



## 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 8, 2020 **Time:** 6:00 pm

**Location:** The FC Community Center, Telephone, Web Application, in writing

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

1. **In-Person:**
  - a. Falls City Community Center, 320 N. Main St. Falls City, OR 97344
  - b. 20 Person Maximum Capacity
1. **Call-in:**
  - a. (425) 436-6370, Code: 251514(#)
  - b. You will be muted, but may "raise your hand" to indicate you wish to comment. Please visit [freeconferencecall.com](http://freeconferencecall.com) for a tutorial
2. **Web Application:** Download the [Freeconferencecall.com](http://Freeconferencecall.com) web application
  - a. Meeting ID: manager3208
  - b. You will be muted, but may "raise your hand" to indicate you wish to comment.
3. **Write-In:** Using regular mail or email.
  - a. [info@fallscityoregon.gov](mailto:info@fallscityoregon.gov); 299 Mill St. Falls City, OR 97344

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

---

### **AGENDA**

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

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

Jennifer Drill \_\_\_ Tony Meier \_\_\_ Cliff Lauder \_\_\_ TJ Bailey \_\_\_

#### 2. PLEDGE OF ALLEGIANCE

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

#### 4. ANNOUNCEMENTS , APPOINTMENTS, APPRECIATION, PROCLOMATIONS

a. Sewer Rate Study, Rate Increase Discussion – Special Meeting – June 22, 2020

b. Monthly Newsletter -----pg. 1-2

5. COMMUNITY & GOVERNMENT ORGANIZATIONS

- a. Falls City Public Works Report ----- pg. 3
- b. Falls City Fire Report ----- pg. 4
- c. Polk County Sheriff's Report ----- pg. 5

6. REPORTS

- a. Mayor, Council
- b. Community Development & Outreach Coordinator -----pg. 6-7
- c. Manager Report – Verbal only due to large agenda

7. CONSENT AGENDA

- a. Approval of the Minutes
  - i. April 13, 2020 Regular Meeting----- pg. 8-43
  - ii. May 11, 2020 Regular Meeting----- pg. 44-62
- b. Approval of the Bills----- pg. 63-67

8. PUBLIC COMMENTS & LETTER COMMUNICATIONS

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

- a. Please limit your commentary to five (3) minutes or less.
- b. Letter – Gov. Brown – Process for Entering Phase II ----- pg. 68-69
- c. Letter – Kurt Frink – Kudos on Cemetery -----pg. 70

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 2020-2021, beginning July 1, 2020. The Budget Document has been available for review at City Hall, and on the City's webpage since April 24, 2020.

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 2020-2021 fiscal year beginning July 1, 2020. 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 12-2020 Adopting the Budget, Electing State Revenue Sharing, Making Appropriations, and Levying Taxes-----pg. 71-97

**10. NEW BUSINESS**

- a. Resolution 13-2020 Cyber Security Policy-----pg. 98-121
- b. Resolution 14-2020 Small City Allotment Grant '21----- pg. 122-125
- c. Resolution 15-2020 Utility Reserve Fund----- pg. 126-128
- d. Staff Report Spring Clean & City Wide Garage Sale - June 27, 2020 ----- pg. 129-130

**11. CITIZEN COMMITTEES**

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

**12. ADJOURN**

---

# FALLS CITY NEWSLETTER

VOLUME 9, ISSUE 06  
JUNE, 2020

## In this Issue:

1. Remembering Leon Beauchamp
2. Sewer Rate Study – Increase Imminent
3. Backflow Repairs Required
4. Spring Clean/City Wide Garage Sale Proposal
5. COVID-19 Update
6. Utility Reserve Fee Correction

## Remembering Leon Beauchamp



The City of Falls City and the Falls City Volunteer Fire Department would like to take this opportunity to pay tribute and honor our treasured friend and mentor, Leon Beauchamp of Falls City, Oregon.

Leon proudly served the Falls City community and Fire Department for over 54 years as a Fire Fighter, Fire Officer, and Public Works employee. A friend and good neighbor to many, Leon was often seen around town with his tractor helping to build pole buildings, tilling gardens, or mowing fields. He taught by example what it is to offer kindness as he and his wife, Alice, welcomed many to their home

and table for meals, love and a safe place to hang out. We send our love and prayers to Leon's beloved wife Alice, his friends and his family in their time of grief.

-With love, the members of the Falls City Volunteer Fire Department.

*"Good Men never die in our dreams, Because....They will always live forever in our hearts".*

## Sewer Rate Study – Rate Increase Imminent

As most of the community is aware, the City of Falls City was awarded a Community Development Block Grant, administered by Business Oregon, funded by the US Dept. of Housing and Urban Development, and purposed to design a lagoon style sewage plant somewhere other than the High School Football Field (where the current city drain field lies). Please read on to see how you can get the real scoop on this important project.

On June 22, 2020 the City Council will meet in special session to hear the results of a Rate Study prepared by Consultant, Donovan Enterprises. The Donovan Company has over 30 years of experience consulting on utility rates, utility projects, and more. This meeting will likely result in a recommendation to the City Council for phased sewer rate increases to meet the financial burden of servicing debt on constructing the new facility. Attendance and participation at this, and all non-executive City Council meetings, is welcome (the Community Center will be open, with restrictions, for Council Meetings starting at the June 8, 2020 regular session).

## Backflow Repairs Required

Each water service connection is required to have a backflow preventer installed on it, this keeps water from backing up into and contaminating the city's entire water system. The law requires these backflow devices to be inspected annually, which you pay for under "Backflow" on your water bill. The City's most recent inspection yielded approximately 150 backflow devices that are in need of repair or replacement. The Falls City Municipal Code makes it the property owner's responsibility to repair or replace inoperable backflow devices within 90 days of being advised. When advised of the number of failed devices, the Council directed City Staff to look into options to ease the burden of repair/replacement of backflow devices. If your device is one of those in question you will receive a letter with options. In short, the City Council has devised a program that will

allow for a bulk rate on repairs and the option to pay for them in 12 equal payments. Conversely, a water user may pay in-full at the time of repair, or higher their own plumber to correct any issues. Additional details will be provided in the letter if this applies to you.

## City Council to Hear Spring Clean/City-Wide Garage Sale Proposal!

City Staff and our partners at Republic Services have been in communication to reschedule the Spring Clean event for Saturday, June, 27 2020! City Staff will take a proposal to hold this event and the City-Wide Garage Sale the same weekend in late June. The garage sale would start on Friday, June 26 and run through the following Sunday, June 28. If you'd like to provide support or detracton for this proposal, please attend the June 8, 2020 City Council meeting!

## COVID-19 Update: May 19, 2020 Special Meeting

The City Council met to discuss current and future COVID-19 measures being taken by each layer of government, and what that means for Falls City moving forward. A summary of the Council's decisions on current and future measures is available on the City's Facebook page, or on the City website: [www.fallscityoregon.gov](http://www.fallscityoregon.gov).

## Utility Reserve Fee

In 2017 the City Council approved a Utility Reserve and Capital Improvement fee which shows up on your water bill as "Cap." It has come to the attention of City Staff that this charge is being applied to Water Accounts only, but holds itself out as a Capital reserve fund for Water and Sewer. Based on the language used when establishing the fee, and the stated intent to use it on both systems, City Staff must correct this charging error. It is not appropriate to use funds on the sewer system paid by one with water service only; it creates a system of subsidization that is not allowed under Oregon Local Budget Law. So, starting July 1, 2020 persons who have a water and sewer accounts will be charged a Capital Utility Fee of \$10 per (\$20 total). This will be on the June 8, 2020 City Council agenda for discussion if you'd like to provide any public comment.

## CITY SCHEDULE JUNE, 2020

### CITY COUNCIL MEETING:

DATE/TIME- JUNE 8, 2020 @ 6PM  
LOCATION- FALLS CITY COMMUNITY CENTER, PHONE, OR INTERNET

- COMMUNITY CENTER; 299 MILL ST. FALLS CITY, OR 97344
- DIAL (425) 436-6370; CODE 251514
- WEB APP FREE DOWNLOAD AT FREECONFERENCECALL.COM; MEETING CODE- MANAGER3208

### COMMITTEE MEETINGS:

- CANCELLED UNTIL FURTHER NOTICE DUE TO COVID-19.

### SPRING CLEAN/CITY-WIDE GARAGE SALE:

- TO BE DECIDED AT THE JUNE 8, 2020 CITY COUNCIL MEETING
- IF APPROVED, DATES WILL BE 6/26-6/28 FOR THE GARAGE SALE(S) AND 6/27 FOR THE SPRING CLEAN



## Public Works Report May of 2020

### Administration

Due to COVID-19 placing significant restrictions on the type and kind of work we could do, and thus could train Michael on, staff undertook an inventory initiative to cure some issues that have been plaguing the department for quite some time.

The inventory is purposed to create a baseline both for tools owned by Falls City, and spare parts for our various systems. Additionally, it will allow us to gain positive control on these things to prevent theft and duplication, while ensuring we maintain an appropriate supply of shelf stock and tools.

### Water Division

Tuesday the 19<sup>th</sup>, Don found a water leak at 390 6<sup>th</sup> street. We excavated the area to find a fitting that had split. We replaced the fitting.

Thursday the 21<sup>st</sup>, we were told of a leak on 2<sup>nd</sup> AVE. We excavated the area to find a coupler that had failed. We replaced the failed coupler

### Sewer Division

Monday the 11<sup>th</sup>, we were told the septic tank at 167 Ellis ST was leaking. When we arrived we noticed it had leaked and was full. We had Kings pumping come and pump the tank. Kings informed us the outlet was not working.

Tuesday the 12<sup>th</sup>, we excavated the outlet side of the tank to find the outlet pipe had settled down from the outlet on the tank. We reset the outlet pipe and supported it and then refilled the excavation.

### Streets Division

Normal Operations.

### Parks & Cemeteries Division

Normal Operations

### Non-Sewer Wastewater Division (TMDL)

Normal Operations.

## Mac Corthell

---

**From:** lorilect@aol.com  
**Sent:** Wednesday, June 3, 2020 2:19 PM  
**To:** manager@fallscityoregon.gov  
**Subject:** Fire report

Greetings, may this find you all healthy, happy and holding your own! As we ease into getting back to life, we will hold our Association business meeting Wednesday night and get back into regular drill nights. In the interim, there has been general maintenance and station cleaning, and the members have been making shelving units in the shed to organize our things. We were able to sell back our fireworks motor racks which freed up a lot of room, and made a nice donation back to the association (not quite what we spent, bit that's business!). Those monies were used to buy the goodies for the Easter egg hunt. Work was done to finish up paperwork for DPSST to certify 4 new credited instructors, good job to Jay, Jon, John, and K.C.! Long time coming and well deserved. I have been working on grant stuff from finishing up FEMA reviews to tracking our 2018 grant award. We are still waiting for the last item to ship (it keeps getting moved back), to finish the main body of the project, and then we can move to the secondary project of retrofitting the Cascade System (that fills our SCBA bottles), to finish out the funds allocated. Once the last invoice has been received, I can submit for advance payment to the contractors that will finish the fill system. I've got a timeline and schedule set up waiting to go!

On the EMS front, Sharon has been working on new EMR class equip and supplies, and working towards holding EMS drills in person this month while still maintain safety for everyone. Thank you Sharon, nothing has been easy during this time and we don't have any idea what to expect.

Calls for the month show a continued rise in medic calls:

Medic - 21  
Fire - 1  
MVA - 1  
Public service/ other - 2

Of the these calls, 4 were mutual aid.

Have a great month, stay safe and sound!  
Sincerely,  
Lori

# May 2020 Falls City Stats

Falls City Calls for Service						
Assault		Harassment	2	Misc Crime	Susp Activity	2
Area Chk	5	Driving		Miss Person	Susp Person	2
Animal		Domestic Dist	3	Noise	Susp Vehicle	3
911 Hangup		Found Property		EDP	Theft	1
Burglary	1	FIR		Ordin Vio	Trauma	1
Assist Other Agency	5	Fraud		Overdose	traffic assist	
ATL (attempt to locate)	1	Follow up	2	Natural Gas	Traffic Stops	
DUI		Community Eve	3	runaway	Trespass	2
Citizen Contact	7	Illegal Park	2	sex offense	Warrant	
Civil Paper Service	8	Gen Disturb		Shots Fired	Welfare Check	4
Criminal Misch	1	Alarm		Stolen Veh	Uncon	

<b>Falls City Calls for Service</b>	<b>67</b>	<b>Of the FC Calls for Service</b>	<b>12</b>	<b>involved crimes</b>
Total Calls for Service (county wide)	1325	FC Cases Cleared by Arrest	8	66.7% clearance
Falls City % of Total Calls	5.1%	Total Arrests in Falls City	3	6.3% of total arrests

<b>Total Service Calls (Polk County)</b>	<b>1325</b>	<b>Crimes Occ</b>	<b>0</b>	<b>(county wide)</b>
Cases Cleared by arrest	130	Juvenile Arrests	0	<b>(Falls City)</b>
Total Arrests (county wide)	73	Juvenile Arrests	(only true crimes reported here)	
	48			

---

## STAFF REPORT

---

**To:** Honorable Mayor and City Council  
**From:** William Sullivan, Community Development & Outreach Coordinator  
**Subject:** Luckiamute Clinic Renovations  
**Date:** June 8, 2020

---

### Background

At the April 13, 2020 meeting, City Council chose the following option to proceed on renovations to the Luckiamute Clinic building at 304 North Main Street:

“Option 1: Plan to use funds from the City’s Community Development Revolving Loan Fund (the fund’s balance is approximately \$117,000) to cover renovations to the property at 304 North Main Street and pursue grant opportunities to lessen the cost. Falls City Thrives has brainstormed ideas for the property and would like to use the property to create a multi-use space for community health/wellness and small business incubation. Their ideas include yoga or other exercise classes, space for medical practitioners, telemedicine, rentable desk space/co-working, vendor space in living room, a drive-through coffee shop, and job training classes. Grant organizations have been uninterested in funding renovations to a City building, but by partnering with Falls City Thrives and private partners, a public-private partnership project would likely be more interesting to funders. In addition, Falls City Thrives has done some professional development with grant-writing and is prepared to relieve some administrative burden from City Hall staff. This option gives the community the largest say in the property’s future.”

Renovation work on the front porch and access ramp has begun. Further work will follow with the passage of the next fiscal year’s annual budget.

### Summary

While the budget process and construction move forward, City Staff wanted to take a moment to provide City Council with some additional numbers showing how investing in renovating the Clinic building will raise its value. Falls City Thrives will assist in working with providers and small business owners who might be interested in space. The City has full confidence in their success, but if the building were ever put up for sale, the property would be benefit from a much higher appraisal value.

---

To demonstrate what the building might be worth after renovations, I have researched updated properties of similar size in Polk County. These figures,

pulled from the Polk County Assessor's Reports and the real estate website Zillow, allow for some comparison.

Street + Outside UGB	Square footage	2020 Trended Real Market Value (RMV)	Selling Price *Includes other structures on the property	Date Sold
304 North Main Street	2,796 ft <sup>2</sup>	\$184,220		
Parry Road <sup>+</sup>	2,676 ft <sup>2</sup>	\$277,540	\$595,000*	August 2019
SW Bridlewood Drive, Dallas	2,815 ft <sup>2</sup>	\$383,870	\$485,000	December 2019
Bridgeport Road <sup>+</sup>	2,823 ft <sup>2</sup>	\$268,400	\$385,000*	December 2018
Ferns Corner Road <sup>+</sup>	2,662 ft <sup>2</sup>	\$374,490	\$625,000*	December 2019

Street numbers have been removed for the privacy of those homeowners. There are many factors that go into the selling price of a property, but these figures are meant to exhibit how renovations will improve the value of the property. Ultimately, renovating is in the city's best interest and will result in a higher-value asset.

### **Financial Implications & Path Forward**

Renovations to the 304 North Main Street building will cost close to \$100,000.00. Right now, there are no plans to renovate the building at 306 North Main Street (contractors have expressed concerns about whether the structure can be salvaged, as there is likely severe rot under the building) or the carport on the property.

---

City of Falls City  
City Council Regular Meeting Minutes  
Monday April 13, 2020 6:00 PM  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

---

**COVID-19 Related Conference Call (425)-436-6370, Code #251514**

**Council Present:** Mayor Jeremy Gordon, 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

**1.1. Call to Order**

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

**1.2. Roll Call**

City Manager Corthell took roll call. (Clerk Jamie Ward was absent)

**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 C. Lauder to adopt the entire agenda. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

**3. Reports**

- a. Mayor Gordon stated he has met with Oregon Health Authority every Wednesday and with League of Oregon Cities every Friday to get up to date information regarding the COVID-19 for Oregon. Gordon invited Councilors to join if they want and he will get them the information. Mayor Gordon has also been meeting with local residents, officials from the Fire Department, Schools and churches. Gordon invited Councilors to join as well
- b. City Manager Corthell updated Council on COVID-19 related closures and changes
  - i. Falls City Emergency Declared March 24,2020
  - ii. City Hall is still operating on a limited schedule. Clerk Ward is still out ill and will hopefully return next Monday.
  - iii. City Facilities are closed unless special circumstances dictate otherwise
  - iv. City Parks are Closed but stated the Green space is open, social distancing is required. Parks structures are closed until further notice.
  - v. City events are cancelled until June 01, 2020.
  - vi. Utility Penalties and Shut-offs are still being waived
  - vii. City Committees are cancelled until further notice.
- c. Statements of Economic Interest are due April 15, 2020.
- d. Budget Committee Meeting is scheduled for April 23, 2020 via telephone

Councilor L. Sickles will not be able to make the Budget Committee meeting on April 23, 2020.

#### 4. Community & Government Organizations

- a. Mayor Gordon stated that he heard from Sharon with the Fire Department that they have seen an increase in call volumes

#### 5. Reports

##### a. Council Report

- Councilor L. Sickles hopes that they can reschedule the Annual Easter Egg Hunt.
- Councilor D. Sickles stated that the OSAA has cancelled all school sporting events for the remainder of the year.
- Councilor J. Drill shared that she has had conversation with local teens and has received positive feedback for them regarding the idea of a Skate park. Drill added that she has heard of some vandalism at the post office and wanted to keep council aware of that.

##### b. Community Outreach and Development Coordinator

- William Sullivan stated his work with the Steering Committee now known as Falls City Thrives has filed their articles of incorporation and is now registered as a nonprofit. That will help them get some projects done.
- Sullivan would like to ask Councilors to bring back the Resource Binders they were given so that he can update them.
- Councilor D. Sickles commented that his binder burnt in his house fire.

##### c. City Manager Report

- Touched on CBDG wastewater noting that we should have all purchase options on all but one easement by the May meeting.
- Corthell informed council that City Staff negotiated a Rate Study Contractor, Steve Donovan and is one of the most renowned gentlemen that he has heard of in his field.
- Judge resigned without any discussion
- Corthell noted that he did tag the RV abandoned at the Mill lot and then the City will need to pay to have it removed.
- Parry Road Water Main project is complete.
- Corthell stated due to these troubling time he will not be leaving in August as his resignation was planned.

#### 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**

- a. Letter from Andy Jensen and Brian Barclay with Bureau of Land Management (BLM) (See Exhibit A)
- b. Stan Butterflied resignation letter (See Exhibit B)

**8. New Business**

- a. City Staff is asking City Council to choose a new logo developed by students of Western Oregon University in conjunction with City Staff, the Mayor, and other commenters. City Staff recommends "Mountains and Trees" logo.

After council discussion

A motion made by Councilor J. Drill and Seconded by Councilor D. Sickles to move that the City Council of the City of Falls City adopt Mountain and Trees logo as the official logo of Falls City. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

- b. Corthell read his manager report regarding the procedure for conducting the City Manager's review and appointing the Mayor and Council President to negotiate renewal terms of the Manager's contract.

Council realized they had not elected a new Council President but decided to proceed on with this vote and then appoint a Council President.

After Council Discussion two motions were made

1. Motion made by J. Drill and seconded by D. Sickles by to appoint C. Lauder as the Councilor to work with Mayor Gordon.
2. Motion made by L. Sickles and seconded by T. Meier to nominate the Council President and the Mayor.

A roll call vote was called and council votes were as followed

Councilor L. Sickles- Mayor, Council President  
Councilor Drill- Mayor, Cliff Lauder  
Councilor Meier- Mayor, Council President  
Councilor Lauder –Mayor, Cliff Lauder  
Councilor D. Sickles- Mayor, Council President  
Councilor Bailey- Mayor, Council President

By a 4-2 vote Council elected Councilor Cliff Lauder as Council President

---

A motion made by Councilor J. Drill and Seconded by Councilor D. Sickles moves that the City Council of the City of Falls City grant the Manager's request to renegotiate his contract, and appoint the Mayor and Councilor C. Lauder to negotiate, confer, and present an agreement to the Council for ratification or rejection.

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

- c. Council had minimal discussion about appointing a Council President

A motion made by Councilor D. Sickles and Seconded by Councilor J. Drill to move that the City Council of the City of Falls City appoint Cliff Lauder as Falls City Council President. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

A motion made by Councilor L. Sickles and Seconded by Councilor T. Bailey to move that the City Council of the City of Falls City appoint Tony Meier as Falls City Council President. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

A roll call vote was called and council votes were as followed

Councilor L. Sickles- T. Meier  
Councilor Drill- C. Lauder  
Councilor Meier- T. Meier  
Councilor Lauder- C. Lauder  
Councilor D. Sickles- C. Lauder  
Councilor Bailey- C. Lauder

By a 4-2 vote Council elected Councilor Cliff Lauder as Council President.

#### 9. Old Business

- a. Community Outreach and Development Coordinator William Sullivan read his agenda report regarding the potential pocket park located in front of the old Doctors Clinic (see exhibit C)

Council had brief discussion regarding the cost of the project but all agreed that this was a great idea and look forward to seeing this come to fruition.

A motion made by Councilor T. Bailey and Seconded by Councilor C. Lauder to move that the City Council of the City of Falls City approve the pocket park as designated for the property at 304 North Main Street. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Cliff Lauder, T.J Bailey

- b. Community Outreach and Development Coordinator William Sullivan read his agenda report (see exhibit D) regarding both properties, 304 & 306 N Main.

Councilor Drill was wondering if there was a way to make it a community project to have community members volunteer their time for labor or discounted services and supplies.

Sullivan stated that some of the work that needs to be done can be done by volunteers but in some situations like the lead paint in the building makes it a liability for the City.

City Manager Corthell added that if we have a few options, we could sell it, knock the house down and create the land as a park, or refurbish the house and invest in it to make it an investment within the community.

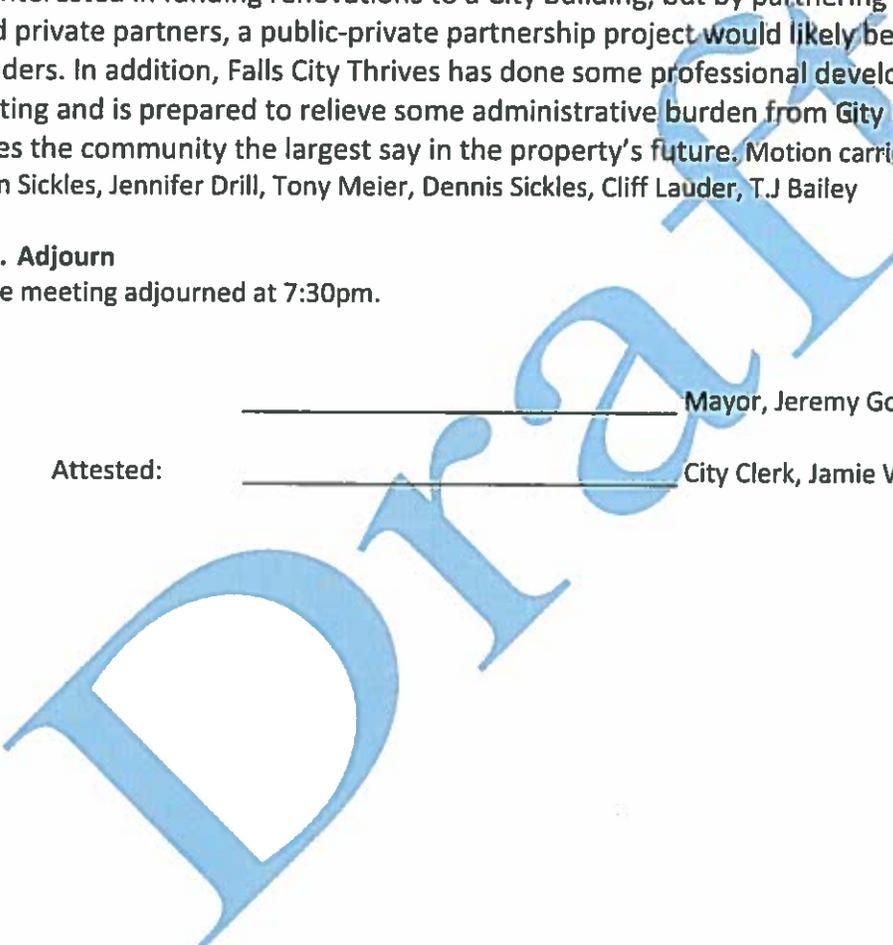
A motion made by Councilor L. Sickles and Seconded by Councilor T. Meier to move that the City Council of the City of Falls City select staff recommendation option one (1): Plan to use funds from the City's Community Development Revolving Loan Fund (the fund's balance is approximately \$117,000) to cover renovations to the property at 304 North Main Street and pursue grant opportunities to lessen the cost. Falls City Thrives has brainstormed ideas for the property and would like to use the property to create a multi-use space for community health/wellness and small business incubation. Their ideas include yoga or other exercise classes, space for medical practitioners, telemedicine, rentable desk space/co-working, vendor space in living room, a drive-through coffee shop, and job training classes. Grant organizations have been uninterested in funding renovations to a City building, but by partnering with Falls City Thrives and private partners, a public-private partnership project would likely be more interesting to funders. In addition, Falls City Thrives has done some professional development with grant-writing and is prepared to relieve some administrative burden from City Hall staff. This option gives the community the largest say in the property's future. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Cliff Lauder, T.J Bailey

**10. Adjourn**

The meeting adjourned at 7:30pm.

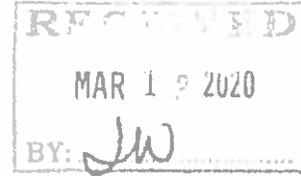
\_\_\_\_\_  
Mayor, Jeremy Gordon

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



March 9<sup>th</sup>, 2020

Falls City Volunteer Fire Department  
320 N Main St.  
Falls City, OR 97344



To the Falls City Volunteer Fire Department,

Early in the morning of January 8, 2020 several Bureau of Land Management (BLM) employees, myself included, were traveling up the gated portion of the Black Rock Mainline past the county road. This is where we found a woman stranded, her car in the ditch, in need of assistance and medical attention.

Soon after relaying the information to our dispatcher, EMS, Polk County Sheriff's Deputies and members of the Falls City Volunteer Fire Department arrived to assist.

We thank you for your help in aiding in her care. All members of the BLM were impressed with your response, candor and attention. Without the help of the Falls City Volunteer Fire Department and all those involved the outcome could have been much worse. We are grateful that you were able to help us resolve the issue promptly and professionally.

Thank you again and best regards,

Andy Jensen  
Forester  
Marys Peak Field Office  
Northwest Oregon District, BLM  
1717 Fabry Rd. SE  
Salem, OR 97306

Brian Barclay  
Cruiser/Appraiser  
Marys Peak Field Office  
Northwest Oregon District, BLM  
1717 Fabry Rd. SE  
Salem, OR 97306

Exhibit B

 **Butterfield** P.C., Attorney At Law

---

March 9, 2020

The City of Falls City  
299 Mill Street  
Falls City, OR 97344

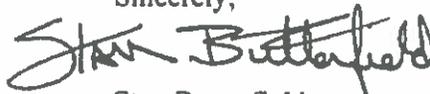
RE: Resignation of Municipal Court Judge

Dear Mayor and Council:

This letter will serve as notice of my resignation as Municipal Court Judge for the City of Falls City. I think this was a noble experiment, but my court support staff has completely changed since we began to service a docket of code enforcement violations for Falls City. Frankly, there just hasn't been enough code enforcement activity to justify the time it would take to train my staff on how these things should be handled to serve your city.

Thank you for the opportunity to serve your city even if it was only for a brief time. My best wishes that a time will come when a municipal court mechanism can be a more viable approach to improve the quality of life for all of your citizens.

Sincerely,



Stan Butterfield,  
Attorney at Law



---

## STAFF REPORT

---

**To:** Honorable Mayor and City Council  
**From:** William Sullivan, Community Development & Outreach Coordinator  
**Subject:** Luckiamute Clinic Pocket Park  
**Date:** April 13, 2020

---

### Summary

Falls City Thrives has planned a small pocket park in front of the Luckiamute Clinic building to act as an "outdoor living room" in the North Main Street business area where residents can gather, visitors to Falls City can access resources and information, and that will serve as an anchor for the community's parks and outdoor recreation activities. The pocket park will feature a community bulletin board that includes interpretive signage detailing outdoor recreation spots, wooden seating (designed to highlight the city's timber history), wayfinding signage, amenities for cyclists (bike racks and a repair station), and other natural enhancements of the outdoor space (trees, plants, dry river bed). Falls City Thrives will recruit volunteers to assist in construction of the park and students from Falls City High School will also donate volunteer time. Using hardscaping and locally made features (seating, bike rack, etc.), the park is designed to require little to no maintenance.

### Background

Falls City Thrives has met twice with Kate Schwarzler, the Independence Downtown Association President and a trained landscape, who has assisted in designing the park. A grant to fund the project was submitted to the Oregon Community Foundation on February 20, 2020. A decision is expected in April. If the grant application is denied, the City has another opportunity lined up and can make adjustments to the previous grant application.

In-kind donations have been promised from Western Interlock. Falls City Thrives is soliciting donations of wood seating and a table from local artisans.

The previous Parks & Recreation Committee meeting was cancelled due to the COVID-19 outbreak, so there was not an opportunity for that committee to make a recommendation to City Council. The pocket park was briefly discussed at the February 19<sup>th</sup> meeting.

**Previous Council Action**

William Sullivan, Community & Development Outreach Coordinator, briefly discussed the pocket park project at the March 2, 2020 Council work session as a central hub for Falls City's outdoor recreations spots and parks.

**Alternatives/financial implications**

There is no financial ask of the City for this project. All costs will be covered by in-kind donations and the grant. Down the road, this project will increase the value of the property and most of the pocket park could be moved if the property were ever sold.

**Staff recommendation**

Staff recommends that City Council vote to approve the pocket park.

**Exhibits**

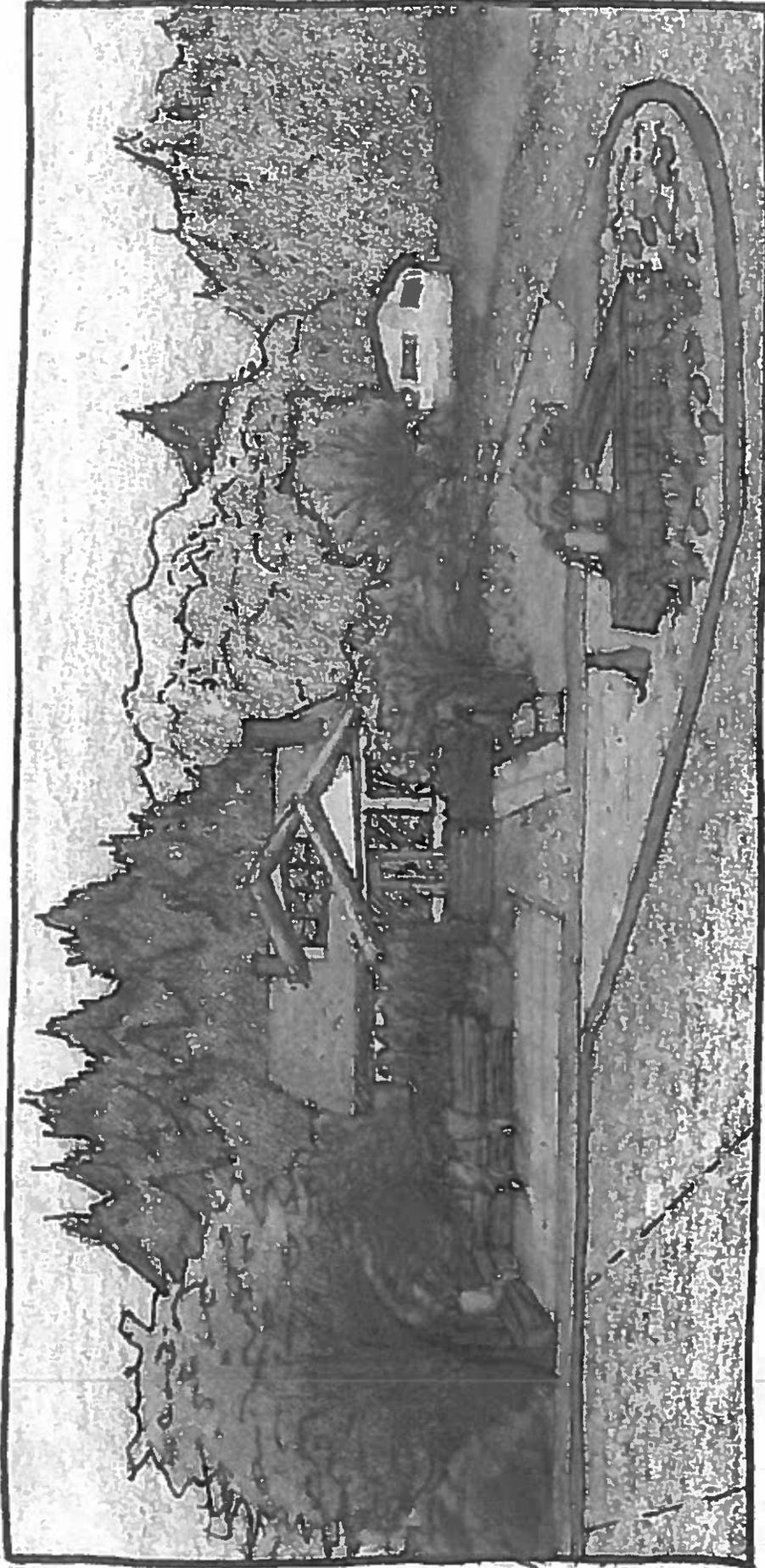
Exhibit A- Pocket Park Design Sketches

Exhibit B- Cover Letter for OCF Parks Grant Application

**Proposed Motions**

I move that the Falls City City Council approve the pocket park as designed for the property at 304 North Main Street.

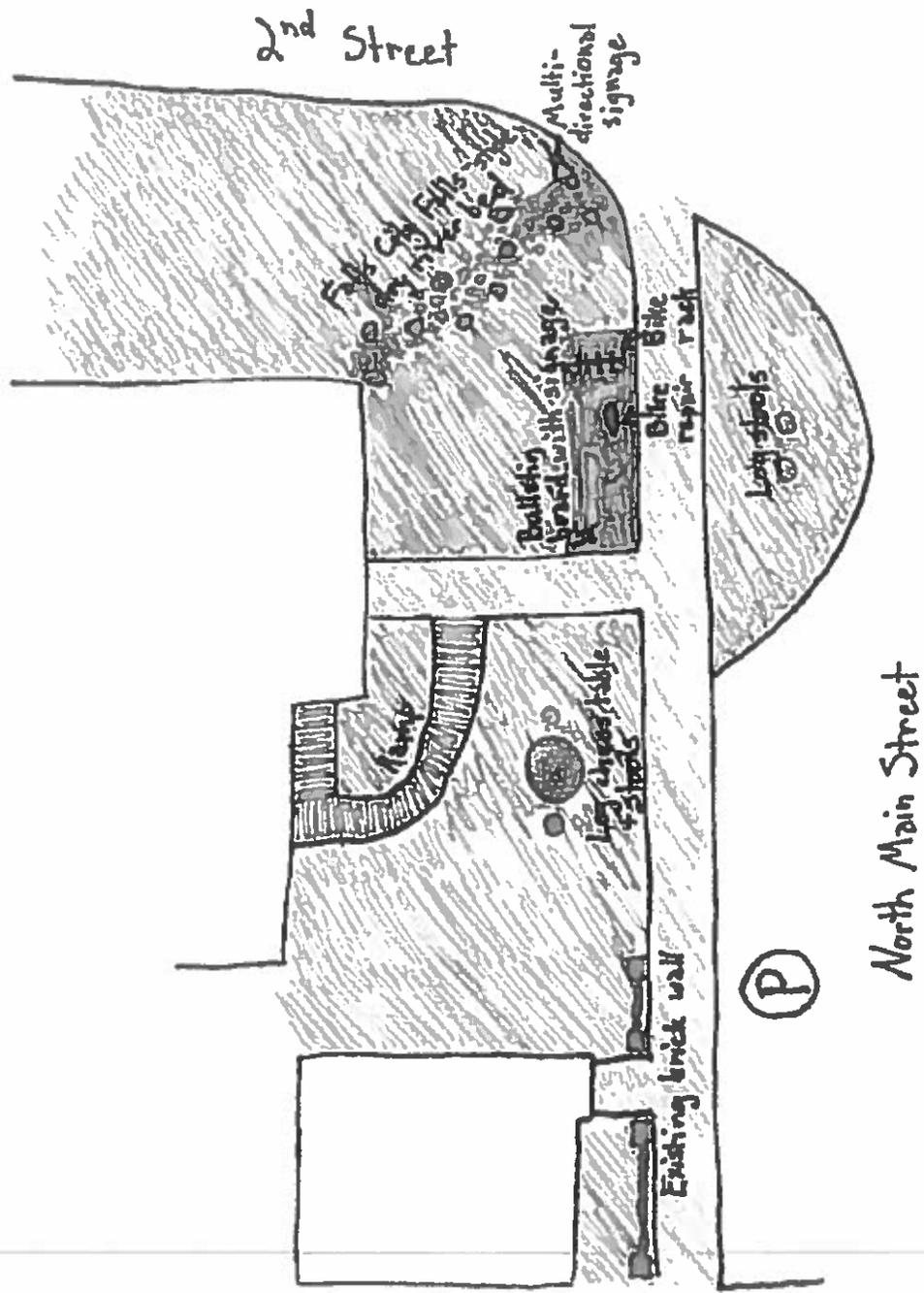
**Exhibit A**

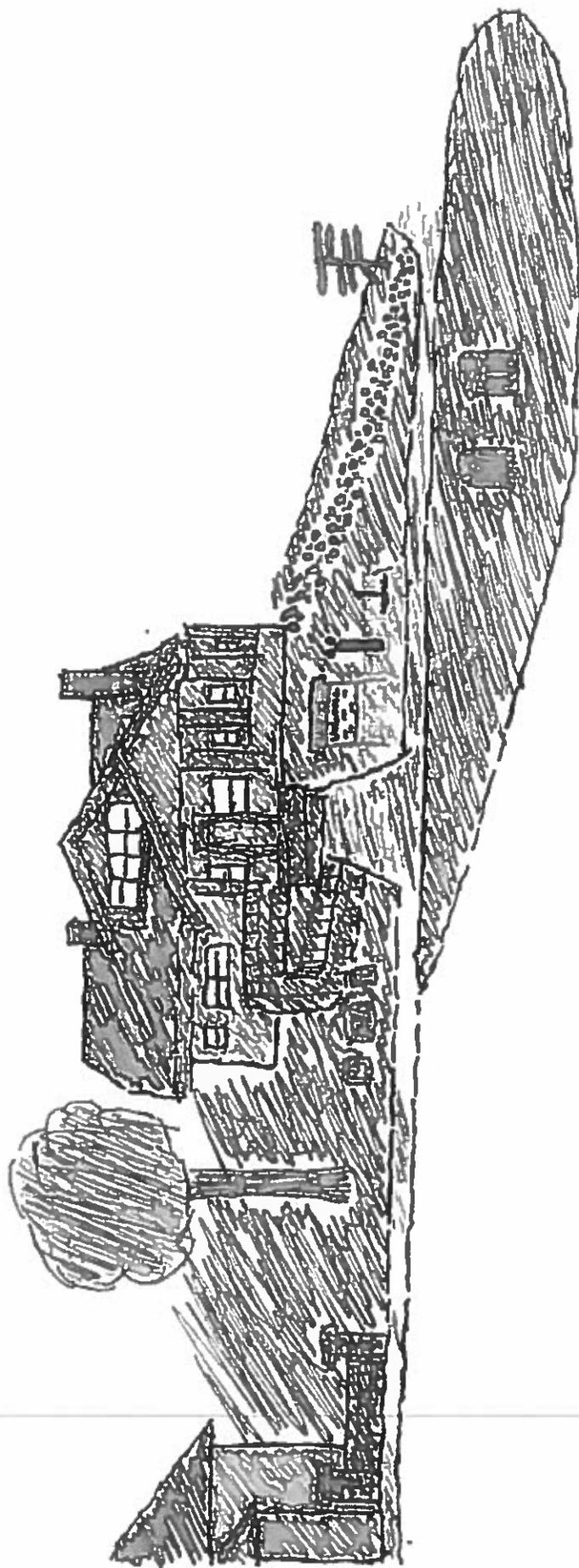


**City of Falls City  
Main Street Pocket Park Concept Sketch  
November | 2019**

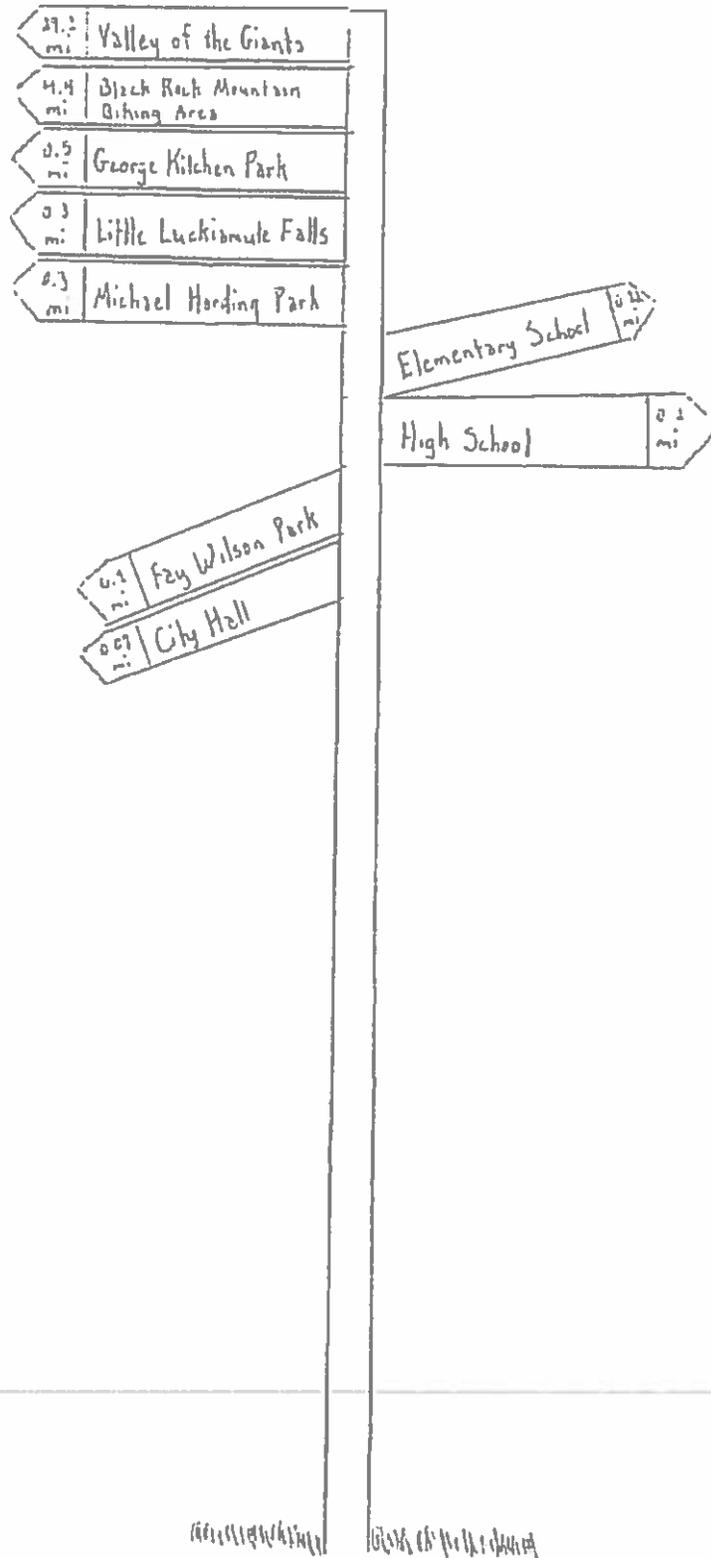


**CreoSolutions**  
CREATING LIVABLE COMMUNITIES





Multi-directional signage  
(for North Main + 2<sup>nd</sup> Streets)





## Exhibit B

City of Falls City  
299 Mill Street  
Falls City, OR 97344  
Phone: 503-787-3631

February 20, 2020

The Oregon Community Foundation  
1221 SW Yamhill Street, Suite 100  
Portland, OR 97205  
503-227-6846

RE: "Outdoor Living Room: Connecting Community and Visitors" Proposal for OPF Funding

Dear Oregon Parks Foundation Advisory Committee,

We are writing from the City of Falls City about a community-led project that seeks to develop publicly-accessible land into a pocket park here on Main Street. Falls City completed a community visioning process last year, and one of the major themes citizens developed is economic development in the downtown business area. For us, given the city's natural assets, that economic development goes hand-in-hand with the maintenance of the beautiful City parks and the abundant outdoor recreation opportunities available here. What we lack is the connectivity between those natural assets and our downtown area. To address this, a citizen-led steering committee (that emerged from the visioning process) prioritized and action-planned a communal outdoor space at 304 North Main Street. This grant opportunity, in conjunction with contributions offered by local businesses and a robust volunteer force, would make a significant difference in closing the gap and realizing this project.

In creating this communal park, our goals are as follows:

- To provide a much-needed centrally located space for congregating and socializing across social groups and intergenerationally, while instilling feelings of community pride by featuring elements that harken to Falls City's rural charm and rich timber history.
- To orient and direct visitors to our outdoor recreation opportunities (including Black Rock Mountain Bike Area, the Valley of the Giants, the Little Luckiamute River Falls, and our beautiful City parks) and feature information and interpretive signage useful to visitors.
- To serve as an anchor to our Falls City Greenway project (adopted by the Mid-Willamette Valley Regional Solutions Team of the Governor's Office), which aims to improve bicycle and pedestrian connections between our natural assets, schools, and business area.

To achieve these goals, we have \$179,438.71 of in-kind/match contributions and are requesting a total of \$2,765.00 from the Oregon Parks Foundation Fund to close the funding gap. Connecting and maximizing our parks and outdoor recreation opportunities is essential to our development and prosperity and so, we very much appreciate your considering our application and look forward to answering any questions you may have.

Sincerely,

Macahan "Mac" Corthell  
City Manager

William Sullivan  
Community Development & Outreach Coordinator

21

---

**STAFF REPORT**

---

**To:** Honorable Mayor and City Council  
**From:** William Sullivan, Community Development & Outreach Coordinator  
**Subject:** Luckiamute Clinic Renovations  
**Date:** April 13, 2020

---

**Summary**

The Community Development & Outreach Coordinator scheduled walk-throughs with five separate general contractors to discuss renovations to the City's property at 304/306 North Main Street. Two of those contractors submitted estimates for renovations.

NW Liberty Construction LLC (of Dallas, OR) estimated work for the building at 304 North Main Street at a total of \$128,406.85 and work for the building at 306 North Main Street at a total of \$57,999.80, for a combined total of \$186,406.65. Anderson Quality Construction LLC (of Monmouth, OR) estimated a combined total of \$291,564.00 (including the carport). Work on the building at 304 North Main Street was estimated at \$198,520.00 and work for the building at 306 North Main Street at a total of \$19,290.00, plus fees and labor costs for both buildings at \$56,294.00.

The estimates follow (Exhibits A, B, and C). Please find a cost breakdown below:

**306 North Main Street ("the Cottage")**

	NW Liberty Construction	Anderson Quality Construction
Exterior siding	\$12,517.19	
Windows	\$3,291.60	\$5,600.00
Floors	\$4,698.72	N/A
Doors	\$1,580.80	\$1,260.00
Foundation	\$4,940.00	\$4,600.00
Roof & Gutters	\$0.00	\$300.00
Bathroom	\$3,551.60	\$610.00
Electrical	\$8,000.00*	\$3,500.00
Plumbing	\$8,000.00*	

Drywall	\$1,153.15	N/A
Kitchen cabinets	\$5,323.50	\$1,050.00
Painting	\$4,370.18	\$800.00
For volunteers	(\$1,887.60)	
Base boards & walls	\$573.06	\$850.00
Front step	N/A	\$600.00
Other	N/A	\$120.00
<b>Total</b>	<b>\$57,999.80</b>	<b>\$67,684.00</b>
Materials	\$20,595.51	\$18,030.00
Labor	\$21,404.29	[Not broken out]
Subcontracting*	\$16,000.00	<\$3,500.00
Fees (with Big Clinic)	N/A	\$48,394.00
<b>Total (minus volunteer work)</b>	<b>\$56,112.20</b>	<b>\$67,684.00</b>

### 304 North Main Street ("the Big Clinic")

	NW Liberty Construction	Anderson Quality Construction
Windows & Doors	\$38,929.02	\$127,900.00
Front Porch	\$3,607.50	\$5,800.00
Front Steps	\$2,727.98	
For Volunteers	(\$2,727.98)	
Access Ramp	\$2,623.12	\$2,350.00
Chimney Leak	\$1,374.10	\$10,000.00
Chimney Specialist*	\$7,000.00	
Siding Repairs	\$5,470.24	\$13,710.00
Moisture Control	N/A	\$2,510.00
Plumbing*	\$15,000.00	Not included
Electrician*	\$15,000.00	Not included
Exterior Paint	\$13,925.60	Not included
Seismic Stabilization/Basement	\$1,029.60	\$3,460.00
Flooring	\$9,461.50	\$43,750.00

Base Boards	\$2,070.43	
Interior Paint	\$2,925.00	
For Volunteers	(\$2,925.00)	
Drywall	\$150.07	
Attic	N/A	\$1,800.00
Dumpster	\$780.00	\$5,700.00
Rain Gutters	\$2,812.99	Not included
Cleaning	N/A	\$1,200.00
Demolition	\$1,560.00	Not included
<b>Total</b>	<b>\$128,406.85</b>	<b>\$216,980.00</b>
Materials	\$61,378.94	[Not broken out]
Labor	\$29,247.91	[Not broken out]
Subcontracting*	\$37,000.00	[Not broken out]
Fees (with Small Clinic)	N/A	\$48,394.00
<b>Total (minus volunteer work)</b>	<b>\$122,753.87</b>	<b>\$216,980.00</b>

Several contractors expressed concern with the cottage on the property (306 North Main Street). As the building has no foundation, there is likely to be significant rot underneath the building, but that can't be known for sure until work has begun. It's feasible that it might be less expensive to raze the building.

On behalf of Falls City Thrives, a letter of inquiry for the Reser Family Foundation Small Community Initiative program for financial assistance with this project has been submitted. Other organizations have so far been uninterested as long as the property is owned by the City. Philanthropic organizations might be more interested if the City had private and/or nonprofit partners interested in carrying out a vision for the property.

Oregon public procurement laws require the City to release a Request for Proposals (RFP) for projects in excess of \$100,000. As both estimates are above that limit, the City is not able to engage the services of either contractor at this juncture and will need to release an RFP to move forward.

24

### **Financial Implications & Path Forward**

Option 1: Plan to use funds from the City's Community Development Revolving Loan Fund (the fund's balance is approximately \$117,000) to cover renovations to the property at 304 North Main Street and pursue grant opportunities to lessen the cost. Falls City Thrives has brainstormed ideas for the property and would like to use the property to create a multi-use space for community health/wellness and small business incubation. Their ideas include yoga or other exercise classes, space for medical practitioners, telemedicine, rentable desk space/co-working, vendor space in living room, a drive-through coffee shop, and job training classes. Grant organizations have been uninterested in funding renovations to a City building, but by partnering with Falls City Thrives and private partners, a public-private partnership project would likely be more interesting to funders. In addition, Falls City Thrives has done some professional development with grant-writing and is prepared to relieve some administrative burden from City Hall staff. This option gives the community the largest say in the property's future.

Option 2: City Hall staff release a Request for Proposals. Given the difficulty in getting all five contractors to submit estimates, it is unlikely that many contractors will want to submit bids. This option will not defray costs nor allow for public input. It would then be up to the City to either rent or sell the property.

Option 3: Sell the building in its current condition. While this would seem to offload a property that the City has struggled with, it is unlikely that the building will sell. Another Commercial/Residential-zoned building at 407 North Main Street has sat on the market for quite a while, despite being in habitable condition. Were the building to sell, it is likely that a less-than scrupulous landlord would purchase the building for apartments. The public and the previously convened Clinic committee have expressed a desire for the property to be used for services and businesses and not primarily as a residence. Neither the City nor the public would have a say in who might purchase the property or what it would be used for after sale.

### **Staff recommendation**

Staff recommends Option 1. It will take time, but allows for citizen participation and would allow the community to be more selective about who might rent the building. It would allow the City to recoup money spent in renovations over several years and would ultimately result in the property being a habitable and useful asset for the City.

### **Exhibits**

Exhibit A- NW Liberty Construction Estimate (304 North Main Street)

Exhibit B- NW Liberty Construction Estimate (306 North Main Street)

Exhibit C- Anderson Quality Construction Estimate

---

### **Proposed Motion**

N/A

25

## Exhibit A



**Falls City#2**  
304 N.main St.  
Falls City OR 97344

Submitted By:

**NW.Liberty Construction LLC**  
310 NE KingsValley Hwy #122  
Dallas OR 97338  
Mobile: (503)510-9248  
nwlibertyconstruction@gmail.com  
www.Nwlibertyconstruction.com  
CCB #218233

NW.Liberty Construction LLC  
 310 NE KingsValley Hwy #122  
 Dallas OR 97338

Mobile: (503)510-9248

nwlibertyconstruction@gmail.com

www.Nwlibertyconstruction.com

CCB #218233



**Customer**

William Sullivan  
 Falls City  
 299 Mill St.  
 Falls City OR. 97344  
 Mobile: (503) 787-3631  
 wsullivan@fallscityoregon.gov

**Estimate**

Job Name Falls City#2  
 Job Number 83  
 Issue Date February 19, 2020  
 Valid Until March 20, 2020

**Job Site**

Clinic  
 304 N.main St.  
 Falls City OR 97344

Item	Quantity	Unit Price	Amount
Windows, Vnyl, 30" wide vinyl casement window, 60" tall	4 Ea	\$960.44 / Ea	\$3,841.76
Material		\$842.40 / Ea	\$3,369.60
Labor		\$118.04 / Ea	\$472.16
<i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i>			
Windows, Vinyl, 36" wide vinyl casement window (double), 48" tall	6 Ea	\$1,017.64 / Ea	\$6,105.84
Material		\$899.60 / Ea	\$5,397.60
Labor		\$118.04 / Ea	\$708.24
<i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i>			
Windows, Vinyl, 24" wide vinyl casement window, 48" tall	12 Ea	\$779.61 / Ea	\$9,355.32
Material		\$695.50 / Ea	\$8,346.00
Labor		\$84.11 / Ea	\$1,009.32
<i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i>			
Windows, Vinyl, 48" wide vinyl fixed (picture) window, 60" tall	7 Ea	\$575.64 / Ea	\$4,029.48

# Estimate

February 19, 2020

Item	Quantity	Unit Price	Amount
Material		\$457.60 / Ea	\$3,203.20
Labor		\$118.04 / Ea	\$826.28
<p><i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i></p>			
<b>Windows, Vinyl, 24" wide vinyl awning window, 24" tall</b>	<b>2 Ea</b>	<b>\$704.21 / Ea</b>	<b>\$1,408.42</b>
Material		\$620.10 / Ea	\$1,240.20
Labor		\$84.11 / Ea	\$168.22
<p><i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i></p>			
<b>Windows, Vinyl, 24" wide vinyl casement window, 36" tall</b>	<b>6 Ea</b>	<b>\$726.31 / Ea</b>	<b>\$4,357.86</b>
Material		\$642.20 / Ea	\$3,853.20
Labor		\$84.11 / Ea	\$504.66
<p><i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i></p>			
<b>Windows, Vinyl, 36" wide vinyl single-hung window, 36" tall</b>	<b>6 Ea</b>	<b>\$429.91 / Ea</b>	<b>\$2,579.46</b>
Material		\$345.80 / Ea	\$2,074.80
Labor		\$84.11 / Ea	\$504.66
<p><i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i></p>			
<b>Windows, Vinyl, 30" wide vinyl awning window, 30" tall</b>	<b>2 Ea</b>	<b>\$852.41 / Ea</b>	<b>\$1,704.82</b>
Material		\$768.30 / Ea	\$1,536.60
Labor		\$84.11 / Ea	\$168.22
<p><i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i></p>			
<b>Windows, Vinyl, 36" wide vinyl awning window, 24" tall</b>	<b>6 Ea</b>	<b>\$848.51 / Ea</b>	<b>\$5,091.06</b>
Material		\$764.40 / Ea	\$4,586.40
Labor		\$84.11 / Ea	\$504.66
<p><i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$28, half-elliptical \$46, round \$28, elliptical \$38, quarter-round \$28, casement \$37, awning \$37, single-hung \$28, sliding \$32, fixed (picture) \$34.</i></p>			
<b>Demo and replace front concrete steps</b>	<b>1 Ea</b>	<b>\$1,765.98 / Ea</b>	<b>\$1,765.98</b>
Material		\$855.98 / Ea	\$855.98

# Estimate

February 19, 2020

Item	Quantity	Unit Price	Amount
Labor		\$910.00 / Ea	\$910.00
<i>Remove old concrete steps replace</i>			
<b>New metal hand rails for front porch steps</b>	<b>2 Ea</b>	<b>\$481.00 / Ea</b>	<b>\$962.00</b>
Material		\$325.00 / Ea	\$650.00
Labor		\$156.00 / Ea	\$312.00
<i>Includes hand metal hand rails ,mounting hardware and labor</i>			
<b>Repair shoring under front porch</b>	<b>1 Ea</b>	<b>\$227.50 / Ea</b>	<b>\$227.50</b>
Material		\$32.50 / Ea	\$32.50
Labor		\$195.00 / Ea	\$195.00
<b>ADA access ramp Finish Carpentry, Hand rail, Install hand rail, paint-grade pine</b>	<b>108 LF</b>	<b>\$13.53 / LF</b>	<b>\$1,461.56</b>
Material		\$5.21 / LF	\$563.00
Labor		\$8.32 / LF	\$898.56
<i>Includes wood hand rail, brackets with screws, and installation labor. Also includes 4% waste.</i>			
<b>Repair flashing on roof around upstairs living area</b>	<b>1 Ea</b>	<b>\$379.60 / Ea</b>	<b>\$379.60</b>
Material		\$145.60 / Ea	\$145.60
Labor		\$234.00 / Ea	\$234.00
<i>Was installed improperly needs to be installed under siding for proper Weatherization</i>			
<b>Fix and replace cedar shingle siding as needed</b>	<b>1 Ea</b>	<b>\$773.50 / Ea</b>	<b>\$773.50</b>
Material		\$318.50 / Ea	\$318.50
Labor		\$455.00 / Ea	\$455.00
<i>Some are missing and some will have to be replaced when we address roof flashing problem</i>			
<b>Front porch railing repair</b>	<b>1 Ea</b>	<b>\$3,380.00 / Ea</b>	<b>\$3,380.00</b>
Material		\$1,560.00 / Ea	\$1,560.00
Labor		\$1,820.00 / Ea	\$1,820.00
<i>Remove all damaged wood and replace getting rid of slope</i>			
<b>Electrician</b>	<b>1 Ea</b>	<b>\$15,000.00 / Ea</b>	<b>\$15,000.00</b>
Subcontract		\$15,000.00 / Ea	\$15,000.00
<i>Not to accede \$15,000 Price unknown</i>			
<b>Chimney specialist to evaluate and repair what's needed</b>	<b>1 Ea</b>	<b>\$7,000.00 / Ea</b>	<b>\$7,000.00</b>
Subcontract		\$7,000.00 / Ea	\$7,000.00
<i>Price not to exceed 7,000</i>			
<b>Plumber</b>	<b>1 Ea</b>	<b>\$15,000.00 / Ea</b>	<b>\$15,000.00</b>
Subcontract		\$15,000.00 / Ea	\$15,000.00
<i>Not to accede 15,000 Cast not known</i>			
<b>Replace missing decorative corbel on left side of house</b>	<b>1 Ea</b>	<b>\$91.00 / Ea</b>	<b>\$91.00</b>
Material		\$32.50 / Ea	\$32.50
Labor		\$58.50 / Ea	\$58.50
<b>Repair roof leaks around both fireplaces</b>	<b>1 Ea</b>	<b>\$409.50 / Ea</b>	<b>\$409.50</b>
Material		\$195.00 / Ea	\$195.00
Labor		\$214.50 / Ea	\$214.50

# Estimate

February 19, 2020

Item	Quantity	Unit Price	Amount
<b>Interior doors</b>	1 Ea	\$455.00 / Ea	\$455.00
Labor		\$455.00 / Ea	\$455.00
<i>Adjust all doors so they work properly</i>			
<b>Siding, Fascia, replace, cedar 6" to 12" wide</b>	92 LF	\$8.47 / LF	\$779.79
Material		\$5.77 / LF	\$531.02
Labor		\$2.70 / LF	\$248.77
<i>Includes fascia material, rust-resistant fasteners, and installation. Does not include soffits or rough fascia. Includes 4% waste.</i>			
<b>Exterior paint</b>	2,600 Ea	\$5.36 / Ea	\$13,925.60
Material		\$2.46 / Ea	\$6,388.20
Labor		\$2.90 / Ea	\$7,537.40
<i>Includes prep and safe removal of lead based paint flakes Not a total abatement Painting of all surfaces on exterior of house to color or colors you pick</i>			
<b>Repair leak damage to wall and ceiling by chimney</b>	1 Ea	\$585.00 / Ea	\$585.00
Material		\$195.00 / Ea	\$195.00
Labor		\$390.00 / Ea	\$390.00
<i>Remove damaged plaster on affected area and replace with drywall</i>			
<b>Flooring, Vinyl plank flooring</b>	1,100 SF	\$4.94 / SF	\$5,434.00
Material		\$3.51 / SF	\$3,861.00
Labor		\$1.43 / SF	\$1,573.00
<i>Includes vinyl plank flooring, under padding, floor prep and installation</i>			
<b>Flooring, Carpet, replace, standard grade</b>	118 SY	\$50.74 / SY	\$5,987.20
Material		\$40.95 / SY	\$4,832.10
Labor		\$9.79 / SY	\$1,155.10
<i>Includes carpet, tackless strips, seaming tape, and installation. Includes 12% waste. Does not include pad. Carpet is available in virtually every price imaginable. These prices should be considered allowances for typical grades found in residential and light commercial structures. Lower grades have thin pile that can be pulled aside to expose the backing. Top grades include wool carpets, pattern carpets, and 52-ounce cut pile carpets.</i>			
<b>Siding, Window trim replace, cedar 4 to 6" wide</b>	494 LF	\$7.03 / LF	\$3,474.30
Material		\$4.33 / LF	\$2,138.52
Labor		\$2.70 / LF	\$1,335.78
<i>Includes fascia material, rust-resistant fasteners, and installation. Does not include soffits or rough fascia. Includes 4% waste.</i>			
<b>Base boards</b>	672 LF	\$3.08 / LF	\$2,070.43
Material		\$1.65 / LF	\$1,109.47
Labor		\$1.43 / LF	\$960.96
<i>Includes met baseboards and installation</i>			
<b>Seismic stablization</b>	11 Ea	\$93.60 / Ea	\$1,029.60
Material		\$46.80 / Ea	\$514.80
Labor		\$46.80 / Ea	\$514.80
<i>Add Brackets where needed to stabilize post and beams underneath house</i>			
<b>Paint interior</b>	1 Ea	\$2,925.00 / Ea	\$2,925.00
Material		\$975.00 / Ea	\$975.00
Labor		\$1,950.00 / Ea	\$1,950.00
<i>Includes caulking and filling of holes in walls by nails</i>			

# Estimate

February 19, 2020

Item	Quantity	Unit Price	Amount
<b>Drywall, Texture drywall, with heavy hand texture</b>	156 SF	\$0.97 / SF	\$150.07
Material		\$0.51 / SF	\$79.09
Labor		\$0.46 / SF	\$70.98
<i>Kitchen ceiling</i>			
<b>Dumpster and dump fees</b>	1 Ea	\$780.00 / Ea	\$780.00
Equipment		\$780.00 / Ea	\$780.00
<b>Siding, Fascia, replace, cedar to 6" wide</b>	50 LF	\$7.03 / LF	\$351.65
Material		\$4.33 / LF	\$216.45
Labor		\$2.70 / LF	\$135.20
<i>Includes fascia material, rust-resistant fasteners, and installation. Does not include soffits or rough fascia. Includes 4% waste.</i>			
<b>Siding, Rain gutter, replace, aluminum</b>	140 LF	\$11.41 / LF	\$1,597.96
Material		\$8.42 / LF	\$1,179.36
Labor		\$2.99 / LF	\$418.60
<i>Includes rain gutter with hidden rust-resistant fasteners and installation. Does not include downspouts. Includes 3% waste.</i>			
<b>Siding, Rain gutter downspout, replace, aluminum</b>	93 LF	\$13.06 / LF	\$1,215.03
Material		\$10.28 / LF	\$956.31
Labor		\$2.78 / LF	\$258.72
<i>Includes manufactured downspout, fasteners, elbows, and installation. Does not include gutter. Also includes 3% waste.</i>			
<b>Clean moss off roof</b>	1 Ea	\$0.00 / Ea	\$0.00
<b>Demo</b>	1 Ea	\$1,560.00 / Ea	\$1,560.00
Labor		\$1,560.00 / Ea	\$1,560.00
<b>Porch ada access ramp balusters</b>	83 Ea	\$5.86 / Ea	\$485.56
Material		\$3.45 / Ea	\$285.94
Labor		\$2.41 / Ea	\$199.62
<i>Needed to meet code</i>			
<b>Ada ramp</b>	1 Ea	\$676.00 / Ea	\$676.00
Material		\$156.00 / Ea	\$156.00
Labor		\$520.00 / Ea	\$520.00
<i>Tighten up and paint adding sand to paint on floor for grip</i>			

	Material	Labor	Equipment	Subcontract	Total
<b>Price</b>	\$61,378.94	\$29,247.91	\$780.00	\$37,000.00	\$128,406.85

  
 \_\_\_\_\_ Date 2/19/20  
 Jamie Hotchkiss  
 NW.Liberty Construction LLC

\_\_\_\_\_ Date \_\_\_\_\_  
 William Sullivan  
 Falls City

## Exhibit B



### **Falls City Clinic #1**

306 N. Main St.  
Falls City OR 97344

Submitted By:

### **NW.Liberty Construction LLC**

310 NE KingsValley Hwy #122  
Dallas OR 97338

Mobile: (503)510-9248

[nwlibertyconstruction@gmail.com](mailto:nwlibertyconstruction@gmail.com)

[www.Nwlibertyconstruction.com](http://www.Nwlibertyconstruction.com)

CCB #218233

NW.Liberty Construction LLC  
 310 NE KingsValley Hwy #122  
 Dallas OR 97338

Mobile: (503)510-9248

nwlibertyconstruction@gmail.com

www.Nwlibertyconstruction.com

CCB #218233



**Customer**

William Sullivan

Falls City

299 Mill St.

Falls City OR. 97344

Mobile: (503) 787-3631

wsullivan@fallscityoregon.gov

**Estimate**

Job Name Falls City Clinic #1  
 Job Number 82  
 Issue Date January 3, 2020  
 Valid Until February 2, 2020

**Job Site**

Clinic

306 N. Main St.

Falls City OR 97344

Item	Quantity	Unit Price	Amount
Windows, Vinyl, 60" wide vinyl sliding window, 60" tall	1 Ea	\$691.60 / Ea	\$691.60
Material		\$569.40 / Ea	\$569.40
Labor		\$122.20 / Ea	\$122.20
<i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. For double-hung windows add approximately 10% to the cost of single-hung. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$29, half-elliptical \$47, round \$29, elliptical \$39, quarter-round \$29, casement \$38, awning \$38, single-hung \$29, sliding \$33, fixed (picture) \$35.</i>			
Windows, Vinyl, 36" wide vinyl single-hung window, 60" tall	5 Ea	\$520.00 / Ea	\$2,600.00
Material		\$432.90 / Ea	\$2,164.50
Labor		\$87.10 / Ea	\$435.50
<i>All vinyl windows are double-glazed with clear glass. All costs are for standard windows. Manufacturers' window sizes vary. For standard units round measurements to the nearest size. Add approximately 80% for custom sizes. For double-hung windows add approximately 10% to the cost of single-hung. Some manufacturers provide a less rigid, lower grade of windows for 15% less. For aluminum grid between panes of glass or removable grilles outside of window add: half-round \$29, half-elliptical \$47, round \$29, elliptical \$39, quarter-round \$29, casement \$38, awning \$38, single-hung \$29, sliding \$33, fixed (picture) \$35.</i>			
Siding, Hardboard lap siding, remove	1,208 SF	\$0.84 / SF	\$1,020.76
Labor		\$0.84 / SF	\$1,020.76
<i>Includes hardboard lap siding, rust-resistant nails, and installation. Also includes 4% waste.</i>			
1/2 in wafer board subsiding	1,208 Ea	\$5.17 / Ea	\$6,250.19
Material		\$2.77 / Ea	\$3,344.95
Labor		\$2.40 / Ea	\$2,905.24
Siding, Hardboard lap siding, replace	1,208 SF	\$3.73 / SF	\$4,507.04
Material		\$1.77 / SF	\$2,135.74

# Estimate

January 3, 2020

Item	Quantity	Unit Price	Amount
Labor		\$1.96 / SF	\$2,371.30
<i>Includes hardboard lap siding, rust-resistant nails, and installation. Also includes 4% waste.</i>			
<b>Demo-floor</b>	480 Ea	\$0.84 / Ea	\$405.60
Labor		\$0.84 / Ea	\$405.60
<b>Siding, Fascia, remove, wood</b>	78 LF	\$0.84 / LF	\$65.91
Labor		\$0.84 / LF	\$65.91
<i>Includes fascia material, rust-resistant fasteners, and installation. Does not include soffits or rough fascia. Includes 4% waste.</i>			
<b>Siding, Fascia, replace, cedar 6" to 12" wide</b>	78 LF	\$8.64 / LF	\$673.29
Material		\$5.84 / LF	\$455.28
Labor		\$2.80 / LF	\$218.01
<i>Includes fascia material, rust-resistant fasteners, and installation. Does not include soffits or rough fascia. Includes 4% waste.</i>			
<b>Replace sub flooring</b>	480 Ea	\$2.86 / Ea	\$1,372.80
Material		\$1.30 / Ea	\$624.00
Labor		\$1.56 / Ea	\$748.80
<i>3/4 wafer board sub floor</i>			
<b>Doors, Entry door fanlite, replace, single entry door, high grade</b>	2 Ea	\$790.40 / Ea	\$1,580.80
Material		\$627.90 / Ea	\$1,255.80
Labor		\$162.50 / Ea	\$325.00
<i>Includes fanlite, fasteners, and installation. Fanlites are semi-circular or half-elliptical windows that appear above doors. True fanlites have mullions that fan out from the bottom center of the lite. Lower grades will have a simulated fan grid. All fanlites include jamb and casing. Does not include wall framing, caulking, or finishing.</i>			
<b>Foundation</b>	1 Ea	\$4,940.00 / Ea	\$4,940.00
Material		\$1,560.00 / Ea	\$1,560.00
Labor		\$3,380.00 / Ea	\$3,380.00
<i>Includes new beams and foundation blocks</i>			
<b>Clean roof moss</b>	1 Ea	\$0.00 / Ea	\$0.00
<i>Free</i>			
<b>Extend bathroom</b>	1 Ea	\$3,551.60 / Ea	\$3,551.60
Material		\$1,500.20 / Ea	\$1,500.20
Labor		\$2,051.40 / Ea	\$2,051.40
<i>Move inner wall back 2 feet to creat proper space for bathroom</i>			
<b>Electrical</b>	1 Ea	\$8,000.00 / Ea	\$8,000.00
Subcontract		\$8,000.00 / Ea	\$8,000.00
<i>Not to exceed \$8,000</i>			
<b>Plumbing</b>	1 Ea	\$8,000.00 / Ea	\$8,000.00
Subcontract		\$8,000.00 / Ea	\$8,000.00
<i>Not to exceed \$8,000</i>			
<b>Drywall, 1/2" drywall installed, replace, with medium texture</b>	288 SF	\$4.01 / SF	\$1,153.15
Material		\$1.38 / SF	\$396.86
Labor		\$2.63 / SF	\$756.29
<i>Includes drywall board, drywall mud, drywall nails and/or screws, drywall tape, and corner bead.</i>			

# Estimate

January 3, 2020

Item	Quantity	Unit Price	Amount
<b>Add new counter and cabinets kitchen</b>	<b>1 Ea</b>	<b>\$5,323.50 / Ea</b>	<b>\$5,323.50</b>
Material		\$2,723.50 / Ea	\$2,723.50
Labor		\$2,600.00 / Ea	\$2,600.00
<i>Includes upper and lower cabinets along one wall in kitchen For Micah countertop</i>			
<b>Painting, Siding, Paint exterior siding, 1 coat</b>	<b>1,308 SF</b>	<b>\$1.89 / SF</b>	<b>\$2,482.58</b>
Material		\$0.53 / SF	\$697.16
Labor		\$1.36 / SF	\$1,785.42
<b>Painting, Drywall, plaster and stucco, Paint plaster or drywall, prime</b>	<b>1,200 SF</b>	<b>\$0.78 / SF</b>	<b>\$936.00</b>
Material		\$0.27 / SF	\$327.60
Labor		\$0.51 / SF	\$608.40
<b>Painting, Drywall, plaster and stucco, Paint plaster or drywall, 1 coat</b>	<b>1,200 SF</b>	<b>\$0.80 / SF</b>	<b>\$951.60</b>
Material		\$0.29 / SF	\$343.20
Labor		\$0.51 / SF	\$608.40
<b>Flooring, Vinyl floor, replace, standard grade</b>	<b>54 SY</b>	<b>\$54.08 / SY</b>	<b>\$2,920.32</b>
Material		\$40.56 / SY	\$2,190.24
Labor		\$13.52 / SY	\$730.08
<i>Includes sheet vinyl in either 6' or 12' widths, vinyl glue, and installation. Allowances for typical grades of vinyl used in residential and light commercial structures. Higher quality vinyl is thicker at 25-30 mils than lower quality vinyl which can be as thin as 10 to 15 mils. Blurry or fuzzy patterns are a sign of lower quality vinyl. Sharp edges, bright colors, and clear patterns are usually a sign of high quality vinyl. Higher quality vinyl is also free from blemishes. Does not include vinyl cove. Estimate vinyl cove separately.</i>			
<b>Base board</b>	<b>186 Ea</b>	<b>\$3.08 / Ea</b>	<b>\$573.06</b>
Material		\$1.65 / Ea	\$307.08
Labor		\$1.43 / Ea	\$265.98
	<b>Material</b>	<b>Labor</b>	<b>Subcontract</b>
<b>Price</b>	<b>\$20,595.51</b>	<b>\$21,404.29</b>	<b>\$16,000.00</b>
			<b>\$57,999.80</b>

  
 \_\_\_\_\_ Date 1/3/20  
 Jamie Hotchkiss  
 NW.Liberty Construction LLC

\_\_\_\_\_ Date \_\_\_\_\_  
 William Sullivan  
 Falls City

# Exhibit C

# ESTIMATE



**City of Falls City C/O William Sullivan**  
 304 Main St.  
 Falls City, Oregon 97344  
 (503) 787-3631

**Anderson Quality Construction, LLC.**

1341 N. 16th St  
 Monmouth, Oregon 97361  
 Phone: (503) 689-4848  
 Email: andersonqc.llc@gmail.com

Estimate # 001226  
 Date 02/03/2020  
 PO # 304  
 Business / Tax # CCB#220449

Description	Quantity	Rate	Total
<p><b>Permits and fees</b></p> <p>Standard city building permit for Electric, Plumbing or HVAC will be required and must be shown as proof prior to subcontractors working on site.                      All necessary permits for remediation and repairs will be an unknown cost at this time. These fees will be based off of the total cost of the project.                      Specialty permits may be needed for repairs including, Chimney repair and Asbestos abatement.</p>	1.0	\$1,000.00	\$1,000.00
<p><b>Outbuilding 1. Carport/storage</b></p> <p>This outbuilding will require demolition of existing siding to access the frame of the structure.                      1. Siding is asbestos and will require an Asbestos abatement company to remove all hazardous surfaces. Approximate cost \$1500.00                      Siding removal includes labor cost.                      2. New framing will be installed as well as an exterior entry door installed. substrate plywood, water barrier and roof venting will be installed. Estimated cost of materials \$600.00                      3. New exterior trim and siding will be installed using 5 1/4 x4 exterior grade trim and Hardie board with a 6" reveal to match existing area homes. The seams and joints will be properly water sealed and prepped for paint. Estimated cost of materials \$2000.00                      4. New paint on the trim and siding. Estimated cost for paint and application \$600.00                      Total cost for removal and materials \$4700.00                      This change will alter the structure and create a safe storage area on the property.</p>	1.0	\$4,700.00	\$4,700.00
<p><b>306 N. Main St.</b></p> <p>Home inspection report requirements to be met first.</p> <p>This building will require the need for Plumbing, Electrical and HVAC for various repairs listed in all rooms of this property. This price is unknown. I would estimate this cost to not exceed 3500.00                      1. Current exterior soffits, siding, porch, windows and trim are all</p>	1.0	\$19,290.00	\$19,290.00

36

showing signs of intrusive rot and or animal damage. Removal of the exterior down to substrate or framing will need to be done using an asbestos abatement company. Approximate cost \$1500.00

2. New framing will be installed as needed to support walls and ceilings. New doors for front and rear of building as well as new upgraded windows will be installed prior to siding replacement. Estimated cost \$1600.00

3. New exterior trim and siding will be installed using 5 1/4 x4 exterior grade trim and Hardie board with a 6" reveal to match existing area homes. The seams and joints will be properly water sealed and prepped for paint. Estimated cost of materials \$2500.00

4. New paint on the trim and siding. Estimated cost for paint and application \$800.00

5. New gutters are necessary with proper downspouts and drainage away from the building. \$300.00

6. Install new smoke detectors as well as carbon monoxide alarms to code. \$120.00

7. Kitchen/break room area will require an upgraded cabinet as well as functioning sink. \$600.00

8. New toilet with fittings as well as a new vanity/sink \$610.00

9. New hot water heater \$450.00

10. Interior repairs to walls, ceiling and trim. \$850.00

11. New bathroom door, rear exterior door and front entry door, new door and window trim, new base molding \$1260.00

12. Crawlspace vapor barrier as well as sufficient framing to support the structure and level the floors. This step will also be when the surrounding ground material be removed and pulled away from the structure to allow access. New post and beam on concrete pier blocks will be used to properly set the home to code.

A concrete block wall will be installed around the home to close off the crawl space. Estimated cost for this repair \$4600.00

13. Once the home is level and secured, the new porch will be built to the front of the structure. \$600.00

Total cost for removal and materials \$18,030.00

This change will alter the structure and create a safe storage area on the property

304 N. Main St Exterior

1.0

\$162,270.00 \$162,270.00

Largest of the buildings on the property

EXTERIOR:

Removal of the brick wall at sidewalk. "Community"?

Removal of dead trees and shrubs, overgrown tree limbs/bushes as well as yard leveling to drain water away from the residence will be needed to satisfy code. "Community"?

Removal of Asbestos siding, windows and trim will be necessary before construction can begin. \$10,950.00 "estimated"

Removal of dilapidated handicap ramp and a new ramp system installed. \$2350.00

Removal of the front porch and stairs to repair failed framing and support structure and the installation of a new front porch with stairs and railing to code. \$5800.00

Chimney Falling away from home. Re attach and waterproof plus new piping and cap. Must rebuild prior to new siding. \$7200.00

Second chimney needs to be grinned and new mortar installed. Upgrade flashing and new cap. \$ 2800.00

Removal and replacement of rotten and failed fascia/rake boards around the home. \$1960.00

Removal and replacement old and rotten soffit. \$800.00

Install vapor barrier to home \$1100.00

Vicor around door and window openings. \$450.00

Installation of new flashing at roof and all exposed water hazards. \$960.00

37

New doors/windows, siding, trim and Body/trim paint using Hardie siding with 6 inch reveal, Jeld-Wen windows and Therma Tru Benchmark exterior doors. \$127,900.00

304 Main St Interior

1.0

\$36,250.00

\$36,250.00

Basement,  
Pier posts showing signs of water damage and do not have the correct framing or seismic connections required by code. Request an engineers report for proper framing and connections.  
Unknown cost!  
Basement floors are starting to crack and need to be sealed and filled to stop further damage. \$375.00  
Stairs for the basement entry need to be re built and brought to code. \$560.00  
Proper insulation to the ceiling needs to be installed. \$2000.00  
Sump well and pump need to be inspected for functionality and all water drains must clear the code for drainage. (\$400.00)  
Potential  
Laundry area requires a dryer vent line to be installed and vent outside. currently vents to the basement which adds moisture and potential fire hazard. \$125.00

FIRST LEVEL

All rooms show signs of water damage, cracking or failing materials on the ceilings. Settling and wear cracks in main floor walls need to be addressed.\$500.00  
Main living room walls and ceilings need removal of all lathe and plaster. new sheetrock and finishing needs to be installed and painted. \$2895.00  
All new insulation in the exterior walls needs to be replaced with updated sound and weather insulation. \$1800.00  
All main living room hardwood flooring is buckling creating a trip hazard. Suggest repair and refinish. all new door, window and base molding needed. \$2700.00  
Main front door is included in the siding, door and window section.

Sunroom floor has settled with a slope and needs to be leveled. \$750.00  
Sunroom floor to be repaired, sanded and re finished. \$1875.00  
Sunroom French doors need to be replaced with new functioning doors.\$800.00  
Sunroom wood paneling to be stripped and replaced with sheetrock. \$650.00  
Sunroom ceiling shows signs of water damage. Finding the cause and repair as needed. ?  
Sunroom needs new molding for doors and windows plus paint. \$450.00  
New closet door to be installed. \$275.00

Room 1

Room 1 door to be replaced and carpet to be removed. Flooring may be hardwood that can be refinished. \$560.00  
New closet doors to be installed. \$275.00  
Walls are cracked from settling and need to be repaired prior to painting. \$175.00  
Carpet must be removed. May have existing hardwood that can be refinished. \$600.00  
All plumbing and electrical in this room needs to be properly installed and upgraded. Electrician cost  
Outlets near water source must be GFCI protected. Electrician cost  
New trim for doors, windows and floors to be installed and room/trim to be painted. \$450.00

Room 2

door to be replaced and carpet to be removed. Flooring may be hardwood that can be refinished. \$560.00  
 New closet doors to be installed. \$275.00  
 Walls are cracked from settling and need to be repaired prior to painting. \$175.00  
 Carpet must be removed. May have existing hardwood that can be refinished. \$600.00  
 All plumbing and electrical in this room needs to be properly installed and upgraded. Electrician cost  
 Outlets near water source must be GFCI protected. Electrician cost  
 New trim for doors, windows and floors to be installed and room/trim to be painted. \$450.00

**Room 3**

door to be replaced and carpet to be removed. Flooring may be hardwood that can be refinished. \$560.00  
 New closet doors to be installed. \$275.00  
 Walls are cracked from settling and need to be repaired prior to painting. \$175.00  
 Carpet must be removed. May have existing hardwood that can be refinished. \$600.00  
 All plumbing and electrical in this room needs to be properly installed and upgraded. Electrician cost  
 Outlets near water source must be GFCI protected. Electrician cost  
 New trim for doors, windows and floors to be installed and room/trim to be painted. \$450.00

**Kitchen**

Updated plumbing, fixtures and lighting needed in the kitchen. New cabinets and countertops are needed to make the space functional. Nostalgic kitchen appliances may be used in new space after they are inspected and passed for functionality and safety. \$5500.00

**Bathroom 1 Half bath**

All electrical to be addressed in bath. we recommend removing sink, cabinet, toilet and fixtures and installing new updated vanity and toilet. Remove all trim and door and replace with new trim and new door. The vinyl floor is not repairable and will need new vinyl installed. All wall and ceiling crack are to be filled and all surfaces painted. \$2500.00

**Bathroom 2 Main Bath**

All electrical to be addressed in bath. we recommend removing sink, cabinet, toilet bathtub and fixtures and installing new updated vanity, toilet and tub. Remove all trim and door and replace with new trim and new door. The vinyl floor is not repairable and will need new vinyl installed. There is substantial water damage to the floor near the toilet that will require repairs. All wall and ceiling crack are to be filled and all surfaces painted. \$4100.00

All base molding in the main floor needs to be replaced and the entire living space will require updated lighting, outlets and switches and paint. \$3700.00

**Second Floor**

1.0 \$10,960.00 \$10,960.00

**East room**

Update electrical in the room and walk in closet. Electrician cost  
 Remove paneling from the walls and prep for paint. \$375.00  
 Inspect carpeting and possibly replace based on damage, smell or looks. (\$500.00) Potential  
 This room will need the door re set and new trim molding

39

throughout. \$475.00  
 Paint all surfaces \$390.00

**South room**  
 Update electrical in the room. Electrician cost  
 Remove paneling from the walls and prep for paint. \$375.00  
 Inspect carpeting and possibly replace based on damage, smell or looks. (\$500.00) Potential  
 This room will need the removed and a new door installed and new trim molding throughout. \$590.00  
 Paint all surfaces. \$390.00  
 There is no heat source to this room. Recommend installing forced heat. \$275.00

**Main living area break room**  
 Recommend removing old dilapidated cabinets and installing new kitchenette. New sink and fixtures. Existing nostalgia refrigerator may be used once inspected for safety and functionality. \$2290.00  
 Electrical work needed to bring space up to code. Electrician cost  
 Remove old damaged vinyl and replace with updated flooring. \$675.00  
 New paint on all surfaces. \$675.00  
 Fireplace in this space will need to be corrected and sealed for safety. New venting is necessary \$3450.00

**Main Bathroom**  
 All electrical to be addressed in bath. we recommend removing sink, cabinet, toilet bathtub and fixtures and installing new updated vanity, toilet and tub. Remove all trim and door and replace with new trim and new door. The vinyl floor is not repairable and will need new vinyl installed. All wall and ceiling cracks are to be filled and all surfaces painted. \$3800.00

All base molding on the 2nd floor needs to be replaced and the entire living space will require updated lighting, outlets and switches and paint. \$3700.00

<b>Deliverables</b>	<b>1.0</b>	<b>\$5,700.00</b>	<b>\$5,700.00</b>
---------------------	------------	-------------------	-------------------

On site and regularly emptied. The 30yrd container will need to be on site and emptied at least once per week for the duration of the project.  
 Typical rental charge is 450.00 per week. estimated 10 weeks for remodel.  
 On site portable latrine and sanitizer station with weekly service shall be on site for the duration of the project \$120.00 per week

<b>Attic space</b>	<b>1.0</b>	<b>\$1,800.00</b>	<b>\$1,800.00</b>
--------------------	------------	-------------------	-------------------

Attic access in multiple rooms should be cleared of all older debris. These areas are in poor condition and should be updated with new insulation and wall covering. All existing cellulose and batts should be addressed or replaced due to failure or missing. Attic Power Vent needs to be evaluated for proper function or replaced. \$1800.00

<b>Final cleaning for completion</b>	<b>1.0</b>	<b>\$1,200.00</b>	<b>\$1,200.00</b>
--------------------------------------	------------	-------------------	-------------------

Once we have accomplished all phases of the project there will be an interior cleaning crew to prep the home for final walkthrough with the City of Falls City. \$1200.00

<b>Anderson Quality Construction, LLC. Fees and Cost</b>	<b>1.0</b>	<b>\$48,394.00</b>	<b>\$48,394.00</b>
--	------------	--------------------	--------------------

The state industry standard 10% Overhead and 10% Profit will be used to as the payment structure to the general contractor

40

Anderson Quality Construction, LLC. There are no bonuses expected and payment will be divided into thirds.

Based on the estimated cost for the entire project of \$241,970.00  
\$24,197.00 Overhead  
\$24,197.00 Profit  
\$48,394.00 Total

Information gathered	1.0	\$0.00	\$0.00
----------------------	-----	--------	--------

All information gathered to make decisions on price, cost and scope of work came from Premier home inspection service as well as on site video and photography. This is a line item bid with actual cost. This bid represents all structures on the property as well as the grounds. This bid can be altered by the protective client to meet direct or non direct needs. Based on our research and findings, AQC deemed the above line items as noticeably requiring attention and or code violation. AQC and the client can save money on the project with the use of donations, donated labor, material, deliverables etc. Please note there has been nothing added to this project that was not previously discussed or found in the property survey.

---

<b>Subtotal</b>	<b>\$291,564.00</b>
<b>Total</b>	<b>\$291,564.00</b>

Anderson Quality Construction, LLC. of Monmouth, Oregon Proposes to the City of Falls City that the above written scope of work will be managed, and completed by AQC and its subcontractors.

### Scope of Work (SOW).

Contractor shall provide the Services and Deliverable(s) as follows:

AQC "Anderson Quality Construction", Shall provide onsite management of timelines, subcontractors, Orders, site safety/code compliance, direct contact management of the remediation and repairs of home located at 304 Main S. Falls City, OR. 97344. The City of Falls City shall be kept notified and involved in all phases of production as the project progresses up to and including all change orders and production timeline changes. This will include the structural repairs and new material install.

### Deliverables

Deliverables will include local refuse company garbage container to remain on site during remodel as well as a portable usable sanitary latrine system provided with weekly service to be kept on site for project duration. Both of these deliverable units will be maintained by the perspective companies and scheduled for service by AQC.

### Contractor Responsibilities

AQC as the active contractor, shall manage all phases of subcontractor, onsite maintenance, timeline structure and completion deadline inspections. AQC will ensure all phases of the remodel stay within legal code for repair in the state of Oregon and the jobsite code and safety standards of OSHA/OR. All subcontractors will be held responsible for the maintenance and timely payments of their CCB license and insurance carried by each company. Any deviation or cancellation of bond or insurance by a subcontractor will render said contractors work as incomplete and unfinished and will be liable for completion.

AQC shall provide updated spending reports invoices due to the lender, adjuster and owner as well as progress in % for the Summer St. rebuild through start and up to completion of final inspection. Onsite use of alcohol or drugs by any member of AQC or the subcontractors shall not be permitted. These violations will be handled accordingly by the General contractor in advisement from the owner. All copies of the GC and Subcontractor permits and licenses shall be kept on site and a 2nd copy will be held by AQC for the duration of this project. AQC will be responsible for the completion of the full scope of work to be performed on or before the ( ) day of ( . ) 2020.

### Fee Schedule

This project will be paid to AQC in 3 parts for the O&P and contingency percentage of the agreed upon total value of 45,126.56 unless otherwise agreed to by both parties via the project change control procedure, as outlined within. A PCR will be issued specifying the amended value.

This figure is based on Total value in dollars for the renovation in regards to AQC's O&P and 5% bid contingency for cost overage or un known cost related to the project. Contractor Anderson Quality Construction will divide this cost into 3 separate draw exchanges. The first draw in the amount of \$16,131.303 will be when the first funding check is released and work is to start. The second draw for \$16,131.33 will occur during the second funding stage of 50% completion on the structure or half way on the timeline. The final draw in the amount of \$16,131.33 will occur at the final funding stage of the project following a complete final inspection/clear to occupy by the state inspector's office. This contract serves as financial and legal proof of the agreed upon rate and pay schedule for the duration of this project

Following the completion of this project, the Owner, City of Falls City and General Contractor Anderson Quality Construction, all payments will be final and the two parties will no longer share a financial or labor obligation to each other.

42

## Out of pocket and Invoice Procedures

AQC shall be responsible for timely and accurate invoice delivery to the prospective financial parties for deliverables, no covered adjuster items and final subcontractor expenses directly related to the property renovation.

All invoices submitted will be paid in a timely manner to the related agencies upon receipt. Reimbursement for out-of-pocket expenses in connection with performance of this SOW, when authorized and up to the limits set forth in this SOW, shall be in accordance with Client's then-current published policies governing travel and associated business expenses, which information shall be provided by the Client Project Manager.

Invoices shall be submitted monthly in arrears, referencing this Client's SOW Number to the address indicated above. Each invoice will reflect charges for the time period being billed and cumulative figures for previous periods. Terms of payment for each invoice are due upon receipt by Client of a proper invoice. Contractor shall provide Client with sufficient details to support its invoices, including time sheets for services performed and expense receipts and justifications for authorized expenses, unless otherwise agreed to by the parties. Payments for services invoiced that are not received within 30-days from date of invoice will be subject to a 5% penalty per calendar month.

## Completion Criteria

Anderson Quality Construction, LLC. Shall have fulfilled its obligations when any of the following first occurs.

- AQC has provided proof in fact that the above discussed project has been completed and the state of Oregon has approved occupancy and all final payments to AQC, subcontractors, state fees and deliverables fees have been satisfied
- Owner accepts possession of the completed project residence and a clear to occupy has been issued by the state of Oregon and all financial obligations have been fulfilled by the owners, Contractors and Financiers.

## Project change and control procedures

The following process will be followed if a change to this SOW is required:

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
- The designated Project Manager of the requesting party (Contractor or Client) will review the proposed change and determine whether to submit the request to the other party.
- Both Project Managers will review the proposed change and approve it for further investigation or reject it. Contractor and Client will mutually agree upon any charges for such investigation, if any. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOW price, schedule and other terms and conditions of the Agreement.
- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

---

City of Falls City  
City Council Regular Meeting Minutes  
Monday May 11, 2020 6:00 PM  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

---

**COVID-19 Related Conference Call (425)-436-6370, Code #251514**

**Council Present:** 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. Call to Order and Roll Call**

Mayor Gordon called the meeting to order at 6:00PM. Clerk Ward took roll call.

**2. Pledge of Allegiance**

Mayor Gordon led the pledge.

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

A motion was made by J. Drill and seconded by Councilor C. Lauder to change executive session to a different date so for Council to meet in person. Her concern was that Council doesn't know who is included in the meeting when it is done over the phone. Motion Failed 3-3-0-0, Ayes: Lori Jean Sickles, Dennis Sickles, T.J. Bailey. Nays: Jennifer Drill, Tony Meier, Cliff Lauder. Mayor Gordon voted NO breaking the tie.

Council had a brief discussion regarding if there was any cause for concern regarding holding executive session over a Conference Call. Mayor Gordon opened the floor to all Councilors asking them what they felt about it. The Majority of Council agreed that they felt that they could continue to hold executive session via conference in a professional manner if City Manager Corthell felt comfortable with it. Corthell stated that he was.

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

**4. Announcements, Appointments and Appreciations**

- a. Mayor Gordon read the Certificate of Appreciation to Athena Warren (see exhibit A) for stepping in during the time of emergency.
- b. Mayor Gordon read the Proclamation of proclaiming May as Mental Health Awareness Month.

**5. Community & Government Organizations**

- a. Public Works  
None
- b. Falls City Volunteer Fire Department  
None
- c. Sheriff Report

Councilor Drill stated how wonderful it was that out numbers are down and that it is great to see in our community.

**6. Reports**

a. Council

Councilor Bailey has been informally talking to local High School students about potentially starting a committee to help with the possibility of designing and maintaining the Skate Park idea Council voted on in March.

b. Mayor Gordon wanted to touch a little on the reopening process. Gordon stated that Polk County has a pretty strong chance of being approved for the May 15<sup>th</sup> Phase 1 reopening.

c. William Sullivan read his staff report (see exhibit B)

Councilor's Drill and L. Sickles stated they gave theirs back to City hall back when Terry was in charge.

d. Manager Corthell read his staff report (see exhibit C)

Corthell wanted to share that there will be an update on potential updates on the City's Fee Structures.

Corthell a

Councilor Drill asked about opening the Parks.

Corthell stated that we will address that at the May Special Meeting.

Council decided to hold that meeting on Tuesday May 19, 2020 at 6:00 PM

**7. Consent Agenda**

A motion made by Councilor T. Meier and Seconded by Councilor C. Lauder 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

**8. Public Comments**

a. Council addressed two letters that were mailed in by Republic services and once from Clara Jean Dawson (see exhibit D and E)

**9. Executive Session**

Opened at 6:37PM

Closed at 7:52PM

**10. New Business**

a. Resolution 11-2020

Council held discussion regarding the changes made to City Manager Corthell's new contract. (See exhibit F)

Councilor Lauder had questions regarding the wording in the contract in regards to termination. Lauder does not agree with the aberration section of the contract.

Mayor Gordon stated that it's only if the termination is a "no cause termination" and not "for cause". Gordon also stated that the language was a part of the original contract.

Corthell stated that was also a part of the waiver provision where he would help find and train his replacement. This clause keeps everyone honest.

Councilor Drill asked if the City Attorney has read over the new contract.

Corthell stated that we should go over terms before sending to the attorney because council will need to make a Motion to either except the contract as written or change those terms and hold a vote.

Council agreed that they felt comfortable with accepting the contract as written.

Councilor Drill asked if the raise was based on a review after twelve months or if it is an automatic raise

Corthell stated that currently he doesn't have any raises scheduled with the old contract with the new one he will automatically get a raise after Twelve (12) Months unless there is some reason council feels that is not appropriate and if that is what a councilor choses they can put it on an agenda for council review.

Councilor Lauder wanted to have Council remember that if Corthell were to be terminated without cause then the City would have to pay Corthell six (6) months' salary.

Councilor Drill asked if there was a possibility to split the difference and have Corthell give three (3) months' notice and three (3) months' severance pay.

Councilor Bailey stated that he felt the contract was extremely fair and wanted to have some clarification on what changes were being made.

Mayor Gordon explained that the changes are the gross salary amount, increase in paid time off from ten (10) days to fifteen (15) days and the severance package moving for three (3) months to six (6) months.

Councilor Meier agreed with Councilor Drill in suggesting Corthell split the difference in his severance package if he were fired without cause. Meier also stated that even with that suggestion he feels comfortable with the contract as is.

Corthell stated that this contract was negotiated by the parties Council elected and the fact that one of the negotiators is suggesting changing it last minute is distasteful. Corthell added that he was not willing to change the contract at this point.

---

Councilor Bailey would like to apologize to Corthell regarding the suggestion of changing negotiations and would like to propose a motion with the contract as is.

Councilor L. Sickles asked how much it would be to have the attorney review the new contract.

Corthell stated it would be a few hundred dollars.

Mayor Gordon stated he would be comfortable adopting this contract.

Councilor D. Sickles called for a question.

A motion made by Councilor J. Drill and Seconded by Councilor C. Lauder I move that the City Council of the City of Falls City amend the Motion to include legal review Motion Failed 2-4-0-0. Ayes: Jennifer Drill, Cliff Lauder Nays: Tony Meier, Lori Jean Sickles, Dennis Sickles, And T.J. Bailey

A motion made by Councilor T. Bailey and Seconded by Councilor T. Meier I move that the City Council of the City of Falls City adopt resolution 11-2020, A RESOLUTION ADOPTING A NEW CONTRACT FOR EMPLOYMENT WITH THE CITY MANAGER. Motion carried 5-1-0-0. Ayes: Lori Jean Sickles, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey. Nays: Jennifer Drill,

- b. Corthell read his staff report stating that with Public Work Superintendent Poe's retirement. Corthell stated he feels that providing this one time deviation to extend Poe's health benefits for six (6) after his retirement is the least we can do to show our gratitude for his long time dedication to working for the city.

A motion made by Councilor C. Lauder and Seconded by Councilor D. Sickles I move that the City Council of the City of Falls City adopt resolution 10-2020, A RESOLUTION AUTHORIZING A ONE TIME DEVIATION FROM THE CITY'S PERSONNEL POLICY TO CONTINUE DON POE'S HEALTH INSURANCE UNTIL JANUARY 1, 2021. 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

**11. Citizen Committees**

All Citizen Committees are cancelled until further notice.

**12. Adjourn**

The meeting adjourned at 8:50PM.

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

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



# CERTIFICATE OF APPRECIATION

AWARDED THIS 11<sup>TH</sup> DAY OF MAY, 2020 TO

## ATHENA WARREN – CITY OF FALLS CITY

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

---

JEREMY GORDON, MAYOR OF FALLS CITY



Community Development & Outreach Coordinator Report  
May 11, 2020

Dear Honorable Mayor and City Council,

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

Community & Economic Development

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

City Council & Committee Handbooks

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

Thank you for your continued support.

Respectfully Submitted,

*William Sullivan*

William Sullivan  
Community Development & Outreach Coordinator  
Falls City, OR



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

## Manager's Monthly Report

Dear City Council,

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

### COVID-19

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

### FY 2020-2021 Budget

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

### CDBG Wastewater (Council Goal #1)

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

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

**Code Services (Council Goal #2)**

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

**Community Development Coordinator Projects**

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

**Backflows**

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

**Chamberlain Rd. Repair**

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

**Pacific Power Capital Grant**

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

**CLG Grant**

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

**Currently on Back Burner Until Economy Reopens**

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

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

Please advise if you have additional inquiries. Thank you!

Sincerely,

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

**Mac Corthell**

---

**From:** Jackson, Julie <JJackson6@republicservices.com>  
**Sent:** Thursday, April 30, 2020 3:43 PM  
**To:** manager@fallscityoregon.gov  
**Subject:** Republic Services Update  
**Attachments:** IMG\_1687.jpg; Thank You on Cart.jpg; Thank You sign.png

Mac,

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

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

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

---

Other COVID-19-related changes:

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

- We're providing our field employees with necessary personal protective equipment (PPE) as well as face masks.
- We're cleaning and disinfecting our trucks, equipment and facilities multiple times per day.
- We've changed the way we work to ensure proper social distancing.
- Service:
  - We've seen a significant increase in residential waste in our area.
  - We've made some changes like allowing cart contents only for yard debris and recycling, so that we can prioritize trash and recycling collection. This means that drivers are not picking up any extra recycling/cardboard or yard waste on the ground. We suspended bulk collection, but began picking that up again effective April 27<sup>th</sup>. Our recycle depots are all open again. Our offices remain closed to the public.
  - All of these changes are to allow us to have enough drivers to pick up the increased levels of residential waste that we are seeing.
- Taking care of our team:
  - We're offering 10 additional days of PTO for any employee diagnosed with COVID-19.
  - We've adjusted our healthcare plans to cover copays and medical expenses related to COVID-19 treatment along with virtual doctor visits and early prescription refills

Be Well,  
Julie

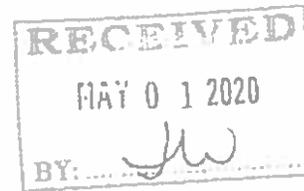
Julie Jackson | Municipal Manager | BU 401, Western Oregon

110 NE Walnut Blvd. Corvallis, OR 97330

Work 541-286-3313, ext. 204 Cell 541-936-1334 Email [ljackson6@republicservices.com](mailto:ljackson6@republicservices.com)



Please think before printing.



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

Dear Mayor and City Councilors,

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

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

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

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

At one time we had a neighborhood watch.

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

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

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

Thank you for considering this issue.

Best regards,  
*Clara Jean Dawson*  
Clara Jean Dawson

PO Box 383  
134 Bridge Street  
Falls City, OR 97344

**jward@fallscityoregon.gov**

---

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

To Whom it May Concern,

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

Kind regards,

Jamie Ward  
City Clerk  
299 Mill St.  
Falls City, Oregon  
Ph. 503.787.3631  
Fa. 503.787.3023  
[jward@fallscityoregon.gov](mailto:jward@fallscityoregon.gov)

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

## EMPLOYMENT AGREEMENT

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

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

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

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

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

### SECTION 1. DUTIES

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

### SECTION 2. TERM

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

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

**SECTION 3. TERMINATION AND SEVERANCE PAY**

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

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

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

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

#### **SECTION 4. SALARY AND RETIREMENT**

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

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

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

#### **SECTION 5. PERFORMANCE EVALUATION**

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

#### **SECTION 6. HOURS OF WORK**

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

#### **SECTION 7. LEAVE**

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

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

#### **SECTION 8. PROFESSIONAL DEVELOPMENT**

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

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

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

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

### **SECTION 9. INDEMNIFICATION**

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

### **SECTION 10. OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

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

### **SECTION 11. GENERAL PROVISIONS**

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

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

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

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

**CITY OF FALLS CITY, OREGON:**

**EMPLOYEE:**

By: \_\_\_\_\_  
Jeremy Gordon, Mayor

\_\_\_\_\_  
Macahan Corthell

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

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

City of Falls City  
**Paid Bills Report**  
 As of May 11, 2020

Date	Memo	Account	Class	Amount
<b>Ag West Supply</b>				
05/11/2020	Inv R133381	Accounts Payable		-58.33
05/11/2020	Small Tools	Equipment O & M	SHARED SERVICES	58.33
	Total Ag West Supply			0.00
<b>City of Salem</b>				
05/11/2020	Inv 2304668	Accounts Payable		-2,306.99
05/11/2020	4th Quarter 911	Professional Services	SHARED SERVICES	2,306.99
	Total City of Salem			0.00
<b>Dallas Auto Parts</b>				
05/11/2020	Acct 3020; Inv 45393	Accounts Payable		-49.99
05/11/2020	Oil Filter	Equipment O & M	SHARED SERVICES	49.99
	Total Dallas Auto Parts			0.00
<b>Edge Analytical</b>				
05/11/2020	April '20 Statement	Accounts Payable		-605.00
05/11/2020	Water Labs Apr '20	Professional Services	SHARED SERVICES	99.00
05/11/2020	Sewer Labs Mar '20	Professional Services	SHARED SERVICES	506.00
	Total Edge Analytical			0.00
<b>Frink's General Store</b>				
05/11/2020	4302020B	Accounts Payable		-15.18
05/11/2020	Small Tools/Supplies	Operational Expenses	20 WATER OPERATING ...	15.18
	Total Frink's General Store			0.00
<b>MNOP</b>				
05/11/2020	Acct: 05-0062690 & 01-00...	Accounts Payable		-528.67
05/11/2020	Fire Fuel	Equipment O & M	01 GENERAL FUND:01.0...	75.96
05/11/2020	PW and City Hall Fuel	Equipment O & M	SHARED SERVICES	452.71
	Total MNOP			0.00

63

City of Falls City  
**Paid Bills Report**  
 As of May 11, 2020

Date	Memo	Account	Class	Amount
<b>Oregon Department of Enviro Quality</b>				
05/11/2020	WQ21WSC-0229	Accounts Payable		-80.00
05/11/2020	2020 Sewer Treatment Pla...	Travel/Training/Dues/St...	13 SEWER FUND	80.00
Total Oregon Department of Enviro Quality				
<b>Petro Card</b>				
05/11/2020	C575913	Accounts Payable		-140.24
05/11/2020	PW Fuel	Equipment O & M	SHARED SERVICES	140.24
Total Petro Card				
<b>Westech Engineering</b>				
05/11/2020	246605, 246606	Accounts Payable		-36,633.95
05/11/2020	246605-CDBG Wastewater	'17 CDBG Wastewater ...	13 SEWER FUND	35,958.95
05/11/2020	246605-Parry Rd. Main	Sewer Capital	19 CITY UTILITY RESER...	675.00
Total Westech Engineering				
<b>Williamson &amp; Aebi, LLP</b>				
05/11/2020	Apr '20 Accountant	Accounts Payable		-479.20
05/11/2020	Mar '20 Accountant	Professional Services	SHARED SERVICES	479.20
Total Williamson & Aebi, LLP				
<b>TOTAL</b>				<b>0.00</b>
				<b>0.00</b>

64

City of Falls City  
**Paid Bills Report**  
 As of May 18, 2020

Date	Memo	Account	Class	Amount
<b>CenturyLink</b>				
05/18/2020	Acct 5037874719562B	Accounts Payable		-84.47
05/18/2020	4/20 Telephone-WTP	UTILITIES	20 WATER OPERATING ...	84.47
Total CenturyLink				
0.00				
<b>Consumers Power Inc</b>				
05/18/2020	Account # 1155301; Apr '20	Accounts Payable		-226.29
05/18/2020	4/20 Power- WTP	Power	20 WATER OPERATING ...	226.29
Total Consumers Power Inc				
0.00				
<b>Ferguson Waterworks</b>				
05/18/2020	Account: 50936   Invoice: 0...	Accounts Payable		-332.40
05/18/2020	Replenish Stock LF3/4 Ball...	Operational Expenses	20 WATER OPERATING ...	332.40
Total Ferguson Waterworks				
0.00				
<b>Jeremy W Wynn LLC</b>				
05/18/2020	0227	Accounts Payable		-450.00
05/18/2020	Rv Removal	Professional Services	01 GENERAL FUND:01.0...	450.00
Total Jeremy W Wynn LLC				
0.00				
<b>K &amp; E Excavating, Inc.</b>				
05/18/2020	Inv 2192-02 and 2192-02R	Accounts Payable		-2,280.00
05/18/2020	Parry Rd. Main	Sewer Capital	19 CITY UTILITY RESER...	2,280.00
Total K & E Excavating, Inc.				
0.00				
<b>King's Pumping Service</b>				
05/18/2020	Inv 17829	Accounts Payable		-752.50
05/18/2020	167/169/171 Ellis St. after ...	Professional Services	13 SEWER FUND	752.50
Total King's Pumping Service				
0.00				
<b>NW Liberty Construction</b>				
05/18/2020	Job 92 - Inv 1	Accounts Payable		-3,743.54
05/18/2020	City Hall Foyer, Clinic Ram...	Professional Services	SHARED SERVICES	3,743.54
Total NW Liberty Construction				
0.00				

65

City of Falls City  
**Paid Bills Report**  
 As of May 18, 2020

Date	Memo	Account	Class	Amount
<b>Office Craft</b>				
05/18/2020	AR12856	Accounts Payable		-82.82
05/18/2020	Copies, April '20	Professional Services	SHARED SERVICES	82.82
Total Office Craft				
0.00				
<b>Pacific Power</b>				
05/18/2020	multiple accounts, 210915...	Accounts Payable		-2,177.88
05/18/2020	4/20 Parks Power	UTILITIES	01 GENERAL FUND:01.0...	169.63
05/18/2020	4/20 Sewer Power	UTILITIES	13 SEWER FUND	314.18
05/18/2020	4/20 Fire Power	UTILITIES	82 FIRE EQUIPMENT/OP...	759.50
05/18/2020	4/20 Street Power	UTILITIES	11 STREET FUND	623.59
05/18/2020	4/20 Water Power	UTILITIES	20 WATER OPERATING ...	57.21
05/18/2020	4/20 City Hall & Dr Ofc Po...	UTILITIES	SHARED SERVICES	253.77
Total Pacific Power				
0.00				
<b>Polk IO</b>				
05/18/2020	inv 11175	Accounts Payable		-216.75
05/18/2020	5/13/20 LB1 Posting	Legal Notices	SHARED SERVICES	216.75
Total Polk IO				
0.00				
<b>Spectrum Business</b>				
05/18/2020	Inv 0019088051020	Accounts Payable		-184.95
05/18/2020	City Hall Phone/Net	UTILITIES	SHARED SERVICES	184.95
Total Spectrum Business				
0.00				
<b>US Bank Visa</b>				
05/18/2020	Account: 47985312149811...	Accounts Payable		-1,120.32
05/18/2020	Quikbooks	Operational Expenses	SHARED SERVICES	799.95
05/18/2020	Office Supplies	Operational Expenses	SHARED SERVICES	45.37
05/18/2020	FC Thrives 501C3 app	RARE Project	01 GENERAL FUND:01.0...	275.00
Total US Bank Visa				
0.00				
<b>TOTAL</b>				
<b>0.00</b>				

66

City of Falls City  
**Paid Bills Report**  
 As of May 22, 2020

Date	Memo	Account	Class	Amount
<b>Jeremy W Wynn LLC</b>				
05/22/2020	111752	Accounts Payable		-500.00
05/22/2020	Rv Removal	Professional Services	01 GENERAL FUND:01.0...	500.00
Total Jeremy W Wynn LLC				
<b>MNOP</b>				
05/22/2020	Acct: 05-0062690 & 01-00...	Accounts Payable		-19.64
05/22/2020	Fire Fuel	Equipment O & M	01 GENERAL FUND:01.0...	19.64
Total MNOP				
<b>Petro Card</b>				
05/22/2020	C581531	Accounts Payable		-151.13
05/22/2020	PW Fuel	Equipment O & M	SHARED SERVICES	151.13
Total Petro Card				
<b>Valley Electric Company, LLC</b>				
05/22/2020	I200317	Accounts Payable		-99.00
05/22/2020	Powerloss Troubleshooting	Professional Services	13 SEWER FUND	99.00
Total Valley Electric Company, LLC				
<b>TOTAL</b>				<b>0.00</b>

67



KATE BROWN  
Governor

May 28, 2020

**TO:** County Leaders  
**FROM:** Governor Kate Brown  
**SUBJ:** Process for Entering Phase II

Encountering this global pandemic here at home has dramatically changed the way Oregonians live and do business. Counties across Oregon took lifesaving steps in compliance with my Stay Home, Save Lives Executive Order. Now, Oregon is reopening, cautiously and thoughtfully, county by county, in a phased regional manner. This approach is guided by data and metrics to ensure that our public health infrastructure is adequate to safeguard the health and safety of Oregonians across the state, as we continue to respond to this public health crisis.

To date, most counties in Oregon have entered Phase I. To enter Phase I, a county must successfully demonstrate that it meets certain public health prerequisites in order to safely reopen business and public life. Likewise, to enter Phase II, a county must again ensure that crucial public health metrics have been satisfied.

This letter outlines the process for counties to request to enter Phase II of the reopening process. As prescribed in the A Safe and Strong Oregon, Executive Order 20-25, a county may only enter Phase II after 21 days in Phase I. A county may request to move into Phase II any time after 14 days in Phase I. If a county submits a letter of request and meets the criteria outlined below, it may be approved to move to Phase II.

A letter of request to move into Phase II must contain:

- The date the county is requesting to enter Phase II;
- A re-attestation that county first responders have sufficient Personal Protective Equipment (PPE);
- The number of trained contact tracers currently available to the county; and
- Any substantive changes to responses submitted in the Phase I application regarding meeting Phase I prerequisites.

Upon receiving a request, the Governor's Office and the Oregon Health Authority (OHA) will review the application and ensure that the original prerequisites remain satisfied and that additional criteria are met to enter Phase II. Both the original prerequisites and the additional criteria are listed below. For any county to enter Phase II, all of the following prerequisites and criteria must be met.

**Original Prerequisites:**

1. Over the previous 14-day period, the percentage of emergency department visits for COVID-19-like illnesses (CLI) for the state as a whole must be less than the historic average for flu at the same time of year.  
*\*OHA tracks these data and will confirm that the state meets this metric.*
2. Over the previous 14-day period, a county must show stable or declining hospital admissions for COVID-19. (\*This metric only applies to counties with more than 5 hospitalized cases in the last 28 days.)  
*\*OHA tracks these data and will confirm whether the county meets this metric.*
3. A county must have an adequate Contact Tracing System, as previously defined.  
*\*Include number of contact tracers in request to move to Phase II.*
4. In addition, a county must continue to maintain adequate isolation/quarantine facilities, a Minimum Testing Regimen, as previously defined, sufficient health care capacity to accommodate a 20% increase in suspected or confirmed COVID-19 hospitalizations, and sufficient PPE supply as reported to OHA's Hospital Capacity system.

**Additional criteria required to enter Phase II:**

*OHA tracks these data. Counties should consider how they are meeting these criteria before requesting to move to Phase II, and describe mitigation efforts when criteria are not met.*

5. **Timely Follow-Up:** A minimum of 95% of all new cases must be contact traced within 24 hours as reported in the state's ORPHEUS system over the previous 7 day and 14 day time periods.
6. **Successful tracing:** A minimum of 70% of new COVID-19 positive cases must be traced to an existing positive case over the previous 7 day and 14 day time periods.
7. **No increase in incident cases or positivity:\***
  - a) There cannot be a five percent or greater increase in new cases in the county over the past 7 days; or
  - b) There cannot be a significant increase in the percentage of positive cases out of total tests taken in your county over the past 7 days.

*\*If a controlled outbreak in a group living or working facility is solely responsible for violating this criteria and where extensive follow-up testing and isolation has been successfully carried out, this criteria may be waived by the Governor with support from the Oregon Health Authority.*

---

If you feel you are ready to enter Phase II, please email me a letter signed by county management containing the information above to [Jennifer.j.andrew@oregon.gov](mailto:Jennifer.j.andrew@oregon.gov).

## Mac Corthell

---

**From:** Curt Frink <abcitytour2010@yahoo.com>  
**Sent:** Tuesday, May 26, 2020 1:22 PM  
**To:** info@fallscityoregon.gov  
**Subject:** Cemetery

Hi , This is Curt Frink,  
Jan and I came over to put Flowers on the Family's Graves. I just wanted to say that it was nice to see how well it look up there.  
Someone has done a lot of work and it looks very nice.

Thank you,  
Curt

Sent from Yahoo Mail. [Get the app](#)

---

## AGENDA REPORT

---

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** CITY MANAGER & BUDGET OFFICER, MAC CORTHELL  
**SUBJECT:** RESOLUTION 12-2020 ADOPT THE BUDGET, ELECT STATE REVENUE SHARING, MAKE APPROPRIATIONS, & LEVY TAXES  
**DATE:** JUNE 08, 2020

---

### **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 April 23, 2020, conducted the appropriate hearings/approvals, and approved the proposed budget outlined in resolution 12-2020.

### **PREVIOUS COUNCIL ACTION**

On April 23, 2020, 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, 2020 would render the City unable to operate.

### **STAFF RECOMMENDATION**

Staff recommends the City Council adopt the Fiscal year 2020-2021 budget and appropriations, elect to receive state revenue sharing, and impose ad valorem taxes as recommended by the Budget Committee, and reflected in resolution 12-2020.

---

### **EXHIBIT**

A) Resolution 12-2020 Fiscal Year 2020-2021 Budget

B) Budget work sheet

C) LB 1

D) Budget Committee Meeting Minutes for April 23, 2020

**PROPOSED MOTION**

I move the City Council of the City of Falls City adopt resolution 12-2020, A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, LEVYING TAXES, AND ELECTING TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2020-2021.

**RESOLUTION 12-2020**

**A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, LEVYING TAXES,  
AND ELECTING TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2020-2021.**

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 April 23, 2020.

**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 2020-2021.

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 \$3,967,850.

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 2020-2021 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 2020-2021 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, 2020, for all the purposes shown are hereby appropriated as follows:

**General Fund**

---

Administration-----	\$601,950
Fire-----	\$127,075
Parks & Cemeteries-----	\$32,610

Council ----- \$3,100  
 Code Enforcement & Court ----- \$33,000  
 Other/ Debt ----- \$40,763  
 Contingency ----- \$270,352

**Shared Services Fund**

Materials & Services ----- \$105,500  
 Capital Outlay ----- \$6,500  
 Contingency ----- \$10,000

**Streets Fund**

Personnel Services ----- \$21,600  
 Materials and Services ----- \$54,400  
 Capital ----- \$1,250,000  
 Contingency ----- \$74,000

**Sewer Fund**

Personnel Services ----- \$25,100  
 Materials and Services ----- \$94,500  
 Capital ----- \$150,000  
 Contingency ----- \$93,400

**Water Fund**

Personnel Services ----- \$124,200  
 Materials and Services ----- \$137,250  
 Capital ----- \$61,800  
 Contingency ----- \$176,750

**Fire Levy Fund**

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

**Utility Reserve Fund**

Capital ----- \$225,000  
 Contingency ----- \$70,000

**Polk Community Development Fund**

Materials & Services ----- \$99,000

**Wagner Library 80% Fund**

Contingency ----- \$41,000

**TOTAL APPROPRIATIONS** \$ 3,967,880  
**TOTAL RESERVED/UNAPPROPRIATED** \$ 0  
**TOTAL ADOPTED BUDGET** \$ 3,967,880

Vote:

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

Attest:

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

\_\_\_\_\_  
Jamie Ward, City Clerk

## GENERAL FUND

RESOURCES	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	ACTUAL 2/29/2020	PROPOSED 2020-2021
<b>BEGINNING FUND BALANCE</b>	\$ 243,346	\$ 280,295	\$ 250,000	\$ 299,415	\$ 275,000
Interfund Transfers	\$ 50,000	\$ 65,000	\$ 17,000	\$ 17,000	\$ 102,000
<b>DONATIONS</b>					
Pride Donations			\$ 250	\$ 250	\$ 250
LFR! Donations		\$ 395	\$ 150	\$ -	\$ 250
<b>MISCELLANEOUS</b>	\$ 10,941	\$ 3,837	\$ 2,080	\$ 4,260	\$ 3,500
<b>TAXES</b>					
Property Taxes- Current	\$ 113,560	\$ 122,645	\$ 115,000	\$ 118,241	\$ 120,000
Property Taxes- Prior	\$ 1,069	\$ 849	\$ 900	\$ 1,885	\$ 1,000
State Revenue Sharing	\$ 13,911	\$ 12,817	\$ 11,200	\$ 10,028	\$ 12,000
State Liquor Tax	\$ 14,136	\$ 16,755	\$ 14,000	\$ 10,385	\$ 14,000
State Cigarette Tax	\$ 1,191	\$ 1,093	\$ 1,100	\$ 771	\$ 1,000
<b>INTEREST</b>					
LGIP & Other	\$ 19,146	\$ 33,152	\$ 19,000	\$ 19,286	\$ 20,000
<b>FEES (NON-FRANCHISE)</b>					
Business License & OLCC Fees	\$ 1,838	\$ 2,262	\$ 1,500	\$ 2,079	\$ 1,500
Land Use/Permit Fees	\$ 4,940	\$ 9,421	\$ 4,500	\$ 2,701	\$ 3,000
Recreation & Rental Fees	\$ 1,255	\$ 505	\$ 800	\$ 315	\$ 300
Code Services Fines	\$ 1,514	\$ 200	\$ 500	\$ 338	\$ 300
Lien Search Fee	\$ 1,330	\$ 910	\$ 850	\$ 1,178	\$ 1,000
<b>FRANCHISE FEES</b>					
Pacific Power Franchise	\$ 46,298	\$ 47,564	\$ 41,000	\$ 28,718	\$ 42,000
Consumer Power Franchise	\$ 80	\$ 38	\$ 50	\$ 44	\$ 50
Republic Trash Franchise	\$ 3,396	\$ 3,936	\$ 3,200	\$ 3,323	\$ 3,200
Charter Franchise	\$ 5,552	\$ 5,767	\$ 5,200	\$ 5,860	\$ 5,500
Quest/Century Link Franchise	\$ 1,276	\$ 1,170	\$ 1,000	\$ 1,149	\$ 1,000
<b>GRANTS</b>	\$ 26,717	\$ 17,789			
CLG Grant (Historical)			\$ 12,000		\$ 12,000
Weyerhaeuser Grant (Fire)			\$ 9,800	\$ 10,000	
Ford Family RARE Grant			\$ 10,000	\$ 10,000	
Pacific Power RARE Grant			\$ 3,000	\$ 3,000	
Assistance to Firefighters Grant			\$ 99,000		\$ 90,000
LEOF Grant			\$ 29,410	\$ 29,410	
DLCD Planning Grant	\$ 1,000		\$ 1,000	\$ 1,000	
Pacific Power Energy Grant			\$ 3,000	\$ 3,000	
CDBG Housing Grant					\$ 400,000
Rural Fire	\$ 14,050				
Total Revenues	\$ 333,200	\$ 346,105	\$ 406,490	\$ 284,221	\$ 833,850
<b>TOTAL FUND RESOURCES</b>	\$ 576,546	\$ 626,400	\$ 656,490	\$ 583,636	\$ 1,108,850

## General Fund: Administrative

REQUIREMENTS	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	ACTUAL 4/13/2020	PROPOSED 2020-2021
<b>PERSONNEL</b>					
Full Time Equivalent	2.0	2.5	2.15		2.0
Salaried	\$ 73,044	\$ 112,134	\$ 103,798	\$ 72,880	\$ 119,000
Benefits/Retirement	\$ 32,542	\$ 35,921	\$ 42,745	\$ 23,016	\$ 42,000
Payroll Expenses	\$ 9,431	\$ 8,438	\$ 8,127	\$ 5,346	\$ 9,000
Worker's Comp	\$ -	\$ 176	\$ 205	\$ 200	\$ 300
Total Personnel	\$ 115,017	\$ 156,669	\$ 154,875	\$ 101,442	\$ 170,300
<b>MATERIALS &amp; SERVICES</b>					
Operational Expenses	\$ 6,280	\$ 3,545	\$ 400	\$ 370	\$ 500
Professional Services	\$ 51,951	\$ 42,265	\$ 10,000	\$ 9,297	\$ 9,000
Facilities O & M	\$ 1,791	\$ 2,739	\$ 2,780	\$ 2,778	\$ -
Insurance		\$ 1,038	\$ 865	\$ 105	\$ 150
Trvl, Trng, Dues, Statutory	\$ 4,760	\$ 4,483	\$ 2,000	\$ 1,988	\$ 2,500
RARE Project			\$ 17,000	\$ 10,733	\$ 6,500
Grants		\$ 15,590			
Ford Family RARE Grant			\$ 10,000	\$ 10,000	\$ -
Pacific Power RARE Grant			\$ 3,000	\$ 3,000	\$ -
CLG Historic Grant			\$ 12,000		\$ 12,000
LEOF Grant			\$ 29,410	\$ 29,410	\$ -
DLCD Planning Grant			\$ 1,000		\$ 1,000
Pacific Power Energy Grant			\$ 3,000	\$ 3,000	\$ -
CDBG Housing Grant					\$ 400,000
Misc. & Equipment	\$ 1,104	\$ 92			
Utilities	\$ 7,125	\$ 10,346			
Council Projects	\$ 653				
Total Materials & Services	\$ 67,384	\$ 76,553	\$ 91,055	\$ 70,681	\$ 431,650
<b>PROGRAM TOTAL</b>	<b>\$ 182,401</b>	<b>\$ 233,222</b>	<b>\$ 245,930</b>	<b>\$ 172,123</b>	<b>\$ 601,950</b>

## General Fund: Fire

REQUIREMENTS	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	ACTUAL 4/13/2020	PROPOSED 2020-2021
<b>PERSONNEL</b>					
Full Time Equivalent	.1	.1	.3		0.1
Salaried	\$ 4,800	\$ 4,800	\$ 5,223	\$ 3,684	\$ 4,950
Payroll Expenses	\$ 5,979	\$ 375	\$ 841	\$ 284	\$ 425
Worker's Comp	\$ -	\$ 8,616	\$ 6,100	\$ 5,583	\$ 6,700
Total Personnel	\$ 10,779	\$ 13,791	\$ 12,164	\$ 9,551	\$ 12,075
<b>MATERIALS &amp; SERVICES</b>					
Equipment O & M	\$ 7,386	\$ 14,504	\$ 7,000	\$ 6,891	\$ 4,000
Insurance	\$ -	\$ 10,825	\$ 10,045	\$ 8,601	\$ 9,200
FF Retention	\$ -	\$ -	\$ -	\$ -	\$ 7,300
Professional Services	\$ 9,374	\$ 3,554	\$ 5,500	\$ 5,208	\$ -
Utilities	\$ 11,444	\$ 13,053			
Operational Expenses	\$ 2,624	\$ 1,966			
Facilities O & M	\$ 2,451	\$ 2,695			
Education, Training, Dues	\$ 218	\$ 85			
Intergovernmental Services	\$ 12,777	\$ 13,807			
Miscellaneous	\$ -	\$ 4,269			
Total Materials & Services	\$ 46,274	\$ 64,758	\$ 22,545	\$ 20,700	\$ 20,500
<b>CAPITAL OUTLAY</b>					
Fire Truck Princ & Inter	\$ 5,113				\$ -
Weyerhaeuser Grant (Fire)			\$ 9,800	\$ 3,227	\$ -
Assistance to Firefighters Match			\$ 4,905		\$ 4,500
Assistance to Firefighters Grant	\$ 18,002		\$ 99,000		\$ 90,000
Total Capital Outlay	\$ 23,115	\$ -	\$ 113,705	\$ 3,227	\$ 94,500
<b>NON-ALLOCATED</b>					
Adjustment to Audited Statement	\$ 12,053	\$ -	\$ -	\$ -	\$ -
Total Non-Allocated	\$ 12,053	\$ -	\$ -	\$ -	\$ -
<b>PROGRAM TOTAL</b>	<b>\$ 92,221</b>	<b>\$ 78,549</b>	<b>\$ 148,414</b>	<b>\$ 33,478</b>	<b>\$ 127,075</b>

## General Fund: Parks & Cemeteries

REQUIREMENTS	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	ACTUAL 4/13/2020	PROPOSED 2020-2021
<b>PERSONNEL</b>					
Full Time Equivalent	0	0	.15		0.25
Wages			\$ 5,870	\$ 4,271	\$ 9,300
Benefits/Retirement			\$ 3,981	\$ 2,272	\$ 7,000
Payroll Expenses			\$ 460	\$ 281	\$ 750
Worker's Comp	\$ 271	\$ 386	\$ 1,400	\$ 1,376	\$ 1,500
Total Personnel	\$ 271	\$ 386	\$ 11,711	\$ 8,200	\$ 18,550
<b>MATERIALS &amp; SERVICES</b>					
Operational Expenses	\$ 1,326	\$ 337	\$ 250	\$ 128	\$ 500
Professional services	\$ 2,050	\$ 1,605	\$ 1,500	\$ 1,246	\$ 3,500
Equipment O & M	\$ 134	\$ 868	\$ 250	\$ 184	\$ 500
Facilities O & M	\$ 2,246		\$ 250	\$ 125	\$ 500
Insurance		\$ 946	\$ 1,505	\$ 1,341	\$ 1,550
Utilities	\$ 3,123	\$ 4,152	\$ 4,600	\$ 3,167	\$ 4,800
Miscellaneous					
City Events	\$ 149	\$ 655	\$ 2,000	\$ 550	\$ 2,000
Reserved for Pride			\$ 250		\$ 250
Reserved for LFR! Memorial			\$ 460		\$ 460
Total Materials & Services	\$ 9,028	\$ 8,563	\$ 11,065	\$ 6,741	\$ 14,060
<b>PROGRAM TOTAL</b>	<b>\$ 9,299</b>	<b>\$ 8,949</b>	<b>\$ 22,776</b>	<b>\$ 14,941</b>	<b>\$ 32,610</b>

## General Fund: Council & Committees

REQUIREMENTS	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	ACTUAL 4/13/2020	PROPOSED 2020-2021
<b>MATERIALS &amp; SERVICES</b>					
Operational Supplies	\$ 45		\$ 100	\$ 69	
Professional Services		\$ 304	\$ 100		\$ 2,000
Trvl, Trng, Dues, Statutory	\$ -	\$ 252	\$ 350	\$ 82	\$ 500
Council Projects	\$ 485	\$ 173	\$ 400	\$ 325	\$ 500
Worker's Comp		\$ 84	\$ 50	\$ 50	\$ 100
<b>PROGRAM TOTAL</b>	<b>\$ 530</b>	<b>\$ 813</b>	<b>\$ 1,000</b>	<b>\$ 526</b>	<b>\$ 3,100</b>

## General Fund: Code Services & Municipal Court

REQUIREMENTS	ACTUAL 2017-2018	ACTUAL 2018- 2019	ADOPTED 2019-2020	ACTUAL 4/13/2020	PROPOSED 2020-2021
<b>PERSONNEL</b>					
Full Time Equivalent	.20	.20	.50		0.40
Salaried	\$ 180		\$ 12,820	\$ 3,290	\$ 20,500
Payroll Expenses	\$ 105		\$ 2,312	\$ 145	\$ 4,600
Worker's Comp	\$ -	\$ -	\$ 400		\$ 400
Total Personnel	\$ 285	\$ -	\$ 15,532	\$ 3,435	\$ 25,500
<b>MATERIALS &amp; SERVICES</b>					
Operational Expenses	\$ 72	\$ 28	\$ 1,000	\$ -	\$ 1,000
Professional Services	\$ 364	\$ 2,304	\$ 3,500	\$ -	\$ 3,500
Equipment				\$ -	\$ 1,000
Insurance				\$ -	\$ 1,000
Travel, Training, Dues, Statutory	\$ -	\$ 34	\$ 500	\$ -	\$ 500
Uniforms & Protective Gear	\$ 40	\$ -	\$ 500	\$ -	\$ 500
Total Materials & Services	\$ 476	\$ 2,366	\$ 5,500	\$ -	\$ 7,500
<b>PROGRAM TOTAL</b>	<b>\$ 761</b>	<b>\$ 2,366</b>	<b>\$ 21,032</b>	<b>\$ 3,435</b>	<b>\$ 33,000</b>

## General Fund: Debt Service & Other

REQUIREMENTS	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	ACTUAL 4/13/2020	PROPOSED 2020-2021
<b>Debt Service</b>					
Park Loan Principal (92211)	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,699	\$ 1,715
Park Loan Interest (92211)	\$ 568	\$ 568	\$ 575	\$ 543	\$ 528
M/H Park Loan Principal (79011)	\$ 1,686	\$ 1,686	\$ 1,686	\$ 2,043	\$ 2,066
M/H Park Loan Interest (79011)	\$ 556	\$ 556	\$ 556	\$ 475	\$ 454
Total Debt Service	\$ 4,760	\$ 4,760	\$ 4,767	\$ 4,760	\$ 4,763
<b>Other</b>					
Transfer Out to Shared Fund			\$ 30,395	\$ 30,395	\$ 36,000
General Fund Contingency		\$ 77,383	\$ 55,095		\$ 270,352
Ending Fund Balance	\$ 280,294	\$ 216,813	\$ 126,991		\$ -
Total Other	\$ 280,294	\$ 294,196	\$ 212,481	\$ 30,395	\$ 306,352
<b>PROGRAM TOTAL</b>	<b>\$ 285,054</b>	<b>\$ 298,956</b>	<b>\$ 217,248</b>	<b>\$ 35,155</b>	<b>\$ 311,115</b>
<b>GENERAL FUND TOTAL</b>	<b>\$ 570,266</b>	<b>\$ 622,855</b>	<b>\$ 656,400</b>	<b>\$ 259,658</b>	<b>\$ 1,108,850</b>

## SHARED SERVICES FUND

<b>RESOURCES</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>ACTUAL</b>	<b>PROPOSED</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>4/13/2020</b>	<b>2020-2021</b>
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Transfer in-Sewer			\$ 19,125	\$ 17,437	\$ 20,000
Transfer in-Water			\$ 49,322	\$ 45,372	\$ 45,000
Transfer in-Streets			\$ 10,221	\$ 10,221	\$ 11,000
Transfer in-General Fund			\$ 30,395	\$ 30,395	\$ 36,000
Total Revenue	\$ -	\$ -	\$ 109,063	\$ 103,425	\$ 112,000
<b>TOTAL FUND RESOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 109,063</b>	<b>\$ 103,425</b>	<b>\$ 122,000</b>
<b>REQUIREMENTS</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>ACTUAL</b>	<b>PROPOSED</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>4/13/2020</b>	<b>2020-2021</b>
<b>MATERIALS &amp; SERVICES</b>					
Operational Expenses			\$ 9,950	\$ 5,127	\$ 11,000
Professional Services			\$ 56,137	\$ 48,598	\$ 59,000
Equipment O & M			\$ 9,320	\$ 8,036	\$ 8,000
Facilities O & M			\$ 4,250	\$ 1,429	\$ 10,000
Trvl, Trng, Dues, Statutory			\$ 4,000	\$ 3,775	\$ 6,000
Utilities			\$ 10,500	\$ 6,865	\$ 11,500
Total Materials & Services			\$ 94,157	\$ 73,830	\$ 105,500
<b>CAPITAL OUTLAY &amp; DEBT SERVICE</b>					
PW Truck Payment			\$ 5,871	\$ 5,871	\$ 6,100
PW Truck Interest			\$ 299	\$ 299	\$ 400
Total Capital & Debt	\$ -	\$ -	\$ 6,170	\$ 6,170	\$ 6,500
<b>Non-Allocated</b>					
Contingency			\$ 10,000		\$ 10,000
Ending Fund Balance					\$ -
Total Non-Allocated	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
<b>TOTAL FUND REQUIREMENTS</b>			<b>\$ 110,327</b>	<b>\$ 80,000</b>	<b>\$ 122,000</b>

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

<b>RESOURCES</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>ACTUAL</b>	<b>PROPOSED</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2/29/2020</b>	<b>2020-2021</b>
Beginning Fund Balance	\$ -	\$ -	\$ 10,000	\$ (2,507)	\$ -
Property Tax Levy	\$ -	\$ 40,626	\$ 40,000	\$ 35,993	\$ 39,000
<b>TOTAL FUND RESOURCES</b>	<b>\$ -</b>	<b>\$ 40,626</b>	<b>\$ 50,000</b>	<b>\$ 33,486</b>	<b>\$ 39,000</b>
<b>REQUIREMENTS</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>ACTUAL</b>	<b>PROPOSED</b>
	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>4/13/2020</b>	<b>2020-2021</b>
<b>MATERIALS &amp; SERVICES</b>					
Operational Expenses		\$ 23	\$ 1,000	\$ 974	\$ 3,000
Professional Services			\$ 7,411	\$ 4,498	\$ 3,800
Facilities O & M			\$ 1,500	\$ 1,364	
Uniforms & Protective Gear			\$ 1,000	\$ 635	
Trvl, Trng, Dues, Statutory			\$ 1,000	\$ 160	
Utilities		\$ 155	\$ 14,360	\$ 9,344	\$ 12,500
Equipment		\$ 3,772			
Transfer to General Fund		\$ 15,000	\$ -		
<b>Total Materials &amp; Services</b>		<b>\$ 18,950</b>	<b>\$ 26,271</b>	<b>\$ 16,975</b>	<b>\$ 19,300</b>
<b>CAPITAL OUTLAY &amp; DEBT SERVICE</b>					
Engine 123 Payment		\$ 15,500	\$ 15,210	\$ 15,210	\$ 16,075
Engine 123 Interest			\$ 3,751	\$ 3,751	\$ 2,890
Fire Capital		\$ 4,750	\$ 4,039	\$ 3,709	
<b>Total Capital &amp; Debt</b>		<b>\$ 20,250</b>	<b>\$ 23,000</b>	<b>\$ 22,670</b>	<b>\$ 18,965</b>
<b>NON-ALLOCATED</b>					
Contingency					\$ 735
Ending Fund Balance		\$ 1,426	\$ 729		
<b>Total Non-Allocated</b>		<b>\$ 1,426</b>	<b>\$ 729</b>	<b>\$ -</b>	<b>\$ 735</b>
<b>TOTAL FUND REQUIREMENTS</b>		<b>\$ 40,626</b>	<b>\$ 50,000</b>	<b>\$ 39,645</b>	<b>\$ 39,000</b>

82

## STREET FUND

RESOURCES	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	ACTUAL 2/29/2020	PROPOSED 2020-2021
Beginning Fund Balance	\$ 150,631	\$ 153,744	\$ 120,000	\$ 218,227	180,000
State Gas Tax	\$ 60,298	\$ 69,363	\$ 63,000	\$ 47,876	70,000
FEMA Dutch Creek Grant	\$ -	\$ -	\$ 600,000		
SCAG		\$ 50,000	\$ 250,000	\$ 95,496	200,000
Safe Routes/IOF					750,000
Chamberlain Partners					200,000
Transfer from Water Fund	\$ 12,100	\$ 10,000			
Total Revenue	\$ 72,398	\$ 129,363	\$ 913,000	\$ 143,372	1,220,000
<b>TOTAL FUND RESOURCES</b>	<b>\$ 223,029</b>	<b>\$ 283,107</b>	<b>\$ 1,033,000</b>	<b>\$ 361,599</b>	<b>1,400,000</b>
REQUIREMENTS	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	ACTUAL 4/13/2020	PROPOSED 2020-2021
<b>PERSONNEL</b>					
Full Time Equivalent	0	0	0.45		0.25
Wages			\$ 28,779	\$ 12,815	12,000
Benefits/Retirement			\$ 20,187	\$ 7,734	7,200
Payroll Expenses			\$ 2,256	\$ 927	900
Worker's Compensation	\$ 995	\$ 1,013	\$ 2,585	\$ 2,584	1,500
Total Personnel	\$ 995	\$ 1,013	\$ 53,807	\$ 24,060	21,600
<b>MATERIALS &amp; SERVICES</b>					
Operational Expenses	\$ 13,901	\$ 4,109	\$ 2,500	\$ 621	2,500
Professional Services	\$ 5,559	\$ 4,062	\$ 9,000	\$ 5,637	10,000
Equipment O & M	\$ 6,054	\$ 7,734	\$ 1,000	\$ 751	1,500
Insurance		\$ 3,019	\$ 2,875	\$ 3,436	3,400
Utilities	\$ 7,680	\$ 8,277	\$ 7,500	\$ 5,591	8,000
Miscellaneous	\$ 1,500	\$ 110	\$ 200		1,000
Transfer Out			\$ 10,221	\$ 10,221	28,000
Total Materials & Services	\$ 34,694	\$ 27,311	\$ 33,296	\$ 26,257	54,400
<b>TOTAL STREETS PROGRAM</b>	<b>\$ 35,689</b>	<b>\$ 28,324</b>	<b>\$ 87,103</b>	<b>\$ 50,317</b>	<b>76,000</b>
<b>CAPITAL OUTLAY &amp; DEBT SERVICE</b>					
FEMA Dutch Creek	\$ 13,429	\$ 21,556	\$ 600,000		
Building Improvements	\$ -	\$ -			
Equipment	\$ 32,229	\$ 6,168			
SCA Grants	\$ -	\$ 7,551	\$ 250,000	\$ 137,727	200,000
Safe Routes/IOF					750,000
Safe Routes & Chamberlain Match					300,000
Total Capital & Debt	\$ 45,658	\$ 35,275	\$ 850,000	\$ 137,727	1,250,000
<b>NON-ALLOCATED</b>					
Contingency			\$ 28,615		74,000
Ending Fund Balance	\$ 142,677	\$ 219,508	\$ 67,282		
Total Non-Allocated	\$ 142,677	\$ 219,508	\$ 95,897	\$ -	74,000
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$ 224,024</b>	<b>\$ 283,107</b>	<b>\$ 1,033,000</b>	<b>\$ 188,044</b>	<b>1,400,000</b>

## WATER FUND

RESOURCES	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	ACTUAL 2/29/2020	PROPOSED 2020-2021
Beginning Fund Balance	\$ 221,889	\$ 211,048	\$ 195,000	\$ 160,543	\$ 200,000
Water User Fees	\$ 301,544	\$ 294,348	\$ 275,000	\$ 202,836	\$ 285,000
Late Fees	\$ 4,176	\$ 3,677	\$ 3,000	\$ 5,585	\$ 2,500
Backflow Testing Fee	\$ 11,248	\$ 11,337	\$ 11,000	\$ 7,632	\$ 11,000
Water Connection Fee	\$ -	\$ 1,800	\$ 500	\$ 5,475	\$ 1,500
Adjust Financial Statement	\$ -	\$ -	\$ -		
Intergovernmental Grants	\$ 20,000	\$ -	\$ -		
Total Revenue	\$ 336,968	\$ 311,162	\$ 289,500	\$ 221,528	\$ 300,000
<b>TOTAL FUND RESOURCES</b>	<b>\$ 558,857</b>	<b>\$ 522,210</b>	<b>\$ 484,500</b>	<b>\$ 382,071</b>	<b>\$ 500,000</b>
REQUIREMENTS	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	ACTUAL 4/13/2020	PROPOSED 2020-2021
<b>PERSONNEL</b>					
Full Time Equivalent	1.0	2.0	1.8		1.8
Salaried	\$ 74,147	\$ 94,857	\$ 62,465	\$ 46,676	\$ 78,200
Benefits/Retirement	\$ 43,071	\$ 51,406	\$ 45,938	\$ 26,484	\$ 37,000
Payroll Expenses	\$ 7,230	\$ 7,774	\$ 4,896	\$ 3,564	\$ 6,000
Worker's Comp	\$ -	\$ 2,504	\$ 3,000	\$ 2,978	\$ 3,000
Total Personnel	\$ 124,448	\$ 156,541	\$ 116,299	\$ 79,702	\$ 124,200
<b>MATERIALS &amp; SERVICES</b>					
Operational Expenses	\$ 28,843	\$ 11,472	\$ 19,000	\$ 7,012	\$ 12,500
Professional Services	\$ 26,294	\$ 25,690	\$ 25,000	\$ 12,424	\$ 18,000
Equipment O & M	\$ 16,420	\$ 14,154	\$ 6,300	\$ 180	\$ 2,500
Facilities O & M		\$ 96			
Insurance		\$ 12,152	\$ 11,650	\$ 8,261	\$ 9,000
Trvl, Trng, Dues, Statutory	\$ 960	\$ 1,039	\$ 3,000	\$ 491	\$ 3,000
Utilities	\$ 4,343	\$ 4,585	\$ 4,750	\$ 2,985	\$ 4,750
Miscellaneous	\$ 206	\$ 76	\$ 300	\$ 111	
Transfer Out	\$ 82,000	\$ 75,000	\$ 45,372	\$ 45,372	\$ 87,500
Total Materials & Services	\$ 159,066	\$ 144,264	\$ 115,372	\$ 76,836	\$ 137,250
<b>TOTAL WATER PROGRAM</b>	<b>\$ 283,514</b>	<b>\$ 300,805</b>	<b>\$ 231,671</b>	<b>\$ 156,538</b>	<b>\$ 261,450</b>
<b>CAPTIAL OUTLAY &amp; DEBT SERVICE</b>					
Water Bond Principal	\$ 20,860	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Water Bond Interest	\$ 43,076	\$ 29,212	\$ 27,814	\$ 14,597	\$ 26,800
Total Capital & Debt	\$ 63,936	\$ 64,212	\$ 62,814	\$ 49,597	\$ 61,800
<b>NON-ALLOCATED</b>					
Contingency	\$ -	\$ -	\$ 50,000		\$ 176,750
Reserved for Water Debt	\$ 65,473	\$ -			
Ending Fund Balance	\$ 145,934	\$ 157,193	\$ 140,015		\$ -
Total Non-Allocated	\$ 211,407	\$ 157,193	\$ 190,015	\$ -	\$ 176,750
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$ 558,857</b>	<b>\$ 522,210</b>	<b>\$ 484,500</b>	<b>\$ 206,135</b>	<b>\$ 500,000</b>

## SEWER FUND

RESOURCES	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	ACTUAL 2/29/2020	PROPOSED 2020-2021
Beginning Fund Balance	\$ 133,433	\$ 179,359	\$ 140,000	\$ 170,735	\$ 100,000
Sewer User Fees	\$ 113,722	\$ 113,314	\$ 110,000	\$ 74,237	\$ 110,000
Sewer Connections				\$ 3,250	
Late Fees	\$ -	\$ 3,507	\$ 3,000	\$ 330	\$ 3,000
CDBG Grant (P17004)	\$ -	\$ 61,584	\$ 270,000	\$ 76,302	\$ 150,000
Transfer from Water Fund	\$ 20,000	\$ 15,000			
Total Revenue	\$ 133,722	\$ 193,405	\$ 383,000	\$ 154,119	\$ 263,000
<b>TOTAL FUND RESOURCES</b>	<b>\$ 267,155</b>	<b>\$ 372,764</b>	<b>\$ 523,000</b>	<b>\$ 324,854</b>	<b>\$ 363,000</b>
REQUIREMENTS	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	ACTUAL 4/13/2020	PROPOSED 2020-2021
<b>PERSONNEL</b>					
Full Time Equivalent	0	1.5	1.3		0.50
Salaried	\$ 32,748	\$ 21,848	\$ 46,431	\$ 33,559	\$ 13,930
Benefits	\$ 11,264	\$ 36,985	\$ 35,510	\$ 16,560	\$ 7,470
Payroll Tax	\$ 3,011	\$ 1,610	\$ 3,640	\$ 2,541	\$ 1,200
Worker's Comp	\$ -	\$ 1,420	\$ 1,930	\$ 1,925	\$ 2,500
Total Personnel	\$ 47,023	\$ 61,863	\$ 87,511	\$ 54,585	\$ 25,100
<b>MATERIALS &amp; SERVICES</b>					
Operational Expenses	\$ 8,872	\$ 7,750	\$ 3,325	\$ 300	
Professional Services	\$ 12,676	\$ 11,127	\$ 20,500	\$ 9,789	\$ 21,000
Equipment O & M	\$ 14,664	\$ 7,865	\$ 1,125	\$ 1,010	
Facilities O & M			\$ 12,500	\$ 297	
Insurance		\$ 7,250	\$ 5,100	\$ 5,521	\$ 6,000
Trvl, Trng, Dues, Statutory	\$ -	\$ 22,683	\$ 3,000	\$ 2,488	
Utilities	\$ 4,563	\$ 5,120	\$ 5,000	\$ 3,270	\$ 5,000
Miscellaneous	\$ -	\$ 2,391	\$ 500		\$ -
Transfers Out			\$ 17,437	\$ 17,437	\$ 62,500
Total Materials & Services	\$ 40,775	\$ 64,186	\$ 68,487	\$ 40,112	\$ 94,500
<b>TOTAL SEWER PROGRAM</b>	<b>\$ 87,798</b>	<b>\$ 126,049</b>	<b>\$ 155,998</b>	<b>\$ 94,697</b>	<b>\$ 119,600</b>
<b>CAPITAL OUTLAY &amp; DEBT SERVICE</b>					
CDBG Grant (P17004)		\$ 72,584	\$ 270,000	\$ 99,165	\$ 150,000
Total Capital & Debt	\$ -	\$ 72,584	\$ 270,000	\$ 99,165	\$ 150,000
<b>NON-ALLOCATED</b>					
Contingency		\$ -	\$ 39,600		\$ 93,400
Ending Fund Balance	\$ 179,357	\$ 174,131	\$ 58,932		
Total Non-Allocated	\$ 179,357	\$ 174,131	\$ 97,002	\$ -	\$ 93,400
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$ 267,155</b>	<b>\$ 372,764</b>	<b>\$ 523,000</b>	<b>\$ 193,862</b>	<b>\$ 363,000</b>

## UTILITY RESERVE FUND

RESOURCES	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROPOSED
	2017-2018	2018-2019	2019-2020	2/29/2020	2020-2021
Beginning Fund Balance	\$ 271,594	\$ 313,938	\$ 335,000	\$ 363,752	\$ 245,000
Utility Cap Improvement Fee	\$ 51,152	\$ 52,139	\$ 46,000	\$ 33,893	\$ 50,000
Developer Match Funds					\$ -
Total Revenue	\$ 51,152	\$ 52,139	\$ 46,000	\$ 33,893	\$ 50,000
<b>TOTAL FUND RESOURCES</b>	<b>\$ 322,746</b>	<b>\$ 366,077</b>	<b>\$ 381,000</b>	<b>\$ 397,645</b>	<b>\$ 295,000</b>
REQUIREMENTS	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROPOSED
	2017-2018	2018-2019	2019-2020	2/29/2020	2020-2021
<b>CAPITAL OUTLAY &amp; DEBT SERVICE</b>					
Water Projects			\$ 75,000	\$ 75,000	\$ 100,000
Wastewater Projects			\$ 75,000	\$ 46,988	\$ 50,000
New Sewer Project Costs					\$ 75,000
Equipment-Operations	\$ 8,808	\$ 375			
Total Capital & Debt	\$ 8,808	\$ 375	\$ 150,000	\$ 121,988	\$ 225,000
<b>NON-ALLOCATED</b>					
Contingency		\$ -	\$ 231,000		\$ 70,000
Ending Fund Balance		\$ 365,702			
Total Non-Allocated	\$ 313,938	\$ 365,702	\$ 231,000	\$ -	\$ 70,000
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$ 322,746</b>	<b>\$ 366,077</b>	<b>\$ 381,000</b>	<b>\$ 121,988</b>	<b>\$ 295,000</b>

## COMMUNITY DEVELOPMENT REVOLVING LOAN FUND

RESOURCES	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROPOSED
	2017-2018	2018-2019	2019-2020	2/29/2020	2020-2021
Beginning Fund Balance	\$ 91,885	\$ 91,705	\$ 100,000	\$ 113,691	\$ 92,000
Interest-Revolving Loan	\$ -	\$ -	\$ 9,000		\$ 7,000
Miscellaneous	\$ 24,597	\$ -			
Total Revenue	\$ 24,597	\$ -	\$ 9,000	\$ -	\$ 7,000
<b>TOTAL FUND RESOURCES</b>	<b>\$ 116,482</b>	<b>\$ 91,705</b>	<b>\$ 109,000</b>	<b>\$ 113,691</b>	<b>\$ 99,000</b>
REQUIREMENTS	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROPOSED
	2017-2018	2018-2019	2019-2020	4/13/2020	2020-2021
<b>MATERIALS &amp; SERVICES</b>					
Professional Services	\$ 24,776	\$ -			\$ 99,000
Loans/Obligations	\$ -	\$ -			\$ -
Total Materials & Services	\$ 24,776	\$ -	\$ -	\$ -	\$ 99,000
<b>NON-ALLOCATED</b>					
Contingency			\$ 16,500		
Transfer to General Fund			\$ 17,000	\$ 17,000	\$ -
Ending Fund Balance	\$ 91,706	\$ 91,705	\$ 75,500		\$ -
Total Non-Allocated	\$ 91,706	\$ 91,705	\$ 109,000	\$ 17,000	\$ -
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$ 116,482</b>	<b>\$ 91,705</b>	<b>\$ 109,000</b>	<b>\$ 17,000</b>	<b>\$ 99,000</b>

## WAGNER LIBRARY FUND

<b>RESOURCES</b>	<b>ACTUAL 2017-2018</b>	<b>ACTUAL 2018-2019</b>	<b>ADOPTED 2019-2020</b>	<b>ACTUAL 2/29/2020</b>	<b>PROPOSED 2020-2021</b>
Beginning Fund Balance	\$ 54,593	\$ 60,015	\$ 41,000	\$ 41,065	\$ 41,000
Miscellaneous					
Total Revenue	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL FUND RESOURCES</b>	<b>\$ 54,593</b>	<b>\$ 60,015</b>	<b>\$ 41,000</b>	<b>\$ 41,065</b>	<b>\$ 41,000</b>
<b>REQUIREMENTS</b>	<b>ACTUAL 2017-2018</b>	<b>ACTUAL 2018-2019</b>	<b>ADOPTED 2019-2020</b>	<b>ACTUAL 4/13/2020</b>	<b>PROPOSED 2020-2021</b>
<b>MATERIALS &amp; SERVICES</b>					
Professional Services		\$ 18,950		\$ -	\$ -
Total Materials & Services	\$ -	\$ 18,950	\$ -	\$ -	\$ -
<b>NON-ALLOCATED</b>					
Contingency		\$ -	\$ 41,000	\$ -	\$ 41,000
Ending Fund Balance	\$ 54,593	\$ 41,065		\$ -	\$ -
Total Non-Allocated	\$ 54,593	\$ 41,065	\$ 41,000	\$ -	\$ 41,000
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$ 54,593</b>	<b>\$ 60,015</b>	<b>\$ 41,000</b>	<b>\$ -</b>	<b>\$ 41,000</b>

A public meeting of the Falls City Council will be held on June 8, 2020 at 6:00 pm telephonically at (425) 436-6370 x251514, or on speaker at the City Hall window located at 299 Mill St. Falls City, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the Falls City Budget Committee. There will also be a public hearing on the use of revenue sharing funds. 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 10 a.m. and 5 p.m. Mon-Thurs, or online at 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.

Contact: Mac Corthell

Telephone: 503 787 3631

Email: info@fallscityoregon.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2018-2019	Adopted Budget This Year 2019-2020	Approved Budget Next Year 2020-2021
Beginning Fund Balance/Net Working Capital	1,290,114	1,191,000	1,143,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	569,684	507,100	520,850
Federal, State & all Other Grants, Gifts, Allocations & Donations	185,179	1,352,690	1,876,000
Revenue from Bonds and Other Debt	33,152	28,000	27,000
Interfund Transfers / Internal Service Reimbursements	90,000	126,063	214,000
All Other Resources Except Current Year Property Taxes	31,514	27,200	28,000
Current Year Property Taxes Estimated to be Received	163,271	165,000	159,000
<b>Total Resources</b>	<b>2,362,914</b>	<b>3,397,053</b>	<b>3,967,850</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	390,263	451,899	397,325
Materials and Services	340,259	395,408	408,850
Capital Outlay	112,984	1,387,744	1,719,500
Debt Service	84,472	92,712	92,028
Interfund Transfers	90,000	120,425	214,000
Contingencies	77,383	471,810	735,437
Special Payments			400,000
Unappropriated Ending Balance and Reserved for Future Expenditure	1,267,553	477,055	710
<b>Total Requirements</b>	<b>2,362,914</b>	<b>3,397,053</b>	<b>3,967,850</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			
Administration	233,222	245,930	601,950
FTE	2.50	2.15	2.00
Fire Department	78,549	148,414	127,075
FTE	0.10	0.30	0.10
Parks & Cemeteries	8,949	22,776	32,610
FTE	0.00	0.15	0.25
Council & Committees	813	1,000	3,100
FTE	0.00	0.00	0.00
Code Services & Municipal Court	2,366	21,032	33,000
FTE	0.20	0.50	0.40
Shared Services Fund	0	110,327	122,000
FTE	0.00	0.00	0.00
Fire Levy	40,626	50,000	39,000
FTE	0.00	0.00	0.00
Street Fund	283,107	1,033,000	1,400,000
FTE	0.00	0.45	0.25
Water Fund	522,210	484,500	500,000
FTE	2.00	1.80	1.80
Sewer Fund	372,764	523,000	363,000
FTE	1.50	1.30	0.50
Utility Reserve Fund	366,077	381,000	295,000
FTE	0.00	0.00	0.00
Community Development Loan Fund	91,705	109,000	99,000
FTE	0.00	0.00	0.00
Wagner Library Fund	60,015	41,000	41,000
FTE	0.00	0.00	0.00
Not Allocated to Organizational Unit or Program	302,511	226,074	311,115
FTE	0.00	0.00	0.00
<b>Total Requirements</b>	<b>2,362,914</b>	<b>3,397,053</b>	<b>3,967,850</b>
<b>Total FTE</b>	<b>6.30</b>	<b>6.65</b>	<b>5.30</b>

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \*

The 20% increase in this year's budget can be largely attributed to a substantial increase in capital investments due to a corresponding increase in expected grant funding. Additionally, the city is serving as sub-grantee to Polk CDC for a countywide low income housing grant that can be seen in the 'administrative' organizational unit. Finally, a revamped staffing philosophy and organizational structure have led to a substantial decrease in personnel of nearly 20% while increasing capacity and maintaining service levels.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2018-2019	Rate or Amount Imposed 2019-2020	Rate or Amount Approved 2020-2021
Permanent Rate Levy (rate limit per \$1,000)	2.9202/1000	2.9202/1000	2.9202/1000
Local Option Levy	1.00/1000	1.00/1000	1.00/1000
Levy For General Obligation Bonds			

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	\$1,056,375	
Other Borrowings	\$148,926	\$25,000
<b>Total</b>	<b>\$1,205,301</b>	<b>\$25,000</b>

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

---

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

---

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

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

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

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

**1.1. Call to Order**

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

**1.2. Roll Call**

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

**1.3. Pledge of Allegiance**

Mayor Gordon led the pledge.

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

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

**3. Appointments**

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

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

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

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

**4. Public Hearing of Budget**

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

---

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

**Public Comments**

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

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

**5. Public Hearing State Revenue Sharing**

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

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

No Public Comments

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

**6. Budget Committee Discussion**

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

b. **General Fund Revenues:** The General fund has a balance of \$275,000.00 and anticipates revenues of approximately of \$833,000.00 which sets the total General Fund Resources at an estimated \$1,108,000.00. Up \$525,214.00 from the 2019-2020 Fiscal Year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

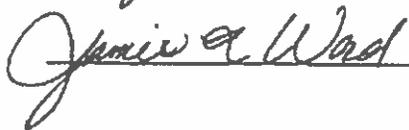
A motion was made by Committee Member G. Mack and seconded by Committee L. Sampson-Bailey that the City of Falls City Budget Committee approve the Fiscal Year 2020-2021 local budget as presented. Motion carried 7-0-0-5. Ayes: Jeremy Gordon, Jennifer Drill, T.J. Bailey, Dana Schowalter, Guy Mack, Amy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

**7. Adjourn**

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

The meeting adjourned at 7:13pm.

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

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

# City of Falls City

FY 2019-2020 PROPOSED BUDGET

## BUDGET MESSAGE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely,

*/s/ Macahan Cortkell*

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

---

## AGENDA REPORT

---

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** CITY MANAGER, MAC CORTHELL  
**SUBJECT:** RESOLUTION 13-2020 FALLS CITY CYBERSECURITY POLICY  
**DATE:** JUNE 08, 2020

---

### **SUMMARY**

Adoption of the model CIS cyber security policy that will allow for additional cyber security insurance coverage.

### **BACKGROUND**

The large liability claims typically seen by CIS were for wrongful termination and jail liability, but lately that has changed to cyber liability. Claims are averaging between \$150k and \$350k per claim, in order to get the local government's systems back up and running, and remunerate any injured parties.

As such, the City is attempting to up its cyber liability insurance from \$50k, to \$500k per year. In order to do so, CIS requires adoption of the model policy contained herein.

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

1. Do not adopt the policy, remain at \$50k automatic cyber liability coverage.
2. Adopt the policy, remain at \$50k automatic cyber liability coverage.
3. Adopt the policy, add an addition \$200k for \$1,150/year; \$450k for \$1,400/year; \$950k for \$1,550/year.

### **STAFF RECCOMENDATION**

The City's insurance agent recommends, and city staff concurs with the recommendation, to adopt the cyber security policy.

### **EXHIBIT**

- A) Letter from insurance agent of record, Craven-Woods Insurance
- B) Resolution 13-2020
  - i) Falls City Cyber Security Policy

### **PROPOSED MOTION**

I move the City Council of the City of Falls City adopt resolution 13-2020, A RESOLUTION ADOPTING THE CITY OF FALLS CITY CYBERSECURITY POLICY.

# Craven-Woods Insurance

Mac Corthell, City Manager  
City of Falls City  
299 Mill Street  
Falls City OR 97344

May 29, 2020

RE: General Liability, Property, & Automobile Insurance  
Renewal: 2020-21

Dear Mac,

Relating to public entity insurance, commercial insurance companies continue to withdraw from the Oregon marketplace. Unable or unwilling to match pricing for the combination of coverage and risk management services offered by CIS, that leaves CIS as the clear choice for entities seeking insurance coverage. Currently 237 of the 241 Oregon cities and 28 of the 36 Oregon counties participate in the CIS insurance program.

Earthquake and Flood coverages are included in the basic policy with a limit of \$5,000,000. Higher limits are available if desired. Cyber Liability limit of \$50,000 is also included in the base policy.

\$500,000 in Excess Crime coverage is included in the City's insurance package. This protects the City for employee theft, forgery or alteration, inside premises – theft of money and securities, inside premises – robbery, safe burglary, outside premises, computer fraud, money orders and counterfeit paper currency, funds transfer fraud, and faithful performance of duty.

The large liability claims in the past for CIS were Wrongful Termination and Jail Liability. Now Cyber Liability is the next hot claim. Wrongful Termination and Jail Liability claims are still happening, but Cyber Liability seems to be the "flavor of the month" with claims averaging between \$100,000 to \$350,000 per claim to get their systems up and running again. Twenty cities and counties have all experienced a Cyber Liability attack since 2018. One county only had \$50,000 of Cyber Liability. CIS paid out \$50,000 and the county paid an additional \$600,000 because they did not purchase any excess coverage. Excess Cyber Liability of \$950,000 is included in your renewal quote. Here are three

options for purchasing Excess Cyber Liability above the \$50,000 that is part of the base policy:

- \$200,000 Excess Cyber Liability: \$1,150
- \$450,000 Excess Cyber Liability: ~~\$1,400~~
- \$950,000 Excess Cyber Liability: \$1,550

In order to purchase any of the Excess Cyber options, CIS will need a copy of your Cybersecurity Policy.

As your insurance agent of record, I ask that you continue to submit liability and property claims directly to me. I will then package the claim and forward it to CIS Claims. I do ask that the claim be submitted to me ASAP for CIS Claims to get a quick start on the claim. After submitting the claim, CIS Claims will work directly with you in handling your claim. I will be available to the City if questions arise during the claims process.

Copies of the City's coverage proposals for liability, auto physical damage, property, and equipment breakdown are included. Once again, the City's renewal looks excellent.

Please don't hesitate to call me if there are any questions.

Sincerely,



Kenneth L. Woods, Jr.  
Insurance Agent of Record, Falls City  
KLW:ekb

enclosures

100

**RESOLUTION 13-2020**

**A RESOLUTION ADOPTING THE CITY OF FALLS CITY CYBERSECURITY POLICY.**

Whereas, The City of Falls City is a government entity in possession of various digital, confidential information; and

Whereas, The frequency and costs associated with cyber attacks has sharply increased; and

Whereas, The City of Falls City currently has only \$50,000 in cyber liability coverage; and

Whereas, The average cost of an attack is between \$100,000 and \$350,000; and

Whereas, The City of Falls City cannot increase its cyber liability coverage without adopting the attached cyber security policy; and

Whereas, The City of Falls City must take prophylactic measures to ensure a cyber attack does not cause irreparable financial hardship.

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

Section 1. The City Council hereby adopts the attached Cyber Security Policy.

Section 2. This resolution is effective immediately upon passage.

Vote:

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

Attest:

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

\_\_\_\_\_  
Jamie Ward, City Clerk



## Cyber Security Policy

## Table of Contents

Roles and Responsibilities .....	3
IDENTIFY (ID) .....	4
Asset Management .....	4
PROTECT (PR) .....	5
Identity Management, Authentication and Access Control .....	5
Awareness and Training.....	6
Data Security .....	7
Data Classification .....	7
Data Storage .....	7
Data Transmission .....	8
Data Destruction .....	8
Data Storage .....	8
Information Protection Processes and Procedures.....	9
Secure Software Development .....	9
Contingency Planning .....	9
Network Infrastructure.....	10
Network Servers.....	10
Protective Technology.....	11
Email Filtering .....	11
Network Vulnerability Assessments.....	11
DETECT (DE).....	12
Anomalies and Events.....	12
Security Continuous Monitoring .....	12
Anti-Malware Tools .....	12
Patch management.....	12
RESPOND (RS) .....	12
Response Planning .....	12
Electronic Incidents .....	13
Physical Incidents .....	13
Notification .....	13
RECOVER (RC) .....	14
Appendix A – Acceptable Use Policy .....	15
Appendix B – Confidentiality and Non-Disclosure Agreement.....	19

## Objective

The focus of this policy is to help City of Falls City meet its objectives. We recognize that information and the protection of information is required to serve our citizens. We seek to ensure that appropriate measures are implemented to protect our citizen's information. This Cybersecurity Policy is designed to establish a foundation for an organizational culture of security. This policy will be reviewed annually and approved by the City Manager.

The purpose of this policy is to clearly communicate the City of Falls City security objectives and guidelines to minimize the risk of internal and external threats while taking advantage of opportunities that promote our objectives.

This policy applies, to all City of Falls City elected officials, employees, contractors, consultants, and others specifically authorized to access information and associated assets owned, operated, controlled, or managed by the City of Falls City. Additionally, leadership must ensure that all contracts and similar agreements with business partners and service providers incorporate appropriate elements of this policy.

## Compliance

Oregon public entities must comply with the Oregon Identity Theft Protection Act, ORS 646A.600 – 628. ORS 646A.622 (d) requires the implementation of a Cybersecurity program. Non-compliance with this policy may pose risks to the organization; accordingly, compliance with this program is mandatory. Failure to comply may result in failure to obtain organizational objectives, legal action, fines and penalties. Breaches with the potential to impact more than 250 individuals must be reported to the Oregon Department of Justice.

<https://www.doj.state.or.us/consumer-protection/id-theft-data-breaches/data-breaches/>

## *Roles and Responsibilities*

City of Falls City has appointed the following roles and responsibilities to execute and monitor the policies described in this document.

### City Manager:

- Ensure that a written Cybersecurity Policy is developed and implemented.
- Confirm identification, acquisition, and implementation of information system software and hardware.
- Identify all Personally Identifiable Information.
- Ensure implementation, enforcement, and effectiveness of IT Security policies and procedures.
- Facilitate an understanding and awareness that security requires participation and support at all organizational levels.

- Oversee daily activities and use of information systems to ensure employees, business partners, and contractors adhere to these policies and procedures.

Employees and Contractors

- See Appendix A - Acceptable Use Policy

**Identify, Protect, Detect, Respond, and Recover**

The following sections outline City of Falls City requirements and minimum standards to facilitate the secure use of organizational information systems. The information presented in this policy follows the format of the control families outlined in the National Institute of Standards and Technology (NIST) Cybersecurity Framework (NIST CSF): **Identify, Protect, Detect, Respond, and Recover**.

The scope of security controls addressed in this policy focus on the activities most relevant to City of Falls City as defined by the Center for Internet Security (CIS) and industry best practices. Questions related to the interpretation and implementation of the requirements outlined in this policy should be directed to the City Manager.

**IDENTIFY (ID)**

Objective: To develop the organization’s understanding that’s necessary to manage cybersecurity risk to systems, people, assets, data, and capabilities.

**Asset Management**

An inventory of all approved hardware and software on City of Falls City network and systems will be maintained in a computer program or spreadsheet that documents the following:

- The employee in possession of the hardware or software.
- Date of purchase.
- Amount of purchase.
- Serial number.
- Type of device and description.
- A listing of software or devices that have been restricted.

**Personally Identifiable Information (PII)**

An inventory of all PII information by type and location will be taken. The following table may be useful to inventory PII.

Location	PII by type	Essential	Location	Owner
Website				
Contractors				
File in staff office				
File in building				

105

File offsite				
Desk top				
HR System				
Financial System				
Laptop				
Flash drive				
Cell phones				
Tablets				
Other				

Each manager will determine if PII is *essential*. If PII is not essential, it will either not be collected, or (if collected) will be destroyed. Do not collect sensitive information, such as a Social Security numbers, if there is no legitimate business need. If this information does serve a need, apply your entity's record retention plan that outlines what information must be kept, and dispose of it securely once it is no longer required to maintain.

All PII no longer needed shall be shredded if in paper form or destroyed by IT if in electronic form.

The Oregon Identity Theft Protection Act prohibits anyone (individual, private or public corporation, or business) who maintains Social Security numbers from:

- Printing a consumer's SSN on any mailed materials not requested by the consumer unless redacted
- Printing a consumer's SSN on a card used by the consumer that is required to access products or services
- Publicly posting or displaying a consumer's SSN, such as on a website

Exceptions include requirements by state or federal laws, including statute records (such as W2s, W4s, 1099s, etc.) that are required by law to be made available to the public, for use for internal verification or administrative processes, or for enforcing a judgment or court order.

**PROTECT (PR)**

Objective: To develop and implement appropriate safeguards to ensure the delivery of critical services.

***Identity Management, Authentication and Access Control***

[TITLE] is responsible for ensuring that access to the organization's systems and data is appropriately controlled. All systems housing City of Falls City data (including laptops, desktops, tablets, and cell phones) are required to be protected with a password or other form of authentication. Except for the instances noted in this policy, users with access to City of Falls City systems and data are not to share passwords with anyone.

City of Falls City has established following password configuration requirements for all systems and applications (where applicable):

- Minimum password length: 8 characters
- Password complexity: requires alphanumeric and special characters
- Prohibited reuse for four (4) iterations
- Changed periodically every 90 days
- Invalid login attempts set to three
- Automatic logout due to inactivity = 30 minutes

Other potential safeguards include:

- Not allowing PII on mobile storage media
- Locking file cabinets
- Not allowing PII left on desktops
- Encrypting sensitive files on computers
- Requiring password protection
- Implementing the record retention plan and destroying records no longer required

Where possible, multi-factor authentication will be used when users authenticate to the organization's systems.

- Users are granted access only to the system data and functionality necessary for their job responsibilities.
- Privileged and administrative access is limited to authorized users who require escalated access for their job responsibilities and where possible will have two accounts: one for administrator functions and a standard account for day to day activities.
- All user access requests must be approved by [TITLE].
- It is the responsibility of [TITLE] to ensure that all employees and contractors who separate from the organization have all system access removed within [TIMEFRAME].

On an annual basis, a review of user access will be conducted under the direction of [TITLE] to confirm compliance with the access control policies outlined above.

### ***Awareness and Training***

City of Falls City personnel are required to participate in security training in the following instances:

1. All new hires are required to complete security awareness training before receiving login credentials.
2. Formal security awareness refresher training is conducted on an annual basis. All employees are required to participate in and complete this training.

---

Upon completion of training, participants will review and sign the ***Acceptable Use Policy*** included in Appendix A.

Two online classes are available through the CIS Learning Center at [learn.cisoregon.org](http://learn.cisoregon.org):  
“*Cyber Threats and Best Practices to Confront Them*” and “*Cyber Security Basics*.”

On an annual basis, City of Falls City will conduct email phishing exercises of its users. The purpose of these tests is to help educate users on common phishing scenarios. It will assess their level of awareness and comprehension of phishing, understanding and compliance with policy around safe handling of e-mails containing links and/or attachments, and their ability to recognize a questionable or fraudulent message.

## ***Data Security***

### Data Classification

You must adhere to your Records Retention Policy regarding the storage and destruction of data. Data residing on corporate systems must be continually evaluated and classified into the following categories:

- **Employees Personal Use:** Includes individual user's personal data, emails, documents, etc. This policy excludes an employee's personal information, so no further guidelines apply.
- **Marketing or Informational Material:** Includes already-released marketing material, commonly known information, data freely available to the public, etc. There are no requirements for public information.
- **Operational:** Includes data for basic organizational operations, communications with vendors, employees, etc. (non-confidential). The majority of data will fall into this category.
- **Confidential:** Any information deemed confidential. The following list provides guidelines on what type of information is typically considered confidential. Confidential data may include:
  - Employee or customer Social Security numbers or personally identifiable information (PII)
  - Personnel files
  - Medical and healthcare information
  - Protected Health Information (PHI)
  - Network diagrams and security configurations
  - Communications regarding legal matters
  - Passwords/passphrases
  - Bank account information and routing numbers
  - Payroll information
  - Credit card information
  - Any confidential data held for a third party (be sure to adhere to any confidential data agreement covering such information)

---

### Data Storage

The following guidelines apply to storage of the different types of organizational data.

- **Operational:** Operational data should be stored on a server that gets the most frequent backups (refer to the Backup Policy for additional information). Some type of system- or disk-level redundancy is encouraged.
- **Confidential:** Confidential information must be removed from desks, computer screens, and common areas unless it is currently in use. Confidential information should be stored under lock and key (or keycard/keypad), with the key, keycard or code secured.

#### Data Transmission

The following guidelines apply to the transmission of the different types of organizational data.

- **Confidential:** Confidential data must not be 1) transmitted outside the organization's network without the use of strong encryption, 2) left on voicemail systems, either inside or outside the organization's network.

#### Data Destruction

You must follow your records retention policy before destroying data.

- **Confidential:** Confidential data must be destroyed in a manner that makes recovery of the information impossible. The following guidelines apply:
  - Paper/documents: Cross-cut shredding is required.
  - Storage media (CD's, DVD's): Physical destruction is required.
  - Hard drives/systems/mobile storage media: At a minimum, data wiping must be used. Simply reformatting a drive does not make the data unrecoverable. If wiping is used, the organization must use the most secure commercially-available methods for data wiping. Alternatively, the organization has the option of physically destroying the storage media.

#### Data Storage

Stored Data includes any data located on organization-owned or organization-provided systems, devices, media, etc. Examples of encryption options for stored data include:

- Whole disk encryption
- Encryption of partitions/files
- Encryption of disk drives
- Encryption of personal storage media/USB drives
- Encryption of backups
- Encryption of data generated by applications

Data while transmitted includes any data sent across the organization network or any data sent to or from an organization-owned or organization-provided system. Types of transmitted data that shall be encrypted include:

- VPN tunnels

- Remote access sessions
- Web applications
- Email and email attachments
- Remote desktop access
- Communications with applications/databases

### ***Information Protection Processes and Procedures***

#### **Secure Software Development**

Where applicable, all software development activities performed by City of Falls City or by vendors on behalf of the organization shall employ secure coding practices including those outlined below.

A minimum of three software environments for the development of software systems should be available – development, quality assurance, and a production environment. Software developers or programmers are required to develop in the development environment and promote objects into the quality assurance and production environments. The quality assurance environment is used for assurance testing by the end user and the developer. The production environment should be used solely by the end user for production data and applications. Compiling objects and the source code is not allowed in the production environment. The information technology manager or an independent peer review will be required for promotion objects into the production environment.

- All production changes must be approved before being promoted to production.
- Developers should not have the ability to move their own code.
- All production changes must have a corresponding help desk change request number.
- All production changes must be developed in the development environment and tested in the quality assurance environment.
- All emergency changes must be adequately documented and approved.

Software code approved for promotion will be uploaded by the City Manager to the production environment from the quality assurance environment once the change request is approved. The City Manager may work with the developer to ensure proper placement of objects into production.

#### **Contingency Planning**

The organization's business contingency capability is based upon Cloud and Local backups of all critical business data. This critical data is defined as all Falls City server data. Full data backups will be performed on a weekly basis. Confirmation that backups were performed successfully will be conducted weekly. Testing of cloud backups and restoration capability will be performed on a quarterly basis.

---

During a contingency event, all IT decisions and activities will be coordinated through and under the direction of the City Manager.

The following business contingency scenarios have been identified along with the intended responses:

- In the event that one or more of City of Falls City's systems or applications are deemed corrupted or inaccessible, the City Manager will work with the respective vendor(s) to restore data from the most recent CLOUD or LOCAL backup and, if necessary, acquire replacement hardware.
- In the event that the location housing the City of Falls City systems are no longer accessible, the City Manager will work with the respective vendor(s) to acquire any necessary replacement hardware and software, implement these at one of the organization's other sites, and restore data from the most recent CLOUD or LOCAL backup.

*As an important reminder, CIS covers data reproduction (subject to a deductible) for only one week.*

### Network Infrastructure

The organization will protect the corporate electronic communications network from the Internet by utilizing a firewall. For maximum protection, the corporate network devices shall meet the following configuration standards:

- Vendor recommended, and industry standard configurations will be used.
- Changes to firewall and router configuration will be approved by the City Manager.
- Both router and firewall passwords must be secured and difficult to guess.
- The default policy for the firewall for handling inbound traffic should be to block all packets and connections unless the traffic type and connections have been specifically permitted.
- Inbound traffic containing ICMP (Internet Control Message Protocol) traffic should not be passed in from the Internet, or from any un-trusted external network.
- All web services running on routers must be disabled.
- Simple Network Management Protocol (SNMP) Community Strings must be changed from the default "public" and "private".

### Network Servers

Servers typically accept connections from several sources, both internal and external. As a general rule, the more sources that connect to a system, the more risk associated with that system, so it is particularly important to secure network servers. The following statements apply to the organization's use of network servers:

- Unnecessary files, services, and ports should be removed or blocked. If possible, follow a server-hardening guide, which is available from the leading operating system manufacturers.
- Network servers, even those meant to accept public connections, must be protected by a firewall or access control list.



- If possible, a standard installation process should be developed for the organization's network servers. A standard process will provide consistency across servers no matter what employee or contractor handles the installation.
- Clocks on network servers should be synchronized with the organization's other networking hardware using NTP or another means. Among other benefits, this will aid in problem resolution and security incident investigation.

### Network Segmentation

Network segmentation is used to limit access to data within the City of Falls City network based upon data sensitivity. City of Falls City maintains two wireless networks. The *guest* wireless network is password protected, and proper authentication will grant the user internet access only. Access to the *secure* wireless network is limited to City of Falls City personnel and provides the user access to the intranet.

*The following paragraph can be included if a third-party vendor is used for network administration:*

Under the direction of the City Manager, the third-party network administrator manages the network user accounts, monitors firewall logs, and operating system event logs. The City Manager authorizes vendor access to the system components as required for maintenance.

### ***Protective Technology***

#### Email Filtering

A good way to mitigate email related risk is to filter it before it reaches the user so that the user receives only safe, business-related messages. City of Falls City will filter email at the Internet gateway and/or the mail server. This filtering will help reduce spam, viruses, or other messages that may be deemed either contrary to this policy or a potential risk to the organization's IT security.

Additionally, EMAIL OR ANTI-MALWARE PROGRAMS may have been implemented to identify and quarantine emails that are deemed suspicious. This functionality may or may not be used at the discretion of the IT Manager.

#### Network Vulnerability Assessments

On a quarterly basis, City of Falls City will perform both internal and external network vulnerability assessments. The purpose of these assessments is to establish a comprehensive view of the organization's network as it appears internally and externally. These evaluations will be conducted under the direction of the City Manager to identify weaknesses with the network configuration that could allow unauthorized and/or unsuspected access to the organization's data and systems.

As a rule, "penetration testing," which is the active exploitation of organization vulnerabilities, is discouraged. If penetration testing is performed, it must not negatively impact organization systems or data.

## **DETECT (DE)**

Definition: Develop and implement appropriate activities to identify the occurrence of a cybersecurity event.

### ***Anomalies and Events***

The following logging activities are conducted by the contract IT provider under the direction of the City Manager:

- Domain Controllers - Active Directory event logs will be configured to log the following security events: account creation, escalation of privileges, and login failures.
- Application Servers - Logs from application servers (e.g., web, email, database servers) will be configured to log the following events: errors, faults, and login failures.
- Network Devices - Logs from network devices (e.g., firewalls, network switches, routers) will be configured to log the following events: errors, faults, and login failures.

Passwords should not be contained in logs.

Logs of the above events will be reviewed by the contract IT provider at least once per month. Event logs will be configured to maintain record of the above events for three months.

### ***Security Continuous Monitoring***

#### Anti-Malware Tools

All organization servers and workstations will utilize McAfee Antivirus and Malware Bytes to protect systems from malware and viruses. Real-time scanning will be enabled on all systems and weekly malware scans will be performed. A monthly review of the McAfee Antivirus and Malware Bytes dashboard will be conducted by the City Manager to confirm the status of virus definition updates and scans.

#### Patch management

All software updates and patches will be distributed to all City of Falls City system as follows:

- Workstations will be configured to install software updates every week automatically.
- Server software updates will be manually installed at least monthly.
- Any exceptions shall be documented.

## **RESPOND (RS)**

Definition: Develop and implement appropriate activities to take action regarding a detected cybersecurity incident.

### ***Response Planning***

The organization's annual security awareness training shall include direction and guidance for the types of security incidents users could encounter, what actions to take when an incident is

suspected, and who is responsible for responding to an incident. A security incident, as it relates to the City of Falls City's information assets, can be defined as either an Electronic or Physical Incident.

The City Manager is responsible for coordinating all activities during a significant incident, including notification and communication activities. They are also responsible for the chain of escalation and deciding if/when outside agencies, such as law enforcement, need to be contacted.

### Electronic Incidents

This type of incident can range from an attacker or user accessing the network for unauthorized/malicious purposes to a virus outbreak or a suspected Trojan or malware infection. When an electronic incident is suspected, the steps below should be taken in order.

1. Remove the compromised device from the network by unplugging or disabling network connection. Do not power down the machine.
2. Report the incident to the City Manager, or
3. Contact the third-party service provider (and/or computer forensic specialist) as needed.

**The remaining steps should be conducted with the assistance of the third-party IT service provider and/or computer forensics specialist.**

4. Disable the compromised account(s) as appropriate.
5. Backup all data and logs on the machine, or copy/image the machine to another system.
6. Determine exactly what happened and the scope of the incident.
7. Determine how the attacker gained access and disable it.
8. Rebuild the system, including a complete operating system reinstall.
9. Restore any needed data from the last known good backup and put the system back online.
10. Take actions, as possible, to ensure that the vulnerability will not reappear.
11. Conduct a post-incident evaluation. What can be learned? What could be done differently?

### Physical Incidents

A physical IT security incident involves the loss or theft of a laptop, mobile device, PDA/Smartphone, portable storage device, or other digital apparatus that may contain organization information. All instances of a suspected physical security incident should be reported immediately to the City Manager.

### Notification

If an electronic or physical security incident is suspected of having resulted in the loss of third-party/customer data, notification of the public or affected entities should occur.

1. Contact CIS Claims at [claims@cisoregon.org](mailto:claims@cisoregon.org).

2. Inform your attorney
3. Complete this form if the breach involves more than 250 records.  
<https://justice.oregon.gov/consumer/DataBreach/Home/Submit>

## RECOVER (RC)

Recovery processes and procedures are executed and maintained to ensure timely restoration of systems and/or assets affected by cybersecurity events.

CIS will help with the recovery process. CIS may provide forensics services, breach coaching services, legal services, media services and assist in paying for notification expenses. The CIS claims adjuster will discuss with you the coverages and services offered by CIS.

City Manager is responsible for managing and directing activities during an incident, including the recovery steps.

Recovery planning and processes are improved by incorporating lessons learned into future activities.

Restoration activities are coordinated with internal and external parties, such as coordinating centers, Internet service providers, owners of the affected systems, victims, and vendors.

External communications should only be handled by designated individuals at the direction of the City Manager. Recovery activities are communicated to internal stakeholders, executives, and management teams.

## Appendix A – Acceptable Use Policy

The intention of this Acceptable Use Policy is not to impose restrictions that are contrary to City of Falls City established culture of openness, trustworthiness, and uprightness. Understanding and adhering the organization's IT security policies is necessary to protect our employees and organization from illegal or damaging actions by individuals, either knowingly or unknowingly. Effective security is a team effort involving the participation and support of every employee. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

### ***Purpose***

The purpose of this policy is to outline the acceptable use of computer equipment, email, and internet access at all locations. These rules are in place to protect the employee and the organization. Inappropriate use exposes the organization to risks including virus attacks, compromises of network systems and services, and legal liability.

### ***Scope***

This policy applies to both permanent and temporary employees of the organization. This policy applies to all equipment that is owned or leased by the organization. This policy is a supplement to the *City of Falls City Cyber security Policy*.

### ***1.0 Policy***

The following actions shall constitute unacceptable use of the corporate network. The list also provides a frame of reference for types of activities that are deemed unacceptable. The user may not use the corporate network and/or systems to:

1. Engage in an activity that is illegal under local, state, federal, or international law.
2. Engage in any activities that may cause embarrassment, loss of reputation, or other harm to the organization.
3. Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, threatening, obscene or otherwise inappropriate messages or media.
4. Engage in activities that cause an invasion of privacy.
5. Engage in activities that cause disruption to the workplace environment or create a hostile workplace based on a legally protected class.
6. Make fraudulent offers for products or services.
7. Install, download or distribute unlicensed or "pirated" software.
8. Reveal personal or network passwords to others, including family, friends, or other members of the household when working from home or remote locations.

### ***Email***

---

The following activities are strictly prohibited:

1. Using the email system to send or forward pornographic material.

2. Using the email system for any form of harassment whether through language, content, frequency or size of the message.
3. Sending unsolicited bulk email messages, including the sending of "junk mail" or other advertising materials to individuals who did not specifically request such material (email spam).
4. Sending or forwarding emails of a non-business nature to the "All Employee" list.
5. Sending or forwarding emails of a non-business nature with either an excessive number of attachments or attachments of excessive size (examples would be emails with numerous photos, video clips, or large PowerPoint presentations).
6. Creating or forwarding "chain letters," "Ponzi" schemes or other get rich quick "pyramid" schemes of any type.
7. Using the email system in a manner that would violate the City of Falls City Cyber security Policy.
8. Opening file attachments with file extensions such as .vbs, .exe, .com, or .sys.

### *Social Networking/Blogging*

The following applies to social networking/blogging:

1. Employees are discouraged from using employer-owned equipment, including computers, organizationally licensed software or other electronic equipment, or organization time to conduct personal blogging. Social networking activities are discouraged.
2. Employees are expected to protect the privacy of the organization and its employees and are prohibited for disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which the employees have access.
3. Management strongly urges employees to report any violations or possible violations or perceived violations to supervisors or managers. Management investigates and responds to all reports of violations of the social networking policy and other related policies.
4. Only executive management are authorized to remove any content that does not meet the rules and guidelines of the policy or that may be illegal or offensive.
5. Views of the individual employee are not ever attributed to the City of Falls City.
6. Posts must comply with existing policies re harassment and discrimination.
7. Posts must comply with existing policies re confidentiality and improper disclosures.
8. Online activities must not interfere or negatively affect work tasks or [City/County/Entity], except for "Concerted Activities."
9. Employees must not reference City of Falls City or its services in the employee's social medial posts, except for "Concerted Activities."
10. City of Falls City logos should not be used in the employee's social media posts, except for "Concerted Activities."
11. Posts must not violate copyright laws.
12. Consult the Employee Personnel Handbook for further clarification.

### *Clean Desk*

A significant amount of confidential customer information is maintained in paper-based form. All staff members are responsible for ensuring that this information is properly safeguarded and is not improperly disclosed to unapproved third parties. In order to accomplish this, all employees are responsible for:

1. Ensuring that paper-based information is appropriately monitored and protected.
2. Ensuring that all confidential documents are properly locked-up at the end of each business day. Appropriate methods to secure documents include utilizing locking filing cabinets or desk drawers, etc.
3. Maintaining a "clean desk" or working area throughout the day and ensure there are no confidential documents in open view if absent from their desk for an extended period. This will help to ensure that confidential customer information is not inadvertently disclosed.

### *Computer Usage (Password)*

The following password criteria will be used to access Windows workstations:

1. Minimum password length: 8 characters
2. Password complexity: requires alphanumeric and special characters
3. Prohibited reuse for four (4) iterations
4. Changed periodically every 90 days
5. Invalid login attempts set to three
6. Automatic logout due to inactivity = 30 minutes

### *Portable Devices*

The following Portable Devices are allowed for organization use only:

1. Cell phones
2. Laptops
3. Digital cameras
4. Any type of USB memory device or USB mass storage device

### **2.0 Monitoring**

Employees should have no expectation of privacy for any information they store, send, receive, or access via the organization's network. Content monitoring of email by management may occur without prior notice. All other monitoring, including but not limited to, internet activity, email volume or size, and other forms of electronic data exchange may occur without prior notice by management.

Monitoring may occur without prior notice of a suspected violation, either in part or in whole, of the Acceptable Use Policy or the *City of Falls City Cybersecurity Policy* is detected or reported.

**3.0 Reporting**

Employees must report to the City Manager when they learn of a suspected breach of information or have lost a laptop, telephone, or USB memory with City of Falls City information.

**4.0 Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

**Signature**

I have received a copy of the organization's Acceptable Use Policy as revised and approved by the management. I have read and understood the policy.

\_\_\_\_\_

(Print your name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

## Appendix B – Confidentiality and Non-Disclosure Agreement

This Confidentiality and Nondisclosure Agreement (the "Agreement") is entered into by and between **City of Falls City** ("Disclosing Party") and \_\_\_\_\_ ("Receiving Party") for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

1. **Definition of Confidential Information.** For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. Examples of Confidential Information include the following:
  - Employee or customer Social Security numbers or personal information
  - Customer data
  - Entity financial data
  - Product and/or service plans, details, and schematics,
  - Network diagrams and security configurations
  - Communications about entity legal matters
  - Passwords
  - Bank account information and routing numbers
  - Payroll information
  - Credit card information
  - Any confidential data held for a third party
2. **Exclusions from Confidential Information.** Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.
3. **Obligations of Receiving Party.** Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors, and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions that are at least as protective as those in this Agreement. Receiving Party shall not, without the prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.
4. **Time Periods.** The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a trade secret

or until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.

5. Relationships. Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venturer or employee of the other party for any purpose.
6. Severability. If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.
7. Integration. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in a writing signed by both parties.
8. Waiver. The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

This Agreement and each party's obligations shall be binding on the representatives, assigns, and successors of such party. Each party has signed this Agreement through its authorized representative.

**Disclosing Party**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**Receiving Party**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

121

---

## STAFF REPORT

---

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** CITY MANAGER, MAC CORTHELL  
**SUBJECT:** RESOLUTION 14-2020 2021 SPECIAL CITY ALLOTMENT GRANT  
**DATE:** JUNE 8, 2020

---

### SUMMARY

A Special City Allotment Grant in which the City is awarded state lottery funds exclusively for improving or maintaining city streets. The maximum award is \$100k and would be used to help fund a pedestrian island at N. Main and Mitchell/Bridge Streets.

### BACKGROUND

Community Development and Outreach Coordinator, William Sullivan, is in the process of drafting an application for the Safe Routes to School Grant (SRTS). This grant would be used to fund the Falls City Greenway project that develops the pathway between schools on the undeveloped Boundary St. Right of Way, and places a pedestrian island at N. Main and Mitchell/Bridge St.

The total project cost has not been engineered formally, but the City Engineer has provided a rough estimate of \$800,000. The SRTS grant has a match requirement that will be approximately \$100,000. This SCAG would be used to help with development of the island, and would qualify (at least in-part) as match funds for SRTS.

### PREVIOUS ACTION

1. Reconfiguration of N. Main St. at Mitchell/Bridge St intersection is the top priority in the City's Transportation System Plan.
2. The City Council was briefed on the project and it's timelines in November, 2019, and regularly thereafter.
3. Both the PW and P&R Committees were briefed on the Greenway project, and neither recommended against it.
4. The Falls City Greenway project is a "Regional Solutions Project" garnering support from the Governor's office and increasing the odds of funding.

---

### FINANCIAL & RESOURCE IMPLICATIONS

The City receives \$100k to be used for improving City Streets and plans to apply it as a match for an additional \$700k.

122

Alternatively, if the SRTS application is denied, these funds can still be used to reconfigure the intersection.

**STAFF RECOMMENDATION**

Adopt.

**EXHIBITS**

1. Resolution 14-2020

**PROPOSED MOTION**

I move that the City Council of Falls City adopt Resolution 14-2020 A  
RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND  
ACCEPT AWARD OF THE 2021 SPECIAL CITY ALLOTMENT GRANT TO  
FUND IMPROVEMENT OF NORTH MAIN STREET AT THE INTERSECTION  
WITH BRIDGE AND MITCHELL STREETS.

**RESOLUTION 14-2020**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND ACCEPT AWARD OF THE 2021 SPECIAL CITY ALLOTMENT GRANT TO FUND IMPROVEMENT OF NORTH MAIN STREET AT THE INTERSECTION WITH BRIDGE AND MITCHELL STREETS.**

Whereas, Under the provisions of ORS 366.800 and 366.805, there has been withdrawn from state highway funds appropriated for allocation to all the cities of the State of Oregon, and from the State Highway Fund, the sum of Five Million Dollars (\$5,000,000); and

Whereas, As provided in ORS 366.805, said sums have been set up in a separate account to be administered by the Oregon Transportation Commission; and

Whereas, The separated funds are to be allotted each year, by said commission, to be spent within cities of 5,000 or fewer persons; and

Whereas, The funds must be spent on streets that are not a part of the state highway system, and are either: inadequate for the capacity they serve, or are in a condition detrimental to safety; and

Whereas, The City of Falls City is an incorporated City of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census; and

Whereas, The streets of said City known as North Main Street, meet the conditions required in ORS 366.805.

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

Section 1. That North Main Street at the intersection with Bridge and Mitchell Streets, is inadequate for the capacity it serves or is in a condition detrimental to safety.

Section 2. That said streets of said City are in need of repair, reconstruction, or other major improvement.

Section 3. That said streets are not part of the state highway system, and are under the jurisdiction and control of the City of Falls City

Section 4. That the Oregon Transportation Commission hereby is respectfully requested to consider and declare said streets as qualified for reconstruction, repair, or other improvements out of funds allocated and made available by and through the said \$5,000,000 appropriation of revenues which is to be administered and spent by the Transportation Commission.

---

Section 5. That the City of Falls City does hereby offer to the Transportation Commission and does hereby pledge complete cooperation and assistance to the end, that said City may share and participate in the use and benefit of said special fund and appropriation;

124

and therefor does designate City Manager, Mac Cortell as the official representative of the City in all negotiations resulting from this request.

Section 6. This resolution is effective immediately upon passage.

Vote:

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

Attest:

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

\_\_\_\_\_  
Jamie Ward, City Clerk

---

## AGENDA REPORT

---

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** CITY MANAGER, MAC CORTHELL  
**SUBJECT:** RESOLUTION 15-2020 CORRECTED APPLICATION OF UTILITY RESERVE FEE  
**DATE:** JUNE 08, 2020

---

### SUMMARY

Notice to the City Council of corrected application of utility reserve fee.

### BACKGROUND

In June, 2017 the City Council adopted resolution 12-2017 detailing fees and charges for the water and sewer systems. Section 4 of that resolution reads as follows:

“In addition to the monthly fees established herein, Exhibit 1 and Exhibit 2, a Capital Improvement Fee shall be assessed any service with a water meter or sewer connection, active or inactive, in the amount of \$10.00. When both a residence and a commercial operation or development exist on a property zoned Commercial Residential, the Capital Improvement Fee will be assessed separately for both the residence and the commercial operation or development.”

The fees collected under section 4 are placed into a “Utility Reserve Fund” which has the stated purpose of providing for capital improvements and emergency repair of both the water and sewer systems.

### ISSUE

The current manner of charging this fee creates an obvious inequity for “water only” users who end up subsidizing those with a city sewer connection.

To expand, we have 184 accounts with both water and sewer service, 276 accounts with water only, and 0 accounts with sewer service only. Each water user pays \$10 per month in utility reserve fees, each sewer user pays \$0 per month in utility reserve fees, and those fees are later divided up between water and sewer in accordance with the Utility Reserve Fund’s stated intent.

### REMEDIES/FINANCIAL IMPLICATIONS

- 1) Maintain Current Revenue Levels
  - a) Modify the current utility reserve fee to 7\$ and apply it appropriately across services to create equality and maintain revenue levels
  - b) “Water Only” users will experience a decrease of \$3 per month, all things being equal (\$7 x 1 services)
  - c) “Water & Sewer” users will experience an increase of \$4 per month (\$7 x 2 services)

126

- 2) Increase Revenue Levels – Strict Reading of the Resolution
  - a) Apply a separate \$10 fee to sewer users for the utility reserve fund
  - b) This will increase the bill of sewer users by \$10, but will not affect the bill of water only users
  - c) The capital improvement funds for sewer will be approximately \$18k per year, while water would be approximately \$52k per year
  
- 3) Decrease Revenue Levels
  - a) Reduce the fee to water only users to \$5 and add a \$5 fee to sewer users
  - b) Water only users bills will drop \$5, while water and sewer users will remain the same.
  - c) The utility reserve fund's annual receipts will drop by approximately \$17k per year to \$35k, split equally amongst the funds

**STAFF RECCOMENDATION**

Adopt option 1, reformulate the utility reserve fee to account for sewer users while maintaining current revenue levels. This will create equity in the billing system, lower the bills of 276 users, and increase the bills of the 184 sewer users by only \$4 per month.

**EXHIBIT**

A. Resolution 15-2020

**PROPOSED MOTION**

I move the City Council of the City of Falls City adopt resolution 15-2020, A RESOLUTION ENSURING UTILITY RESERVE FUND COMPLIANCE WITH LOCAL BUDGET LAW AND CURING INEQUITY AMONGST UTILITY USERS.

**RESOLUTION 15-2020**  
**A RESOLUTION ENSURING UTILITY RESERVE FUND COMPLIANCE WITH LOCAL BUDGET LAW AND CURING INEQUITY AMONGST UTILITY USERS**

Whereas, The City of Falls City is a municipal corporation subject to Oregon local budget law; and

Whereas, The City operates both a water enterprise and a sewer enterprise; and

Whereas, Revenues derived from an enterprise should be spent on the enterprise from which they are derived; and

Whereas, The City's current utility rate structure charges a capital & reserve fee to water users only; and

Whereas, The funds received from charging that fee are spent on both the water and sewer system; and

Whereas, Benefitting the sewer system with water funds creates inequity for users, violates the aspirational goals of Oregon local budget law, and violates best practices in the industry.

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

Section 1. The City's utility reserve fee is hereby set at \$7 per month for each water service, and \$7 per month for each sewer service.

Section 2. The funds received in relation to the utility reserve fee, from users of each system (water or sewer), shall be used exclusively for capital improvements and emergencies related to that system (water or sewer).

Section 3. All prior, conflicting resolutions, or parts thereof, are hereby cancelled. This resolution is effective immediately upon passage.

Vote:

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

Attest:

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

\_\_\_\_\_  
Jamie Ward, City Clerk

---

## STAFF REPORT

---

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** CITY CLERK WARD VIA CITY MANAGER CORTHELL  
**SUBJECT:** SPRING CLEAN AND CITY WIDE GARAGE SALE  
**DATE:** JUNE 8, 2020

---

### **SUMMARY**

City Staff requests permission to deviate from the City's prohibition on events through the month of June, 2020 and host the "Spring Clean" on June 27, 2020 and the City Wide Garage Sale the weekend of June 26-28, 2020.

### **BACKGROUND**

Falls City's Annual City Wide Garage Sale is held the end of May and the Spring Clean Event is typically held the first week of June. Due to COVID-19 restrictions, City Council voted 5-0 to cancel all city events until July 01, 2020. At the May 19, 2020 meeting, City Staff recommended allowing some events that could maintain phase restrictions to be evaluated on a case by case basis.

With the approval from Oregon Governor, Kate Brown, Polk County has entered phase 1 of the reopening plan. Both City Staff and Julie Jackson, our representative with Republic Services feel that it is highly possible to host this year's Annual Spring Clean Event and maintain phase 1 social distancing standards. If Polk County is still in phase 1 our precautionary action plan is listed below. There is a strong possibility that Polk County will have entered Phase 2 which lightens those restrictions. City staff will adjust to those requirements accordingly. Julie Jackson feels that this weekend is the only available weekend for Republic Services to provide this service until the fall.

### **TIMELINE & PLAN**

The City would hold both events on the same weekend.

- The Garage Sale will run Friday-Sunday June 26- June 28, 2020
- Spring Clean would be Saturday June 27, 2020 from 9:00 am to 2:00 pm.

#### **Spring Clean precautionary action**

- Volunteers will be required to maintain the 6ft distancing guidelines by having proper assigned stations.
- Residents will enter from the west end of Parry RD and will not be allowed out of their vehicle for the duration of the wait.
- Only one vehicle at a time allowed in to the checking area. One volunteer will be directing traffic upon entrance of the mill lot. That same person will be in charge of ID verification and tire payments. Gloves will be provided.

- Customers are required to wear masks at all times including while in their vehicles
- Volunteers will be required to wear masks if they can't maintain the 6 feet distancing requirements.
- All areas used by volunteers will be properly disinfected before the shift change and at the end of the day.
- One volunteer will be in charge of maintaining all precautionary actions are being followed.

**City Wide Garage Sale**

Home owners should follow all proper phase requirements the County falls under at that time. City staff will generate a document containing those restrictions and disseminate it.

**STAFF RECCOMENDATION**

Adopt the proposed motion to allow both events to proceed the weekend of June 26, 2020 through June 28, 2020.

**PROPOSED MOTION**

I move that the City Council of Falls City authorize the Annual Spring Clean and City Wide Garage Sale to proceed as proposed by City Staff.