



## City of Falls City

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

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

**Date:** Monday, June 14, 2021, Time: 6:00 pm

**Location:** Web Application, in writing

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

1. **Call-in:**
  - a. 1-253-215-8782
  - b. Meeting ID: **986 5676 6387**
  - c. Passcode: **585730**
  - d. You will be muted but may "raise your hand" to indicate you wish to comment.
2. **Web Application: Zoom**
  - a. <https://zoom.us/j/98656766387?pwd=bEVRRiBwbnlJWVdhQXpITDFpVG9Wdz09>
  - b. Meeting ID: 986 5676 6387
  - c. Passcode: 585730
  - d. You will be muted but may "raise your hand" to indicate you wish to comment.
3. **Write-In:** Using regular mail or email.
  - a. [info@fallscityoregon.gov](mailto:info@fallscityoregon.gov); 299 Mill St. Falls City, OR 97344

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

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### **AGENDA**

#### 1. CALL TO ORDER & ROLL CALL

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

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

#### 2. PLEDGE OF ALLEGIANCE

#### 3. MOTION TO ADOPT THE ENTIRE AGENDA

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

- a. Lori Sickles-Parks and Recreation Committee Renewal-----pg. 1-2
- b. Georgia Griffith-Parks and Recreation Committee Application-----pg. 3-4

c. Laura Britton-Parks and Recreation Committee Application-----pg. 5-6

5. COMMUNITY & GOVERNMENT ORGANIZATIONS

a. Falls City Public Works Report----- pg. 7

b. Falls City Fire Report -----pg. 8-9

c. Polk County Sheriff's Report----- pg. 10

6. REPORTS

a. Mayor

b. Council

c. Manager Report -----pg. 11-12

7. CONSENT AGENDA

a. Approval of the Minutes

i. April 12, 2021, Regular Meeting ----- pg. 13-20

ii. May 12, 2021, Budget Committee Minutes-----pg. 21-30

b. Approval of the Bills----- pg. 31-38

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. Email Communication George Sperry and Mayor Jeremy Gordon----- pg. 39-41

9. BUDGET HEARING

a. Public Hearing on the Budget

This public hearing is an opportunity for any member of the public to make comments and/or requests regarding the approved budget for fiscal year 2021-2022, beginning July 1, 2021. The Budget Document has been available for review at City Hall, and on the City's webpage since May 07, 2021.

Open at \_\_\_\_pm, Public Comment(s), Close at \_\_\_\_pm.

b. Public Hearing on Revenue Sharing

This public hearing is an opportunity for any member of the public to comment on or make requests regarding how State Revenue Sharing Funds will be spent in the 2021-2022 fiscal year beginning July 1, 2021. State Revenue Sharing funds are a share of certain revenues of the State Oregon that shall be apportioned among and distributed to the cities of this state for general purposes.

Open at \_\_\_\_pm, Public Comment(s), Close at \_\_\_\_pm.

- c. Resolution 07-2021 Adopting the Budget, Electing State Revenue Sharing, Making Appropriations, and Levying Taxes-----pg. 42-72

**10. NEW BUSINESS**

- a. Supplemental Budget 3-----pg. 73-76
- b. Business License-Jami Kidd-----pg. 77-79
- c. Mayor Resignation and Vacancy -----pg. 80-82

**11. OLD BUSINESS**

- a. Code Enforcement Update-----pg. 83-98

**12. CITIZEN COMMITTEES**

- a. Public Works Recommendation to Council-----pg. 99-101
- b. Parks & Recreation, Public Works, Historic Landmarks are all back to in person meetings located at the Community Center.

**13. ADJOURN**



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Instructions: Fill out both sides of form and submit to City Hall.

## Contact Information

Name: *Lori Sockle*  
Street Address: *235 Prospect Ave*  
Mailing Address: *P.O. Box 81*  
City/State/Zip Code: *Falls City OR 97344*  
Home Phone: *503 991 9924*  
Work Phone: *503 787 2700*  
E-Mail Address: *loriandlaura@n1511.com*

## Background

Years of Residence in Falls City: *56*  
Place of Employment: *Penstock*  
Occupation: *Business owner*  
Educational Background: *High School grad*

Prior Civic Activities: *city council Falls City 2010 to present*  
*Parks comm. 2010 to present*

## Committees of Interest

Please check all of the following Committees that interest you:

- Budget Review Committee
- Parks and Recreation Committee
- Public Works Committee
- Historic Landmark Commission
- Planning Commission

\*Please continue to reverse side of form for completion.

**Special Skills or Qualifications**

Summarize any special training, skills or experience you may have pertinent to the Committees to which you are applying.

I have been an active member of the parks and city Council for several years and have been active in many parks ~~activities~~ activities such as easter egg hunt, summer celebration Falls City Pride and more

**Motivation**

Discuss your motivation for serving on this Committee.

I love this town and want to continue to help it thrive.

**Special Notice**

Please be advised that members of the City Council and Planning Commission are required to file an annual Statement of Economic Interest with the State of Oregon.

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if, I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Signature

Date



4.22.20

Thank you for completing this application form and for your interest in volunteering with us.



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Instructions: Fill out both sides of form and submit to City Hall.

## Contact Information

Name: Georgia Griffith

Street Address:

Mailing Address: 161 3rd Street

City/State/Zip Code: Falls City, Oregon

Home Phone: 971 600 4567

Work Phone:

E-Mail Address: shanikojackson@gmail.com

## Background

Years of Residence in Falls City: 10 years

Place of Employment: self employed

Occupation:

Educational Background: High school & two years of collage

Prior Civic Activities: PRIDE committee, helps at Summer Celebration, played the Easter Bunny for two years, I support our local businesses. I've helped work the Falls City 4th of July parade, helped with the solar eclipse.

## Committees of Interest

Please check all of the following Committees that interest you:

- Budget Review Committee
- Parks and Recreation Committee
- Public Works Committee
- Historic Landmark Commission
- Planning Commission

\*Please continue to reverse side of form for completion.

**Special Skills or Qualifications**

Summarize any special training, skills or experience you may have pertinent to the Committees to which you are applying.

I am very dedicated to the falls City community,  
I'm a great planner, organizer & ~~organizer~~  
I am dedicated to making Falls City a better place  
for all.

**Motivation**

Discuss your motivation for serving on this Committee.

To help our community thrive and continue to  
be a safe place for families & outside visitors  
who come to experience the awesomeness of Falls  
City

**Special Notice**

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**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if, I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Georgia Griffith

Signature

Date

5/22/21

Thank you for completing this application form and for your interest in volunteering with us.



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Instructions: Fill out both sides of form and submit to City Hall.

## Contact Information

Name: LAURA BRITTON  
Street Address: 235 Prospect Ave  
Mailing Address: PO Box 81  
City/State/Zip Code: Falls City, OR. 97344  
Home Phone: 503 871 6527  
Work Phone:  
E-Mail Address: loriandlaura@msn.com

## Background

Years of Residence in Falls City: 20 years  
Place of Employment: Boondocks  
Occupation:  
Educational Background: Bach. of Science  
Western OR Univ.  
Prior Civic Activities:  
- 10+ yrs doing FC Easter Egg hunt  
- 3 yrs City parade & event planner  
- F.C. Parent group

## Committees of Interest

Please check all of the following Committees that interest you:

- Budget Review Committee
- Parks and Recreation Committee
- Public Works Committee
- Historic Landmark Commission
- Planning Commission

\*Please continue to reverse side of form for completion.



**Special Skills or Qualifications**

Summarize any special training, skills or experience you may have pertinent to the Committees to which you are applying.

2 yrs. Previous exp. in Parks/Rec Dept - Marquette Michigan.  
Volunteer exp. in F.C. Parks, cleaning, events & planning

**Motivation**

Discuss your motivation for serving on this Committee.

To bring more ~~events~~ community events to Falls City. To bring activity to our parks

**Special Notice**

Please be advised that members of the City Council and Planning Commission are required to file an annual Statement of Economic Interest with the State of Oregon.

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if, I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) Laura Britton  
Signature *Laura Britton*  
Date 5/22/21

Thank you for completing this application form and for your interest in volunteering with us.



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## Public Works Report May of 2021

### **Administration**

*Normal operations.*

### **Water Division**

*24<sup>th</sup> main break on Clark road.*

*28<sup>th</sup> main break on Estelle road.*

### **Sewer Division**

*Normal operations.*

### **Streets Division**

*Normal operations.*

### **Parks & Cemeteries Division**

*26<sup>th</sup> prep cemeteries for Memorial Day.*

### **Non-Sewer Wastewater Division (TMDL)**

*Normal operations.*

Falls City Fire Dept.  
Activity Report for May, 2021  
For June 2021 Council Meeting

Greetings AJ, Mayor Gordon, Falls City Council Members

May was again a busy month for the Volunteers with Falls City Fire.

For the month of May we had a total of 22 calls. Break down as follows:

Medical 12

Assist with PCSO (medical eval) 1

Public assist 1

Grass/Brush Fires 2

Structure/ Bldg Fires 2

MVA's (motor vehicle accidents) 2

Burning complaints 2

Total SW Fire Assists (we assisted them): 2 MVA's, 1 Fire  
SWF assisted FCFD (in town) 1 House Fire

*Reported by Sharon Volk Greve  
Assistant Chief  
Falls City Fire  
6-7-2021*

*Falls City Fire Dept. Volunteer Activity Report APRIL 2021*

	Name	Rank/Cert	DPST	Active "Yes" or "No"
1	Albert, Lori (4-11)	Eng /EMT I	12941	Y
2	Bishop, Julee' (2-07)	Sup.Prob FEM	24016	Y
3	Creekmore, Donna (8-18)	Chaplain		Y
4	Creekmore, Jonathon G. 10-07	AC/EMR	24943	Y
5	*Cushway, Mason (11-2019)	Junior (F/M)		Y
6	Dennis, Wyatt (8-20)	Junior F/M)		Y
7	Dunmire, Brody(5-20)	Prob FF		Y
8	Gusarov, (Geno) Gennadiy (9-20)	Prob FF M		Y
9	Jennifer, Drill (9-19)	Prob FF		Y
10	Epperson, Jay (7-20) (1-14)	Cpt. EMR	14346	Y
11	Gilbert, John (9-06)	BC/EMR	23390	Y
12	Inman, Larry (5-19)	Prob FF/M	15572	Y
13	Rasnake, Mikayla (8-20)	Prob. Junior		Y
14	Richardson, Abbey (9-18)	ProbFF	38799	Y
15	Schwarz, Hannah (7-20)	Prob. Junior		Y
16	Schwarz, Staci (9-19)	Sup Prob/FF/M		Y
17	Schwarz, Jeff (5-17)	Junior Prob FF/ M		Y
18	Schwarz, Jon, Jr. (5-16) Adult 12-19	Prob FF	37498	Y
19	Schwarz, Jon, Sr. (5-17)	Prob FF/M	37498	Y
20	Symolon, Corrine (9-20)	Prob FF M		LOA (Medical)
21	Smith, Paul (1-96)	BC /EMR	11555	Y
22	Volk Greve, Sharon (2-96)	AC/EMT I	11590	Y
23	Wagner, Danielle 7-16	Prob FF	37501	LOA (Maternity)
24	Wagner, Karl C. (1-00)	Capt FF	15575	Y
25	Watkins, Aron	Prob FF		Y New Recruit May 2021
26	Weems, Zachary 3-11	Prob FF	36235	Y
27	Young, Robert (1-82)	Chief EMR	06608	Y
x	Spicer, Keith	Prob FF		N REMOVE no longer on dept.

Report submitted by Sharon Volk Greve, Assistant Chief, Falls City Fire and EMS **UPDATED JUNE 7th, 2021**

# May 2021 Falls City Stats

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

Falls City Calls for Service	Of the FC Calls for Service	involved crimes
Total Calls for Service (county wide)	53	14
Falls City % of Total Calls	1611	7
	3.3%	50.0% clearance
		9.2% of total arrests

Total Service Calls (Polk County)	Crimes Occ	Junvenile Arrests	(county wide)
1611	168	0	
	93	1	(Falls City)
Cases Cleared by arrest	65	(only true crimes reported here)	
Total Arrests (county wide)			



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

## City Manager's Report June 14, 2021

### Introduction

Since our last meeting, we have had a budget meeting to go over the Fiscal Year 2021-2022 budget and I was glad that the budget committee was in support of the recommendations that I put forth for Falls City. I anticipate that with the American Recovery Plan Act funds that will be distributed to states, counties, and municipalities in the next 18-24 months, we will have the opportunity to reconvene on budgetary matters as there will most likely be additional funds to tackle much needed community projects and goals. As these funds are primarily focused to support infrastructure, Falls City will be well positioned to receive further additional funding, if we can be proactive in prioritizing and conveying our community-wide projects to our regional and state partners.

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

As previously stated, the extension of our deadline and modification of the contract for completion of work under the CDBG Grant with the State of Oregon is allowing us more time to cover the cost of the Biological Assessment required by USDA. In the most recent group meeting, we received news from our DEQ representative who was coordinating with the Army Corps of Engineers. As previously stated, one of the administrative requirements for the biological assessment could have been simplified had it fallen under the programmatic agreement between federal agencies with the Army Corps of Engineers in the lead. Unfortunately, the federal nexus of jurisdiction was not taken over by the Army Corps of Engineers, therefore the additional assessment will have to be produced to move forward. In order to cover all of the additional prerequisite assessments to qualify for USDA funding, the proactively submitted additional CDBG grant, as well as a DEQ interim loan request that will then be rolled into the USDA construction funding, are helping us to still move forward to cover USDA's preliminary costs.

**IT Project** – As the work to ensure that council chambers can livestream council meetings using laptops, microphones and YouTube is complete, and we are nearing the lifting of all COVID restrictions for Polk County, I look forward to using the video-camera/microphone set-up for meetings starting in July. Given that most of the council members are vaccinated or willing to wear masks, we will move to in-person meetings, with precautionary measures, and allow for

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

those not vaccinated or concerned for their health and wellbeing to participate remotely. This hybrid system should help to increase civic engagement that has been impacted in the past year due to restrictions on indoor participation with social distancing.

**Doctor's Office Renovation** – As previously stated, the promotion of the Luckiamute Clinic building space for occupancy by local businesses, non-profits and public partners has been very successful. We have initiated temporary agreements with several tenants to allow them time to get their individual spaces ready until entering into formal agreements from July 1 (to stay in line with the fiscal calendar for accounting purposes). We are in talks with Salem Health (thank you Mayor Gordon and Councilor Houghtaling for facilitating the introduction & conversation), to see if they can provide direct health and wellness and/or telemedicine services to Falls City. The conversation is ongoing, and I will update the council as more progress is made.

**Vaccination Event** – Oregon Health Authority and Bi-Mart have agreed to collaborate in bringing a vaccination event to Falls City on June 18<sup>th</sup> (from 2:00-6:00 pm). It will be held at the Community Center and up to 100 people will receive the first dose of the Pfizer COVID-19 vaccine. The second Pfizer COVID-19 vaccine dose is tentatively scheduled for July 9, 3 weeks from the first vaccination. This event is open to anyone 12-year-old and older (with parental consent for minors) and is currently scheduled to be a first-come, first-served basis. In addition, Councilor Houghtaling, with the Falls City School District, is working with Salem Health for an additional future comprehensive vaccination clinic/event at the High School that will include medical screenings. This puts Falls City at the forefront in combating the pandemic that has disrupted all of our lives for more than a year.

**Spring Clean-up Event** – Thanks to the amazing coordination of our own City Recorder, Jamie Ward, and Utility Biller, Athena Warren, the 2021 Spring Clean-up event was even more successful than last year. Their work to promote the event, assemble 20 volunteers and coordinate with our garbage service contractors made the event an extremely well-run and efficient affair. With the help of those volunteers, we were able to help approximately 43 of our senior and disabled residential homes. Dozens of loads were dropped off at the mill site, along with over 350 used tires. Republic Services will follow-up with the city on how many tons of waste, metal and yard debris were gathered at this event in the coming days.

Sincerely,



AJ Foscoli

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City of Falls City  
Special City Council Meeting Minutes  
Monday March 08, 2021 6:00 PM  
COVID-19 Related Zoom Meeting

<https://zoom.us/j/98656766387?pwd=bEVRRjBwbnlJWVdhQXplTDFpVG9Wdz09>

Call in #1-253-215-8782, Meeting ID: 986 5676 6387 Passcode: 585730

**Council Present:** Lori Jean Sickles, Tony Meier, Amy Houghtaling, Dennis Sickles, T.J. Bailey

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

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

Mayor Gordon called the meeting to order at 6:00 p.m. Clerk Ward took roll call. Jennifer Drill arrived at 6:02 p.m.

**2. Pledge of Allegiance**

Mayor Gordon led the pledge.

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

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

**4. Good of the Order**

None. Mayor Gordon stated he will open Good of the Order up at the end of the meeting as well.

**5. Appointment**

- a. Dani Haviland Parks and Recreation Committee Renewal.

A motion was made by Councilor A. Houghtaling and seconded by Councilor L. Sickles to accept the renewal application for Dani Haviland to continue to serve on the Parks and Recreation Committee. 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, T.J. Bailey.

**6. Community & Government Organizations**

- a. Public Works Report

None

- b. Fire Report

None

- c. Sheriff Report

None

**7. Reports**

- a. Mayor Gordon wanted to give a public kudos to City Manager; AJ Foscoli and Falls City Volunteer Fire Department's Assistant Chief, Sharon Volk Greves, for their help with the Salem Health Mobile Vaccination Clinic as well as City Councilor Amy Houghtaling for being such a fierce advocate for finding and working with resources all around the Polk County area.

b. Council

- Councilor. L Sickles reported that they had a very successful Eater Egg Hunt. She thanked Amy and Amber Houghtaling for their help and stated it was really good time and without any complaints. She also reported that other than a couple people everyone was willing to follow COVID guidelines for social distancing and mask wearing. She was also excited about getting her vaccination at the community center.
- Councilor J. Drill ask for clarification regarding an email she sent regarding the packet. Mayor Gordon read ORS 192.640 Public Notice Required (See exhibit A)
- Councilor T. Meier mentioned that the Public Works Committee meeting was a disaster and that there were many members that stated they would not like to meet via conference call again.

Mayor Gordon stated that hopefully we could get the Community Center open for meetings again soon.

- Councilor A. Houghtaling thanked Lori and Laura for the Easter Egg Event and for their efforts in requiring everyone to wear masks.
- Councilor D. Sickles said that the Falls City Football and Volleyball seasons have both ended. Sickles stated that they both had shortened seasons, but it was really good for the kids to get to play. Sickles stated that Falls City is going to Co-op with Dallas for softball and Willamina for Baseball. Track and field is starting as well.
- Councilor T. Bailey gave an update on the skatepark works and that they are still waiting on the cans to be counted to give a budget update but will as soon as he knows. Bailey said he was meeting with City Manager Foscoli to talk about potential grants this week.

c. City Manager Foscoli read his managers' report into record (See exhibit C)

**8. Consent Agenda**

A motion made by Councilor D. Sickles and Seconded by Councilor T. Meier that the City Council of the City of Falls City approve the consent agenda. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey. Nays:

**9. Public Comments**

None

**10. New Business**

a. Pacific Northwest Douglas Business License

A motion made by Councilor T. Bailey and Seconded by Councilor L. Sickles that the City Council of the City of Falls City approve the Business License for Pacific Northwest Douglas. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey. Nays:

- b. Letter notification from Department of Environmental Quality regarding EPA takes final action on Revised Willamette Basin Mercury Total Maximum Daily Load (TMDL). (See exhibit B)

**11. Old Business**

None

**12. Good of the Order**

Council held discussion on the appropriate way to respond to email communications as a group. It was decided to exclude the city attorney and any members of the media and only include City Council and City Staff to limit unnecessary charges to the city.

**13. Adjourn**

No motion made.

The meeting adjourned at 6:38 p.m.

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

Attested:

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

Draft

## ORS 192.640<sup>1</sup>

### Public notice required

- **special notice for executive sessions or special or emergency meetings**

- (1) The governing body of a public body shall provide for and give public notice, reasonably calculated to give actual notice to interested persons including news media which have requested notice, of the time and place for holding regular meetings. The notice shall also include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.
- (2) If an executive session only will be held, the notice shall be given to the members of the governing body, to the general public and to news media which have requested notice, stating the specific provision of law authorizing the executive session.
- (3) No special meeting shall be held without at least 24 hours notice to the members of the governing body, the news media which have requested notice and the general public. In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours notice. [1973 c.172 §4; 1979 c.644 §3; 1981 c.182 §1]

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<sup>1</sup> Legislative Counsel Committee, *CHAPTER 192—Records; Public Reports and Meetings*, [https://www.oregonlegislature.gov/bills\\_laws/ors/ors192.html](https://www.oregonlegislature.gov/bills_laws/ors/ors192.html) (2019) (last accessed May 16, 2020).



# Oregon

Kate Brown, Governor

Department of Environmental Quality  
 Agency Headquarters  
 700 NE Multnomah Street, Suite 600  
 Portland, OR 97232  
 (503) 229-5696  
 FAX (503) 229-6124  
 TTY 711

Certified Mail 7017 0530 0000 7760 7480

March 3, 2021

RECEIVED MAR 04 2021

Falls City, City Council  
 299 Mill St.  
 Falls City, OR. 97334

Re: EPA takes final action on *Revised Willamette Basin Mercury Total Maximum Daily Load*

Dear City Council Members:

This letter provides notification that the U.S. Environmental Protection Agency (EPA) released the *Total Maximum Daily Load (TMDL) for Mercury in the Willamette Basin, Oregon* on Feb. 4, 2021. EPA notified DEQ that, "EPA has established this TMDL and is hereby providing it to the State for implementation."

The EPA's TMDL says that the required reasonable assurance of implementation for the TMDL relies on DEQ's Water Quality Management Plan. The WQMP was issued on Nov. 22, 2019 as part of the DEQ *Final Revised Willamette Basin Mercury Total Maximum Daily Load*. You received this letter because DEQ listed the City of Falls City as a Designated Management Agency in the WQMP. Therefore, the City of Falls City is responsible for implementing strategies to reduce mercury according to requirements identified in the WQMP that are specific to the City of Falls City.

DEQ submitted its TMDL and associated documents to EPA for review and action on Nov. 22, 2019. EPA disapproved DEQ's TMDL on Nov. 29, 2019. On Dec. 30, 2019, EPA established the Willamette Basin Mercury TMDL, which was in effect until EPA released the revised TMDL on Feb. 4, 2021. EPA's 2019 TMDL, as revised in Feb. 2021, and DEQ's 2019 TMDL WQMP are in effect and apply to the City of Falls City. DEQ's WQMP and additional information can be accessed at: <https://www.oregon.gov/deq/wq/tmdls/Pages/willhqtmdlac2018.aspx>

As a DMA, the City of Falls City is required under OAR 340-42-080 to prepare a TMDL implementation plan to incorporate implementation requirements in the WQMP based on several criteria. TMDL implementation plans must be submitted to DEQ for review and approval by Sept. 3, 2022, which is 18 months from the date of this letter. Should the City of Falls City fail to submit the plan by this date, this matter may be referred to the Department's Office of Compliance and Enforcement for formal enforcement action, including the assessment of civil penalties and/or a Department Order. Please note that civil penalties can be assessed for each day of violation.

Please contact your basin coordinator, Nancy Gramlich, to determine what your specific requirements are and to discuss any questions you may have. Your basin coordinator will work closely with you to support your submittal of all TMDL- required documents and reports.

We appreciate the City of Falls City involvement in TMDL implementation to reduce mercury in the Willamette Basin in order to protect people who regularly eat fish and shellfish from streams and lakes across the basin.

Sincerely,



Zach Loboy  
Water Quality Manager DEQ, Western Region  
(541) 687-7425, [Zach.LOBOY@deq.state.or.us](mailto:Zach.LOBOY@deq.state.or.us)  
165 E. 7<sup>th</sup> Ave. Ste. 100, Eugene, OR. 97401

Nancy Gramlich  
Willamette Basin Coordinator DEQ, Western Region  
(503) 378-5073, [Nancy.H.GRAMLICH@deq.state.or.us](mailto:Nancy.H.GRAMLICH@deq.state.or.us)  
4026 Fairview Industrial Dr. SE, Salem, OR. 97302

cc: Jeremy Gordon, Mayor, City of Falls City



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

## City Manager's Report March 8, 2021

### Introduction

Since our last meeting, we've been very busy with trying to get the city back in shape after the ice storm. Additional challenges have come in the form of bureaucratic hurdles associated with the ice storm and our ongoing Wastewater Treatment Plant Project.

**Wastewater Project** – I have been continuing to attend the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. As specified in previous city manager's reports, we're still working through the logistics of securing a grant award to cover the costs of the Cultural Resource Survey. As previously stated, the extension of our deadline and modification of the contract for completion of work under the CDBG Grant with the State of Oregon is allowing us more time to cover the cost of the Biological Assessment required by USDA. In order to pay for this administrative requirement, the state's DEQ representative is coordinating with the Army Corps of Engineers in order to identify whether this falls under a programmatic agreement between federal agencies. We will know the outcome of this effort to mitigate upfront costs in the next few weeks. In order to cover all of the additional prerequisite assessments to qualify for USDA funding, we will be looking into an additional CDBG grant, as well as a DEQ interim loan that will then be rolled into the USDA construction funding.

**IT Project** – The work to ensure that council chambers have the ability to livestream council meetings using laptops, microphones and YouTube is complete. We wanted to get the video-camera/microphone set up to be operational for the April meeting, but we are still taking a caution approach regarding in person meetings. According to the Governor's restrictions for Polk County, we may be returning to a High Risk category, from Moderate Risk, so we will be assessing our next steps based on our county's risk category

**Doctor's Office Renovation** – The promotion of the Luckiamute Clinic building space for occupancy by local businesses, non-profits and public partners has begun. The RFI (Request for Information) from potential tenants has gone live and we've received interest from at least 9 parties. We have made progress in getting the facility to be Wi-Fi for future tenants and are holding off on adding heating upgrades until next fiscal year.

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

**Commission & Committee Engagement**– The city’s various commissions and committees in 2020 have had their regular function disrupted by social distancing rules, as well as turnover in membership. At present, the committees with the biggest need for participation are:

- Historic Landmark Commission
- Parks & Recreation Committee
- Budget Review Committee

I’d like to encourage councilmembers to help enlist interested citizens to submit applications for membership.

**Workplace Violence** – Due to a recent instance of verbal abuse by a member of our team toward another member, it has been my sad duty to have had to spend valuable time thoroughly familiarizing myself with our personnel policies regarding workplace violence, instead of focusing on helping Falls City. Since each team member deserves to be in a work environment that is devoid of intimidation, harassment and bullying, it is my sincere intention to ensure that such blatant breach of protocol within our staff is never repeated. If after an investigation of the incident, violations of workplace rules have taken place, the offending team member will be subject to corrective action, up to and including termination.

**Vaccination Event** – Thanks to an amazing collaborative effort initiated by Salem Health, and facilitated by our Mayor Gordon, our community was able to vaccinate over 150 people on April 9<sup>th</sup>. We, as a small community, owe a great debt of gratitude to all of the professional staff of Salem Health who administered the vaccines, as well as the many volunteers who helped make this event a success. We look forward to being able to host another similar event in the future.

Sincerely,



AJ Foscoli

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

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City of Falls City  
Budget Committee Meeting Minutes  
Wednesday May 12, 2021, 6:00 PM  
Meeting Location: Zoom

<https://zoom.us/j/96454366995?pwd=SnhWVXVXSGRUTTBuYnJ3dDZtVEFWZz09>

Meeting ID: 964 5436 6995,

Passcode: 577114

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**Council Present:** Mayor Jeremy Gordon, Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey.

**Citizen Representatives Present:** Guy Mack, Nick Backus, Art Houghtaling, Dana Schowalter, Lynn Sampson- Bailey, Charlie Flynn, Jason Evens.

**Staff Present:** AJ Foscoli, Budget Officer and City Manager; Jamie Ward, City Recorder/Finance Manager.

**1.1. Call to Order**

Mayor Gordon called the meeting to order at 6:04 p.m.

**1.2. Roll Call**

Clerk Ward took roll call. Councilor Tony Meier arrived

**1.3. Pledge of Allegiance**

Mayor Gordon led the pledge

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

A motion was made by Mayor J. Gordon and seconded by Committee Member N. Backus to adopt the entire agenda. Motion carried 14-0-0-0. Ayes: Jeremy Gordon, Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, T.J. Bailey, Dennis Sickles, Dana Schowalter, Guy Mack, Art Houghtaling, Lynn Sampson-Bailey, Charlie Flynn, Jason Evens.

**3. Appointments**

A. Houghtaling asked for nominations for Chair of the Budget Committee.

A nomination was made by Mayor J. Gordon and seconded by Councilor D. Sickles to appoint Committee Member Amy Houghtaling as Chair, TJ Bailey as Vice-Chair, and Jamie Ward as Secretary of the Budget Committee. Motion carried 14-0-0-0. Ayes: Jeremy Gordon, Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, T.J. Bailey, Dennis Sickles, Dana Schowalter, Guy Mack, Art Houghtaling, Lynn Sampson-Bailey, Charlie Flynn, Jason Evens.

**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 6:08 p.m.

No Public Comments

Budget Committee Chair A. Houghtaling Closed the Public Hearing of the Budget at 6:09 p.m.

Chair A. Houghtaling asked if members of the public did come on later and have questions would we let them speak.

Mayor Gordon answered that the chair makes that decision.

**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 2021-2022. 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 6:10 p.m.

No Public Comments

Budget Committee Chair A. Houghtaling Closed the Public Hearing at 6:11 p.m.

**6. Budget Committee Discussion**

a. Budget Office Foscoli read the Budget Message as presented in packet (See exhibit A)

b. **General Fund Revenues:** The General fund has a balance of \$300,000.00 and anticipates revenues of approximately of \$308,850.00 which sets the total General Fund Resources at an estimated \$608,850.00 However, \$79,000.00 of those revenues come from transfer-in from other funds, and specific purpose grant funds, which leaves approximately \$529,850.00 in revenues to support the City Council, Court & Code Services, Fire, Administration, Parks & cemeteries, and Debit Services Funds.

**Council and Committees:** Anticipates a total of \$3,100.00 of expenditures in this department. This is a substantial increase from Fiscal Year 2019-2020. Accomplishments include Reviewed Goals, hired a permanent City Manager, and managed a 100-year ice-storm disruption to services.

**Fire:** This department anticipates a total of \$87,075.00 in the fire fund, offset by \$54,500 in expected grants, for a total of \$32,575 in expenditures against City funds. There is an additional \$39,000.00 in operations and capital outlay expenses in the fire Levy Fund which brings total non-grant Fire expenses to \$71,575.00. Fund Accomplishments include Receiving \$4,300.00 ODF Grant, \$20,000.00 for participation in the Holiday Farm Fire, Increased collaboration with regional partners, and Increased volunteer's numbers.

**Code Services and Court:** Code Services is one of City Council's top priorities' The current budget has some funds for a 0.40 Code Service officer (about 16 hour/week). The city is in talks with other jurisdictions to enter an IGA for a part time code service support. Objectives for 2021-2022 include, determine funding and program options

that provide a sustainable Code Services program, develop and implement a Code Services program and develop a sustainable Municipal Court program.

**Parks and Cemetery:** This budget anticipates a total of \$33,122.00 of expenditures in the Parks and Cemeteries Department which includes Events, in addition to standard Park and Cemetery Maintenance services. Public works staff perform weekly general maintenance including mowing, edging, blowing-off sidewalks, raking and seasonal leaf and fallen debris management. Facility maintenance includes play equipment safety checks, restroom cleaning and garbage pick-up. Equipment is largely shared with the Water, Sewer, and street funds, therefore associated expenses are allocated in the Shared Services Fund (ending in FY 2021) With the limited number of Public Works staff and increased infrastructure projects there is a need for volunteer help to keep our City Parks in good condition. The city added a Park Host at the George Kitchin' Park (Upper Park) It is Councils hope that this will help reduce vandalism and provide Public Works with help in keeping the Park clean and ready for visitors. 2021-2022 Objectives include, maintain basic park maintenance at current levels, continue to support the Parks and Recreation Committee, address parks as part of the larger visioning and development process, and develop Treehouses in George Kitchin' Park to attract visitors to Falls City.

**Debt services and Other:** This fund anticipates \$4,763.00 in total requirements. The majority of the expenses are transferred to the shared services fund to pay for shared expenses. Objectives for fiscal year 2021-2022 are to continue to pay down the debt.

**Streets:** Capital expenditures are projected to be approximately \$570,000.00 with \$500,000.00 offset by grant awards, and the remaining \$70,000.00 coming from State Gas Tax funds that are required to be spent on the city's transportation system. 2021-2022 fiscal year accomplishments include the city obtained \$750,000.00 in grant funding to complete capital improvements on our roadways including Dutch Creek bridge replacement, overlay on Chamberlain Rd., reduced gravel road risk and maintenance costs through outsourcing. 2021-2022 fiscal year objectives include obtaining 80-90% grant funding for \$600,000.00 in capital improvements on our roadways, including sidewalk, curbs gutters and overly on Mill St. to Dayton St. in order to create safe and enhanced access to City Hall and Downtown Parks/Business district; execute transportation system plan to install roundabout at N. Main and Mitchell St. to slow heavy equipment, and create a safe walkway connecting the Falls and downtown for Children and others. Begin stage 1 of Boundary St. from N. Main to Prospect St. by developing a walking path for utilization by children and others.

**Water:** The water fund anticipates \$200,000.00 in carry over funds and \$300,000.00 in revenue for a total of \$500,000.00. Accomplishments included conducting system wide leak assessment, repair of 3 main breaks, met or exceeded all state required water quality testing and reporting mandates, which included: lead/cooper testing, and HAA and THM monitoring, and preformed required testing of all backflow devices. 2021-2022 Objectives include Instituting a meter replacement program in accordance with the water master plan, Repair broken main and plan for repair of more extensive broken mains, Public Works Staff to earn Water Operator's qualification, Institute an annual rate renewal basis and policy.

**Sewer:** The Councils number one goal is the new sewer plan. In the previous year, City Staff was able to eliminate a nearly 50% deficit between revenues and costs. This was completely resolved via the rate study included with the CDBG Wastewater project currently in execution.

**Utility Reserve Fund:** This fund is used for major projects in water, wastewater, and as a reserve for grant funds. We expect at least 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:** We are anticipating a beginning balance in the fund of \$67,215.00 with no other revenue. We anticipate an expenditure of \$10,000.00 during this budget cycle for heating system upgrade at the Luckiamute Clinic, the location of the future library equipment to allow Falls City residents to check-in/check-out books.

**CDC Revolving Fund:** Revenue for this fund is generated from interest earnings on the principal balance of the fund and from interest earnings from loans that are issued. Requirements in this fund are for the administration of the funds and any withdrawals by the City. It is managed by Polk County Community Development Corporation.

**Fire Equipment and Ops Levy:** This fund was approved by voters on the May 15, 2018, ballot for equipment and operational funds to benefit the City Fire Department. A tax of \$1.00 per \$1,000.00 of property value was approved by voters for 5 years ending in fiscal year 2022/2023.

Revenues remain relatively stagnant near the \$40,000.00 range. The main purchase with this fund was the new Fire Brush Truck, Engine 123. The payment and debt service on this piece of equipment accounts for approximately 48% of this fund's yearly revenues. Another 30% goes to utilities and 15% more is split between Professional Services and Equipment.

Combined with the Fire portion of the General Fund, the overall expenditures for Fire are \$126,075.00 of that, 43% is in grant funding, leaving the overall cost to the city for Fire Services at 71,575.00, and the General Fund cost at \$32,575.00, 14% of general fund non-grant, non-transfer revenues.

This is a positive development in the spending rate versus revenues, however problems may arise as the Fire Levy expires in 2023. The capital payment for Engine 123, approximately \$19,000.00 will be fulfilled, but other expenses will remain. The loss of the levy revenue will be approximately \$39,000.00 per year without a fully offsetting cost decrease, that would be unsustainable long term.

A motion was made by Mayor J. Gordon and seconded by Councilor C. Flynn to make a recommendation to City Council to transfer \$6,250.00 in utility costs, approximately half of the proposed utility budget, to the General fund (Admin) and for \$6,250 to be redistributed in the Fire Levy fund Motion carried 14-0-0-0. Ayes: Jeremy Gordon, Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, T.J. Bailey, Dennis Sickles, Dana Schowalter, Guy Mack, Art Houghtaling, Lynn Sampson-Bailey, Charlie Flynn, Jason Evans.

**Shared Services Fund:** This was a new fund which centralized liabilities for shared materials, services, and capital assets. The fund accounts for expenses shared between any combination of two, or more, of the following: Water, Sewer, Streets, and General

Funds. The proportionate allocation is calculated using a combination of use and resources that remain consistent over all expenditures.

The purpose of this fund was to ease accounting, allocate appropriate proportions of expenses to the appropriate funds, and increases managerial spending controls over day-to-day purchases. As this fund does not play a role in the overall financial picture, City Staff has opted to discontinue the use of this fund for allocating expenditures. We will revert to the previous allocations for expenditures to increase transparency.

A motion was made by Mayor J. Gordon and seconded by Councilor T. Bailey 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 12-0-0-2. Ayes: Jeremy Gordon, Lori Jean Sickles, Tony Meier, Amy Houghtaling, T.J. Bailey, Dana Schowalter, Guy Mack, Art Houghtaling, Lynn Sampson-Bailey, Charlie Flynn, Jason Evans.

A motion was made by Mayor J. Gordon and seconded by Councilor A. Houghtaling 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 12-0-0-2. Ayes: Jeremy Gordon, Lori Jean Sickles, Tony Meier, Amy Houghtaling, T.J. Bailey, Dana Schowalter, Guy Mack, Art Houghtaling, Lynn Sampson-Bailey, Charlie Flynn, Jason Evans.

*Chair A. Houghtaling received a text from Councilor J. Drill at 6:45 p.m. stating the following: "Good evening chair. (Smile emoji) I have to take off just after 7. Prior commitment. I have reviewed all docs from budget, and I do not have any concerns or questions at this time."*

*Chair Houghtaling responded by asking if it were ok for her to read her text into the committee later during discussion?*

*Councilor J. Drill responded "yes, that will be fine".*

*Chair Houghtaling "Ok, thank you for letting me know".*

A motion was made by Mayor J. Gordon and seconded by Committee Member A. Houghtaling that the City of Falls City Budget Committee approve the Fiscal Year 2021-2022 local budget as amended. Motion carried 12-0-0-2. Ayes: Jeremy Gordon, Lori Jean Sickles, Tony Meier, Amy Houghtaling, T.J. Bailey, Dana Schowalter, Guy Mack, Art Houghtaling, Lynn Sampson-Bailey, Charlie Flynn, Jason Evans.

## 7. Adjourn

A motion was made by Committee Member G. Mack and seconded by Committee Member C. Flynn that the City of Falls City Budget Committee Adjourn. Motion carried 12-0-0-2. Ayes: Jeremy Gordon, Lori Jean Sickles, Tony Meier, Amy Houghtaling, T.J. Bailey, Dana Schowalter, Guy Mack, Art Houghtaling, Lynn Sampson-Bailey, Charlie Flynn, Jason Evans.

The meeting adjourned at 7:33 p.m.

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

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

# City of Falls City

## FY 2021-2022 PROPOSED BUDGET

### BUDGET MESSAGE

DATE: April 23, 2021  
TO: City Council, Budget Committee, Staff, and Citizens  
FROM: AJ Foscoli, City Manager/Budget Officer  
SUBJ: Fiscal Year 2021-2022 BUDGET MESSAGE

**Introduction.** Fiscal year 2020/2021 was heavily impacted by COVID-19 as the uncertainty that it created for the economic and physical well-being of all in 2020, carried on in 2021. The dynamic situation of rotating through three city managers in one fiscal year created some challenges in continuity of service, but nonetheless progress has been made on several fronts, leading to an encouraging outlook for our Community for the years to come.

City Council and Staff began the year by undertaking a review of council goals, in order to set the course for the governmental organization. The impacts of leadership change on Staff, along with job tasks evolving to better serve the residents have resulted in minor increases in employee costs to reflect additional responsibility, bringing wages ever closer to industry average. Last year's allocation increase for a Code Services Officer to \$25,000 per year, will be maintained, with an eye to securing a part-time employee to manage code infractions in the coming fiscal year.

The City will continue to explore potential untapped revenue streams to help maintain existing infrastructure, and to develop new. As the City Council passed a Master Utility Right of Way Ordinance in 2020 to ensure telecommunications and other utilities that utilize the public rights of way are paying their fair share to maintain them; the process will be implemented in the coming Fiscal Year. Additionally, the City is continuing to explore ways to update the Systems Development Charges to ensure developers pay for added stress, and/or upgrades to city infrastructure.

City Staff was also able to obtain and administer approximately \$600,000 in grant funding directly benefitting Falls City, and is in the process of securing an additional \$120,000 in order to move to the next phase of its proposed Wastewater Treatment

Plant construction project. All of these measures have placed Falls City on the best financial path that could be asked for given the circumstances.

Due to the fluid situation in the past 6 months, this year, as with last year, is an opportunity to tackle financial hurdles to address Council concerns. It is still incumbent on the City to determine where the financial nexus between services and ability/desire to pay for them lies. As stated in last year's budget message, code services can only work if there's a sustainable program that is fully supported by the entire Council. Determining how the position will be funded long-term using heretofore unused avenues, or eliminating costs in other department(s) are still the only ways forward, and each must be supported through a comprehensive political campaign.

For now, our reserves are strong enough to see us through the current state of emergency, and allow us to forge ahead with a focus on code services. This past year has had its share of challenges for our governing organization and our community. You have all had your lives disrupted, personally and professionally, but you have persevered as has your city government. Through leadership change, forest fires, ice storms and deluges, we've all banded and have managed to prosper. We must stay the course for our community and its resident. Thank you all for taking the time to read this message and for actively participating in service of this community!

I present the proposed fiscal year (FY) 2021/2022 City of Falls City Budget for your consideration. The last three years in Falls City have seen significant staff turnover with the departure of the Mayor/Manager, the City Manager, two City Clerks, two Code Services Officers, a Utility Biller, and three Public Works Workers.

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.

City Staff has endeavored to present "good faith" estimates and respect fund boundaries in writing the FY 21-22 budget. That effort has allowed for a solid foundation

by which to judge and control expenditures. With the uncertainty surrounding the American Recovery Plan Act's impact on local budgets, we fully expect to have to make supplemental changes to the budget in the coming fiscal year, but we feel that the influx on funding support will be judiciously allocated to respond to the negative impacts that COVID has had on all of our lives.

Additionally, Community Development in Falls City has fallen a significant distance behind the status quo. This presents challenges, but also a great deal of opportunity. This year's budget projects continued investment in community development, especially of neglected assets and infrastructure. From the rehabilitation of the Luckiamute 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.

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 a full-service capacity, come what may.

**Budget Summary.** The Fiscal Year 2021-2022 proposed budget contains approximately \$3 million in recommended funding for all expenses and liabilities, slightly lower than the \$3.3 million in 2019-2020, and \$3.5 million projected in 2020-2021. Of this, approximately \$1 million (33%) is in projected grant funds for both infrastructure projects and equipment purchases; another \$725,000 (24%) is in the contingency/reserve funds, a substantial reserve percentage to account for the continued COVID-19 related uncertainty.

It's also noteworthy that \$1.4 million of the total (47%) is allocated to Capital Outlay and Debt Service, much of which is projected to receive grant financing or already has. This is a decrease in the funding we have provided to our systems and infrastructure, from a projected 122% from 2019-2020 to 2020-2021 to a projected 45% from 2021-2022 due to the Wastewater Treatment Plant Project being currently in the pre-construction phase (design is 95%). We have strong reserves/contingency at 24%, and with our upcoming increase in Capital Outlay in the 2022-2023 fiscal year, we are well positioned to expand and serve all the citizens of Falls City in the future.



Personnel, Materials & Services (PMS) costs are expected to remain relatively flat despite increased pay rates and reassessed responsibilities in multiple departments.

**Conclusion.** This budget continues to follow our recent trend of investing in 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 (36% of the overall grant adjusted budget, 24% 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 and turn-back, or embrace whatever may come!

Sincerely,

A handwritten signature in black ink, appearing to read "AJ Foscoli". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

AJ Foscoli  
City Manager and Budget Officer

**City of Falls City  
Check Detail  
May 18, 2021**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	18172	05/18/2021	Branom Instrume...		US Bank Checking		-990.00
Bill		05/18/2021			Equipment O & M	-990.00	990.00
TOTAL						-990.00	990.00
Bill Pmt -Check	18173	05/18/2021	CenturyLink		US Bank Checking		-94.42
Bill		05/18/2021			UTILITIES	-94.42	94.42
TOTAL						-94.42	94.42
Bill Pmt -Check	18174	05/18/2021	City of Independe...		US Bank Checking		-320.00
Bill	1250	05/18/2021			Professional Services	-320.00	320.00
TOTAL						-320.00	320.00
Bill Pmt -Check	18175	05/18/2021	Edge Analytical		US Bank Checking		-927.00
Bill		05/18/2021			Professional Services	-276.00	276.00
					Professional Services	-126.00	126.00
					Professional Services	-162.00	162.00
					Professional Services	-210.00	210.00
					Professional Services	-33.00	33.00
					Professional Services	-120.00	120.00
TOTAL						-927.00	927.00
Bill Pmt -Check	18176	05/18/2021	Frink's General St...		US Bank Checking		-44.26
Bill	04302...	05/18/2021			Equipment O & M	-44.26	44.26
TOTAL						-44.26	44.26
Bill Pmt -Check	18177	05/18/2021	Guardian Fire Prot...		US Bank Checking		-268.50
Bill	143757	02/04/2021			Professional Services	-57.00	57.00
					Professional Services	-72.00	72.00
					Professional Services	-139.50	139.50
TOTAL						-268.50	268.50
Bill Pmt -Check	18178	05/18/2021	L & L Equipment		US Bank Checking		-173.34
Bill		05/18/2021			Equipment O & M	-36.54	36.54
					Equipment O & M	-97.31	97.31
					Equipment O & M	-39.49	39.49
TOTAL						-173.34	173.34
Bill Pmt -Check	18179	05/18/2021	Les Schwab		US Bank Checking		-1,515.88
Bill	21632...	05/18/2021			Equipment O & M	-1,515.88	1,515.88
TOTAL						-1,515.88	1,515.88

**City of Falls City  
Check Detail  
May 18, 2021**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	18180	05/18/2021	Local Government...		US Bank Checking		-840.00
Bill	59216	04/30/2021			Professional Services	-80.00	80.00
					Professional Services	-80.00	80.00
					Professional Services	-40.00	40.00
					Professional Services	-520.00	520.00
					Professional Services	-120.00	120.00
TOTAL						-840.00	840.00
Bill Pmt -Check	18181	05/18/2021	Martha Jirovec		US Bank Checking		-480.00
Bill	Apr20...	05/18/2021			Travel/Training/Due...	-480.00	480.00
TOTAL						-480.00	480.00
Bill Pmt -Check	18182	05/18/2021	Mid Willamette Va...		US Bank Checking		-696.00
Bill		05/03/2021			Professional Services	-696.00	696.00
TOTAL						-696.00	696.00
Bill Pmt -Check	18183	05/18/2021	Office Craft		US Bank Checking		-188.44
Bill		05/03/2021			Facilities O & M	-188.44	188.44
TOTAL						-188.44	188.44
Bill Pmt -Check	18184	05/18/2021	Oregon Departme...		US Bank Checking		-80.00
Bill		05/18/2021			Travel/Training/Due...	-80.00	80.00
TOTAL						-80.00	80.00
Bill Pmt -Check	18185	05/18/2021	Pacific Power		US Bank Checking		-1,963.34
Bill		05/18/2021			UTILITIES	-53.13	53.13
					UTILITIES	-352.31	352.31
					UTILITIES	-250.67	250.67
					UTILITIES	-506.09	506.09
					UTILITIES	-64.08	64.08
					UTILITIES	-737.06	737.06
TOTAL						-1,963.34	1,963.34
Bill Pmt -Check	18186	05/18/2021	Petro Card		US Bank Checking		-216.61
Bill	C737...	05/18/2021			Equipment O & M	-216.61	216.61
TOTAL						-216.61	216.61
Bill Pmt -Check	18187	05/18/2021	Polk Community ...		US Bank Checking		-63,842.00
Bill		05/18/2021			'19 CDBG Housing ...	-63,842.00	63,842.00
TOTAL						-63,842.00	63,842.00

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**City of Falls City  
Check Detail  
May 18, 2021**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	18188	05/18/2021	Polk IO		US Bank Checking		-142.50
Bill	18183	05/18/2021			Travel/Training/Due...	-142.50	142.50
TOTAL						-142.50	142.50
Bill Pmt -Check	18189	05/18/2021	Williamson & Aebi...		US Bank Checking		-420.00
Bill		05/18/2021			Professional Services	-420.00	420.00
TOTAL						-420.00	420.00
Bill Pmt -Check	18190	05/18/2021	Wire Works LLC		US Bank Checking		-1,935.00
Bill	9905	05/18/2021			Equipment O & M	-1,595.00	1,595.00
					Equipment O & M	-180.00	180.00
					Equipment O & M	-160.00	160.00
TOTAL						-1,935.00	1,935.00
Bill Pmt -Check	18191	05/18/2021	Xerox Financial S...		US Bank Checking		-180.75
Bill		05/18/2021			Professional Services	-180.75	180.75
TOTAL						-180.75	180.75

City of Falls City  
**Paid Bills Report**  
 As of May 25, 2021

Date	Memo	Account	Class	Amount
<b>Juan Diego-Franco Torres</b>				
05/25/2021	Lagoon Site Purchase Opti...	Accounts Payable		-2,000.00
05/25/2021	Lagoon Site Purchase Opti...	'17 CDBG Wastewater ...	13 SEWER FUND	2,000.00
Total Juan Diego-Franco Torres				0.00
<b>Quadient</b>				
04/19/2021	Credit for overpayment	Accounts Payable		257.05
04/19/2021	Credit for overpayment	Operational Expenses	SHARED SERVICES	-257.05
Total Quadient				0.00
<b>TOTAL</b>				<b>0.00</b>

*AK*

City of Falls City  
**Paid Bills Report**  
 As of June 2, 2021

Date	Memo	Account	Class	Amount
<b>Joesph and Michele Todd</b>				
06/02/2021	18 Mo. extention term	Accounts Payable		-500.00
06/02/2021	Todd Land easement exte...	Reserved for Lagoon Si...	13 SEWER FUND	500.00
Total Joesph and Michele Todd				0.00
<b>Quadient</b>				
04/19/2021	Credit for overpayment	Accounts Payable		257.05
04/19/2021	Credit for overpayment	Operational Expenses	SHARED SERVICES	-257.05
Total Quadient				0.00
<b>Victoria Avery</b>				
06/02/2021	Purchase agreement exte...	Accounts Payable		-99.00
06/02/2021	Purchase Agreement exte...	Reserved for Lagoon Si...	13 SEWER FUND	99.00
Total Victoria Avery				0.00
<b>TOTAL</b>				<b>0.00</b>

**City of Falls City**  
**Paid Bills Report**  
As of June 3, 2021

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
<b>Annas Consultants</b>				
06/03/2021	INV 2812	Accounts Payable		-878.28
06/03/2021	1st Stage Valve Maintenanc...	Equipment O & M	01 GENERAL FUND:01.0...	368.28
06/03/2021	6 hours Travel and Labor	Equipment O & M	01 GENERAL FUND:01.0...	510.00
Total Annas Consultants				0.00
<b>City of Dallas</b>				
06/03/2021	Inv03231	Accounts Payable		-600.00
06/03/2021	April and May Street Swee...	Professional Services	11 STREET FUND	600.00
Total City of Dallas				0.00
<b>City of Salem</b>				
06/03/2021	Inv 2304828	Accounts Payable		-1,802.17
06/03/2021	Fy 20-21 quarterly 911	Professional Services	SHARED SERVICES	1,802.17
Total City of Salem				0.00
<b>Complete Wireless Solutions</b>				
06/03/2021	INV 96906	Accounts Payable		-595.25
06/03/2021	Added line connection at F...	Professional Services	01 GENERAL FUND:01.0...	595.25
Total Complete Wireless Solutions				0.00
<b>Consumers Power Inc</b>				
06/03/2021	Account #1155301; May '21	Accounts Payable		-214.92
06/03/2021	0521 Power- WTP	Power	20 WATER OPERATING ...	214.92
Total Consumers Power Inc				0.00
<b>CUSI</b>				
06/03/2021	InvU28813	Accounts Payable		-185.42
06/03/2021	1000 Bill Statements, Ship...	Professional Services	SHARED SERVICES	185.42
Total CUSI				0.00
<b>Great American Financial Services</b>				
06/03/2021	Inv29351632	Accounts Payable		-189.00
06/03/2021	Copier Lease Payment 06/...	Professional Services	SHARED SERVICES	189.00
Total Great American Financial Services				0.00
<b>KAMIND IT, Inc.</b>				
06/03/2021	0621-0018	Accounts Payable		-172.00
06/03/2021	06/21Ofc 365	Operational Expenses	SHARED SERVICES	172.00
Total KAMIND IT, Inc.				0.00
<b>Martha Jirovec</b>				
06/03/2021	May 2021	Accounts Payable		-420.00
06/03/2021	Budget Work wiht City Ma...	Travel/Training/Dues/St...	01 GENERAL FUND:01.0...	420.00
Total Martha Jirovec				0.00

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City of Falls City  
**Paid Bills Report**  
As of June 3, 2021

Date	Memo	Account	Class	Amount
<b>Oregon Department of Admin Svcs</b>				
06/03/2021	INV # ARK45994	Accounts Payable		-100.00
06/03/2021	Cable Ladder- Emg Mgnt., ...	Equipment O & M	01 GENERAL FUND:01.0...	100.00
Total Oregon Department of Admin Svcs				0.00
<b>Petro Card</b>				
06/03/2021	C744419	Accounts Payable		-226.49
06/03/2021	PW Fuel	Equipment O & M	SHARED SERVICES	226.49
Total Petro Card				0.00
<b>Petty Cash'</b>				
06/03/2021	Petty Cash Refill 06/03/2021	Accounts Payable		-73.69
06/03/2021	Priority Main Office supply r...	Operational Expenses	01 GENERAL FUND:01.0...	15.05
06/03/2021	2 Full Sets of Clinic Keys/ ...	Facilities O & M	01 GENERAL FUND:01.0...	28.43
06/03/2021	Coffee fliters Dental Van	Travel/Training/Dues/St...	01 GENERAL FUND:01.0...	2.69
06/03/2021	Set of Clinic Keys for THRI...	Operational Expenses	01 GENERAL FUND:01.0...	12.00
06/03/2021	missing receipt.	Travel/Training/Dues/St...	01 GENERAL FUND:01.0...	15.52
Total Petty Cash'				0.00
<b>Polk County</b>				
06/03/2021	Significant resource mana...	Accounts Payable		-49.00
06/03/2021	Falls City Wastewater Tre...	'17 CDBG Wastewater ...	13 SEWER FUND	49.00
06/03/2021	Significant resource mana...	Accounts Payable		-560.00
06/03/2021	Falls City Wastewater Tre...	'17 CDBG Wastewater ...	13 SEWER FUND	560.00
Total Polk County				0.00
<b>Quadient</b>				
04/19/2021	Credit for overpayment	Accounts Payable		257.05
04/19/2021	Credit for overpayment	Operational Expenses	SHARED SERVICES	-257.05
06/03/2021	Acct: 7900 0440 8064 7419	Accounts Payable		-182.68
06/03/2021	Postage & Machine 05/21	Operational Expenses	SHARED SERVICES	182.68
Total Quadient				0.00
<b>Spectrum Business</b>				
06/03/2021	Inv #0019641052321	Accounts Payable		-114.97
06/03/2021	320 N. Main phone/interne...	UTILITIES	SHARED SERVICES	114.97
06/03/2021	Inv #0020995051821	Accounts Payable		-391.91
06/03/2021	304 N. Main-Clinic phone/i...	UTILITIES	SHARED SERVICES	391.91
06/03/2021	Inv #0019088051021	Accounts Payable		-209.95
06/03/2021	City Hall phone/internet May	UTILITIES	SHARED SERVICES	209.95
Total Spectrum Business				0.00
<b>TerryByte Computer Repair</b>				
06/03/2021	Inv001140	Accounts Payable		-250.00
06/03/2021	May MSP 3 Hours , Remo...	Professional Services	SHARED SERVICES	225.00
06/03/2021	Remote Connection	Professional Services	SHARED SERVICES	25.00
Total TerryByte Computer Repair				0.00

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City of Falls City  
**Paid Bills Report**  
As of June 3, 2021

Date	Memo	Account	Class	Amount
<b>US Bank Visa</b>				
06/03/2021	Account: 47985312149811...	Accounts Payable		-945.62
06/03/2021	Office Supplies-Receipt Bo...	Facilities O & M	SHARED SERVICES	88.36
06/03/2021	Amazon_05/21' Fee	Equipment O & M	SHARED SERVICES	12.99
06/03/2021	Zoom-Regular	Professional Services	01 GENERAL FUND:01.0...	14.99
06/03/2021	Zoom-Webinar	Professional Services	01 GENERAL FUND:01.0...	29.33
06/03/2021	Quickbooks FY21-22	Operational Expenses	SHARED SERVICES	799.95
Total US Bank Visa				0.00
<b>Valley Electric Company, LLC</b>				
06/03/2021	May '21 Statements	Accounts Payable		-943.28
06/03/2021	Sewer Plant Relay Replac...	Professional Services	13 SEWER FUND	545.29
06/03/2021	Sewer Lighting Inv # I-210...	Professional Services	13 SEWER FUND	397.99
Total Valley Electric Company, LLC				0.00
<b>Verizon Wireless</b>				
06/03/2021	Inv 9880478923	Accounts Payable		-55.46
06/03/2021	PW Duty Phone 5/21	Internet/Phone	SHARED SERVICES	55.46
Total Verizon Wireless				0.00
<b>Xerox Financial Services</b>				
06/03/2021	2633152	Accounts Payable		-311.50
06/03/2021	May/19-6/19 monthly Pay...	Professional Services	SHARED SERVICES	180.75
06/03/2021	April/15-May/18 Payment.	Professional Services	SHARED SERVICES	130.75
Total Xerox Financial Services				0.00
<b>TOTAL</b>				<b>0.00</b>

## Jamie Ward

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**From:** Mayor  
**Sent:** Sunday, May 23, 2021 10:20 AM  
**To:** George Sperry  
**Cc:** AJ Foscoli; Jamie Ward  
**Subject:** RE: City Administration Dysfunction

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Hi George,

I'm glad you were able to get this off your chest. Sounds like you've been thinking about these things for quite some time.

As I explained to you when we met, our current budget does not allow for a full time code officer and the City would need to raise additional funds in order to sustain a real program. During the past several decades, the City has made several attempts to cobble together code enforcement services, but they inevitably fail due to lack of funding and burnout. Several levies have been attempted and rejected by voters. Half the town doesn't see that there is a problem, and a portion of the other half isn't willing to pay for the service. I would support these efforts, as would Council (I believe), but it will take wider community support to achieve, in my opinion.

Again, what will you do to help? Here are some options to consider:

1. With your law enforcement background, would you like to help recruit a part-time code officer? We are currently budgeted for 17,000 in salary. The position would pay around \$11.50/hour.
2. You could help organize a community campaign to pass a local option levy. Or, advocate for public safety fee on the utility bill. Again, these have been attempted in the past without success, but I think a well organized community-led campaign could put us over the edge. There are many like you who are concerned that we do not have a robust code services program.
3. The spring clean is scheduled for June 5<sup>th</sup>. There are plenty of open volunteer slots – direct traffic at the mill lot, offer use of a vehicle to help pick up junk from seniors and people with disabilities, etc. You could even organize your neighbors to ensure they and you take advantage of this free, volunteer-led service. I will be there and am happy to answer any questions if you are interested.

I did check on what the City's options are for abandoned vehicles on public right-of-way. The Polk County Sheriff's Office has been handling these complaints and has arranged for towing of several vehicles. If there are others, please feel free to take a pic and email it to City Hall – [info@fallscityoregon.gov](mailto:info@fallscityoregon.gov). Staff can call the Sheriff's Office to look into it.

As for the personal insults (that I do this for the prestige, etc), I am at peace with my service and confident in my own values and intentions. I also understand how difficult it is to trust your government, on all levels. Let me assure you that all members of our city council, public works staff, office staff, and volunteers do this out of a labor of love for Falls City. And I am under no illusion that I am the only or best person to fulfill the role of mayor.

In closing, I hope to see you at a future City Council meeting or to see an application for committee service. We need as many engaged, informed, and community-minded people as possible to help Falls City be the best it can be. I will include a copy of our correspondence in the June meeting packet under public comment.

Thanks,

Jeremy Gordon  
City of Falls City, Mayor  
[mayor@fallscityoregon.gov](mailto:mayor@fallscityoregon.gov)  
cell: 612-865-6823

"The cure for the ills of democracy is more democracy."  
--Jane Addams

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**From:** George Sperry <gxsperry@gmail.com>  
**Sent:** Sunday, May 23, 2021 11:10 AM  
**To:** Mayor <mayor@fallscityoregon.gov>  
**Subject:** City Administration Dysfunction

Hello Jeremy,

A lawman all my life, I can be diplomatic (had to be!), but I will be blunt. I held off contacting you until after the election turnouts settled down. I did not vote for you, mostly for the reasons listed below, reasons that disturbed me of your qualities, intelligence and reasons to be a Mayor, even of a small village as this:

- When you finally arrived for our meeting after two prior cancellations (because you were busy with mayoral duties), you came one hour earlier than the time *you* chose.
- I don't understand why you had trouble finding my home; a mailbox, a newspaper tube mounted on white posts, with two more white posts on the main street, *all* with "80" decals affixed to those posts at the street.
- Consequently, you parked on an unmarked neighbor's driveway, behind my house, and left your vehicle blocking her driveway (Barbara Sickles was fine with that, not needing to leave at the time).
- You arrived with your own coffee—OK, I guess—but sort of an insult to my offer of a fine grade of coffee and pastries prepared by my wife for our meeting (excusable perhaps, due to the COVID-19 virus).
- During that meeting, you excused the then-leaving City Manager's inaction and said you would check out my problem of the missing complaint file I submitted of the many junk cars trashing Main Street, some for over two years! *Never* heard back, so I presume your visit was only a "vote" solicitation.
- You seemed to minimize the effect of these trash vehicles, technically stored on city property without costs, at the entry and beauty (?) to Falls City, and you made excuses of financial difficulties and appropriate judicial means to enforce those code violations.
- Listening to your bonafides and goals, with only a few years of residency (and no follow-up of complaints), I had the impression you were more of a political dilettante, in politics for the prestige.

One of several trash vehicles left in front of my property, one of many, and which I had pointed out to you at our meeting, is still left there, plus more, and has been for over two years now. The legal registration has expired over **10** years now; occupies (rent free) storage *on city property*; and all those vehicles violate *both* city codes and state vehicle codes, yet they still remain, undisturbed by any dysfunctional city enforcement.. These vehicles are also a hazard for pedestrians, especially school children. and one has to either move into the roadway to get past these junk cars or walk in churned up mud or onto private property, as there is no safe walkway on the south side of Main Street. It will take only one pedestrian being killed or injured to set up a large lawsuit for damages, a lawsuit I believe the City of Falls City could not recover from. As an aside, I cannot now exit my driveway safely, having to inch out bit by bit until I can check for inbound traffic.

I'm sure my candor will anger and upset you, but, as politicians seem to like "cutesy" phrases, I only "speak truth to power" [such as it is]. Act like a mayor and help get this city back into shape. I'll be glad to meet with you sometime and discuss what I may misunderstand, but only if you are serious about being a "Mayor".

Sincerely,

George Sperry  
503-787-4004

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## AGENDA REPORT

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** CITY MANAGER & BUDGET OFFICER, AJ FOSCOLI  
**SUBJECT:** RESOLUTION 07-2021 ADOPT THE BUDGET, ELECT STATE REVENUE SHARING, MAKE APPROPRIATIONS, & LEVY TAXES  
**DATE:** JUNE 14, 2021

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### **SUMMARY**

Adoption of the budget, appropriation of expenditures, adoption of tax levies, and election to accept state revenue sharing.

### **BACKGROUND**

Oregon Local Budget Law requires cities to conduct certain hearings and take certain actions to adopt the annual budget.

1. The Budget Committee must approve the budget at a public meeting, and must conduct the following hearings/approvals at least once:
  - a. A Public hearing for questions and comments on the budget;
  - b. A Public hearing on revenue sharing with opportunity for written and/or oral testimony regarding use of the funds and offset against taxes;
  - a. Approve the proposed Budget;
  - b. Approve each Ad Valorem Tax Rate or Amount;
  - c. Each of the foregoing must be reflected in the BC meeting minutes.

\*The Budget Committee met on May 12, 2021, conducted the appropriate hearings/approvals, and approved the proposed budget outlined in resolution 07-2021.

### **PREVIOUS COUNCIL ACTION**

On May 12, 2021, the Budget Committee members approved the proposed budget, appropriations, taxes and state revenue sharing. Public hearings were held on the budget and state revenue sharing as required by law.

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

Failure to adopt a budget before July 1, 2021, would render the City unable to operate.

### **STAFF RECCOMENDATION**

Staff recommends the City Council adopt the Fiscal year 2021-2022 budget and appropriations, elect to receive state revenue sharing, and impose ad valorem taxes as recommended by the Budget Committee, and reflected in resolution 07-2021.

**EXHIBIT**

A) Resolution 07-2021 Fiscal Year 2021-2022 Budget

B) Budget work sheet

C) LB 1

D) Budget Committee Meeting Minutes for May 12, 2021 (To be approved at the June 14, 2021, City Council Meeting).

**PROPOSED MOTION**

I move the City Council of the City of Falls City adopt resolution 07-2021, A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, LEVYING TAXES, AND ELECTING TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2021-2022.

**RESOLUTION 07-2021**

**A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, LEVYING TAXES, AND ELECTING TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2021-2022.**

Whereas, The City of Falls City is governed by Oregon Local Budgeting Law; and

Whereas, Oregon Local Budgeting Law requires the governing body of a municipality to adopt a budget, make appropriations, levy taxes, and elect state revenue sharing; and

Whereas, The City of Falls City Budget Committee heard questions and comments on the budget, and held a public hearing on use of State revenue sharing funds; and

Whereas, The City of Falls City Budget Committee approved the proposed budget, appropriations, taxes, and state revenue sharing on May 12, 2021.

**NOW THEREFORE, the City of Falls City resolves as follows:**

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2021-2022.

Section 2. The City Council adopts the approved budget now on file at City Hall, 299 Mill Street Falls City, Oregon 97344, in the sum of \$2,746,085.

Section 4. The City of Falls City hereby imposes the taxes provided for in the adopted budget at the rate of \$2.9202 per \$1,000 of assessed value for operations and that these taxes are hereby imposed and categorized for tax year 2021-2022 upon the assessed value of all taxable property within the district.

Section 5. The City of Falls City hereby imposes the taxes provided for in the adopted budget at the rate of \$1.000 per \$1,000 of assessed value for Fire operations and equipment, and that these taxes are hereby imposed and categorized for tax year 2021-2022 upon the assessed value of all taxable property within the district.

Section 6. The taxes imposed in Sections 4 and 5 of this resolution are subject to Measure 5 compression as follows:

Subject to General Government Limitation	Excluded from Limitation
Permanent Rate Levy \$2.9202 per \$1,000	\$0
Fire Equipment and Operations Levy \$1.000 per \$1,000	\$0

Section 7. The amounts for the fiscal year beginning July 1, 2021, for all the purposes shown are hereby appropriated as follows:

<b>General Fund</b>	
Administration -----	\$216,550
Fire-----	\$87,075
Parks & Cemeteries -----	\$33,122



Council ----- \$3,100  
 Code Enforcement & Court ----- \$33,765  
 Other/ Debt ----- \$4,763  
 Contingency ----- \$230,475

**Shared Services Fund**

Materials & Services ----- \$0  
 Capital Outlay ----- \$6,500  
 Contingency ----- \$0

**Streets Fund**

Personnel Services ----- \$22,248  
 Materials and Services ----- \$25,400  
 Capital ----- \$571,520  
 Contingency ----- \$202,352

**Sewer Fund**

Personnel Services ----- \$25,778  
 Materials and Services ----- \$94,500  
 Capital ----- \$120,000  
 Contingency ----- \$92,722

**Water Fund**

Personnel Services ----- \$127,836  
 Materials and Services ----- \$137,250  
 Capital ----- \$61,800  
 Contingency ----- \$173,114

**Fire Levy Fund**

Materials and Services ----- \$19,300  
 Capital ----- \$18,965  
 Contingency ----- \$735

**Utility Reserve Fund**

Capital ----- \$295,000  
 Contingency ----- \$75,000

**Polk Community Development Fund**

Materials & Services ----- \$0

**Wagner Library 80% Fund**

Materials & Services ----- \$10,000  
 Contingency ----- \$57,215

**TOTAL APPROPRIATIONS** \$ 2,746,085  
**TOTAL RESERVED/UNAPPROPRIATED** \$ 0  
**TOTAL ADOPTED BUDGET** \$ 2,746,085

Vote:

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

Attest:

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

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

# GENERAL FUND REQUIREMENTS

## CITY COUNCIL

### MISSION STATEMENT

This fund is used to support City Council operations, activities, and training in an effort to create an environment that supports rural community living at its best by mixing family, work, recreation and social opportunities.

### Service Provided

Supports the City Council in providing fiscally sound, responsible municipal services. This portion of the General Fund allows Council related expenses to be reflected separately from other activities. The Mayor and City Council members are volunteers elected by the registered voters of Falls City and do not draw salaries or receive benefits for their work.

### Accomplishments 2020-2021

- Reviewed Goals
- Hired a permanent City Manager
- Managed a 100-year ice-storm disruption to services

### Objectives 2021-2022

- Fill all committee vacancies
- Resume in-person meetings
- State of the City

### Budget Narrative

This budget anticipates a total of \$3,100 of expenditures in this department. This is a substantial increase from FY 19/20 due to the addition of facilitated goal setting sessions.

<b>General Fund: 1.02 Council &amp; Committees</b>				
<b>REQUIREMENTS</b>	<b>ACTUAL 2018-2019</b>	<b>ACTUAL 2019-2020</b>	<b>ADOPTED 2020-2021</b>	<b>DRAFT 2021-2022</b>
<b>MATERIALS &amp; SERVICES</b>				
Operational Supplies		\$ 69		
Professional Services	\$ 304		\$ 2,000	\$ 2,000
Trvl, Trng, Dues, Statutory	\$ 252	\$ 111	\$ 500	\$ 500
Council Projects	\$ 173		\$ 500	\$ 500
Worker's Comp	\$ 84	\$ 50	\$ 100	\$ 100
<b>PROGRAM TOTAL</b>	<b>\$ 813</b>	<b>\$ 230</b>	<b>\$ 3,100</b>	<b>\$ 3,100</b>

**Personnel, Materials, and Services**

The Administration Department Personnel is comprised of the City Manager and City Clerk (2.0 FTE). However, the majority of their remuneration, 60%, is transferred into General Fund Revenues from the City's other revenue funds (Streets, Sewer, Water) to pay the cost of the Manager and Clerk consistently working in those departments.

Materials and Services accounts for services of the City Attorney and Contract Planner, as well as training, the Manager's bond, projects taken on by the RARE participant (not in 2021-22), some non-capital grants, and office supply staples (e.g. toilet paper and pens).

<b>General Fund: 1.01 Administrative</b>				
<b>REQUIREMENTS</b>	<b>ACTUAL 2018-2019</b>	<b>ACTUAL 2019-2020</b>	<b>ADOPTED 2020-2021</b>	<b>DRAFT 2021-2022</b>
<b>PERSONNEL</b>				
Full Time Equivalent	2.5		2.0	2.0
Salaried	\$ 112,134	\$ 98,757	\$ 119,000	\$ 122,570
Benefits/Retirement	\$ 35,921	\$ 37,610	\$ 42,000	\$ 43,260
Payroll Expenses	\$ 8,438	\$ 7,491	\$ 9,000	\$ 9,270
Worker's Comp	\$ 176	\$ 200	\$ 300	\$ 300
Total Personnel	\$ 156,669	\$ 144,059	\$ 170,300	\$ 175,400
<b>MATERIALS &amp; SERVICES</b>				
Operational Expenses	\$ 3,545	\$ 370	\$ 500	\$ 500
Professional Services	\$ 42,265	\$ 9,215	\$ 6,000	\$ 9,000
Facilities O & M	\$ 2,739	\$ 2,778	\$ 2,000	\$ -
Insurance	\$ 1,038	\$ 105	\$ 150	\$ 150
Trvl, Trng, Dues, Statutory	\$ 4,483	\$ 1,988	\$ 2,500	\$ 2,500
RARE Project			\$ 6,500	\$ -
Grant expenses	\$ 15,590			0
Ford Family RARE Grant		\$ 10,000	\$ -	10000
Pacific Power RARE Grant		\$ 12,987	\$ -	3000
CLG Historic Grant		\$ 3,696	\$ 12,000	12000
LEOF Grant		\$ 29,410	\$ -	0
DLCD Planning Grant		\$ 1,000	\$ 1,000	1000
Pacific Power Energy Grant		\$ 3,000	\$ -	3000
CDBG Housing Grant				0
OCF Pocket Park Grant				
Misc. & Equipment	\$ 92	\$ 320		
Utilities	\$ 10,346			
Council Projects				
Total Materials & Services	\$ 80,098	\$ 74,868	\$ 30,650	\$ 41,150
<b>PROGRAM TOTAL</b>	<b>\$ 236,767</b>	<b>\$ 218,927</b>	<b>\$ 200,950</b>	<b>\$ 216,550</b>

**General Fund: 1.07 Fire**

<b>REQUIREMENTS</b>	<b>ACTUAL 2018-2019</b>	<b>ACTUAL 2019-2020</b>	<b>ADOPTED 2020-2021</b>	<b>DRAFT 2021-2022</b>
<b>PERSONNEL</b>				
Full Time Equivalent	.1		0.1	0.1
Salaried	\$ 4,800	\$ 4,913	\$ 4,950	\$ 4,950
Payroll Expenses	\$ 375	\$ 378	\$ 425	\$ 425
Worker's Comp	\$ 8,616	\$ 5,583	\$ 6,700	\$ 6,700
<b>Total Personnel</b>	\$ 13,791	\$ 10,873	\$ 12,075	\$ 12,075
<b>MATERIALS &amp; SERVICES</b>				
Equipment O & M	\$ 14,504	\$ 6,958	\$ 4,000	\$ 4,000
Insurance	\$ 10,825	\$ 9,124	\$ 9,200	\$ 9,200
FF Retention	\$ -		\$ 7,300	\$ 7,300
Professional Services	\$ 3,554	\$ 5,470	\$ -	\$ -
Utilities	\$ 13,053			
Operational Expenses	\$ 1,966			
Facilities O & M	\$ 2,695			
Education, Training, Dues	\$ 85			
Intergovernmental Services	\$ 13,807			
Miscellaneous	\$ 4,269			
<b>Total Materials &amp; Services</b>	\$ 64,758	\$ 21,552	\$ 20,500	\$ 20,500
<b>CAPITAL OUTLAY</b>				
Fire Truck Princ & Inter			\$ -	\$ -
Weyerhaeuser Grant (Fire)		\$ 8,109	\$ -	\$ -
Assistance to Firefighters Match		\$ 4,905	\$ 4,500	\$ 4,500
Assistance to Firefighters Grant		\$ 88,595	\$ 90,000	\$ 50,000
<b>Total Capital Outlay</b>	\$ -	\$ 101,609	\$ 94,500	\$ 54,500
<b>NON-ALLOCATED</b>				
Adjustment to Audited Statement	\$ -		\$ -	\$ -
<b>Total Non-Allocated</b>	\$ -	\$ -	\$ -	\$ -
<b>PROGRAM TOTAL</b>	\$ 78,549	\$ 134,034	\$ 127,075	\$ 87,075

<b>General Fund: 1.04 Code Services &amp; Municipal Court</b>				
<b>REQUIREMENTS</b>	<b>ACTUAL 2018-2019</b>	<b>ACTUAL 2019-2020</b>	<b>ADOPTED 2020-2021</b>	<b>DRAFT 2021-2022</b>
<b>PERSONNEL</b>				
Full Time Equivalent	.20		0.40	0.40
Salaried		\$ 3,290	\$ 20,500	\$ 21,115
Payroll Expenses		\$ 196	\$ 4,600	\$ 4,738
Worker's Comp	\$ -	\$ -	\$ 400	\$ 412
Total Personnel	\$ -	\$ 3,487	\$ 25,500	\$ 26,265
<b>MATERIALS &amp; SERVICES</b>				
Operational Expenses	\$ 28	\$ 613	\$ 1,000	\$ 1,000
Professional Services	\$ 2,304	\$ 2,773	\$ 3,500	\$ 3,500
Equipment				\$ 1,000
Insurance				\$ 1,000
Travel, Training, Dues, Statutory	\$ 34		\$ 500	\$ 500
Uniforms & Protective Gear	\$ -		\$ 500	\$ 500
Total Materials & Services	\$ 2,366	\$ 3,386	\$ 5,500	\$ 7,500
<b>PROGRAM TOTAL</b>	<b>\$ 2,366</b>	<b>\$ 6,872</b>	<b>\$ 31,000</b>	<b>\$ 33,765</b>

Parks and Cemeteries is allocated for a .25 time employee for general maintenance and upkeep. This fund provides 25% of the wages for PW1.

<b>General Fund: 1.03 Parks &amp; Cemeteries</b>				
<b>REQUIREMENTS</b>	<b>ACTUAL 2018-2019</b>	<b>ACTUAL 2019-2020</b>	<b>ADOPTED 2020-2021</b>	<b>DRAFT 2021-2022</b>
<b>PERSONNEL</b>				
Full Time Equivalent	0		0.25	0.25
Wages			\$ 9,300	\$ 9,579
Benefits/Retirement			\$ 7,000	\$ 7,210
Payroll Expenses			\$ 750	\$ 773
Worker's Comp	\$ 386		\$ 1,500	\$ 1,500
Total Personnel	\$ 386		\$ 18,550	\$ 19,062
<b>MATERIALS &amp; SERVICES</b>				
Operational Expenses	\$ 337		\$ 500	\$ 500
Professional services	\$ 1,605		\$ 3,500	\$ 3,500
Equipment O & M	\$ 868		\$ 500	\$ 500
Facilities O & M			\$ 500	\$ 500
Insurance	\$ 946		\$ 1,550	\$ 1,550
Utilities	\$ 4,152		\$ 4,800	\$ 4,800
Miscellaneous				
City Events	\$ 655		\$ 2,000	\$ 2,000
Reserved for Pride			\$ 250	\$ 250
Reserved for LFR! Memorial			\$ 460	\$ 460
Total Materials & Services	\$ 8,563	\$ -	\$ 14,060	\$ 14,060
<b>PROGRAM TOTAL</b>	<b>\$ 8,949</b>	<b>\$ -</b>	<b>\$ 32,610</b>	<b>\$ 33,122</b>

# OTHER/DEBT

## Mission Statement

The mission of this section of the budget to present the non-departmental expenses associated with the General Fund in a common location

## Service Provided

This is a minor portion of the General Fund used merely to account for a contingency account, debt, transfers and other expenses not classified elsewhere.

## Objectives

Continue to pay down debt.

## Budget Narrative

This fund anticipates \$4,763 in total requirements. The majority of the expenses are a transfer to the shared services fund to pay for shared expenses.

<b>General Fund: 1.09 Debt Service &amp; Other</b>				
<b>REQUIREMENTS</b>	<b>ACTUAL 2018-2019</b>	<b>ACTUAL 2019-2020</b>	<b>ADOPTED 2020-2021</b>	<b>DRAFT 2021-2022</b>
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -
Debt Service				
Park Loan Principal (92211)	\$ 1,950	\$ 1,699	\$ 1,715	\$ 1,715
Park Loan Interest (92211)	\$ 568	\$ 543	\$ 528	\$ 528
M/H Park Loan Principal (79011)	\$ 1,686	\$ 2,044	\$ 2,066	\$ 2,066
M/H Park Loan Interest (79011)	\$ 556	\$ 475	\$ 454	\$ 454
Total Debt Service	\$ 4,760	\$ 4,760	\$ 4,763	\$ 4,763
Other				
Transfer Out to Shared Fund		\$ 30,395	\$ 34,000	
General Fund Contingency	\$ 77,383	\$ -	\$ 275,352	\$ 230,475
Ending Fund Balance	\$ -	\$ -		\$ -
Total Other	\$ 77,383	\$ 30,395	\$ 309,352	\$ 230,475
<b>PROGRAM TOTAL</b>	<b>\$ 82,143</b>	<b>\$ 35,155</b>	<b>\$314,115</b>	<b>\$235,238</b>



<b>11 STREET FUND</b>				
<b>RESOURCES</b>	<b>ACTUAL. 2018-2019</b>	<b>ACTUAL. 2019-2020</b>	<b>ADOPTED 2020-2021</b>	<b>DRAFT 2021-2022</b>
Beginning Fund Balance	\$ 153,744	\$ 218,277	200,000	180,000
State Gas Tax	\$ 69,363	\$ 68,480	70,000	70,000
FEMA Dutch Creek Grant	\$ 0			
SCAG	\$ 50,000	\$ 95,496	200,000	100,000
Safe Routes/IOF			750,000	471,520
Chamberlain Partners			200,000	
Transfer from Water Fund	\$ 10,000			
Total Revenue	\$ 129,363	\$ 163,976	\$ 1,220,000	\$ 641,520
<b>TOTAL FUND RESOURCES</b>	<b>\$ 283,107</b>	<b>\$ 382,253</b>	<b>\$ 1,420,000</b>	<b>\$ 821,520</b>
<b>REQUIREMENTS</b>				
<b>PERSONNEL</b>				
Full Time Equivalent	0		0.25	0.25
Wages			12,000	12,360
Benefits/Retirement			7,200	7,416
Payroll Expenses			900	927
Worker's Compensation	\$ 1,013		1,500	1,545
Total Personnel	\$ 1,013	\$ -	\$ 21,600	\$ 22,248
<b>MATERIALS &amp; SERVICES</b>				
Operational Expenses	\$ 4,109		2,500	3,500
Professional Services	\$ 4,062		10,000	8,000
Equipment O & M	\$ 7,734		1,500	1,500
Insurance	\$ 3,019		3,400	3,400
Utilities	\$ 8,277		8,000	8,000
Miscellaneous	\$ 110		1,000	1,000
Transfer Out			28,000	-
Total Materials & Services	\$ 27,311	\$ -	\$ 54,400	\$ 25,400
<b>TOTAL STREETS PROGRAM</b>	<b>\$ 28,324</b>	<b>\$ -</b>	<b>\$ 76,000</b>	<b>\$ 47,648</b>
<b>CAPITAL OUTLAY &amp; DEBT SERVICE</b>				
FEMA Dutch Creek	\$ 21,556			
Building Improvements	\$ 0			
Equipment	\$ 6,168			
SCA Grants	\$ 7,551		200,000	100,000
Safe Routes/IOF			750,000	471,520
Safe Routes & Chamberlain Match			300,000	
Total Capital & Debt	\$ 35,275		1,250,000	571,520
<b>NON-ALLOCATED</b>				
Contingency		\$ -	94,000	202,352
Ending Fund Balance	219508	174289	-	
Total Non-Allocated	\$ 219,508	\$ 174,289	\$ 94,000	\$ 202,352
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$ 283,107</b>	<b>\$ 174,289</b>	<b>\$ 1,420,000</b>	<b>\$ 821,520</b>

20 WATER FUND				
RESOURCES	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2020-2021	DRAFT 2021-2022
Beginning Fund Balance	\$ 211,048	\$ 160,543	\$ 200,000	\$ 200,000
Water User Fees	\$ 294,348	\$ 318,392	\$ 285,000	\$ 285,000
Late Fees	\$ 3,677	\$ 155	\$ 2,500	\$ 2,500
Backflow Testing Fee	\$ 11,337		\$ 11,000	\$ 11,000
Water Connection Fee	\$ 1,800		\$ 1,500	\$ 1,500
Adjust Financial Statement	\$ -			
Intergovernmental Grants	\$ -			
Total Revenue	\$ 311,162	\$ 318,547	\$ 300,000	\$ 300,000
<b>TOTAL FUND RESOURCES</b>	<b>\$ 522,210</b>	<b>\$ 479,090</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
REQUIREMENTS	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2020-2021	DRAFT 2021-2022
<b>PERSONNEL</b>				
Full Time Equivalent	2.0		1.8	1.8
Salaried	\$ 94,857	\$ 112,263	\$ 78,200	\$ 80,546
Benefits/Retirement	\$ 51,406		\$ 37,000	\$ 38,110
Payroll Expenses	\$ 7,774		\$ 6,000	\$ 6,180
Worker's Comp	\$ 2,504		\$ 3,000	\$ 3,000
Total Personnel	\$ 156,541	\$ 112,263	\$ 124,200	\$ 127,836
<b>MATERIALS &amp; SERVICES</b>				
Operational Expenses	\$ 11,472	\$ 103,511	\$ 12,500	\$ 12,500
Professional Services	\$ 25,690		\$ 18,000	\$ 18,000
Equipment O & M	\$ 14,154		\$ 2,500	\$ 2,500
Facilities O & M	\$ 96			
Insurance	\$ 12,152		\$ 9,000	\$ 9,000
Trvl, Trng, Dues, Statutory	\$ 1,039		\$ 3,000	\$ 3,000
Utilities	\$ 4,585		\$ 4,750	\$ 4,750
Miscellaneous	\$ 76			
Transfer Out	\$ 75,000		\$ 87,500	\$ 87,500
Total Materials & Services	\$ 144,264	\$ 103,511	\$ 137,250	\$ 137,250
<b>TOTAL WATER PROGRAM</b>	<b>\$ 300,805</b>	<b>\$ 215,774</b>	<b>\$ 261,450</b>	<b>\$ 265,086</b>
<b>CAPITAL OUTLAY &amp; DEBT SERVICE</b>				
Water Bond Principal	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Water Bond Interest	\$ 29,212	\$ 28,502	\$ 26,800	\$ 26,800
Total Capital & Debt	\$ 64,212	\$ 63,502	\$ 61,800	\$ 61,800
<b>NON-ALLOCATED</b>				
Contingency	\$ -		\$ 176,750	\$ 173,114
Reserved for Water Debt	\$ -			
Ending Fund Balance	\$ 157,193	\$ 199,814		\$ -
Total Non-Allocated	\$ 157,193	\$ 199,814	\$ 176,750	\$ 173,114
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$ 522,210</b>	<b>\$ 479,090</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>

### 13 SEWER FUND

RESOURCES	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2020-2021	DRAFT 2021-2022
Beginning Fund Balance	\$ 179,359	\$ 170,735	\$ 100,000	\$ 100,000
Sewer User Fees	\$ 113,314	\$ 127,066	\$ 110,000	\$ 110,000
Sewer Connections				
Late Fees	\$ 3,507		\$ 3,000	\$ 3,000
CDBG Grant (P17004)	\$ 61,584	\$ 193,714	\$ 150,000	\$ 120,000
Transfer from Water Fund	\$ 15,000			
Total Revenue	\$ 193,405	\$ 320,780	\$ 263,000	\$ 233,000
<b>TOTAL FUND RESOURCES</b>	\$ 372,764	\$ 491,515	\$ 363,000	\$ 333,000
REQUIREMENTS	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2020-2021	DRAFT 2021-2022
<b>PERSONNEL</b>				
Full Time Equivalent	1.5		0.50	0.50
Salaried	\$ 21,848	\$ 74,216	\$ 13,930	\$ 14,348
Benefits	\$ 36,985		\$ 7,470	\$ 7,694
Payroll Tax	\$ 1,610		\$ 1,200	\$ 1,236
Worker's Comp	\$ 1,420		\$ 2,500	\$ 2,500
Total Personnel	\$ 61,863	\$ 74,216	\$ 25,100	\$ 25,778
<b>MATERIALS &amp; SERVICES</b>				
Operational Expenses	\$ 7,750	\$ 46,241		
Professional Services	\$ 11,127		\$ 21,000	\$ 21,000
Equipment O & M	\$ 7,865			
Facilities O & M				
Insurance	\$ 7,250		\$ 6,000	\$ 6,000
Trvl, Trng, Dues, Statutory	\$ 22,683			
Utilities	\$ 5,120		\$ 5,000	\$ 5,000
Miscellaneous	\$ 2,391		\$ -	\$ -
Transfers Out			\$ 62,500	\$ 62,500
Total Materials & Services	\$ 64,186	\$ 46,241	\$ 94,500	\$ 94,500
<b>TOTAL SEWER PROGRAM</b>	\$ 126,049	\$ 120,457	\$ 119,600	\$ 120,278
<b>CAPITAL OUTLAY &amp; DEBT SERVICE</b>				
CDBG Grant (P17004) Outlay	\$ 72,584	\$ 239,320	\$ 150,000	\$ 120,000
Reserved for Sewer Plant				
Total Capital & Debt	\$ 72,584	\$ 239,320	\$ 150,000	\$ 120,000
<b>NON-ALLOCATED</b>				
Contingency	\$ -	\$ -	\$ 93,400	\$ 92,722
Ending Fund Balance	\$ 174,131	\$ 92,598	\$ -	
Total Non-Allocated	\$ 174,131	\$ 92,598	\$ 93,400	\$ 92,722
<b>TOTAL FUND REQUIREMENTS</b>	\$ 372,764	\$ 452,375	\$ 363,000	\$ 333,000

# CITY UTILITY RESERVE FUND

## Mission Statement

To provide a reserve for future utility development and major utilities repair, and grant matching funds for the Water and Sanitary Sewer utilities.

## Service Provided

Historically this fund has been used to collect Capital Fees and the late fees for all utility types. Late fees were then divided and transferred to the corresponding utility fund, we now budget the late fees to the Water and Sewer Fund.

## Budget Narrative

This fund is used for major projects in water, wastewater, and as a reserve for grant funds. We expect at least 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.

<b>19 UTILITY RESERVE FUND</b>				
<b>RESOURCES</b>	<b>ACTUAL 2018-2019</b>	<b>ACTUAL 2019-2020</b>	<b>ADOPTED 2020-2021</b>	<b>DRAFT 2021-2022</b>
Beginning Fund Balance	\$ 313,938	\$ 363,752	\$ 370,000	\$ 320,000
Utility Cap Improvement Fee	\$ 52,139	\$ 50,533	\$ 50,000	\$ 50,000
Miscellaneous		\$ 31,174	\$ -	\$ -
<b>Total Revenue</b>	\$ 52,139	\$ 81,707	\$ 50,000	\$ 50,000
<b>TOTAL FUND RESOURCES</b>	\$ 366,077	\$ 445,459	\$ 420,000	\$ 370,000
<b>REQUIREMENTS</b>				
	<b>ACTUAL 2018-2019</b>	<b>ACTUAL 2019-2020</b>	<b>ADOPTED 2020-2021</b>	<b>DRAFT 2021-2022</b>
<b>CAPITAL OUTLAY &amp; DEBT SERVICE</b>		\$ 130,664		
Water Projects			\$ 100,000	\$ 170,000
Wastewater Projects			\$ 50,000	\$ 50,000
New Sewer Project Costs			\$ 75,000	\$ 75,000
Equipment-Operations	\$ 375			
<b>Total Capital &amp; Debt</b>	\$ 375	\$ 130,664	\$ 225,000	\$ 295,000
<b>NON-ALLOCATED</b>				
Contingency	\$ -		\$ 195,000	\$ 75,000
Ending Fund Balance	\$ 365,702	\$ 314,795	\$ -	
<b>Total Non-Allocated</b>	\$ 365,702	\$ 314,795	\$ 195,000	\$ 75,000
<b>TOTAL FUND REQUIREMENTS</b>	\$ 366,077	\$ 445,459	\$ 420,000	\$ 370,000

# WAGNER LIBRARY TRUST FUND

## Mission Statement

To provide clear accounting for funds held in trust for the Wagner Community Library.

## Service Provided

The Falls City council has closed the Wagner Public Library. In order to resume this service in the future, discussions with local library partners have begun to bring book check-in/check-out services at the Luckiamute Clinic building. Contributions from this fund will be kept to support the restoration Public Library services.

## Budget Narrative

We are anticipating a beginning balance in the fund of \$67,215 with no other revenue. We anticipate an expenditure of \$10,000 during this budget cycle for heating system upgrade at the Luckiamute Clinic, the location of future library equipment to allow Falls City residents to check-in/check-out books.

<b>71 WAGNER LIBRARY FUND</b>				
<b>RESOURCES</b>	<b>ACTUAL 2018-2019</b>	<b>ACTUAL 2019-2020</b>	<b>ADOPTED 2020-2021</b>	<b>DRAFT 2021-2022</b>
Beginning Fund Balance	\$ 60,015	\$ 41,065	\$ 41,000	\$ 67,215
Miscellaneous		\$ 26,150		
Total Revenue	\$			
<b>TOTAL FUND RESOURCES</b>	<b>\$ 60,015</b>	<b>\$ 41,065</b>	<b>\$ 41,000</b>	<b>\$ 67,215</b>
<b>REQUIREMENTS</b>	<b>ACTUAL 2018-2019</b>	<b>ACTUAL 2019-2020</b>	<b>ADOPTED 2020-2021</b>	<b>DRAFT 2021-2022</b>
<b>MATERIALS &amp; SERVICES</b>		\$ -		
Professional Services	\$ 18,950	\$ -	\$ -	\$ 10,000
Total Materials & Services	\$ 18,950	\$ -	\$ -	\$ 10,000
<b>NON-ALLOCATED</b>				
Contingency	\$ -	\$ -	\$ 41,000	\$ 57,215
Ending Fund Balance	\$ 41,065	\$ 67,215	\$ -	\$ -
Total Non-Allocated	\$ 41,065	\$ 67,215	\$ 41,000	\$ 57,215
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$ 60,015</b>	<b>\$ 67,215</b>	<b>\$ 41,000</b>	<b>\$ 67,215</b>

# POLK CDC REVOLVING LOAN FUND

## Mission Statement

To provide financial accounting for the Community Development Revolving Loan funds and to provide Falls City home and business owners with low interest loans for renovation projects.

## Service Provided

Low interest loans for low income Falls City residents related to housing and building repairs. Administration provided by Polk Community Development Corporation.

## Budget Narrative

Revenue for this fund is generated from interest earnings on the principal balance of the fund and from interest earnings from loans that are issued. Requirements in this fund are for the administration of the funds and any withdrawals by the City. It is managed by Polk County Community Development Corporation.

<b>60 COMMUNITY DEVELOPMENT REVOLVING LOAN FUND</b>				
<b>RESOURCES</b>	<b>ACTUAL 2018-2019</b>	<b>ACTUAL 2019-2020</b>	<b>ADOPTED 2020-2021</b>	<b>DRAFT 2021-2022</b>
Beginning Fund Balance	\$ 91,705	\$ 113,691	\$ 92,000	\$ 200,000
Interest-Revolving Loan	\$ -		\$ 8,000	\$ 7,000
Miscellaneous	\$ -			
Total Revenue	\$ -	\$ -	\$ 8,000	\$ 7,000
<b>TOTAL FUND RESOURCES</b>	<b>\$ 91,705</b>	<b>\$ 113,691</b>	<b>\$ 100,000</b>	<b>\$ 207,000</b>
<b>REQUIREMENTS</b>	<b>ACTUAL 2018-2019</b>	<b>ACTUAL 2019-2020</b>	<b>ADOPTED 2020-2021</b>	<b>DRAFT 2021-2022</b>
<b>MATERIALS &amp; SERVICES</b>		\$ 19,154		
Professional Services	\$ -			
Loans/Obligations	\$ -		\$ -	\$ -
Total Materials & Services	\$ -	\$ 19,154	\$ -	\$ -
<b>NON-ALLOCATED</b>				
Transfer to General Fund		\$ 17,000	\$ -	\$ -
Contingency			\$ 100,000	
Ending Fund Balance	\$ 91,705	\$ 285,159	\$ -	\$ -
Total Non-Allocated	\$ 91,705	\$ 302,159	\$ 100,000	\$ -
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$ 91,705</b>	<b>\$ 321,313</b>	<b>\$ 100,000</b>	<b>\$ -</b>

## 82 FIRE EQUIPMENT & OPERATIONS LEVY FUND (5 years, 2018-2022)

RESOURCES	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2020-2021	DRAFT 2021-2022
Beginning Fund Balance	\$ -	(2,507.00)	\$ -	\$ -
Property Tax Levy	\$ 40,626	\$ 42,669	\$ 39,000	\$ 39,000
<b>TOTAL FUND RESOURCES</b>	<b>\$ 40,626</b>	<b>\$ 40,162</b>	<b>\$ 39,000</b>	<b>\$ 39,000</b>
<b>REQUIREMENTS</b>				
<b>MATERIALS &amp; SERVICES</b>				
		\$ 13,330		
Operational Expenses	\$ 23	\$ 113	\$ 3,000	\$ <del>3,000</del> 9,250
Professional Services		\$ 600	\$ 3,800	\$ 3,800
Facilities O & M		\$ 1,051		
Trvl, Trng, Dues, Statutory		\$ 160		
Utilities	\$ 155	\$ 11,349	\$ 12,500	\$ <del>12,500</del> 6,250
Equipment	\$ 3,772	\$ 56		
Transfer to General Fund	\$ 15,000			
<b>Total Materials &amp; Services</b>	<b>\$ 18,950</b>	<b>\$ 26,660</b>	<b>\$ 19,300</b>	<b>\$ 19,300</b>
<b>CAPITAL OUTLAY &amp; DEBT SERVICE</b>				
Engine 123 Payment	\$ 15,500	\$ 15,210	\$ 16,075	\$ 16,075
Engine 123 Interest		\$ 3,751	\$ 2,890	\$ 2,890
Fire Capital	\$ 4,750	\$ 2,951		
<b>Total Capital &amp; Debt</b>	<b>\$ 20,250</b>	<b>\$ 21,912</b>	<b>\$ 18,965</b>	<b>\$ 18,965</b>
<b>NON-ALLOCATED</b>				
Contingency			\$ 735	\$ 735
Ending Fund Balance	\$ 1,426	\$ 4,920	\$ -	
<b>Total Non-Allocated</b>	<b>\$ 1,426</b>	<b>\$ 4,920</b>	<b>\$ 735</b>	<b>\$ 735</b>
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$ 40,626</b>	<b>\$ 53,492</b>	<b>\$ 39,000</b>	<b>\$ 39,000</b>

# SHARED SERVICES FUND

## Budget Narrative

This was a new fund which centralized liabilities for shared materials, services, and capital assets. The fund accounts for expenses shared between any combination of two, or more, of the following: Water, Sewer, Streets, and General Funds. The proportionate allocation is calculated using a combination of use and resources that remains consistent over all expenditures.

The purpose of this fund was to ease accounting, allocate appropriate proportions of expenses to the appropriate funds, and increase managerial spending controls over day to day purchases. As this fund does not play a role in the overall financial picture, I have opted to discontinue the use of this fund for allocating expenditures. We will revert to the previous allocations for expenditures to increase transparency.

SHARED SERVICES FUND				
RESOURCES	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2020-2021	DRAFT 2021-2022
Beginning Fund Balance	\$ -	\$ 6,449	\$ 10,000	\$ -
Transfer in-Sewer		\$ 103,425	\$ 20,000	
Transfer in-Water			\$ 45,000	
Transfer in-Streets			\$ 11,000	
Transfer in-General Fund			\$ 36,000	
Total Revenue	\$ -	\$ 103,425	\$ 112,000	\$ -
<b>TOTAL FUND RESOURCES</b>	<b>\$ -</b>	<b>\$ 109,874</b>	<b>\$ 122,000</b>	<b>\$ -</b>
REQUIREMENTS	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2020-2021	DRAFT 2021-2022
<b>MATERIALS &amp; SERVICES</b>		\$ 90,807		
Operational Expenses			\$ 11,000	
Professional Services			\$ 59,000	
Equipment O & M			\$ 8,000	
Facilities O & M			\$ 10,000	
Trvl, Trng, Dues, Statutory			\$ 6,000	
Utilities			\$ 11,500	
Total Materials & Services		\$ 90,807	\$ 105,500	\$ -
<b>CAPITAL OUTLAY &amp; DEBT SERVICE</b>				
PW Truck Payment		\$ 5,870	\$ 6,100	\$ 6,100
PW Truck Interest		\$ 299	\$ 400	\$ 400
Total Capital & Debt	\$ -	\$ 6,169	\$ 6,500	\$ 6,500
Non-Allocated				
Contingency		\$ -	\$ 10,000	
Total Non-Allocated	\$ -	\$ -	\$ 10,000	\$ -
Ending Fund Balance		\$ 6,449	\$ -	
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$ -</b>	<b>\$103,425</b>	<b>\$122,000</b>	<b>\$ 6,500</b>

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FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Falls City Council will be held on June 14, 2021 at 6:00pm at 320 N. Main St. Falls City, Oregon 97344. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 as approved by the City of Falls City Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 299 Mill St. Falls City, OR 97344, between the hours of 10am and 4:30pm or online at [www.fallscityoregon.gov](http://www.fallscityoregon.gov). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year. A public hearing will also be held on the use of State Revenue Sharing Funds at this meeting.

This notice and the budget document are also available at [www.fallscityoregon.gov](http://www.fallscityoregon.gov).

Contact: AJ Foscoli, City Manager

Telephone: 503 787-3631

Email: [info@fallscityoregon.gov](mailto:info@fallscityoregon.gov)

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2019-2020	Adopted Budget 2020-2021	Approved Budget 2021-2022
Beginning Fund Balance/Net Working Capital	1,191,000	1,143,000	1,205,715
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	507,100	520,850	520,850
Federal, State & all Other Grants, Gifts, Allocations & Donations	839,800	1,876,000	774,520
Revenue from Bonds and Other Debt	0	27,000	27,000
Interfund Transfers / Internal Service Reimbursements	133,827	214,000	0
All Other Resources Except Current Year Property Taxes	160,280	28,000	98,000
Current Year Property Taxes Estimated to be Received	115,000	159,000	120,000
<b>Total Resources</b>	<b>2,947,007</b>	<b>3,967,850</b>	<b>2,746,085</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	456,864	397,325	408,664
Materials and Services	478,643	408,850	372,760
Capital Outlay	860,093	1,719,500	1,098,195
Debt Service	36,131	92,028	34,853
Interfund Transfers	133,827	214,000	0
Contingencies	472,000	735,437	831,613
Special Payments	40,000	400,000	0
Unappropriated Ending Balance and Reserved for Future Expenditure	469,449	710	0
<b>Total Requirements</b>	<b>2,947,007</b>	<b>3,967,850</b>	<b>2,746,085</b>

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM \*

Name of Organizational Unit or Program FTE for that unit or program			
Name: Administration	223,605	601,950	216,550
FTE	2.15	2	2
Name: Fire	68,209	127,075	87,075
FTE	0.3	0.1	0.1
Name: Parks & Cemeteries	29,181	32,610	33,122
FTE	0.15	0.25	0.25
Name: Council	1,000	3,100	3,100
FTE	0	0	0
Name: Code & Court	21,032	33,000	33,765
FTE	0.5	0.4	0.4
Name: Debt/Other	95,162	141,000	235,238
FTE	0	0	0
Name: Shared Services Fund	110,327	122,000	0
FTE	0	0	0
Name: Utility Reserve Fund	381,000	295,000	370,000
FTE	0	0	0
Name: Polk Community Development Fund	33,500	99,000	0
FTE	0	0	0
Name: Wagner Library Fund	41,000	41,000	67,215
FTE	0	0	0
Name: Street Fund	615,718	1,400,000	821,520
FTE	0.45	0.25	0.25
Name: Sewer Fund	464,068	363,000	333,000
FTE	1.3	0.5	0.5
Name: Water Fund	344,485	500,000	500,000
FTE	1.8	2	1.8
Name: Fire Levy Fund	49,271	39,000	39,000
FTE	0	0	0
Not Allocated to Organizational Unit or Program	469,449	292,115	0
FTE			
<b>Total Requirements</b>	<b>2,947,007</b>	<b>3,967,850</b>	<b>2,739,585</b>
<b>Total FTE</b>			

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

Eliminated shared services fund for more transparent expenditure allocation between departments. Budgeted for CDBG Funds as well as SCAG 2019, and 2020 funds as match for Safe Routes to School Grant for Main street project. Attempted to make "good faith" estimates more accurate in each area and eliminate interfund transfers to show clear financial picture of each fund.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed 2017-2018	Rate or Amount Imposed 2018-2019	Rate or Amount Approved 2019-2020
Permanent Rate Levy (rate limit \$2.9202 per \$1,000)	\$2.9202 per \$1,000	\$2.9202 per \$1,000	\$2.9202 per \$1,000
Local Option Levy	0	\$1.00 per \$1,000	\$1.00 per \$1,000
Levy For General Obligation Bonds	0	0	0

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$781,498	\$0
Other Borrowings	\$154,794	\$0
<b>Total</b>	<b>\$936,292</b>	<b>\$0</b>

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

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City of Falls City  
Budget Committee Meeting Minutes  
Wednesday May 12, 2021, 6:00 PM

Meeting Location: Zoom

<https://zoom.us/j/96454366995?pwd=SnhWVXVXSGRUTTBUYnJ3dDZiVEFWZz09>

Meeting ID: 964 5436 6995,

Passcode: 577114

**Council Present:** Mayor Jeremy Gordon, Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey.

**Citizen Representatives Present:** Guy Mack, Nick Backus, Art Houghtaling, Dana Schowalter, Lynn Sampson- Bailey, Charlie Flynn, Jason Evens.

**Staff Present:** AJ Foscoli, Budget Officer and City Manager; Jamie Ward, City Recorder/Finance Manager.

**1.1. Call to Order**

Mayor Gordon called the meeting to order at 6:04 p.m.

**1.2. Roll Call**

Clerk Ward took roll call. Councilor Tony Meier arrived

**1.3. Pledge of Allegiance**

Mayor Gordon led the pledge.

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

A motion was made by Mayor J. Gordon and seconded by Committee Member N. Backus to adopt the entire agenda. Motion carried 14-0-0-0. Ayes: Jeremy Gordon, Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, T.J. Bailey, Dennis Sickles, Dana Schowalter, Guy Mack, Art Houghtaling, Lynn Sampson-Bailey, Charlie Flynn, Jason Evens.

**3. Appointments**

A. Houghtaling asked for nominations for Chair of the Budget Committee.

A nomination was made by Mayor J. Gordon and seconded by Councilor D. Sickles to appoint Committee Member Amy Houghtaling as Chair, TJ Bailey as Vice-Chair, and Jamie Ward as Secretary of the Budget Committee. Motion carried 14-0-0-0. Ayes: Jeremy Gordon, Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, T.J. Bailey, Dennis Sickles, Dana Schowalter, Guy Mack, Art Houghtaling, Lynn Sampson-Bailey, Charlie Flynn, Jason Evens.

**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 6:08 p.m.

No Public Comments

Budget Committee Chair A. Houghtaling Closed the Public Hearing of the Budget at 6:09 p.m.

Chair A. Houghtaling asked if members of the public did come on later and have questions would we let them speak.

Mayor Gordon answered that the chair makes that decision.

#### 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 2021-2022. 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 6:10 p.m.

No Public Comments

Budget Committee Chair A. Houghtaling Closed the Public Hearing at 6:11 p.m.

#### 6. Budget Committee Discussion

a. Budget Office Foscoli read the Budget Message as presented in packet (See exhibit A)

b. **General Fund Revenues:** The General fund has a balance of \$300,000.00 and anticipates revenues of approximately of \$308,850.00 which sets the total General Fund Resources at an estimated \$608,850.00 However, \$79,000.00 of those revenues come from transfer-in from other funds, and specific purpose grant funds, which leaves approximately \$529,850.00 in revenues to support the City Council, Court & Code Services, Fire, Administration, Parks & cemeteries, and Debit Services Funds.

**Council and Committees:** Anticipates a total of \$3,100.00 of expenditures in this department. This is a substantial increase from Fiscal Year 2019-2020. Accomplishments include Reviewed Goals, hired a permanent City Manager, and managed a 100-year ice-storm disruption to services.

**Fire:** This department anticipates a total of \$87,075.00 in the fire fund, offset by \$54,500 in expected grants, for a total of \$32,575 in expenditures against City funds. There is an additional \$39,000.00 in operations and capital outlay expenses in the fire Levy Fund which brings total non-grant Fire expenses to \$71,575.00. Fund Accomplishments include Receiving \$4,300.00 ODF Grant, \$20,000.00 for participation in the Holiday Farm Fire, Increased collaboration with regional partners, and increased volunteer's numbers.

**Code Services and Court:** Code Services is one of City Council's top priorities' The current budget has some funds for a 0.40 Code Service officer (about 16 hour/week). The city is in talks with other jurisdictions to enter an IGA for a part time code service support. Objectives for 2021-2022 include, determine funding and program options

that provide a sustainable Code Services program, develop and implement a Code Services program and develop a sustainable Municipal Court program.

**Parks and Cemetery:** This budget anticipates a total of \$33,122.00 of expenditures in the Parks and Cemeteries Department which includes Events, in addition to standard Park and Cemetery Maintenance services. Public works staff perform weekly general maintenance including mowing, edging, blowing-off sidewalks, raking and seasonal leaf and fallen debris management. Facility maintenance includes play equipment safety checks, restroom cleaning and garbage pick-up. Equipment is largely shared with the Water, Sewer, and street funds, therefore associated expenses are allocated in the Shared Services Fund (ending in FY 2021) With the limited number of Public Works staff and increased infrastructure projects there is a need for volunteer help to keep our City Parks in good condition. The city added a Park Host at the George Kitchin' Park (Upper Park) It is Councils hope that this will help reduce vandalism and provide Public Works with help in keeping the Park clean and ready for visitors. 2021-2022 Objectives include, maintain basic park maintenance at current levels, continue to support the Parks and Recreation Committee, address parks as part of the larger visioning and development process, and develop Treehouses in George Kitchin' Park to attract visitors to Falls City.

**Debt services and Other:** This fund anticipates \$4,763.00 in total requirements. The majority of the expenses are transferred to the shared services fund to pay for shared expenses. Objectives for fiscal year 2021-2022 are to continue to pay down the debt.

**Streets:** Capital expenditures are projected to be approximately \$570,000.000 with \$500,000.00 offset by grant awards, and the remaining \$70,000.00 coming from State Gas Tax funds that are required to be spent on the city's transportation system. 2021-2022 fiscal year accomplishments include the city obtained \$750,000.00 in grant funding to complete capital improvements on our roadways including Dutch Creek bridge replacement, overlay on Chamberlain Rd., reduced gravel road risk and maintenance costs through outsourcing. 2021-2022 fiscal year objectives include obtaining 80-90% grant funding for \$600,000.00 in capital improvements on our roadways, including sidewalk, curbs gutters and overly on Mill St. to Dayton St. in order to create safe and enhanced access to City Hall and Downtown Parks/Business district; execute transportation system plan to install roundabout at N. Main and Mitchell St. to slow heavy equipment, and create a safe walkway connecting the Falls and downtown for Children and others. Begin stage 1 of Boundary St. from N. Main to Prospect St. by developing a walking path for utilization by children and others.

**Water:** The water fund anticipates \$200,000.00 in carry over funds and \$300,000.00 in revenue for a total of \$500,000.00. Accomplishments included conducting system wide leak assessment, repair of 3 main breaks, met or exceeded all state required water quality testing and reporting mandates, which included: lead/cooper testing, and HAA and THM monitoring, and preformed required testing of all backflow devices. 2021-2022 Objectives include Instituting a meter replacement program in accordance with the water master plan, Repair broken main and plan for repair of more extensive broken mains, Public Works Staff to earn Water Operator's qualification, Institute an annual rate renewal basis and policy.

**Sewer:** The Councils number one goal is the new sewer plan. In the previous year, City Staff was able to eliminate a nearly 50% deficit between revenues and costs. This was completely resolved via the rate study included with the CDBG Wastewater project currently in execution.

**Utility Reserve Fund:** This fund is used for major projects in water, wastewater, and as a reserve for grant funds. We expect at least 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:** We are anticipating a beginning balance in the fund of \$67,215.00 with no other revenue. We anticipate an expenditure of \$10,000.00 during this budget cycle for heating system upgrade at the Luckiamute Clinic, the location of the future library equipment to allow Falls City residents to check-in/check-out books.

**CDC Revolving Fund:** Revenue for this fund is generated from interest earnings on the principal balance of the fund and from interest earnings from loans that are issued. Requirements in this fund are for the administration of the funds and any withdrawals by the City. It is managed by Polk County Community Development Corporation.

**Fire Equipment and Ops Levy:** This fund was approved by voters on the May 15, 2018, ballot for equipment and operational funds to benefit the City Fire Department. A tax of \$1.00 per \$1,000.00 of property value was approved by voters for 5 years ending in fiscal year 2022/2023.

Revenues remain relatively stagnant near the \$40,000.00 range. The main purchase with this fund was the new Fire Brush Truck, Engine 123. Their payment and debt service on this piece of equipment accounts for approximately 48% of this fund's yearly revenues. Another 30% goes to utilities and 15% more is split between Professional Services and Equipment.

Combined with the Fire portion of the General Fund, the overall expenditures for Fire are \$126,075.00 of that, 43% is in grant funding, leaving the overall cost to the city for Fire Services at 71,575.00, and the General Fund cost at \$32,575.00, 14% of general fund non-grant, non-transfer revenues.

This is a positive development in the spending rate versus revenues, however problems may arise as the Fire Levy expires in 2023. The capital payment for Engine 123, approximately \$19,000.00 will be fulfilled, but other expenses will remain. The loss of the levy revenue will be approximately \$39,000.00 per year without a fully offsetting cost decrease, that would be unsustainable long term.

A motion was made by Mayor J. Gordon and seconded by Councilor C. Flynn to make a recommendation to City Council to transfer \$6,250.00 in utility costs, approximately half of the proposed utility budget, to the General fund (Admin) and for \$6,250 to be redistributed in the Fire Levy fund Motion carried 14-0-0-0. Ayes: Jeremy Gordon, Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, T.J. Bailey, Dennis Sickles, Dana Schowalter, Guy Mack, Art Houghtaling, Lynn Sampson-Bailey, Charlie Flynn, Jason Evans.

**Shared Services Fund:** This was a new fund which centralized liabilities for shared materials, services, and capital assets. The fund accounts for expenses shared between any combination of two, or more, of the following: Water, Sewer, Streets, and General

Funds. The proportionate allocation is calculated using a combination of use and resources that remain consistent over all expenditures.

The purpose of this fund was to ease accounting, allocate appropriate proportions of expenses to the appropriate funds, and increase managerial spending controls over day-to-day purchases. As this fund does not play a role in the overall financial picture, City Staff has opted to discontinue the use of this fund for allocating expenditures. We will revert to the previous allocations for expenditures to increase transparency.

A motion was made by Mayor J. Gordon and seconded by Councilor T. Bailey 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 12-0-0-2. Ayes: Jeremy Gordon, Lori Jean Sickles, Tony Meier, Amy Houghtaling, T.J. Bailey, Dana Schowalter, Guy Mack, Art Houghtaling, Lynn Sampson-Bailey, Charlie Flynn, Jason Evans.

A motion was made by Mayor J. Gordon and seconded by Councilor A. Houghtaling 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 12-0-0-2. Ayes: Jeremy Gordon, Lori Jean Sickles, Tony Meier, Amy Houghtaling, T.J. Bailey, Dana Schowalter, Guy Mack, Art Houghtaling, Lynn Sampson-Bailey, Charlie Flynn, Jason Evans.

*Chair A. Houghtaling received a text from Councilor J. Drill at 6:45 p.m. stating the following: "Good evening chair. (Smile emoji) I have to take off just after 7. Prior commitment. I have reviewed all docs from budget, and I do not have any concerns or questions at this time."*

*Chair Houghtaling responded by asking if it were ok for her to read her text into the committee later during discussion?*

*Councilor J. Drill responded "yes, that will be fine".*

*Chair Houghtaling "Ok, thank you for letting me know".*

A motion was made by Mayor J. Gordon and seconded by Committee Member A. Houghtaling that the City of Falls City Budget Committee approve the Fiscal Year 2021-2022 local budget as amended. Motion carried 12-0-0-2. Ayes: Jeremy Gordon, Lori Jean Sickles, Tony Meier, Amy Houghtaling, T.J. Bailey, Dana Schowalter, Guy Mack, Art Houghtaling, Lynn Sampson-Bailey, Charlie Flynn, Jason Evans.

#### **7. Adjourn**

A motion was made by Committee Member G. Mack and seconded by Committee Member C. Flynn that the City of Falls City Budget Committee Adjourn. Motion carried 12-0-0-2. Ayes: Jeremy Gordon, Lori Jean Sickles, Tony Meier, Amy Houghtaling, T.J. Bailey, Dana Schowalter, Guy Mack, Art Houghtaling, Lynn Sampson-Bailey, Charlie Flynn, Jason Evans.

The meeting adjourned at 7:33 p.m.

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

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

# City of Falls City

## FY 2021-2022 PROPOSED BUDGET

### BUDGET MESSAGE

DATE: April 23, 2021  
TO: City Council, Budget Committee, Staff, and Citizens  
FROM: AJ Foscoli, City Manager/Budget Officer  
SUBJ: Fiscal Year 2021-2022 BUDGET MESSAGE

**Introduction.** Fiscal year 2020/2021 was heavily impacted by COVID-19 as the uncertainty that it created for the economic and physical well-being of all in 2020, carried on in 2021. The dynamic situation of rotating through three city managers in one fiscal year created some challenges in continuity of service, but nonetheless progress has been made on several fronts, leading to an encouraging outlook for our Community for the years to come.

City Council and Staff began the year by undertaking a review of council goals, in order to set the course for the governmental organization. The impacts of leadership change on Staff, along with job tasks evolving to better serve the residents have resulted in minor increases in employee costs to reflect additional responsibility, bringing wages ever closer to industry average. Last year's allocation increase for a Code Services Officer to \$25,000 per year, will be maintained, with an eye to securing a part-time employee to manage code infractions in the coming fiscal year.

The City will continue to explore potential untapped revenue streams to help maintain existing infrastructure, and to develop new. As the City Council passed a Master Utility Right of Way Ordinance in 2020 to ensure telecommunications and other utilities that utilize the public rights of way are paying their fair share to maintain them; the process will be implemented in the coming Fiscal Year. Additionally, the City is continuing to explore ways to update the Systems Development Charges to ensure developers pay for added stress, and/or upgrades to city infrastructure.

City Staff was also able to obtain and administer approximately \$600,000 in grant funding directly benefitting Falls City, and is in the process of securing an additional \$120,000 in order to move to the next phase of its proposed Wastewater Treatment



Plant construction project. All of these measures have placed Falls City on the best financial path that could be asked for given the circumstances.

Due to the fluid situation in the past 6 months, this year, as with last year, is an opportunity to tackle financial hurdles to address Council concerns. It is still incumbent on the City to determine where the financial nexus between services and ability/desire to pay for them lies. As stated in last year's budget message, code services can only work if there's a sustainable program that is fully supported by the entire Council. Determining how the position will be funded long-term using heretofore unused avenues, or eliminating costs in other department(s) are still the only ways forward, and each must be supported through a comprehensive political campaign.

For now, our reserves are strong enough to see us through the current state of emergency, and allow us to forge ahead with a focus on code services. This past year has had its share of challenges for our governing organization and our community. You have all had your lives disrupted, personally and professionally, but you have persevered as has your city government. Through leadership change, forest fires, ice storms and deluges, we've all banded and have managed to prosper. We must stay the course for our community and its resident. Thank you all for taking the time to read this message and for actively participating in service of this community!

I present the proposed fiscal year (FY) 2021/2022 City of Falls City Budget for your consideration. The last three years in Falls City have seen significant staff turnover with the departure of the Mayor/Manager, the City Manager, two City Clerks, two Code Services Officers, a Utility Biller, and three Public Works Workers.

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.

City Staff has endeavored to present "good faith" estimates and respect fund boundaries in writing the FY 21-22 budget. That effort has allowed for a solid foundation

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by which to judge and control expenditures. With the uncertainty surrounding the American Recovery Plan Act's impact on local budgets, we fully expect to have to make supplemental changes to the budget in the coming fiscal year, but we feel that the influx on funding support will be judiciously allocated to respond to the negative impacts that COVID has had on all of our lives.

Additionally, Community Development in Falls City has fallen a significant distance behind the status quo. This presents challenges, but also a great deal of opportunity. This year's budget projects continued investment in community development, especially of neglected assets and infrastructure. From the rehabilitation of the Luckiamute 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.

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 a full-service capacity, come what may.

**Budget Summary.** The Fiscal Year 2021-2022 proposed budget contains approximately \$3 million in recommended funding for all expenses and liabilities, slightly lower than the \$3.3 million in 2019-2020, and \$3.5 million projected in 2020-2021. Of this, approximately \$1 million (33%) is in projected grant funds for both infrastructure projects and equipment purchases; another \$725,000 (24%) is in the contingency/reserve funds, a substantial reserve percentage to account for the continued COVID-19 related uncertainty.

It's also noteworthy that \$1.4 million of the total (47%) is allocated to Capital Outlay and Debt Service, much of which is projected to receive grant financing or already has. This is a decrease in the funding we have provided to our systems and infrastructure, from a projected 122% from 2019-2020 to 2020-2021 to a projected 45% from 2021-2022 due to the Wastewater Treatment Plant Project being currently in the pre-construction phase (design is 95%). We have strong reserves/contingency at 24%, and with our upcoming increase in Capital Outlay in the 2022-2023 fiscal year, we are well positioned to expand and serve all the citizens of Falls City in the future.

Personnel, Materials & Services (PMS) costs are expected to remain relatively flat despite increased pay rates and reassessed responsibilities in multiple departments.

**Conclusion.** This budget continues to follow our recent trend of investing in 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 (36% of the overall grant adjusted budget, 24% 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 and turn-back, or embrace whatever may come!

Sincerely,

A handwritten signature in black ink, appearing to read "AJ Foscoli". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

AJ Foscoli  
City Manager and Budget Officer

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## AGENDA REPORT

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** AJ FOSCOLI, CITY MANAGER  
**SUBJECT:** RESOLUTION 06-2021, FY 20-21 SUPPLEMENTAL BUDGET 3  
**DATE:** JUNE 10, 2021

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### **SUMMARY**

A budget amendment request to clean up loose ends prior to the end of FY 2020-2021.

### **BACKGROUND**

Oregon Local Budget Law requires that a city budget be balanced, and that the agency will not spend more than budgeted. The law does allow provisions for adjustments for unforeseen revenues, or expenditures that would not have been known were needed at the time of the preparation of the budget.

This supplemental budget does not change any fund's overall expenditures by 10% or more.

### **PREVIOUS COUNCIL ACTION**

N/A

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

None.

### **STAFF RECCOMENDATION**

Staff recommends the City Council approve the resolution allowing the adjustment and making appropriations.

### **ATTACHMENTS**

Resolution 21-06, FY20-21 Supplemental Budget No. 3

Exhibit A, Supplemental Budget No. 2

Exhibit B, Email Correspondence-Sharon Volk Greves detailing Oregon State Fire Marshal Grant Funds.

### **PROPOSED MOTION**

I move that the Falls City Council adopt Resolution 06-2021, FISCAL YEAR 2020-2021 SUPPLEMENTAL BUDGET 3

**Resolution 06-2021**

FISCAL YEAR 2020-2021 SUPPLEMENTAL BUDGET 3

Whereas, a Supplemental Budget is the appropriate mechanism to recognize sources of revenue or expense that were unknown at the beginning of the fiscal year; and

Whereas, each adjustment in this supplemental budget meets one of the exception criteria to avoid the full budget process; and

Whereas, this type of Supplemental Budget can be properly adopted through the resolution process at a regular meeting of the City Council, without a public hearing;

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

Section 1. The City Council adopts FY 20-21 Supplemental Budget 3, on file in City Hall located at City Hall 299 Mill Street, Falls City Oregon 97344.

Section 2. The appropriations for FY 20-21 Supplemental Budget 3 are hereby adopted.

Section 3. The attached exhibit "A," represents the entirety of FY 20-21 Supplemental Budget 2 and is hereby made part of this resolution.

Section 4. This Resolution was duly PASSED and ADOPTED by the Falls City Council and takes effect upon signature of the Mayor.

Approved:

\_\_\_\_\_  
Date

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

Attest:

\_\_\_\_\_  
Date

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

Falls City 2020-2021 Budget Adjustment 3

Resolution 25-2020

Fund	Account	Original Budget	Increase	Decrease	Revised Budget
1. General Fund: Fire					
Requirements	Weyerhaeuser Grant	\$ -	\$ 1,891.00	\$ -	\$ 1,891.00
1. General Fund: Administrative					
Requirements	DLCD Planning Grant	\$ 1,000.00		\$ 1,000.00	\$ -
1. General Fund					
Revenues	OCF Grant	\$ 2,765.00		\$ 2,765.00	\$ -
1. General Fund: Debt Service & Other					
Requirements	Contingency	\$ 270,352.00		\$ 3,656.00	\$ 266,696.00
2. General Fund					
Revenues	Assistance to Firefighter's Grant	\$ 90,000.00	\$ 10,000.00	\$ -	\$ 100,000.00
2. General Fund: Fire					
Requirements	Assistance to Firefighter's Grant	\$ 90,000.00	\$ 10,000.00	\$ -	\$ 100,000.00
2. General Fund: Fire					
Revenues	Oregon State Fire Marshal Grant	\$ -	\$ 27,900.00	\$ -	\$ 27,900.00
3. Street Fund					
Revenues	FEMA Dutch Creek	\$ -	\$ 650,000.00	\$ -	\$ 650,000.00
3. Street Fund					
Requirements	FEMA Dutch Creek	\$ -	\$ 650,000.00	\$ -	\$ 650,000.00
4. Sewer Fund					
Revenues	Sewer User Fees	\$ 110,000.00	\$ 15,000.00	\$ -	\$ 125,000.00
4. Sewer Fund					
Requirements	Reserved for Sewer Plant	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00
5. General Fund					
Revenues	CARES COVID Grant	\$ -	\$ 50,000.00	\$ -	\$ 50,000.00
5. General Fund: Administrative					
Requirements	CARES COVID Grant	\$ -	\$ 50,000.00	\$ -	\$ 50,000.00
6. Street Fund					
Requirements	20 IOF/Partners - Chamberlain	\$ 300,000.00	\$ -	\$ 100,000.00	\$ 200,000.00
6. Street Fund					
Requirements	Contingency	\$ 74,000.00	\$ 100,000.00	\$ -	\$ 174,000.00
total		\$ 938,117.00	\$ -	\$ -	\$ 938,117.00

1. Weyerhaeuser Grant Funds leftover from FY 19-20, full grant proceeds received in FY 19-20
  1. DLCD Planning Grant expended in FY 19-20, full proceeds received in FY 19-20
  1. OCF Grant full proceeds received in FY 19-20
  1. Adjustment to account for grant proceeds received, expended, preserved at end/beginning of budget year
  2. Increased application amount for 2019 Assistance to Firefighter's Grant
  2. Fire was notified that this grant was awarded in March. See attached email from Sharon Volk Greves
  3. FEMA & Business Oregon Dutch Creek Grants, revenue was expected in FY 19-20 but has not arrived
  4. Adjustment to account for new sewer rate set by Council
  5. Adjustment to account for COVID CARES Act Funding
  6. Adjusting IOF/Chamberlain to reflect actual engineered budget
- Notice Posted in Polk IO for 9/16/20 run

Jamie Ward

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**From:** Sharon <pookie122917@aol.com>  
**Sent:** Friday, May 28, 2021 4:40 AM  
**To:** AJ Foscoli  
**Cc:** Mayor; Jamie Ward; ryconst55@gmail.com  
**Subject:** New FCFD Grant award info

Good morning AJ,

I hope your day is going great so far.

Please find below information for the next City Council Meeting requesting a Resolution for a Supplemental Budget for the Fire Department in regards to a newly awarded Grant.

To the City Manager, Honorable Mayor Gordon, Members of the City Council, and Jamie;

We are excited to inform you the fire dept has received notice that we are being awarded a portion of the Oregon State Fire Marshal Grant we applied for in March 2021! This is the Wildland Urban Interface (WUI) Assistance Grant.

**Our total award amount is for \$27,970.00.**

Funds for this Grant will be used as follows:

- 10 new hand held Radios
- New 1.5" Fire Hose
- New 1" Fire Hose
- 15 sets of new Wildland PPE (fire fighting jackets, pants, helmets, gloves, goggles, etc.)
- Misc Fire Fighting Hand Tools, (shovels, axes, Pulaski, rakes, brooms, etc.)

Per this Grant, the State Fire Marshall's Office will either mail the check to the City, or they will pay by Direct Deposit. If Direct Deposit, please let me know with the deposit information so that it may be given to the Fire Marshall's Office. Please let me know as soon as possible which method the City prefers.

Chief Young asks that you please set this up as a Supplemental Budget for us. I am sending you this info in hopes that it is in time to make the next Council Meeting in June. Since we are in Fire Season now, these items are critical to help us have the correct equipment which will replace outdated, or non existent items in order to fight fires safely and more efficiently.

Thank you all for your continued support! Together we make our community stronger and safer!

Please do not hesitate to contact the Chief, or myself, should you have any questions.

Respectfully,  
Sharon Volk Greve  
Assistant Chief,  
Falls City Fire Dept.  
Cell: (503) 871-5140





**OFFICIAL USE:**  
BUSINESS LICENSE NUMBER:  
2021 28\_\_

299 Mill Street, Falls City, Oregon 97344  
Phone: 503.787.3631 Fax: 503.787.3023

[www.fallscityoregon.gov](http://www.fallscityoregon.gov)

This organization is an equal opportunity provider

**APPLICATION FOR CITY BUSINESS LICENSE**  
**TERM OF LICENSE**  
**JULY 1, 2020 – June 30, 2021**

Check one:

First Time License:

Renewal:

*Falls City Municipal Code 110.01- First time business licenses shall be reviewed and approved by City Council prior to a license being issued to a business for the first time.*

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

Zoning: \_\_\_\_\_

Owner(s): Jami Kidd

Location of Business: \_\_\_\_\_

Mailing address (if different): P.O. Box 338, Falls City OR 97338

Business Phone: 503-910-3146 Business Fax: \_\_\_\_\_

Email Address: JamiKidd18@gmail.com

Website: \_\_\_\_\_

Number of Employees: Self-only  Part-Time \_\_\_\_\_ Full-Time \_\_\_\_\_

Home-Based Business: (Circle one) YES  **NO**

Please review the list of business types below and circle the most appropriate classification.

- |  |  |
|--|--|
| 110000 Ag, Forestry, Fishing & Hunting | 420000 Wholesale Trade <u>massage + wellness</u> |
| 210000 Mining                          | 440000 Retail                                    |
| 220000 Utilities                       | 480000 Transportation Warehousing                |
| 230000 Construction                    | 510000 Information                               |
| 310000 Manufacturing                   | 520000 Finance & Insurance                       |

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530000 Real Estate/Rental & leasing  
540000 Professional, Scientific, Technical  
Services  
550000 Management of Company & Enterprises  
560000 Admin Support/Waste Management &  
Remediation  
610000 Education Services

620000 Health Care & Social Assistance  
710000 Arts, Entertainment & Recreation  
720000 Accommodation & Food Services  
810000 Other Services (excluding Public  
Admin)  
920000 Public Administration

**PRODUCTS SOLD OR SERVICES RENDERED**

Massage therapy, wellness workshops

Oils, Candles, incense, and misc. items.

**DESCRIBE AVAILABLE PARKING**

Parking in front of building

**IMPACT ON LOCAL TRAFFIC**

None

**ENVIRONMENTAL IMPACTS (i.e. noise, waste products, odors, storage of hazardous materials)**

None

**DOES THE BUSINESS COMPLY WITH REQUIRED BUSINESS RECYCLING AS DEFINED  
IN FALLS CITY MUNICIPAL CODE SECTION CHAPTER 53.04.150: BUSINESS  
RECYCLING (See Attached)**

YES  NO

**OREGON STATE LIQUOR CONTROL COMMISSION (OLCC):**

Will alcohol be sold on the premises? (Circle one): YES  NO

If YES, provide OLCC PREMISE # \_\_\_\_\_ OLCC LICENSE  
# \_\_\_\_\_

**COUNTY AND STATE LICENSING INFORMATION:**

State Business Registry #: \_\_\_\_\_

Please describe information pertaining to Polk County or State Issued Licenses that you currently hold.

I am a licensed massage therapist with an active  
licence thru Oregon State massage board license #15591

**FEE SCHEDULE.** Resolution 2013-03 defines business license fees.

Type of License	Employees	License Fee
Home Occupation, no employees	0 (Self)	\$50.00
Home Occupation, with employees	1 +	\$75.00
Commercial	n/a	\$100.00
Temporary		Same fee as business licenses categories

I hereby certify that the information contained herein is true to the best of my knowledge. I agree to abide by all applicable codes and ordinances of the City of Falls City and to correct any hazards or violations as they may pertain to the above business. Issuance of this license does not guarantee that the site or use conforms to the City of Falls City land use regulations.

NAME: Jami Kidd

BUSINESS NAME: Jami Kidd L.M.T. # 15591

SIGNATURE OF APPLICANT: Jami A Kidd

Office Use Only:

RECEIVED BY: JW

DATE: 06/09/2021

TYPE OF LICENSE: 620000

AMOUNT PAID: \$100.00

RECEIPT #: 893847

APPROVED BY: JW

DATE COUNCIL APPROVED: \_\_\_\_\_

CONDITIONS OF APPROVAL:

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## STAFF REPORT

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** CITY MANAGER, AJ FOSCOLI  
**SUBJECT:** COUNCIL VACANCY  
**DATE:** JUNE 14, 2021

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### SUMMARY

Mayor Gordon submitted his verbal resignation to take effect end of day Tuesday, July 13th, 2021, in order to be appointed as the next Polk County Commissioner at the end of July. The Council must declare his seat vacant, announce the vacancy, and fill the position using a fair, transparent, and public process at the next council meeting.

### BACKGROUND

Mayor Gordon has been appointed to the Polk County Board of Commissioners vacancy and will be sworn in sometime during the last week of July. The July 12th meeting will be his last as Mayor of Falls City and he will include a farewell address in his mayor's report. I am happy to report that Mayor Gordon will be available to all during the transition and will continue his involvement with Falls City by attending Council meetings, continuing his board service with Falls City Thrives, and other volunteer efforts.

The City Council will need to motion and adopt a timeline and process to post the vacancy, interview, and select a new mayor. According to the City Charter, the Council President will act as mayor during any interim period before the new mayor is selected.

### PROCESS

Below is a proposed timeline for Council's consideration:

- Now until July 12th: review past vacancy process and be ready to adopt with or without changes on July 12th.
- July 12th: declare and post vacancy to the public with adopted appointment process timeline.
- If there are multiple applicants, schedule a special meeting in July to hold interviews or conduct interviews during the August regular meeting and swear in new mayor.

### FINANCIAL IMPLICATIONS

None.

### STAFF RECOMMENDATION

N/A

### EXHIBIT

A- City Council Vacancy Candidate Interview Questions

## City Mayor Interview Questions:

1. Why do you want to be a City of Falls City Mayor?
2. What do you believe, in your background, training and experience qualifies you to help govern the affairs of a city of 1,000 people?
3. What experience related to city government would you bring to the Mayor Position?
4. What do you believe are the major issues/priorities/needs and concerns of particular importance to the city and how would you address them?
5. To the best of your knowledge, describe the functions of the City Council versus the functions of the City's appointed administration.
6. What can the City do to help local businesses address their major concerns?
7. What are your ideas for improving the livability for the citizens of Falls City?
8. What do you see as the major issue facing the City and how will you propose to address it?
9. What do you feel is the biggest strength of the community?
10. What do you feel is the biggest challenge facing the community?
11. Do you have the available time to perform the duties of City Mayor?  
Attend multiple meetings per month?
12. One indicator of an effective municipal government is the ability of Elected Officials to place the well-being of the constituency above their own. If you are selected, how would you engage the community to serve their interests? What if the communities vision contrasts with your own?
13. Each Councilor can ask a specific question of all candidates.

This must be asked of each candidate if asked of any.

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## AGENDA REPORT

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** CITY MANAGER FOSCOLI  
**SUBJECT:** CODE SERVICES CONTRACT OPTION (FOR INFORMATION ONLY)  
**DATE:** JUNE 14, 2021

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### **SUMMARY**

Attached for Council's reference is an example of a code enforcement services contract by a company that works with Oregon municipalities. Given that currently the budget does not allow for a full-time code enforcement staff person, it is important for the council to be informed about alternatives as to how code services can be implemented in the community of Falls City.

As the council can clearly see, the contract structure is a basic fee-based program, that can be customized based on the needs of the community and budgetary constraints.

### **BACKGROUND**

Code services has been one of the council goals for several years.

### **STAFF RECOMMENDATION**

N/A at this time.

### **PROPOSED MOTION**

None – Informational Only

### **Attachments**

- A. City of Yachats Code Enforcement Proposal with TCB Management Group Inc.



# Code Enforcement Proposal



Submitted by:  
**Matt Frank, Chief Operating Officer**

**TCB Management Group Inc.**

4909 S. Coast Hwy Suite 1  
South Beach, OR 97366



## Scope of Service

The City of Yachats has recently found the need to develop a Code Enforcement Program that would suit the needs of the City and the Citizens within the City. TCB Management Group has developed a successful contracted Code Enforcement program with partners including the City of Toledo and the Port of Newport. TCB Management Group would work under guidance from the City Manager to provide Code Enforcement services to the City of Yachats.

## Code Enforcement Officer Duties

1. Perform a variety of field and office work in support of the City's municipal code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, weed abatement, abandoned vehicles, water waste, and other matters of public concern.
2. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of related municipal codes and ordinances; interview complainants and witnesses; conduct investigations and provide recommendations for resolution.
3. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violations; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.
4. Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities with TCB Management Group's Record Management System, including accurate and detailed information regarding code enforcement activity to substantiate violations.
6. Prepare a variety of daily reports, case reports, memos, and correspondence related to enforcement activities to be digitally shared with the City Manager, City Council, and any other designees requested by the city.
7. Patrol all areas inside the city limits in a TCB Management Group vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
8. Participate in the implementation of the City's weed abatement program; receive

requests for abatement of weeds; patrol the City, record location of nuisance weeds, and inform the City's Public Works Department of the need for weed abatement on city property.

9. Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of city code; develop a Code Enforcement Task force with members of other departments within the city; provide research and documentation for City Council meetings; interpret and explain municipal codes and ordinances to members of the general public, business owners, and other interested groups in the field, over the counter, and on the telephone.
10. May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
11. Conduct Annual Vacation Rental Dwelling Inspections ensuring all current VRD's within the city limits meet the minimum code requirements; working with VRD owners to correct elements of the property that may be out of compliance; follow up with VRD owners after corrections have been made to ensure compliance during the re-licensing process.
12. Monitor and utilize a city email address for communicating with the public as well as any city officials, departments, or council members; access and respond to Code Enforcement related complaints using the city's internal complaint tracking software.
13. Perform additional duties as assigned and agreed upon by TCB Administrators and the City of Yachats.

# Cost of Service

## Description of Fixed Price Services

TCB shall provide all management, training (including OJT), supervision, manpower, material, supplies, and equipment (except as otherwise noted), and shall plan, schedule, coordinate, and assure effective performance of all services described herein. All of the following rates include: Federal and State taxes, unemployment, workers compensation and liability insurances, overtime, training, turnover costs, recruiting, criminal records checks, drug testing, uniforms, personnel costs, as well as all other management and supervisory costs. TCB will also provide a marked vehicle with a Mobile Data Computer (MDC) that will allow the officer to conduct records management and reporting duties while in the field. The associated costs of the vehicle such as maintenance, insurance, and fuel are included in the cost of the service.

**Bid for Basic Services:**

**Option 1:**

**Code Enforcement Officer at 16 hours per week:**

Per hour rate: \$32.00

This rate will have a built in COLI increase of 2.5% annually at the beginning of each fiscal year starting July 2020. Scheduling is TBD but any federal holidays would be billed at time and a half of the current rate.

**Option 2:**

**Code Enforcement Officer at 24 hours per week:**

Per hour rate: \$30.75

This rate will have a built in COLI increase of 1.75% annually at the beginning of each fiscal year starting July 2020. Scheduling is TBD but any federal holidays would be billed at time and a half of the current rate.

Installation and Equipment	Description	Monthly Cost
Records Management and Network Access	Covers the cost of Records Management software and vehicle internet costs for the officer to access software in the field	\$100.00
Dispatch Service	Officer Tracking and Radio communication with a TCB Dispatcher throughout the day for officer safety and tracking	\$0 (Waived)
Reporting Technology	Software that distributes daily, monthly and case reports. These reports will be created and maintained by TCB	\$0 (Waived)
Answering Service (Optional)	24/7 Dedicated line for complaints and staff to gather the information regarding the complaint and relay to the officer	\$0 (Waived)

## Required Equipment

The City of Yachats will be required to provide a work space with a computer and internet access for records management, response to complaints, case preparation and other clerical duties.

## About Us

TCB is an Oregon based security company. We remain a medium size company by choice to better service our clients. TCB has a management support staff that would rival a company with double the number of security officers. As you will see as you read this proposal, we are innovative, aggressive in our attempts to obtain the goals we have defined, always seeking further knowledge, and always challenged.

Our major goal is professionalism; our greatest strength is that we are still fundamentally dedicated to reaching it, every employee and every other client.

### Employment

TCB has 316 full & part employees assigned from our headquarters and branch offices. These employees are broken down into the following categories:

Executive Staff	Supervisors	Human Resources
Dispatchers	Security Officers	Safety Compliance
Clerical	Patrol Officers	Code Enforcement Officers
Emergency & Risk Management	Event Staff	Administrative

### Our Model

TCB is a unique example of how industry trends and expectations are created. Most companies offer a one-dimensional level of service. Our attention to customizing individual service programs for your location is what sets us apart. This model has led us to become one of the most extensive agencies in Oregon.

### Our Mission

Our mission is to represent you, protect your assets and deliver unparalleled services. By doing this, you can keep your focus solely on running your day to day business. We are industry leaders that pride ourselves on "outside the box thinking". We are constantly exploring new partnerships to better serve our communities.

### Our Service

Using processes of recruitment, training, leadership and executive quality control, we provide the highest standard in today's security operations. We utilize the latest technology in dispatch, radios, and records keeping, equipping your facility with the most advanced security services available.

### Our People

TCB Prides itself as an industry leader with the highest quality of staff. Our officers are not only state certified by the Department of Public Safety Standards and Training, but also complete an extensive in-house training program. Officers also enjoy the benefit of our continuing education programs using advanced learning management systems.

# Management Qualifications

## Effective & Creative Management

It is often quoted maxim at TCB that the fundamental key to our business success, outside of our officers, is our effective and creative management. Through policies and procedures, staff managers must have the ability to lead and formulate a company environment where each employee's internal motivation can flourish. Management understands that in order to provide total quality service to you and all of our clients, we must provide total quality support to our employees.

As a service organization, our personnel are well trained, supervised and specifically selected for each client. A challenge to all of us, and one that is met successfully each day.

## TCB as a Solid Reputation

Our company enjoys an excellent reputation throughout the Oregon Area. We are very proud of all our clients and will be delighted to add to that list.

## The TCB Philosophy

TCB philosophy is simple. - Professionalism in every area. This philosophy is in every aspect of the company. The company's size, our experienced management, and a commitment to total customer satisfaction give TCB an excellent position in the market.

## Mission Statement

The TCB organization is a team, with every person in the company a player, expected and needed to perform to their fullest capacity. TCB's objective is to make a fair profit, achieve sales and budgeting goals, while at the same time remaining committed to quality service and strengthening the connection between its employees and clients.

## Capability Statement

TCB has grown to the extent where it can compete successfully for a contract of any size. A smaller company would not have the flexibility, quality of training and ability to offer such a wide range of services. The national companies tend to be less efficient, and do not have the responsiveness and personal commitment as our locally-owned company. We offer the best of both worlds.

## **Access to Management**

When telephones ring at TCB (any time of day), you have the option of dialing our emergency number to contact a member of our company's supervisory, management, or executive staff. There is always a manager on duty, 24-hours a day, every day. The dispatcher can page or patch your management to an executive or manager, anytime. All managers constantly monitor their voicemail and respond immediately.

## **The Future is Now**

As TCB turns now to the future, it is more important than ever that commitment to quality remain alive in every manager for all employees to observe and learn from. An honest, open communication between both clients and company, and employees and managers, is an essential part of this philosophy and is encouraged and practiced by everyone.

## **The TCB Quality Management System**

### **Purpose:**

1. To establish and maintain an ongoing, systematic program of monitoring, data analysis, assessment, and comprehensive evaluation that supports continuous quality improvement.
2. To identify opportunities and develop strategies to improve delivery of services provided to customers.
3. To promote maximum active participation and commitment from all personnel (security officers, support and management) in quality assessment/quality improvement activities.

## **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at TCB will be based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

TCB is in full compliance with the federal mandates of the Americans with Disabilities Act. TCB will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, TCB has established an affirmative action program to promote opportunities for

individuals in certain protected classes throughout the organization.

TCB believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that TCB amply demonstrates its commitment to employees by responding effectively to employee concerns.

In an effort to protect and maintain direct employer/employee communications, we will resist organization, within applicable legal limits, and protect the right of employees to speak for themselves.

If and when employees examine the option of representation by individuals outside TCB, however, we strongly encourage careful consideration of such related issues as regular deductions from paychecks for representation fees, the potential for outside interference with supervisory relationships, and the commitment to comply with directions from third parties

## **Immigration Law Compliance**

TCB is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with TCB within the past three years, or if their previous I-9 is no longer retained or valid.

## **Smoke-Free Workplace**

In keeping with TCB's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

Security officers shall not smoke while on-duty in public view, or in areas where it is prohibited, including client managed properties and TCB owned vehicles.

## **Fragrance Free Workplace**

Scented personal products (such as fragrances, colognes, lotions and powders) that are perceptible to others should not be worn by employees. Other scented products (candles, potpourri and similar items) are also not permitted in the workplace.

## **Drug and Alcohol Use**

It is TCB's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on TCB premises and while conducting business-related activities off TCB premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

The legal use of over-the-counter drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Operating company vehicles while taking any drugs which may impair the driver's performance is against the law and is strictly prohibited. This includes, but is not limited to illegal drugs, alcohol, prescribed drugs and over-the-counter drugs (such as antihistamines, cough medications containing alcohol or codeine, etc.).

To inform employees about important provisions of this policy, TCB has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.



## Drug Testing

TCB is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, employees and job applicants may be asked to provide body substance samples (e.g., blood, urine) to determine the illicit use of marijuana, cocaine, opiates, amphetamines, alcohol, barbiturates, and phencyclidine (PCP). TCB will attempt to protect the confidentiality of all drug test results. Drug tests may be conducted in any of the following situations:

**PRE-EMPLOYMENT** - as a pre-qualification to assuming any position, prospective employees are required to provide a body substance sample for drug testing. This occurs in connection with the pre-employment medical examination.

**PERIODIC** - This test occurs in connection with qualifying medical examinations for required licenses.

**REASONABLE CAUSE** - Tests of this kind occur when unusual behavior in the workplace indicates that an employee is under the influence of drugs. Such behavior must be witnessed by at least one supervisor.

**POST-ACCIDENT** - Any current employee who is involved in a serious incident or accident while on duty, whether on or off the employer's premises, may be asked to provide a body substance sample to verify physical condition.

**RANDOM TESTING** - Employees holding safety-sensitive positions may be subject to tests at any time on a random basis.

Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above may result in disciplinary action, up to and including termination of employment.

Any driver who refuses to be tested under the provisions of the DOT regulations will not be permitted to operate a commercial motor vehicle. Any driver who tests positive for drugs will be immediately disqualified and taken off the road. Where test results are positive, the driver will be advised by the Disciplinary Review Officer as to what drug was discovered.

# **Personnel Selection**

## **Selective Recruiting**

Less than 10% of those who apply for employment are even considered.

The first step to effective performance is the selection of personnel who meet the specified qualifications required for employment.

## **Criminal Record/Drug Screening**

Our current pre-employment process includes in-depth interviews by a trained personnel specialist, background investigations, and criminal record checks by our staff investigators. Applicants must also pass a physical examination including narcotic oriented screening.

## **Screening Police/Fingerprint/License**

Finally, they must pass Oregon State Police screening of photo, fingerprint, and license statements. It is understood that if an applicant has recently moved to the area, police screening will be obtained from the applicant's home state. All TCB employees are routinely licensed in the jurisdiction to which they are assigned.

## **Permanent Schedules**

When possible, it is the policy of TCB to hire only full-time officers to regular 40-hour permanent schedules. While the greater portion of our officers fall into this category, we do have a small cadre of part-time employees who fill swing shifts, or special assignments. All current contractual obligations are therefore satisfied.

Taking over another Contract Security Companies contract, or when conducting a proprietary conversion, it is TCB's policy to interview and offer employment to the personnel of the client. Those individuals must also pass our pre-employment screening procedures and have the approval of our management staff and yours.

## **No Minimum Wage Employee**

All TCB personnel are paid not only a rate far above minimum wage, but by far, above the industry standard.

# Training

## Top Concern & Highest Priority

It is a recognized fact that training is a vital determinant in ensuring effective job performance. Therefore, training has always been of top concern and highest priority to TCB and a large portion of corporate resources are spent in providing continuous training for TCB employees.

## Classroom Training Sessions

TCB has the most advanced classrooms and on-the-job training programs in the industry. This enables us to meet our own high employee performance standards.

## Training Conducted By Executives & Managers

At TCB, we have our own in-house training program, **certified by the state of Oregon**. Every applicant is required to attend a pre-assignment training session and pass an examination prior to employment. The curriculum is comprised of the following subjects:

## Curriculum

Administrative and Security Orientation	Search and Seizure	Report Writing
Legal Authority	Protection of the Crime Scene	Method of Patrol
Field Investigations	Courtroom Procedures	First Aid
Elements and Mechanics of Arrest	Interpretation of Municipal Code	Communications
Rules of Evidence	Company Policy and Procedures	Zoning and Mapping Resources
CPR & AED Certified	Uniforms and Equipment	Defensive Driving
Self Defense	Compliance Training	Public Relations
Authority of the Security Officer	Occupational Hazards and Standard Safety Practices	Fire Prevention

Once the applicant has completed the entry level training, the results of his/her final examination will determine whether or not he/she will be hired. When he/she does become an employee, his/her performance is continually monitored and evaluated.

## Specific Training

While this pre-assignment training provides a basis, it is only the beginning. Each client's requirements are unique; so much of the specific training must take place at the job site itself. Each new Officer is assigned to train with a member of our supervisory staff. The new Officer works with the trainer until he/she is proficient in the performance of his/her duties.

## On-going Training

Ongoing training is also needed by personnel to develop additional skills, to acquire added knowledge, and to guard against complacency in job performance. Periodically, TCB supervisors utilize "Training Task Sheets" to test the officers on their knowledge and execution of a specific duty. "Training Keys" dealing with a specific subject are routinely provided to all officers through the company provided employee telephone mailbox. Any officer who wishes to enhance their knowledge by attending an approved course in security has tuition reimbursed if they pass the course.

### **Training for Supervisory Staff**

Supervisory and managerial employees also need job-related training if they are to have a positive influence on the personnel they direct. All TCB supervisors attend in-house training classes on techniques of supervision and management, company regulations and policies, equipment maintenance, and specific duties. In addition, they are scheduled to attend supervisory training sessions at Associated Training and Security. This course covers such subjects as communication, delegation of tasks, basic supervision, line/staff concept, and maintaining records. Before actual assignment, new supervisors are also trained on-the-job by accompanying experienced supervisors on several shifts. Ongoing training is provided during roll-call meetings and by "Training Keys" written especially for them.

### **Management Attends Seminars**

Members of the Management staff regularly attend seminars and lectures sponsored by professional organizations, learning centers, and local colleges. Due to recognition of the escalating problem of terrorism, managers have taken advantage of available seminars focusing on this topic in an effort to keep abreast of the situation. They have also attended lectures on guard force management, public relations, personnel policies and procedures, security officer training, fiscal management, total quality management, and security liability, to name just a few. Any fees are paid for by TCB.

### **TCB Training Library**

TCB has a training and resource library within its main corporate office. This library is available for use by all clients and employees who desire to learn more about the security industry, as well as more general subjects. The library includes books, audio cassettes, videotapes, newsletters, vendor journals, magazines, standard references and many other materials relating to security, general business, management, technical skills, and personal growth.

### **Who Pays for Training?**

Any initial training that is required is paid for by TCB as well as any remedial training for the officer. Any training that is requested by the city and is outside of the normal hours of work can be negotiated by TCB and City of Yachats. TCB also hosts many different training opportunities throughout the year that will not occur any type of charge to the city.

### **Uniforms**

TCB will provide Officers professional uniforms and equipment. We have several options to

choose from.

## **Uniforms are Inspected on Site**

Post inspections by supervisors include a uniform inspection to insure that officers are in complete uniform and are neat in appearance. Personal hygiene and hair length and style must be in keeping with TCB regulations. With the exception of watches and engagement/wedding rings, jewelry is forbidden. Any missing uniform articles are corrected immediately. Signs of uniform disrepair are reported to management and addressed prior to the next scheduled shift. It is recognized that the condition of the officer's uniform is an important factor in the officer's effectiveness.

## **Digital Reporting and Records Management**

All Code Enforcement Officers are assigned to complete Daily Activity Reports and Investigations when necessary. Each individual event is completed through a software system and then creates a searchable database based on event type, date, location, ect. Each daily report and incident report is read by supervisors to make sure the officer has a complete, concise and informative report. Copies of all incident reports are digitally sent automatically when completed and reviewed by a supervisor while the daily, weekly, or monthly reports customized and sent based on the clients needs.

## **Citations and Parking Enforcement**

TCB also has the ability to deploy a Digital Citation System. All TCB vehicles have portable citation printers that use the same software that is used for the RMS and CAD (Computer Aided Dispatch). TCB Administrators can customize any type of violation imaginable and also provide stair stepping fees based on how long it takes the violator to pay the citation. For example, if your fine for a violation is \$40 in the first ten days after the citation is issued and then changes to \$80 if not paid within the first ten days, the system automatically recognizes this and adjusts the fine amount. The system also tracks repeat offenders. For example, if it is your policy to give a warning on the first offense and ticket on the second and beyond, as soon as the officer enters the plate into the system, he can see if the vehicle has any history helping them to make the decision between a warning and a violation.

## **Client Access**

TCB has the ability to provide each client with access to our software and access any information gathered that is relevant to their respectable location. The software has a robust amount of analytical reports available that can be defined by anything from incident type to location and timing of events. For example, you could run a report to see what month of the year is the busiest for public works related complaints. You can then take this information and use it for a variety of planning elements including budgeting and scheduling. TCB will provide training for one representative of your organization and be available to help with any future questions regarding the system access. Client access is an optional feature and any reporting requested by the City of Yachats will be handled by either the officer or a TCB Administrator.

## **Insurance**

## **Liability**

Comprehensive General Liability Insurance. TCB currently carries a \$3,000,000.00 million dollar general liability policy and a \$1,000,000.00 dollar excess liability policy.

## **Workers Compensation & Auto Liability**

Workers Compensation and Comprehensive Automobile Liability Insurance are carried in more than adequate amounts.

## **Safety Committee**

Any accidents are investigated thoroughly by our Safety Committee. This proactive approach has enabled us to reduce dramatically our Worker's Compensation and Automobile claims. We have also instituted a Return to Work Program and a Driver's Safety Program to help keep claim costs down and lower our insurance rates.

## **Certificate of Insurance**

Certificate of Insurance and Additional Insured are available upon request.

# **Client Relations**

## **24 Hour a Day Availability of TCB Security's Managers**

The management staff at TCB Management Group, from the President to the Project Managers, sergeants and field supervisors are always available to respond to client concerns. All problems are thoroughly investigated and action taken as necessary. Any Security Officer can be replaced at any time at the discretion of city management, no questions asked. Our management responsiveness is a guarantee.

## **Contract Evaluation**

Performance by our officers is something that we continuously monitor. A supervisor will be assigned to monitor all activities, investigations, daily reports, and the general productivity of the site. Supervisors receive a daily report and review these reports to stay connected with the happenings of the site. This ensures that you have someone ensuring that your relationship with us is a productive one. It also keeps the supervisor in the know so in the event of a call off or emergency, there is someone who can step into the position and be current on all the activity of the site.

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## STAFF REPORT

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JAMIE WARD, CITY RECORDER  
**SUBJECT:** PUBLIC WORKS COMMITTEE RECOMMENDATIONS  
**DATE:** JUNE 19, 2021

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### SUMMARY

Falls City Public Works Committee would like to make a formal recommendation to City Council to spend a portion of the American Rescue Plan (ARP) funds to replace two water mains, The one on 3<sup>rd</sup> St. and the one on Mill St.

Falls City Public Works Committee is also seeking Council approval to add more signage to Mitchell St. for added caution and to reduce Speeding.

### BACKGROUND

Public Works Committee feels that the water main on 3<sup>rd</sup> street is detrimental to be remedied due to its continual problems costing the city excess time and money. Committee also feels that the Mill St. water main should be repaired as well due to the approval of the Small City Allotment Grant overlay project. Public Works Committee feels that this work should be done before that project begins.

### PREVIOUS COUNCIL ACTION

N/A.

### ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

### STAFF RECOMMENDATION

N/A

### EXHIBIT

1. Public Works Committee Meeting Minutes for May 27, 2021, written by Guy Mack.

### PROPOSED MOTION

N/A

**City of Falls City**  
**Public Works Committee Meeting**  
Thursday May 27, 2021 6:00PM  
Meeting Location: 320 N. Main Street

**Committee Members Present**

Tony Meier, Tracy Young, Cliff Lauder, Jeff Propp, Guy Mack. Member Gordon Hanson arrived at 6:17

**1) Roll Call**

Vice Chair Meier called the meeting to order at 6:00 PM, took roll call.

**2) Pledge of Allegiance**

Vice Chair Meier led the Committee in the Pledge of Allegiance.

**3) Motion to Adopt the entire Agenda**

Member Lauder moved and member Young seconded: **that we adopt the entire Agenda.** Motion carried 5-0-0 Ayes. Tony Meier, Cliff Lauder, Tracy Young, Jeff Propp, Guy Mack.

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

Member Lauder moved and member Propp seconded: **that we approve Consent Agenda Item, PWC Minutes April 22, 2021.** Motion carried 5-0-0 Ayes. Tony Meier, Cliff Lauder, Tracy Young, Jeff Propp, Guy Mack.

**5) Public Comment - None**

**6) New Business**

**A. Staff Report Volunteer Recruit for Spring Clean - Jaime Ward, City Recorder**

City Recorder, Jaime Ward informed Committee that the City needed more volunteers for Spring Clean, June 5, 2021 and requested we recruit friends to assist. Member Propp said he would provide a truck for Senior and Disabled pickup.

**B. Presentation of City Street Map for Community Center**

Chair Recorder Jaime Ward presented Committee with City of Falls City Street Map and said she would have it laminated.

**7) Old Business**

**A. Staff Report Priority List for ARP Funds - Don Poe PW Director Emeritus**

Former PW Director, Don Poe informed Committee that 3rd Street Water Main Repair is needed to remedy continual problems costing the City considerable time and money to repair and that the water main on Mill Street is undersized and should be replaced if City decides to overlay (pave) Mill Street and that the allocated \$220,000.00 should cover costs. Other areas of infrastructure concern were discussed (Parry Road water main, Estelle Rd area, etc.) but that those projects would require much more funding. Member Lauder moved and member Young seconded: **That the PWC recommends to Falls City City Council that the ARP Funds (\$220K) be allocated for 3rd Street Water Main Repair and Mill Street Water Main Repair.** Motioned carried 6-0-0. Ayes: Tony Meier, Stacy Young, Cliff Lauder, Jeff Propp, Gordon Hanson, Guy Mack.

**B. Staff Signage Report Discussion - Jaime Ward, City Recorder, Don Poe, PW**

General discussion on effectiveness of signs to reduce speeding and sign placement with consensus that without enforcement signage is not highly effective but additional signage on Mitchell Street should be used to see if it could deter some of the infractions. Member Young moved and member Lauder seconded: **That the PWC recommend to PW Staff and Falls City**



**City Council that four new signs be installed on Mitchell Street.** Motion carried 6-0-0. Ayes: Tony Meier, Stacy Young, Cliff Lauder, Jeff Propp, Gordon Hanson, Guy Mack. Suggested signs: City Limits sign near Dutch Creek and an additional three 25 miles per hour speed signs added to those already present from City limits to Mitchell/Bridge Street.

**C. Staff Report Legal rights to access private property - Jaime Ward, City Recorder**

City recorder informed Committee that under current law and ODF rules, private citizens do not have the right to enter private property to monitor logging activities. Don Poe, former PW Supervisor informed Committee that currently the City and Weyerhaeuser have a good working relationship and the City has keys and Staff are allowed on their property to access areas to perform necessary maintenance.

**D. Staff Report Generator located at Water Treatment Plant Discussion - Don Poe, PW**

Don Poe informed Committee that a backup generator is a big ticket item (35/40K) and would require modification to existing infrastructure (water treatment plant electric receptacle) to be effective. No final decision made.

**8) Correspondence, Comments and Ex-Officio Report**

Member Mack iterated the need for additional volunteers for Spring Clean in June 2021.

**9) Committee Announcements**

Next meeting to be held June 24 20, 2021 at 6:00 pm, Community Center.

**10) Adjourn**

Member Mack moved and member Young seconded **we adjourn**. Motion carried 6-0-0 Ayes. Tony Meier, Cliff Lauder, Tracy Young, Jeff Propp, Gordon Hanson, Guy Mack. Meeting adjourned at 7:10.

\_\_\_\_\_ Public Works Committee Chair McConnell

Attested: \_\_\_\_\_ Public Works Committee Member