaked havoc on the city as well as outlining areas. Resolution 09-2020 is an Emergency Declaration for City of Falls City and will open up the proper channels for the city to access proper funding for equipment and financial needs utilizing the emergency channels and the situations that continue to evolve or change.

A motion made by T. Meier and Seconded by C. Lauder to adopt RESOLUTION 09-2020, A RESOLUTION DECLARING A TEMPORARY STATE OF EMERGENCY WITHIN THE BOUNDARIES OF THE CITY AND DELEGATING AUTHORITY TO THE CITY MANAGER. Motion carries 5-0-0-1., Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, and T.J. Bailey.

b. Corthell went over his COVID-19 Situation Report (See Exhibit A)

c. Mayor Gordon read his City of Falls City Declaration Introduction letter as well as a Falls City Resources List (See Exhibits B and C).

4. Adjourn

The meeting adjourned at 1:35PM

_____ Mayor, Jeremy Gordon

Attested: _____ City Clerk, Jamie Ward

**City of Falls City
COVID-19 Situation Report
March 24, 2020**

Purpose:

To provide information on the Falls City specific response to COVID-19. Information on the broader response can be found at www.fallscityoregon.gov, and <https://govstatus.egov.com/OR-OHA-COVID-19>.

March 14, 2020- Council Emergency Session

- City Hall traffic limited to business through foyer door, and by telephone/email.
- City Facilities closed to public use, exception for emergent social services.
 - Warming center operational inside Community Center, special cleaning requirements.
 - School Nutrition Program operational outside Community Center.
- Water Shut-offs and penalties waived during state emergency declaration.
- Temporary COVID-19 employment policy implemented.

March 23, 2020- Governor's Executive Order 20-12

- All city park structures closed (playground, gazebo, restrooms)
- City park green spaces open, but social distancing required by law
- City staff placed on modified work schedules with work from home and separation of activities emphasized.
- Parry Rd. Water Main Project
 - Contractor allowed to begin, but cease before point of water shutoff for further assessment on health conditions.

March 24, 2020-Council Emergency Session

- Emergency Declaration
 - Effective through April 28, 2020 (unless extended or cancelled)
 - Mayor Gordon, and Clerk Ward named as acting Manager's respectively in case City Manager becomes incapacitated during the emergency.
 - City Manager given authority to take lawful, temporary actions and issue temporary orders to protect public health and mitigate the emergency.
 - Authorizes the city to request emergency funding, assistance, and/or reimbursement for emergency response and recovery.
 - Authorizes emergency procurement procedures.

Please visit www.fallscityoregon.gov for up to date information on city hall services and hours. Additional situation reports will be provided as changes to the situation occur.

Exhibit B



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

**OFFICE OF THE MAYOR
JEREMY GORDON**

March 24, 2020
City of Falls City Emergency Declaration Introduction

Dear Friends and Neighbors,

I hope this letter finds you all coping as best as you are able considering the ongoing events related to COVID-19. Without question, all our lives look different in some way. Some are living with reduced incomes or have lost their jobs completely, some cannot find safe childcare for their young ones, and others, like Dana and me, are juggling having children at home full time while working from home. And many are struggling as they try to adapt to this new but temporary way of life while losing familiar community hubs like schools and churches. Despite these challenges, I have no doubt that this community will continue to support each other, listen to guidance from experts, and become stronger as a result. I know this because people here take care of each other and rally around each other in a way not seen in many other places. There is nowhere I would rather be during this difficult time than in this community with all of you.

Changes are constant and we are receiving more and better information every day as the virus spreads rapidly. On March 23, the Oregon Health Authority reported 30 new cases of COVID-19 in one day, bringing the total to 191 known cases in Oregon, 3 in Polk County and 30 in Marion County. By the time you read this there will be more, and more the following day. This number is expected to rise as testing becomes more available and as the virus manifests in our communities. This is a serious disease, is many times more contagious and deadly than the flu, and is obviously scary for everyone, especially our seniors and people with underlying health conditions.

Fortunately, there are precautions we can take to lessen the transmission rate of the virus. Due to the seriousness of the emergency, and evidence that many were not following previous guidelines, the Governor issued Executive Order 20-12 which includes the following mandates that apply to all of Oregon, including Falls City. For more detail about the Order, go to www.oregon.gov/oha:

1. Stay home as much as possible

Trips to the grocery store, buying necessary supplies, receiving medical care, and picking up prescriptions are permitted. In doing so, we must maintain a minimum of 6 feet of distance from other people. Do not gather in groups, get together with friends in person, schedule play dates or make unnecessary trips. Remember, people can carry the virus without showing symptoms and leaving the home unnecessarily puts other people at risk for serious illness or death. This will be especially hard for teenagers and kids, however, avoiding contact with other people will limit the transmission of the virus and keep other people safe. Let's all do our part while encouraging others to stay home.

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2. **Certain businesses and facilities must close, including city and school playgrounds**
Closed: malls and retail complexes, gyms, barbershops and hair/nail salons, theaters, playgrounds
Open: grocery stores, banks, pharmacies, bars/restaurants (takeout or delivery only), gas stations, and some other stores that can guarantee people maintain 6 feet from others.
3. **Walking, jogging, biking, hiking is permitted**
Outside activities like these with yourself or others who live in your household is permitted but please maintain at least six feet or more between other people.

We convened a meeting between the City, School District, Fire Department, and community and faith leaders today and will continue to do so every Wednesday going forward. We plan to share information with one another, check in on the health and well being of community members, share best practices for volunteer and citizen engagement, and share what we learn with the broader community.

Volunteers are compiling a list of Falls City citizens who are deemed at-risk and plan to check in to offer assistance and share information. It's difficult for many of us to ask for help. But during this time, we will be required to ask for, receive, and grace one another with more help than ever to ensure that nobody goes without proper food, prescriptions, and other basic needs.

Volunteers will also distribute a list of useful resources and information regarding utilities and other service providers that may be helpful to residents.

Your City is in good hands. City Manager Mac Corthell and your city staff are adapting to the changes and requirements with the utmost professionalism and care. Manager Corthell is tasked with assuming the role of Emergency Manager and will continue to be in communication with his counterparts at the County, State, and Federal levels and respond to needs in Falls City as necessary.

Thank you again for all of your work thus far taking care of yourselves, your families, and your community. Please continue to check in with your neighbors and friends who may be at-risk and require some assistance with grocery shopping, yard work, or other tasks. Until next time, take plenty of breaks from the news, talk a bit more on the phone, and hang in there. We are in this together.

Please see the following page for the Falls City Situation Report.

Sincerely,



Jeremy Gordon
Mayor, City of Falls City

Falls City Resources List

School District/FACES Services

The Falls City School District has breakfast and lunch food bags available for local students. Pickup is between 9-10am in front of the Fire Hall M-F. We will also continue to deliver food to those with whom we have established delivery.

If you need staff to deliver your students their meal, please contact the school and talk to Donna Creekmore or Mr. Houghtaling at 503-787-3521. Please leave a message if you do not reach them when you call.

Please visit the School website for more information and excellent safety tips and activity ideas for kids and families: www.fallscityschools.org/covid-19-response-and-resources

City Services

fallscityoregon.gov

City Hall

Daily business will proceed as normal, but face to face business will be handled through the door in the City Hall foyer. Meetings will be by appointment only and will take place largely via telephone or computer, with face to face meetings considered on a case by case basis.

City Facilities

All City Facilities will be closed to the public except for emergency social services as determined by the City's Emergency Manager. Additional cleaning requirements have been implemented between uses.

Warming Center- Will remain fully operational in the Community Center on nights that it is needed.

School Lunch Program- (see above for details)

All City Park Structures are Closed (playgrounds, gazebo, restrooms)
Public green spaces are open but 6 feet of distance from others is required

Falls City Water & Sewer Customers

All penalties accrued from 3/14/2020 through the end of the State's emergency declaration will be waived. All scheduled shut-offs will be waived through the end of the State's emergency declaration. Regular charges for water use and sewer use will continue to accrue, please make payments as usual if you are able. Payment plans will be available on a case by case basis at the conclusion of the State's emergency declaration.

Falls City Community Services

Local volunteers are organizing to care for at-risk residents (age 60+, immunocompromised, those with pulmonary issues such as COPD , diabetics, cancer, etc.) who may lack family or friend support in Falls City or whose support person(s) may be sick themselves.

Please email Donna Creekmore at da_creekmore@yahoo.com with contact information of at-risk citizens and a family or friend support person who is currently helping them out. Volunteers will reach out to introduce themselves and make themselves available for support and information. Again, anyone experiencing symptoms should call their primary care doctor immediately.

Mountain Gospel Fellowship Produce Giveaway

The Friday produce giveaway will continue every Friday. Preventative measures to reduce the risk of spreading the virus (including increasing the distance between folks in line, safe handling of food items, etc.) will be communicated to customers.

Mountain Gospel Fellowship Church Services

Live community church services will broadcast on Facebook Live every Sunday at 11am. Go to <https://www.facebook.com/mountaingospelfellowship/> and join in from the comfort of home.

Falls City Foodbank at The Seventh-Day Adventist Church

Due to COVID-19, the foodbank will operate as a drive through. Please enter by the school and exit by the Church's west end. Boxes will be prepacked to minimize waiting times. The Foodbank will continue to operate every third Wednesday. The next foodbank will be on Wednesday, March 18 from 11am – 3pm. Thank you for your cooperation.

Falls City Businesses

The COVID-19 outbreak has severely impacted small businesses and their employees. We ask residents to consider supporting our local businesses during this time of uncertainty. As circumstances have been changing rapidly, we encourage you to check a business' Facebook page or call for up-to-date hours and other information.

The Boondocks: 503-787-2700

The Bread Board: 503-787-5000

Frink's General Store: 503-787-3535

If you have suggestions for services to be added to this list, please email mayor@fallscityoregon.gov

Message from the Falls City Fire Department

"The Volunteers of Falls City Fire Dept are always here for our community, no matter what. We want to assure the citizens of Falls City that we are continuing to respond on emergency calls as always. We are your fire department, and we proudly serve our community! Stay well and stay strong."

-Chief Robert Young, Falls City Fire Dept.

Other Resources

Non-City information is subject to change at any time, and the representations and terms therein are those of the listed entity and not the City of Falls City.

Pacific Power Customers

Pacific Power has temporarily suspended nonpayment disconnections and late fees for Oregon customers. If you are having trouble paying your bill, please make arrangements as soon as you can by calling, 1-888-221-7070 or going to,

<https://csapps.pacificpower.net/idm/my-account/payments/payment-arrangements>

CenturyLink Customers

CenturyLink Customers who have Covid-19, may have been exposed, or are showing symptoms of the virus may contact CenturyLink to have late fees or shutoffs temporarily waived. Go to centurylink.com or call (866) 642-0444.

Spectrum Customers

In all service areas, we are offering 60 days of internet service to households with K-12 or college students that do not currently have internet service with us. You can find additional details at <http://bit.ly/3a0Qa9K>.

Oregon Department of Human Services

DHS will discontinue its Friday program in the Community Center. DHS will continue to accept applications online and over the phone and can accept any documents through e-mail.

Online Application: [HTTP://APPS.STATE.OR.US/CONNECT](http://apps.state.or.us/connect) email: SSP@dhsosha.state.or.us Phone: 503-623-5526 (800) 699-9075 Replace EBT: (855) 328-5526, open 8:30-4:30, card will be mailed.

Republic Services

Trash and recycling service will continue as usual, but RS will be closing their office to the public. There will be a drop box for customers and they can leave a note for Republic to call back if need be. Monitor any updates at republicservices.com/coronavirus.

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City of Falls City
Budget Committee Meeting Minutes
April 23, 2020 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

COVID-19 Related Conference Call – (425) 436-6370, Code: 251514

Council Present: Mayor Jeremy Gordon, Jennifer Drill, T.J. Bailey

Citizen Representatives Present: Guy Mack, Amy Houghtaling, Dana Schowalter, Lynn Sampson- Bailey

Staff Present: Mac Corthell, Budget Office and City Manager; Jamie Ward, City Clerk

1.1. Call to Order

Mayor Gordon called the meeting to order at 6:04PM

1.2. Roll Call

Clerk Ward took roll call. Councilor Tony Meier, Councilor Dennis Sickles, Councilor Lori Jean Sickles, Councilor Cliff Lauder, and Citizen Representative Nick Backus were absent

1.3. Pledge of Allegiance

Mayor Gordon led the pledge.

2. Motion to adopt the entire Agenda

A motion was made by Committee Member A. Houghtaling and seconded by Committee Member D. Schowalter to adopt the entire agenda. Motion carried 7-0-0-5. Ayes: Jeremy Gordon, Jennifer Drill, T.J. Bailey, Dana Schowalter, Guy Mack, Amy Houghtaling, Lynn Sampson-Bailey.

3. Appointments

Mayor Gordon asked for nominations for Chair of the Budget Committee.

A nomination was made by Committee Member L. Bailey and seconded by Councilor T. Bailey to appoint Committee Member Amy Houghtaling as Chair of the Budget Committee. Motion carried 6-0-0-5. Ayes; Jeremy Gordon, Jennifer Drill, T.J Bailey, Guy Mack, Dana Schowalter, Lynn Sampson- Bailey

A motion was made by Committee Chair A. Houghtaling and seconded by Councilor T. Bailey to appoint Councilor Jennifer Drill as Vice Chair of the Budget Committee. Motion carried 6-0-0-5. Ayes; Jeremy Gordon, T.J Bailey, Guy Mack, Dana Schowalter, Lynn Sampson- Bailey, Amy Houghtaling

A motion was made by Committee Chair A. Houghtaling and seconded by Councilor T. Bailey to appoint City Clerk, Jamie Ward as Secretary of the Budget Committee. Motion carried 7-0-0-5. Ayes; Jeremy Gordon, Jennifer Drill, T.J Bailey, Amy Houghtaling, Guy Mack, Dana Schowalter, Lynn Sampson- Bailey

4. Public Hearing of Budget

Budget Committee Chair A. Houghtaling announced the public hearing for questions/comments on the budget.

Budget Committee Chair A. Houghtaling opened the Public Hearing of the Budget at 6:09PM

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Public Comments

Bob Young, Falls City Fire Chief wanted to remind committee that the Levy supporting the Falls City Fire Department will be ending in the next few years and has concerns about future department funding.

Budget Committee Chair A. Houghtaling Closed the Public Hearing of the Budget at 6:14PM

5. Public Hearing State Revenue Sharing

Chair Houghtaling announced that the public hearing was an opportunity for any member of the public to comment on or make requests regarding how State Revenue Sharing Funds would be spent in the 2020-2021. State Revenue Sharing Funds are a share of certain revenues of the State of Oregon that shall be apportioned among and distributed to the cities of this state for general purposes.

Budget Committee Chair A. Houghtaling opened the Public Hearing at 6:15PM

No Public Comments

Budget Committee Chair A. Houghtaling Closed the Public Hearing at 6:16PM

6. Budget Committee Discussion

- a. **Budget Office Corthell read the Budget Message as presented in packet (See exhibit A)**
- b. **General Fund Revenues:** The General fund has a balance of \$275,000.00 and anticipates revenues of approximately of \$833,000.00 which sets the total General Fund Resources at an estimated \$1,108,000.00. Up \$525,214.00 from the 2019-2020 Fiscal Year.

Council and Committees: Up from \$1000.00 to \$3100.00 to support the facilitated goal setting session.

Code Services and Court: The City lost the City's Municipal Court Judge in without discussion in March of 2020. The City will need to research options to establish a sustainable Municipal Court without cutting other services. City Staff is reviewing options to fund a sustainable program. Budget Officer noted that the \$230,000.000 in recurring revenues, the City must explore options to raise additional revenues if it is to maintain service levels and add long-term Code Services and Municipal Court capacity. The City has \$275,000.00 in projected carryover/reserve funds which should not be used for Code Services as it is not a replenishing pool of money.

Fire: This department uses 16.1% or 37,000.00 with the additional 39,000.00 from the Fire Levy totaling \$73,000.00. Noted that the Levy will be expiring in 2022 and the Budget Committee should begin addressing this issue within the next fiscal year.

Parks and Cemetery: This fund is up \$14,000.00 to accommodate personnel requirements, a slight increase in materials and services as well as the development of the Old Clinic Pocket Park and identify and design a skate park. .

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Debt services and Other: Continue to pay down the debt in the General Fund resulting in \$40,763.00 total requirements.

Streets: Program expenditures are projected to decrease by \$12,000.00 as a result of the Financial Conditioning Project completed by City Staff in 2019-2020. This allowed the disposition of several unnecessary pieces of equipment, proper and minimized allocation of employee time, and outsourcing where appropriate. Capital expenses are the highest they have ever been but the majority is in grant funding, there are some matching funds the City may be required to meet.

Water: The water fund carries a deficit that will eat into about 5% of the reserve fund and can easily be addressed with an overdue rate increase. This fund contributes \$45,000.00 to the Shared Services fund and \$42,500.00 to the General Fund.

Sewer: The Councils number one goal is the new sewer plan. City Staff was able to eliminate a nearly 50% deficit between revenues and costs, and the Sewer funds is currently operating at 5% revenue deficit. This should be completely cured by the rate study included with the CBDG Wastewater project currently in execution.

Utility Reserve Fund: The City expects three major expenditures from this fund this year: 1) water meter replacement program, 2) sewer plant repair program, 3) expenditures related to the sewer system overhaul.

Library: \$41,000.00 is held in trust, no other revenue and no anticipated expenditures during the budget cycle.

CDC Revolving Fund: This is informational. The funds are generated from interest earnings on the principal balance of the fund and from interest earnings from loans that are issued. It is managed by Polk County Community Development. \$99,000.00 has been earmarked for the use in rehabilitating the Old Clinic on N. Mains St.

Fire Equipment and Ops Levy: This Levy was approved by voters in 2018 and requires a tax of \$1.00 per \$1,000.00 of property value for five years. This Levy expires in Fiscal Year 2022-2023. Fund is status quo from last year but committee should continue to address what the next steps are once the Levy expires.

Shared Services Fund: This is an accounting tool to ease items used over multiple departments. Corthell wanted to note that he is leaving the Public Works truck payment and interest even though the last truck payment is made in this Fiscal Year Budget in the Shared Services Fund in an effort to begin to build a capital plan.

Councilor Drill asked about the utilities at the Fire Hall and the Levy.

Corthell stated that he would provide her with a breakdown of Utilities used at the Fire all, but noted that the electric is split with the Community Center and the water/sewer and internet are all paid for by the Fire Department.

Chair Houghtaling stated that roughly one third of the Levy is going to utilities, which is very partial within the Levy.

Mayor Gordon asked about Committee making a recommendation to City Council in support a renewal of perusing the Levy in 2022-2023.

Corthell stated that as a Budget Committee there is nothing stopping Committee from making a suggestion about going after the Levy but he doesn't know how impactful it would be at this time.

A motion was made by Councilor T. Bailey and seconded by Mayor Gordon that the City of Falls City Budget Committee approve the permanent ad valorem tax rate of \$2.9202 per \$1,000 of assessed value. Motion carried 7-0-0-5. Ayes: Jeremy Gordon, Jennifer Drill, T.J. Bailey, Dana Schowalter, Guy Mack, Amy Houghtaling, Lynn Sampson-Bailey.

A motion was made by Committee Member L. Sampson-Bailey and seconded by Councilor T. Bailey that the City of Falls City Budget Committee approve the Fire Levy ad valorem tax rate of \$1.00 per \$1,000.00 of assessed value. Motion carried 7-0-0-5. Ayes: Jeremy Gordon, Jennifer Drill, T.J. Bailey, Dana Schowalter, Guy Mack, Amy Houghtaling, Lynn Sampson-Bailey.

A motion was made by Committee Member G. Mack and seconded by Committee L. Sampson-Bailey that the City of Falls City Budget Committee approve the Fiscal Year 2020-2021 local budget as presented. Motion carried 7-0-0-5. Ayes: Jeremy Gordon, Jennifer Drill, T.J. Bailey, Dana Schowalter, Guy Mack, Amy Houghtaling, Lynn Sampson-Bailey.

7. Adjourn

A motion was made by Committee Member G. Mack and seconded by Committee L. Sampson-Bailey that the City of Falls City Budget Committee Adjourn. Motion carried 7-0-0-5. Ayes: Jeremy Gordon, Jennifer Drill, T.J. Bailey, Dana Schowalter, Guy Mack, Amy Houghtaling, Lynn Sampson-Bailey

The meeting adjourned at 7:13pm.

_____ Mayor, Jeremy Gordon

Attested: _____ City Clerk, Jamie Ward

City of Falls City

FY 2019-2020 PROPOSED BUDGET

BUDGET MESSAGE

DATE: April 17, 2020
TO: City Council, Budget Committee, Staff, and Citizens
FROM: Mac Corthell, City Manager/Budget Officer
SUBJ: Fiscal Year 2020-2021 BUDGET MESSAGE

Introduction. It's fair to say that fiscal year 2019/2020 came in like a lion and went out like a lamb. While there's no way around mentioning how COVID-19 has created uncertainty for the economic and physical well-being of all, the strides we made to begin this cycle have turned to baby steps, but none the less will have positive, lasting impacts on our Community for years to come.

City Council and Staff began the year by undertaking a substantial financial conditioning project to sure up revenue streams, improve efficiency, and develop the governmental organization. Staff conducted a workload analysis over a period of months and was able to improve efficiency through development of accurate job descriptions, and organization of the physical and digital spaces. This has allowed the City to reduce budgeted employee costs by nearly 10% (down to approximately \$380k from \$421k) while bringing wages closer to industry average, and increasing the allocation for a Code Services Officer by \$10,000 to \$25,000 per year. All of this will allow the city to better retain staff due to clarity of purpose, and wages closer to industry norms.

Additionally, the City was able to identify potential untapped revenue streams to help maintain existing infrastructure, and develop new. The City Council passed a Master Utility Right of Way Ordinance to ensure telecommunications and other utilities that utilize the public rights of way are paying their fair share to maintain them; that process will be implemented this Fiscal Year. Additionally, the City began the process of developing Systems Development Charges to ensure developers pay for added stress, and/or upgrades to city infrastructure.

Finally, City Staff cleaned up some loose operating practices that allowed for proper tracking of time spent on billable work such as establishing a new water connection, or applying for a building permit.

City Staff was also able to obtain and administer approximately \$1,000,000 in grant funding directly benefitting Falls City, and another \$400,000 benefitting the region, including Falls City. All of these measures have placed Falls City on the best financial path that could be asked for given the circumstances.

This year is an opportunity to take on our financial hurdles before they become mountains. The City must determine where the financial nexus between services and ability/desire to pay for them lies. To put it plainly, code services can only work if there's a sustainable program, and that costs money. We'll either need to determine a place for funding to come from long-term, or eliminate costs in other department(s).

For now, our reserves are strong enough to see us through the current state of emergency, and allow us to forge ahead with code services and make the tough decisions in the months that lie ahead. This year has been very successful for our governing organization and our community. As community leaders it is up to us to ensure we maintain some momentum and don't lose sight of our objectives. Thank you all for taking the time to read this message and for being contributors in our community!

It is my pleasure to present the proposed fiscal year (FY) 2020/2021 City of Falls City Budget for your consideration. The last two years in Falls City have seen significant staff turnover with the departure of the Mayor/Manager, two City Clerks, two Code Services Officers, a Utility Biller, and a Public Works Worker.

Each of these departed employees brought special skills and relationships to our small organization, and each is missed in their own way. However, I'm proud to say that your current City Staff is one of the most capable, creative, proficient, productive, and dependable groups this city has ever seen. We have created, and continue to create, a culture of continuous improvement, trust, and courage that allows us to measure up to every challenge. Look no further than staff's ability to keep services at normal operating levels despite the ongoing emergency and related direct impacts to City Hall. City Staff continues to ensure the city's plans progress while adapting to daily environmental changes.

Preparing the FY 19-20 budget last year was difficult due to the city's prior accounting practices making it fairly difficult to formulate good faith estimates of our needs, and thus to plan for the future. With that in mind, City Staff endeavored to present actual "good faith" estimates and respect fund boundaries in writing the FY 19-20 budget. That effort allowed a more solid foundation by which to judge and control expenditures.

Additionally, Community Development in Falls City has fallen a significant distance behind the status quo which presents challenges, but also a great deal of opportunity. This year's budget projects a significant investment in community development, but that investment includes development of other neglected assets and infrastructure. From the rehabilitation of the Dr. Clinic, to the development of the Elementary School to High School pathway, these projects not only help to develop the community, but also help stop the depreciation, wear and tear on existing city assets, and provide new roadway infrastructure, while increasing the overall value of Falls City property.

The city, our country, and the world face the type and severity of uncertainty that shows itself once in a generation if at all. You can rest assured that your City Staff has budgeted with the ongoing emergency and every resulting contingency in mind. We can say with great confidence that we can and will continue to keep the city's government functioning at the highest possible capacity, come what may.

Budget Summary. The Fiscal Year 2020-2021 proposed budget contains approximately \$3.9 million in recommended funding for all expenses and liabilities, up from \$2.3 million in 2018-2019, and \$3.3 million projected in 2019-2020. Of this, approximately \$1.9 million (48%) is in projected grant funds for both infrastructure projects and equipment purchases; another \$736 (19%) is in the contingency/reserve funds; this is a substantial reserve/contingency percentage to account for COVID-19 related uncertainty.

It is also noteworthy that \$1.8 million of the total budget (46%) is allocated to Capital Outlay and Debt Service, much of which is projected to receive grant financing or already has. This is a substantial increase in the investment we've been able to make into our infrastructure and other capital assets, up 900% from 2018-2019, and up a projected 122% from 2019-2020. So, while we have extremely strong reserves and/or contingency at 21%, we have also managed to substantially increase our Capital Outlay

in an effort to ensure systems and equipment are maintained and properly positioned to expand and serve all the citizens of Falls City.

Personnel, Materials & Services (PMS) costs are expected to remain relatively flat despite increased pay rates and substantial increases in cost allocations to multiple departments. This is largely thanks to the organizational development project completed by City Staff in which city departments were restructured, workloads fully analyzed, and job descriptions rewritten. The resulting increased efficiency has allowed for a reduction in staffing levels, increased wages, and enhanced accountability for performance. So, despite increased wages for individual employees, and increases of 50% (\$10k) in Code Services, 50% (\$10k) in Parks, and 200% (\$2k) in Council and Committees, the change in overall PMS costs remain steady or slightly reduced!

Conclusion. This budget continues to follow our recent trend of increasing capital outlay, while endeavoring to remain flat on Materials & Services, and Personnel. City Staff has been able to achieve these goals, and increase employee wages to the "living wage" realm while concurrently bringing them more in line with industry standards. Finally, a substantial contingency (35% of the grant adjusted budget, 19% of the overall budget) has been proposed, along with conservative estimates in revenues and expenses. These measures will provide the city with a firm position from which to take on the uncertainty of our current situation so the Citizens of Falls City can rest assured the governmental organization is prepared to turn-back hardship, or embrace fortune, whatever may come!

Sincerely,

/s/ Macahan Cortkell

Macahan "Mac" Cortkell, JD
City Manager and Budget Officer

City of Falls City
Paid Bills Report
 As of April 13, 2020

Date	Memo	Account	Class	Amount
Dallas Auto Parts				
04/13/2020	Acct #3020; Mar Statement	Accounts Payable		-311.25
04/13/2020	123 & 124 Service	Equipment O & M	01 GENERAL FUND:01.0...	78.77
04/13/2020	Tahoe Service	Equipment O & M	SHARED SERVICES	232.48
Total Dallas Auto Parts				0.00
K & E Excavating, Inc.				
04/13/2020	Inv 2192-01	Accounts Payable		-101,897.00
04/13/2020	Parry Rd. Main	Water Capital	19 CITY UTILITY RESER...	57,606.15
04/13/2020	Parry Rd. Main	Sewer Capital	19 CITY UTILITY RESER...	44,290.85
Total K & E Excavating, Inc.				0.00
Mid Willamette Valley COG				
04/13/2020	1920391	Accounts Payable		-217.50
04/13/2020	Permit 20-02 & General	Professional Services	01 GENERAL FUND:01.0...	217.50
Total Mid Willamette Valley COG				0.00
Pacific Power				
04/13/2020	multiple accounts, 210915...	Accounts Payable		-2,597.15
04/13/2020	3/20 Parks Power	UTILITIES	01 GENERAL FUND:01.0...	199.61
04/13/2020	3/20 Sewer Power	UTILITIES	13 SEWER FUND	341.20
04/13/2020	3/20 Fire Power	UTILITIES	82 FIRE EQUIPMENT/OP...	1,064.99
04/13/2020	3/20 Street Power	UTILITIES	11 STREET FUND	622.78
04/13/2020	2/20 Water Power	UTILITIES	20 WATER OPERATING ...	60.02
04/13/2020	2/20 City Hall & Dr Ofc Po...	UTILITIES	SHARED SERVICES	308.55
Total Pacific Power				0.00
Petro Card				
04/13/2020	C564933	Accounts Payable		-47.60
04/13/2020	PW Fuel	Equipment O & M	SHARED SERVICES	47.60
Total Petro Card				0.00

City of Falls City
Paid Bills Report
 As of April 13, 2020

Date	Memo	Account	Class	Amount
Sharon Volk Greve				
04/13/2020	Reimbursement COVID & ...	Accounts Payable		-3,687.27
04/13/2020	Outfitting BR123	'19 Weyerhaeuser Gra...	01 GENERAL FUND:01.0...	3,227.30
04/13/2020	COVID Related PPE & De...	Operational Expenses	01 GENERAL FUND:01.0...	459.97
Total Sharon Volk Greve				0.00
Speer Hoyt LLC				
04/13/2020	Inv 55185	Accounts Payable		-2,489.00
04/13/2020	Parry Rd. Main	Sewer Capital		285.00
04/13/2020	Land Use/Acquisition	'17 CDBG Wastewater ...	19 CITY UTILITY RESER...	1,596.00
04/13/2020	Rate Study	'17 CDBG Wastewater ...	13 SEWER FUND	190.00
04/13/2020	General Counsel	Professional Services	01 GENERAL FUND:01.0...	380.00
04/13/2020	Park Closures COVID Rel...	Professional Services	01 GENERAL FUND:01.0...	38.00
Total Speer Hoyt LLC				0.00
TerryByte Computer Repair				
04/13/2020	INV 403	Accounts Payable		-422.50
04/13/2020	Mar '20 MSA & Remote	Professional Services	SHARED SERVICES	250.00
04/13/2020	Telecomm Setup COVID ...	Equipment O & M	01 GENERAL FUND:01.0...	172.50
Total TerryByte Computer Repair				0.00
Walter E. Nelson Co.				
04/13/2020	Inv 81646	Accounts Payable		-371.85
04/13/2020	Supplies	Operational Expenses	01 GENERAL FUND:01.0...	241.55
04/13/2020	Foam Gun COVID Related	Facilities O & M	01 GENERAL FUND:01.0...	130.30
Total Walter E. Nelson Co.				0.00
Williamson & Aebi, LLP				
04/13/2020	Mar '20 Accountant	Accounts Payable		-471.20
04/13/2020	Mar '20 Accountant	Professional Services	SHARED SERVICES	471.20
Total Williamson & Aebi, LLP				0.00
TOTAL				0.00

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City of Falls City
Paid Bills Report
 As of April 20, 2020

Date	Memo	Account	Class	Amount
CenturyLink				
04/20/2020	Acct 5037874719562B	Accounts Payable		-84.47
04/20/2020	3/20 Telephone-WTP	UTILITIES	20 WATER OPERATING ...	84.47
Total CenturyLink				
0.00				
Consumers Power Inc				
04/20/2020	Account # 1155301; Mar '20	Accounts Payable		-276.53
04/20/2020	3/20 Power- WTP	Power	20 WATER OPERATING ...	276.53
Total Consumers Power Inc				
0.00				
K & E Excavating, Inc.				
04/20/2020	Inv 2192-01, Final payment	Accounts Payable		-5,363.00
04/20/2020	Parry Rd. Main	Sewer Capital	19 CITY UTILITY RESER...	5,363.00
Total K & E Excavating, Inc.				
0.00				
Oregon Association of Water Utilities				
04/20/2020	Invoice 28681, 28680	Accounts Payable		-625.00
04/20/2020	Water Leak & New Conne...	Professional Services	20 WATER OPERATING ...	312.50
04/20/2020	Plant Repair (28680)	Professional Services	13 SEWER FUND	312.50
Total Oregon Association of Water Utilities				
0.00				
Spectrum Business				
04/20/2020	Inv 0019088041020	Accounts Payable		-119.95
04/20/2020	City Hall Phone/Net	UTILITIES	SHARED SERVICES	119.95
Total Spectrum Business				
0.00				
US Bank Visa				
04/20/2020	Account: 47985312149811 ...	Accounts Payable		-76.40
04/20/2020	SEDCOR Econ Dev Lunch...	Travel/Training/Dues/St...	SHARED SERVICES	25.00
04/20/2020	Office Supply.Com	Operational Expenses	SHARED SERVICES	51.40
Total US Bank Visa				
0.00				

City of Falls City
Paid Bills Report
 As of April 20, 2020

Date	Memo	Account	Class	Amount
04/20/2020	Valley Electric Company, LLC 1200253	Accounts Payable		-99.00
04/20/2020	Lift Pump Testing	Professional Services	13 SEWER FUND	99.00
Total Valley Electric Company, LLC				0.00
TOTAL				0.00

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City of Falls City
Paid Bills Report
 As of April 27, 2020

Date	Memo	Account	Class	Amount
CUSI				
04/27/2020	Inv 4/18/20	Accounts Payable		-1,200.00
04/27/2020	Tech Supp fy 20-21	Professional Services	SHARED SERVICES	1,200.00
	Total CUSI			0.00
De Lage Landen Public Finance				
04/27/2020	inv 67704060	Accounts Payable		-6,168.99
04/27/2020	PW Truck Final Payment	'17 PW Truck Principal ...	SHARED SERVICES	5,870.00
04/27/2020	inv 67704060	Eng 123 Interest (Fire L...	82 FIRE EQUIPMENT/OP...	298.99
	Total De Lage Landen Public Finance			0.00
Ferguson Waterworks				
04/27/2020	Account: 50936 Invoice: 0...	Accounts Payable		-235.78
04/27/2020	Parts for Fairoaks Water S...	Operational Expenses	20 WATER OPERATING ...	235.78
	Total Ferguson Waterworks			0.00
King's Pumping Service				
04/27/2020	inv 17731, 17732, 17733	Accounts Payable		-1,660.00
04/27/2020	360/364 Fairoaks Pumping	Professional Services	13 SEWER FUND	535.00
04/27/2020	368/390 Fairoaks Pumping	Professional Services	13 SEWER FUND	535.00
04/27/2020	285 Bridge Pumping & Baf...	Professional Services	13 SEWER FUND	590.00
	Total King's Pumping Service			0.00
Oregon Association of Water Utilities				
04/27/2020	Inv 28695, 28696, 28725	Accounts Payable		-1,125.00
04/27/2020	Hopkins Main Repair	Professional Services	20 WATER OPERATING ...	437.50
04/27/2020	Fairoaks Service Installs	Professional Services	20 WATER OPERATING ...	250.00
04/27/2020	Hopkins Main Repair	Professional Services	20 WATER OPERATING ...	437.50
	Total Oregon Association of Water Utilities			0.00
Petro Card				
04/27/2020	C570623	Accounts Payable		-176.86
04/27/2020	PW Fuel	Equipment O & M	SHARED SERVICES	176.86
	Total Petro Card			0.00

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City of Falls City
Paid Bills Report
 As of April 27, 2020

Date	Memo	Account	Class	Amount
Polk IO				
04/27/2020	inv 11130	Accounts Payable		-53.13
04/27/2020	4/15/20 BC Notice	Legal Notices	SHARED SERVICES	53.13
Total Polk IO				0.00
Quadient				
04/27/2020	Acct: 7900 0440 8064 7419	Accounts Payable		-300.00
04/27/2020	Postage & Machine 4/20	Operational Expenses	SHARED SERVICES	300.00
Total Quadient				0.00
US Bank Visa				
04/20/2020	Account: 47985312149811...	Accounts Payable		-76.40
04/20/2020	SEDCOR Econ Dev Lunch...	Travel/Training/Dues/St...	SHARED SERVICES	25.00
04/20/2020	Office Supply.Com	Operational Expenses	SHARED SERVICES	51.40
Total US Bank Visa				0.00
TOTAL				0.00

City of Falls City
Paid Bills Report
 As of May 4, 2020

Date	Memo	Account	Class	Amount
CIS Trust				
05/04/2020	Inv FLC GASB75 2018 Final	Accounts Payable		-522.39
05/04/2020	GASB 75, 2018 Final	Insurance Expense	SHARED SERVICES	522.39
Total CIS Trust				0.00
City of Dallas				
05/04/2020	In 2936, 2939	Accounts Payable		-819.33
05/04/2020	St Sweeping Apr '20 (2936)	Professional Services	11 STREET FUND	300.00
05/04/2020	Fire Truck Service (2939)	Operational Expenses	01 GENERAL FUND:01.0...	519.33
Total City of Dallas				0.00
Donovan Enterprises, Inc				
05/04/2020	1329	Accounts Payable		-1,395.00
05/04/2020	Rate Study (1329)	'17 CDBG Wastewater ...	13 SEWER FUND	1,395.00
Total Donovan Enterprises, Inc				0.00
Ferguson Waterworks				
05/04/2020	Account: 50936 Invoice: 0...	Accounts Payable		-160.20
05/04/2020	Replenish Stock	Operational Expenses	20 WATER OPERATING ...	160.20
Total Ferguson Waterworks				0.00
Great American Financial Services				
05/04/2020	Inv: 26885978	Accounts Payable		-189.00
05/04/2020	Copier Lease Payment 04/...	Professional Services	SHARED SERVICES	189.00
Total Great American Financial Services				0.00
MNOP				
05/04/2020	A377737-IN	Accounts Payable		-452.71
05/04/2020	PW and Admin Fuel	Equipment O & M	SHARED SERVICES	452.71
Total MNOP				0.00

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City of Falls City
Paid Bills Report
 As of May 4, 2020

Date	Memo	Account	Class	Amount
Monmouth-Independence Chamber of Commerce				
05/04/2020	12399	Accounts Payable		-500.00
05/04/2020	Trvl Sim, Plk Cty, Ad Co-Op	RARE Project	01 GENERAL FUND:01.0...	500.00
Total Monmouth-Independence Chamber of Commerce				
0.00				
Office Craft				
05/04/2020	AR11400	Accounts Payable		-92.96
05/04/2020	Copies, April '20	Professional Services	SHARED SERVICES	92.96
Total Office Craft				
0.00				
Overhead Door Company of Salem				
05/04/2020	205655	Accounts Payable		-80.00
05/04/2020	Bulton Carryout	Equipment O & M	01 GENERAL FUND:01.0...	80.00
Total Overhead Door Company of Salem				
0.00				
Spectrum Business				
05/04/2020	Inv. 0019641042320	Accounts Payable		-79.97
05/04/2020	Fire Phone/Net	UTILITIES	82 FIRE EQUIPMENT/OP...	79.97
Total Spectrum Business				
0.00				
TerryByte Computer Repair				
05/04/2020	Inv 435	Accounts Payable		-250.00
05/04/2020	Apr '20 MSA & Remote	Professional Services	SHARED SERVICES	250.00
Total TerryByte Computer Repair				
0.00				
Van Well Building Supply				
05/04/2020	April '20 Statement	Accounts Payable		-259.67
05/04/2020	Fire Dept (57022, 57023)	Equipment O & M	01 GENERAL FUND:01.0...	168.74
05/04/2020	Street Patch	Operational Expenses	11 STREET FUND	90.93
Total Van Well Building Supply				
0.00				

80

City of Falls City
Paid Bills Report
 As of May 4, 2020

Date	Memo	Account	Class	Amount
Verizon Wireless				
05/04/2020	Inv 9853222114	Accounts Payable		-61.93
05/04/2020	Apr '20 PW Duty Phone	UTILITIES	SHARED SERVICES	61.93
Total Verizon Wireless				0.00
Xerox Financial Services				
05/04/2020	Invoice 2070899 - Tax Fre...	Accounts Payable		-180.75
05/04/2020	4/20 Xerox Buyout (Reimb...	Professional Services	SHARED SERVICES	180.75
Total Xerox Financial Services				0.00
TOTAL				0.00

18

Mac Corthell

From: Jackson, Julie <JJackson6@republicservices.com>
Sent: Thursday, April 30, 2020 3:43 PM
To: manager@fallscityoregon.gov
Subject: Republic Services Update
Attachments: IMG_1687.jpg; Thank You on Cart.jpg; Thank You sign.png

Mac,

Could you please forward to the City Councilors? We want them to know what we are doing to do our part.
Julie

Republic Services has shared a long partnership with your community and I want to let you know what we are doing nationally and locally to invest in our employees and local small business. We are proud of the work we do and our ability to give back in this way. I've also attached some photos our drivers have taken. They are working diligently during this pandemic and are touched by the support they are receiving across Oregon.

- Republic Services has launched “Committed to Serve,” a \$20 million initiative to recognize our 28,000 frontline employees in the field who are serving our customers every day, while also helping to support our small business customers across the nation.
- In the our local areas that includes 264 drivers, technicians and others who are on the frontlines every day, making sure residents’ trash and recycling are collected.
- Our goal is to support the economy at the local level – benefiting our small business customers as well as our employees, our company and our country.
- Here’s what we’re doing for our frontline employees:
 - Giving bi-weekly \$100 gift cards, for a total of \$400, or over \$105,000.
 - Providing weekly meals.
 - Sending home weekly dinners for employees and their families.
- Here's how we're doing it:
 - Purchasing meals from local, small businesses to help support our customers and communities. For example, we recently purchased meals from Southpaws Pizza, Corks & Forks Catering, Cirrello’s Pizza, Van Vleet Meat, Washington St. Steakhouse and In fact, Republic Services has already invested more than \$60,000 in local small businesses in the Salem, Albany, Corvallis and Grants Pass areas.
 - Encouraging employees to spend their gift cards with local, small businesses.
 - Donating \$3 million to our charitable foundation to fund long-term nonprofit partners that are working to rebuild, revitalize and restore the places where our employees live and work.
- For more information visit RepublicServices.com/CommittedToServe or join in the social conversation by using #CommittedToServe.

Other COVID-19-related changes:

- Safety:
 - At Republic Services, the health and safety of our employees, customers and communities are our top priority.

- We're providing our field employees with necessary personal protective equipment (PPE) as well as face masks.
- We're cleaning and disinfecting our trucks, equipment and facilities multiple times per day.
- We've changed the way we work to ensure proper social distancing.

- **Service:**
 - We've seen a significant increase in residential waste in our area.
 - We've made some changes like allowing cart contents only for yard debris and recycling, so that we can prioritize trash and recycling collection. This means that drivers are not picking up any extra recycling/cardboard or yard waste on the ground. We suspended bulk collection, but began picking that up again effective April 27th. Our recycle depots are all open again. Our offices remain closed to the public.
 - All of these changes are to allow us to have enough drivers to pick up the increased levels of residential waste that we are seeing.

- **Taking care of our team:**
 - We're offering 10 additional days of PTO for any employee diagnosed with COVID-19.
 - We've adjusted our healthcare plans to cover copays and medical expenses related to COVID-19 treatment along with virtual doctor visits and early prescription refills

Be Well,
Julie

Julie Jackson | Municipal Manager | BU 401, Western Oregon

110 NE Walnut Blvd. Corvallis, OR 97330

Work 541-286-3313, ext. 204 Cell 541-936-1334 Email jjackson6@republicservices.com



Please think before printing.



April 27, 2020
City of Falls City
299 Mill Street
Falls City, OR 97344

Dear Mayor and City Councilors,

It seems I am being *harassed* by *what appear* to be junior high age boys who *hid their faces* and have *been pounding* on my door *at night* on and off for the last 2-3 weeks.

It hit an all time problem, when they came back after *midnight pounding and running away* and returning and *pounding on door*. *I CANNOT SLEEP and am very disturbed in my own home.*

I have called the Polk County Sheriff's Office who sent deputies out.

I am asking for help from the city with this problem.

At one time we had a neighborhood watch.

I realize a neighborhood watch *is difficult with the CORVID 19 virus.*

I am installing more lights and a camera, but that will not necessarily solve the problem.

As a longtime resident of Falls City, I would appreciate your attention to this matter.

Thank you for considering this issue.

Best regards,
Clara Jean Dawson
Clara Jean Dawson

PO Box 383
134 Bridge Street
Falls City, OR 97344

jward@fallscityoregon.gov

From: jward@fallscityoregon.gov
Sent: Tuesday, May 5, 2020 2:31 PM
To: 'sheriff.records@co.polk.or.us'
Cc: Mac Corthell (manager@fallscityoregon.gov)
Subject: Clara Dawson harassment letter
Attachments: 2020.05.01 _Clara Dawson letter to Mayor-Councilors.pdf

To Whom it May Concern,
The City of Falls City received this letter addressed to the Mayor and Council regarding school aged kids harassing an elderly resident at night. We felt it informative to send it to you as well. Please let me know if you need anything else. My contact information is below and Mrs. Dawson's is in the attached letter.

Kind regards,

Jamie Ward
City Clerk
299 Mill St.
Falls City, Oregon
Ph. 503.787.3631
Fa. 503.787.3023
jward@fallscityoregon.gov

DISCLOSURE NOTICE: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

EXECUTIVE SESSION SCRIPT

Executive Session:

[Open Executive Session]

The City Council of Falls City will now meet in executive session pursuant to ORS 192.660(2)(i), which allows the Council to meet in executive session to review and evaluate the performance of an officer, employee, or staff member if the person does not request an open meeting.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed to disclose nothing from the session, except to state the general subject of the session as previously announced. No decision may be made in executive session.

[Conduct City Manager review and evaluation]

[Close executive session]

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: CITY MANAGER'S CONTRACT
DATE: 5/11/20

SUMMARY

An amended contract for employment with the City Manager.

BACKGROUND

City Manager Corthell was hired in May of 2018, received a 5% raise after 6 months of service, and received a roughly 2% cost of living increase in July of 2019. City Manager Corthell's wages are currently at the bottom of the scale for City Managers, including cities of equivalent size.

Since his arrival, City Manager Corthell has increased the City's budget from \$2.3 million total to approximately \$4.1 million through grants, partnerships, additional revenue streams, and formal processes to recoup costs where appropriate.

Additionally, Manager Corthell has reduced the overall personnel costs by more than 10% while bringing the wages of each employee more in line with industry standards, and enhancing city services. This was achieved through a comprehensive organizational restructuring exercise, a full workload analysis, job-description overhauls, and a modified staffing philosophy.

PREVIOUS COUNCIL ACTION

Adopted the City Manager's existing contract in May of 2018.

Appointed Mayor Gordon and Council President Lauder to renegotiate the Manager's Contract in April of 2020.

SUMMARY OF CHANGES PROPOSED

1. A raise from \$67,500 to \$75,000 per year plus associated increases in payroll and retirement (approximately \$750 / year).
 - a. Second year step increase to \$80,000/year subject to council objection.
2. Increased vacation allowance from 10 days per year to 15 days per year.
3. 6 months' severance if terminated without cause. This can be reduced by providing notice of separation.

EXHIBIT

Resolution 11-2020

PROPOSED MOTION

I move that the City Council of the City of Falls City adopt resolution 11-2020, A RESOLUTION ADOPTING A NEW CONTRACT FOR EMPLOYMENT WITH THE CITY MANAGER.

RESOLUTION 11-2020

**A RESOLUTION ADOPTING A NEW CONTRACT
FOR EMPLOYMENT WITH THE CITY MANAGER.**

WHEREAS, The Falls City Charter requires a City Manager be appointed by the City Council and be in charge of the day to day operations of the City; and

WHEREAS, Current Manager, Mac Corthell, was appointed by the City Council in May of 2018; and

WHEREAS, The City Council has had occasion to review Manager Corthell's work products and performance; and

WHEREAS, It is in the best interest of the City to continue the employment of Manager Corthell; and

WHEREAS, Mayor Gordon and Council President Lauder were tasked with renegotiating Manager Corthell's employment contract; and

WHEREAS, All parties to the negotiation were able to reach an agreement that fairly balances the interests of the City, and Manager Corthell.

Now therefore, be it resolved by the City Council of Falls City as Follows:

1. **Adoption of Contract.** The City Council adopts the contract for employment, attached hereto as Exhibit A, between Falls City and City Manager Corthell.
2. **Effective Date.** This resolution and the attached employment contract (exhibit A) are effective immediately upon passage. The Manager's prior contract is no longer effective upon proper execution of the employment contract attached as exhibit A.

This Resolution was duly PASSED and ADOPTED by the Falls City Council this 11th day of May, 2020.

Approved:

Date

Jeremy Gordon, Mayor

Attest:

Date

Jamie Ward, City Clerk

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into this ____ day of May, 2020, by and between the **CITY OF FALLS CITY, OREGON**, a municipal corporation, hereinafter called "**City,**" and **Macahan A. Corthell** hereinafter called "**Employee.**"

WHEREAS, the City desires to employ the services of the Employee as City Manager as provided by the City Charter, applicable ordinances, and the City Manager Job Description; and

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment and to set working conditions of said Employee; and

WHEREAS, Employee desires to accept employment as City Manager of the City of Falls City, Oregon:

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS HEREBY CONTAINED, THE PARTIES AGREE AS FOLLOWS:

SECTION 1. DUTIES

- A. The City agrees to employ Employee as the City Manager with the job duties as further specified in the City Charter, applicable Ordinances, and the City Manager's job description contained in the Falls City Municipal Code. Employee further agrees to perform other legally permissible and proper duties and functions as the City Council shall from time to time assign.
- B. The Employee will render the services of City Manager in a professional manner.
- C. The Employee will devote the necessary hours each week to the performance of such duties that may be assigned to him by the City.
- D. The Employee will serve the City diligently and faithfully, and according to his best ability in all respects, and will use his utmost endeavors to promote the interest of the City.

SECTION 2. TERM

- A. This Agreement shall commence on May _____, 2020. This Agreement shall remain in full force and effect from the commencement date unless the City Manager is terminated or resigns as provided in Section 3.
- B. Employee is an employee at will. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of the Employee, subject only to the provisions set forth in Section 3 of this Agreement.

- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with the City, subject only to the provisions set forth in Section 3, Paragraph B of this Agreement.
- D. This Agreement shall remain in full force and effect from its effective date unless it has expired or is terminated by either party as provided in Sections 2 and 3 of this Agreement.
- E. Employee agrees to remain in the exclusive employ of the City throughout the duration of this Employment Agreement, and to neither accept other employment nor become employed by another employer until the termination date of this Employment Agreement, unless the outside employment is pre-approved by the City and does not interfere with the City Manager's job duties.

SECTION 3. TERMINATION AND SEVERANCE PAY

- A. Termination Without Cause. In the event City terminates Employee Without Cause, City agrees to pay employee a lump sum payment equal to six (6) months' of Employee's base salary. All severance payments are subject to required payroll withholding and deductions. Employee's acceptance of the severance payment shall constitute a release and waiver of all claims of any type or nature whatsoever against City, it's Mayor, Councilors, employees, volunteers and agents. Employee and City agree to execute a Release and Waiver of Claims acceptable to City as a condition of Employee receiving severance pay.
 - 1. Waiver of Severance. If the City Council provides reasonable notice of termination without cause, to occur on a future date certain, the severance owed to the City Manager post-termination will be reduced on a day for day basis by the total days in the notice period. For purposes of this calculation, 6 months shall be equal to 183 calendar days. The pay received during the notice period shall not be considered severance pay, but shall entitle the City to a credit against the severance pay owed to Employee on a day for day basis.
 - 2. Notice Required. For purposes of paragraph one (1) above, notice shall only be considered reasonable if a majority of the City Council, at a public meeting, agrees to place Employee on notice of intent to terminate, without cause, at a future date certain. Notice shall not be considered reasonable, and the notice period shall not commence, until a termination date is agreed upon by a majority of the City Council.
- B. Voluntary Resignation. If Employee voluntarily resigns his position during this Agreement, he shall give the City thirty (30) days' advance written notice, unless the parties otherwise agree. If he fails to give the required notice, the City may, at its sole discretion, reduce Employee's sick and vacation benefits payable to resigning City employees (the reduction equal to the number or sick and vacation

hours Employee would have earned over the course of 30 days). Employee is not entitled to any severance payment under this Agreement in the event of Employee's voluntary resignation.

- C. For Cause Termination. City may terminate For Cause. Employee is not entitled to any severance payments under this Agreement if he is terminated For Cause. Termination "for cause" means termination occurring due to Employee's: neglect of duty, breach of contract, inefficiency, insubordination, conduct involving moral turpitude, inadequate performance, repeated or serious violations of City policies, dishonesty of any kind, or failure to comply with other reasonable requirements as the City may prescribe.

If the parties dispute whether the Employee was terminated "for cause," either party may request binding arbitration on the question. Arbitration shall be requested by delivering the other party a written request for arbitration. Within thirty (30) days of receipt of such request, the parties shall select a mutually agreeable arbitrator and designate mutually agreeable rules of arbitration. If the parties cannot agree upon an arbitrator within thirty (30) days, an arbitrator shall be appointed by the Circuit Court for the State of Oregon for Polk County, in accordance with ORS 36.310. If the parties have not designated mutually agreeable rules of arbitration at such time as the arbitrator is appointed, the arbitrator shall adopt rules for the arbitration. The arbitrator's final decision shall be final and binding upon the parties. All arbitrations shall take place in Polk County Oregon, unless the parties both agree to have the matter arbitrated elsewhere. Each party agrees to pay its own arbitration costs, including any attorney fees or costs.

SECTION 4. SALARY AND RETIREMENT

- A. Effective at the beginning of the pay period immediately following the execution date of this agreement, the City shall pay Employee for services rendered under this Agreement at an annual rate of \$75,000, which sum shall be payable in installments at the same time and manner as other employees of the City are paid. After twelve (12) months, Employee's pay shall be increased to a rate of \$80,000 annually, unless Employee or any member of the City Council objects at that time. The Mayor shall put the salary increase on the City Council agenda for objection at the City Council Meeting immediately prior to the increase taking affect.
- B. The City shall consider annual cost of living increases to Employee's base salary at the earliest Council Meeting after May 1st of each year. The percentage increase to be considered shall be based on the West - Size Class B, Consumer Price Index (CPI), for the year ending with the most recent December. The City reserves full discretion to deny the cost of living increase for any reason, or no reason. The City will not take up a cost of living increase if a raise equal to, or in excess of the CPI has been granted in the calendar year prior to the Council

Meeting at which the cost of living increase would be taken up. The effective date of any pay increase in any year will be July 1.

- C. The City agrees to classify the City Manager position as an Oregon PERS-qualified position and to make payments to PERS as with other City employees.

SECTION 5. PERFORMANCE EVALUATION

The Mayor and Council shall review and evaluate Employee's performance after six (6) months and again after twelve (12) months. Thereafter, performance reviews shall take place annually. The City Manager shall administer, schedule and provide sample performance evaluation materials to the Mayor and Council prior to budget adoption, or at such other or more frequent times as the Council may desire. Employee performance review and evaluation shall be in accordance with criteria and duties set forth in the City Manager's job description and other criteria as the Council may establish. The Mayor, as directed by the Council, shall provide the Employee with a written summary statement of the evaluation and provide an adequate opportunity for Employee to discuss any concerns or response with the Mayor and Council. The performance summary and any written response shall be made part of the Employee's personnel file.

SECTION 6. HOURS OF WORK

It is recognized that the Employee must regularly devote in excess of forty (40) hours per week to his duties and that such time is often outside the "normal office hours" of the City. The Employee may exercise discretion to apportion some working hours to occur "off-site" at his discretion, and may take administrative time off of his regularly scheduled work hours, as long as it does not adversely affect the operation of the City. Employee shall preserve documentation to account for administrative, sick leave, vacation, or holiday time used.

SECTION 7. LEAVE

Vacation Leave. Employee shall be entitled to paid vacation time earned and accrued on the basis of 15 days for each 12 months of employment. Vacation time shall accrue on a pro rata basis, and shall be taken as the Employee and Employer shall agree with 320 hours maximum accrual.

Sick Leave. Employee shall be entitled to sick leave time as delineated in the Falls City Employee Handbook for an Employee of equivalent time in City Service.

SECTION 8. PROFESSIONAL DEVELOPMENT

The City agrees to budget and pay for Employee's travel and subsistence expenses necessary for his professional development and beneficial to the City. Subject to budgetary constraints, time limitations and the convenience of both the City and the

Employee, the Employee is permitted and encouraged to attend such professional development meetings, activities seminars, courses, and institutes in accordance with the City's applicable policies.

City will pay for the City Manager's membership in the International City/County Managers Association (ICMA) and the Oregon City/County Managers Association (OCCMA) and associated local and national conferences, as approved and budgeted by the Mayor and Council.

City will pay for Employee's expenses associated with civic membership, as approved and budgeted by the Mayor and the Council.

SECTION 9. INDEMNIFICATION

The City shall defend, save harmless and indemnify Employee against any tort, professional liability claim, or other legal action, arising out of an alleged act or omission occurring in the course and scope of performance of Employee's duties as City Manager to the extent required under Oregon law and subject to the limitations within the Oregon Tort Claims Act and the Oregon Constitution.

SECTION 10. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

City general employee regulations, rules, policies and benefits shall apply to Employee *unless they conflict with or are inconsistent with this Agreement*. If there is a conflict or inconsistency between the City's regulations, rules or policies and this Agreement, this Agreement shall prevail. Specifically, any City regulations, rules or policies pertaining to the City Manager performance review process, termination process, disciplinary process, and disciplinary review process will not apply. This Agreement provides the City's sole and exclusive performance review process, termination process, disciplinary process, and disciplinary review process for the City Manager.

SECTION 11. GENERAL PROVISIONS

- A. Wherever this Agreement provides an option, election or approval by the City, such provision shall be construed to require that such option, election or approval shall be made by the City Council, except where this Agreement specifies that the option, election or approval may be given by the Mayor.
- B. This Agreement shall constitute the entire agreement between the parties.
- C. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- D. If any provision or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of the Agreement or

portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

- E. Employee acknowledges this document has been drafted by the City Attorney, who does not represent him, and that he has had the opportunity to consult with legal counsel of his choosing at his expense before signing below.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals effective the day, month and year first above written.

CITY OF FALLS CITY, OREGON:

EMPLOYEE:

By: _____
Jeremy Gordon, Mayor

Macahan Corthell

Date: _____

Date: _____

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: DON POE RETIREMENT
DATE: 5/11/20

SUMMARY

Notifying the City Council of Don Poe's impending retirement, sharing related transition plans, and requesting a one-time deviation from current personnel policies regarding benefits.

BACKGROUND

1994 was a great year for many reasons...Beanie Baby mania began sweeping the nation, "I'll make love to you" by Boyz II Men topped the charts, Forrest Gump was playing on the big screen, and Tanya Harding's involvement in attacking Nancy Kerrigan was still speculation. As amazing as all of this is, 1994 was great for a far better reason, that's the year Donald R Poe first became an employee of this fine City.

Now, some 26 years later, Don is the heart and soul of Falls City Public Works. He knows every valve, pump, and splitter by heart. He dreams about sewage and eats 4 inch overlays for lunch. He's seen it all in his time with this city, and his knowledge will be sorely missed. But not yet! On July 1, 2020 Don will begin a hard earned, well deserved retirement. Don will not only be missed as a main stay of the Falls City team, and an extremely hard worker, the City will also lose its Water and Sewer Operator. This would be a significant issue for the City as Don is the City's lone Water and Sewer operator. However, as has always been the case, Don has proven willing to put the City's interests above his own and agreed to stay on, in retirement, for approximately 10 hours per week.

This will not only save the city a great deal of money avoiding the need to contract a water and sewer operator until John Creekmore completes his training, it will preserve the positions of existing public works staff, and allow us to continue utilizing Don's expertise in our daily operations.

PROPOSAL

Don has asked that the City continue providing his full health insurance benefit until January 1, 2021 (six months) in exchange for him staying on 10 hours per week and providing the City with a water and sewer operator, as required, to meet our daily monitoring requirements.

ALTERNATIVES/FINANCIAL IMPLICATIONS

1. 6 months of Don's health benefit = Approximately \$10,000
2. 6 months of contracting for a certified water and sewer operator = Approximately \$15,000
 - a. Loss of system knowledge
3. Hiring a replacement water and sewer operator = Approximately \$100,000/year
 - a. Loss of system knowledge
 - b. Layoff of existing staff members

STAFF RECOMMENDATION

Approve a one-time deviation from the City's personnel policy and grant Don Poe continued health coverage for 6 months after his retirement, ending January 1, 2021.

EXHIBIT

Resolution 10-2020

PROPOSED MOTION

I move that the City Council of the City of Falls City adopt resolution 10-2020, A RESOLUTION AUTHORIZING A ONE TIME DEVIATION FROM THE CITY'S PERSONNEL POLICY TO CONTINUE DON POE'S HEALTH INSURANCE UNTIL JANUARY 1, 2021

RESOLUTION 10-2020

A RESOLUTION AUTHORIZING A ONE TIME DEVIATION FROM THE CITY'S PERSONNEL POLICY TO CONTINUE DON POE'S HEALTH INSURANCE UNTIL JANUARY 1, 2021

WHEREAS, Don Poe has worked for Falls City since 1994; and

WHEREAS, Don Poe will retire from City service on July 1, 2020; and

WHEREAS, Don Poe has agreed to continue working for the City, in retirement, for 10 hours per week; and

WHEREAS, Don Poe would not typically be eligible for Health Insurance Benefits under the City's plan due to a shortage of projected work hours; and

WHEREAS, the City Council honors Don Poe's 26 years of commitment to Falls City Public Works and the Falls City Community; and

WHEREAS, Don Poe's continued dedication to the City will enable great cost savings, and continue the city's ability to tap into his knowledge and experience;

NOW, THEREFORE, IT IS DECLARED THAT:

1. **Continued Health Insurance Coverage.** The City Council authorizes the City Manager to continue provision of Don Poe's current health plan (or an equivalent if the City changes providers), cost free, until January 1, 2021. At the conclusion of this timeframe, the City will process Don Poe for Cobra in accordance with current policies of the city and its insurance provider.

2. **Early Termination.** If Don Poe is terminated from city employment for cause, lack of funding, or if he leaves city employment of his own volition, before January 1, 2021, his health benefits will be terminated in accordance with existing city personnel policies.

This Resolution was duly PASSED and ADOPTED by the Falls City Council this _____ day of May, 2020.

Approved:

Date

Jeremy Gordon, Mayor

Attest:

Date

Jamie Ward, City Clerk