
City of Falls City
City Council Regular Meeting Minutes
Monday March 09, 2020 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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

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

1.1. Call to Order

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

1.2. Roll Call

Clerk Ward took roll call.

1.3. Pledge of Allegiance

Mayor Gordon led the pledge.

2. Motion to adopt the entire Agenda

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

3. Announcements, Appointments, Appreciations and Proclamations

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

4. Community & Government Organizations

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

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

5. Citizen Committees

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

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

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

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

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

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

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

6. Consent Agenda

A motion made by Councilor T. Meier and Seconded by Councilor L. Sickles to adopt the consent agenda.

Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

7. Public Comments

None

8. New Business

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

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

After Council discussion a motion was made

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

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

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

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

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

9. Old Business

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

Mayor Gordon opened up council discussion.

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

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

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

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

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

After Council discussion a motion was made.

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

No Council discussion.

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

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

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

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

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

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

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

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

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

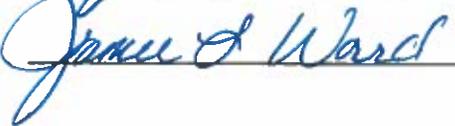
10. Reports

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

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

11. Adjourn

The meeting adjourned at 8:04 pm.

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

STAFF REPORT

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

SUMMARY

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

BACKGROUND

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

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

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

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

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

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

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

STAFF RECOMMENDATION

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

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

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

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

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

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

PROPOSED MOTION

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

City of Falls City Budget Calendar FY 2020-2021

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

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

Greetings, Honorable Mayor, City Manager, Council members.

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

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

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

See the gathered quotes and information below for 2019 AFG:

Communications:

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

⑩	portable radios including programming, templates, and accessories	7668.10
⑩	replacement headsets for E122 and E125 (poss incl.installation)	11,375.00
⑩	mounted vehicle radios for E122, E125, and W124 incl. installation	2225.50
⑩	paggers that notify as a back up in the event of no cell service (20)	9900.00

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

Fit test module:

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

- FIT test machine w/adapters and accessories 9260.75

Appliances:

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

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

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

REQUEST FOR AFG EMS MICRO GRANT

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

1. Auscultation Crisis Simi Man Adult Manikin.

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

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

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

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

community.

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

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

For a requested total of: **\$6114.00**

Requested training under Eligible Training Activities for Fire Depts

Tuition, course fees and certifications for Oregon EMS Conference (1 time use)

\$375.00 ea. Times 10 EMS personnel (EMR, EMT, EMT-I) **Total** **\$3,750.00**

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

EMS Conference training Total: **\$7930.00**

Basic Equipment

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

1 projector wireless **approx 650.00** **650.00**
warranty **89.00** **89.00**

Total for computers and projector: **\$2,795.00**

Total for EMS Micro Grant **\$16,839.00**

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

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

GRANT MATCH 5% **\$4126.10**

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

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

At your service,
Lori



CITY MANAGER'S REPORT
MARCH 9, 2020

Exhibit D

CITY MANAGER'S
OFFICE

Dear Reader,

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

CDBG Wastewater (Council Goal #1)

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

Code Services (Council Goal #2)

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

Notary Services at City Hall

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

New City Staff Member!

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

WOU Social Media Partnership

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

Chamberlain Rd. Repair

1. The City hosted a meeting of Timber companies, BLM, and Polk County to solicit information and support for a grant to overlay approximately $\frac{3}{4}$ mile of the roadway. All partners indicated a willingness to provide information and letters of support, as well as in-kind assistance for grant matching. They were also made aware that an ask for funds would likely be forthcoming based on what grants are ultimately awarded.