

City of Falls City
City Council Work Session
Monday March 2, 2015
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present

Mayor Terry Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

Staff Present

None

Facilitator

Jennie Messmer, Deputy Director, Mid-Willamette Valley Council of Governments (MWVCOG)

Mayor Ungricht called the meeting to order at 12:05 pm.

1) Roll Call

Mayor Ungricht took roll call. Julee Bishop was absent. Gerald Melin arrived at 1:15 PM. Lori Jean Sickles left the room between 3:12 PM and 3:25 PM. A break was called from 1:25 PM to 1:35 PM, and from 2:40 PM to 2:50 PM.

2) Pledge of Allegiance

Mayor Ungricht led the pledge.

3) Motion to adopt the entire agenda

A motion was made by Councilor D. Sickles and seconded by Councilor Meier to adopt the entire agenda. Motion carried 4-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles

4) Consent Agenda: None

5) Public Comments

Gary Barnet of Falls City read two letters regarding code enforcement and zoning (Exhibit A and Exhibit B).

6) New Business:

A) Goal Setting – Jennie Messmer, Mid-Willamette Valley COG, worksheets

Ms. Messmer distributed a copy of the Power Point presentation titled City of Falls City Council Goal Setting March 2 & 4 (Exhibit C) and a document titled City Council Homework/Questions to Consider (Exhibit D).

Ms. Messmer facilitated a discussion with Council on the goal setting process.

B) 2014 Goals

C) Staff reports on 2014 Goals

Mayor Ungricht provided the staff report on the status of 2014 Goals.

Mayor Ungricht distributed several documents: City Equipment Inventory list, P/W's (Exhibit E), Needs in Water Distribution (Exhibit F), Needs in Sewer Department, 2015 (Exhibit G), Parks Department (Exhibit H), Streets Department 2015 (Exhibit I), City Clerk Budget Worksheet (Exhibit J), and Administrator tasks and duties (Exhibit K).

Council identified the following issues facing Falls City.

1. The city's revenues are not adequate to fund desired services to citizens.
2. The city does not have a mechanism in place to enforce the city's ordinances and zoning code.
3. Citizens do not feel they are being heard by the City Council or that their issues are being addressed.
4. The citizens in the community do not understand the city's finances and the limitations on the use of resources.
5. The community's reputation within the county limits the city's ability to attract businesses and residents.
6. The city has not looked locally to meet needs before going out of town to find resources. Local residents have not been identified.
7. The city workforce is aging and the city does not have a succession plan in place.
8. The city's Water Master Plan has expired and the city has been given two years to update it.
9. Police services in Polk County have been cut back unless the Public Safety levy passes. Falls City needs to consider ways to provide public safety in the community.
10. The Council has not determined how to move forward in making a final determination on replacement of the City Manager.
11. The city has an outdated sewer system that limits growth in the City, especially for businesses.
12. There is a lack of employment opportunities in the city.
13. There are not activities or summer jobs available in Falls City for kids.
14. The city does not have a feature or facilities to draw people to the community.
15. There are no places for people to stay when they come to visit the city.
16. The emergency plans for the city have not been communicated to the citizens so they know how to react.
17. The city's ability to sustain current infrastructure and services needs to be addressed and a plan for continued sustained needs to be put in place.
18. The city needs to determine the feasibility of maintaining a city fire department.

7) Correspondence, Comments and Ex-Officio Reports.

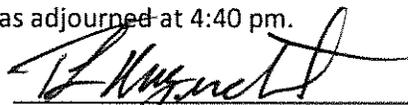
Council agreed to change the time of the March 4, 2015 City Council Goal Setting Workshop to begin at 1:00 PM instead of noon. Mayor Ungricht would post revised meeting notices.

8) Council Announcements

A) City Council Meeting March 12, 2015

9) Adjourn

The meeting was adjourned at 4:40 pm.



Mayor Terry Ungricht

Attested:



City Clerk Domenica Protheroe

Exhibit A

Gary W. Barnett
134 Sheldon Ave
Falls City

Falls City Council 2015 Goals Session

March 4th, 2015

Mayor, Council members, city staff,

2015 city goal to reclaim stolen zoning

The council and mayor are here today to set goals for 2015 and beyond. This council can show the neighbors surrounding the commercial Akha Farm that it is taking our residential neighborhoods current situation seriously if it sets an official goal at a high priority to reclaim our stolen residential zoning as soon as is possible. If it is a real goal of the council you will set it. If it is not your intent to reclaim our residential zoning then you can of course do as you have done and say “legal issue” as an excuse to do nothing and not set a goal of returning our zoning to residential. We surrounding residents need to know if you are with us. This is a simple and doable request that shows you support your own city documents and that you support the residents who are enduring all the illegal activity.

Sincerely,

Gary Barnett

Exhibit B

Gary W. Barnett
134 Sheldon Ave
Falls City

Falls City Council 2015 Goals Session

March 4th, 2015

Mayor, Council members, city staff,

Concerning funding for the code enforcement process

First I would like to thank the Mayor and council members for your volunteer service to our community, and also, thank the Mayor and those who helped get the meeting packets together and keep the city information visible via the net. I really appreciate it.

Although I have an interest in all of the city's major issues, every single day I am faced with public safety issues, illegal noise, and my falling property values because of the city's non action related to the illegal zoning and code issues in my neighborhood. I am focused for now on this one issue and I am here today to ask the council to adequately support and fund the code enforcement process.

With what I believe is called "home rule" concerning cities, Falls City has exclusive domain if you will, over what is in our zoning and code documents. What this means is, if you don't act as a city, you have given your citizens no other way to protect themselves from public safety issues, noise and falling property values. The civil court route promoted as an alternative to our code process gives justice to whoever has the

most money or legal staying power, and no justice at all on these issues to those who cannot afford the legal expenses. Justice comes from the Falls City code enforcement process. That is where the responsibility is as well.

So what do we mean when we say we want code enforcement and the associated legal team in Falls City? – No one wants a code officer citing everyone for every code we have on the books. The complaint based and public safety issues priority system was a good way to narrow the enforcement to what is most important, financially doable, and publicly supported.

As our city is rural, it supports home gardening, chickens, firewood piles, and most other rural activities compatible in a residential zone. To support this in a city residential zone means there has to be some limits so the city residents can co-exist in tighter city lots.

I would like to see this council and city support its zoning and code documents. If you think the codes are wrong they should be corrected to be relevant or strike them.

Besides the city supporting code enforcement, we can have programs with volunteers helping those that are physically or financially unable to care for their property but wish help. We can have programs that work in conjunction with the formal side of code enforcement, and the council can add some flexibility with waivers or temporary variances where appropriate.

Now is the time for you to think of what kind of a town you want to live in. A town with residential zone codes that allow all people including sick people and retired people to have some peace in their homes. A town where property values rise rather than fall. A town where neighborhoods get better and safer from pests and degradation. Or, do

you want a free for all in your neighborhoods where a city that took responsibility for zoning and codes does not fulfill that responsibility and anyone can come in to town and change whatever they want at will and the existing residents be damned.

In summation, you cannot have core city zoning and code documents that you do not or cannot support. You cease to function as a city.

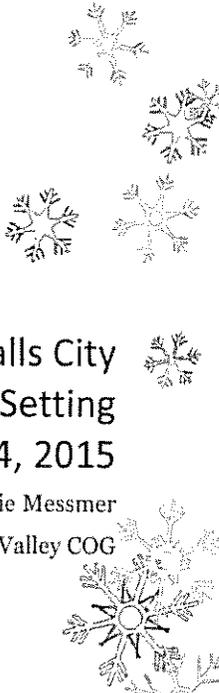
As a resident of Falls City, I am here to request that you adequately fund the code enforcement and associated legal team so you can enforce public safety and critical codes you have on your books. This is basic city government to support the “Falls City Code of Ordinances” and the “Falls City Zoning and Development” documents.

Please keep in mind that the last code enforcement position funded for only five hours per week was insufficient resulting in citations being thrown out of court for lack of correct process. This is important and frankly critical for the city so this position needs to be funded adequately for additional hours.

It is my hope this council will provide the necessary funding to support code enforcement in Falls City so we can live in a healthy environment with increasing property values and people can enjoy life in peace as is intended for the residential zone.

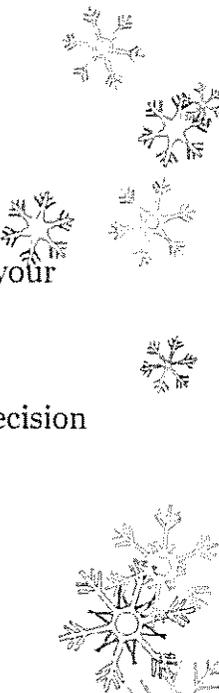
Thank you,

Gary Barnett



City of Falls City
Council Goal Setting
March 2 & 4, 2015
Facilitated by Jennie Messmer
Mid-Willamette Valley COG

1



Agenda

- ❖ Introductions
- ❖ Ground Rules for the day
- ❖ Why did you run for Council? What are your goals? (getting to know each other)
- ❖ Council/Staff Relationships
- ❖ Effective Council Policy Development/Decision Making
- ❖ City Manager Update/Overview
- ❖ Budget Policy Discussion
- ❖ Goal Setting Overview

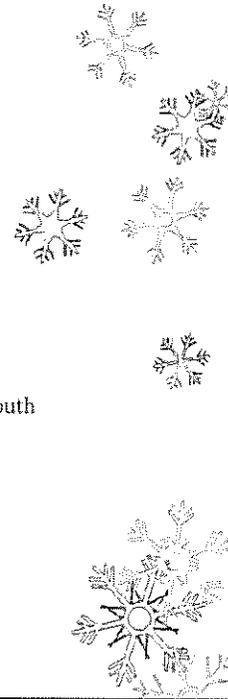
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Ground Rules

- ❖ Maintain a positive attitude
- ❖ Treat all participants with respect
- ❖ Contribute ideas
- ❖ Avoid being defensive about your own ideas
- ❖ Be clear and brief; don't dominate
- ❖ Listen as an ally to other ideas in order to understand
- ❖ Resist the temptation to put words into another person's mouth
- ❖ Ask for clarification
- ❖ Avoid interrupting
- ❖ State concerns openly
- ❖ Make commitments
- ❖ Avoid side conversations

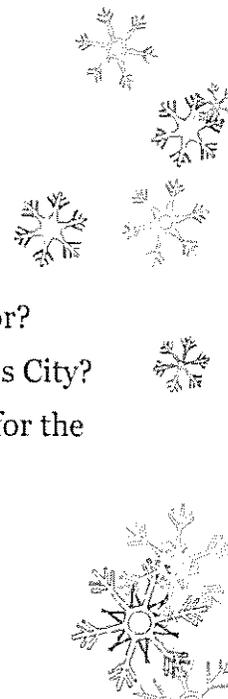
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Getting to Know Each Other

- ❖ Why did you run for City Council/ Mayor?
- ❖ What are the top three issues facing Falls City?
- ❖ What are your top three personal goals for the City during your term in office?

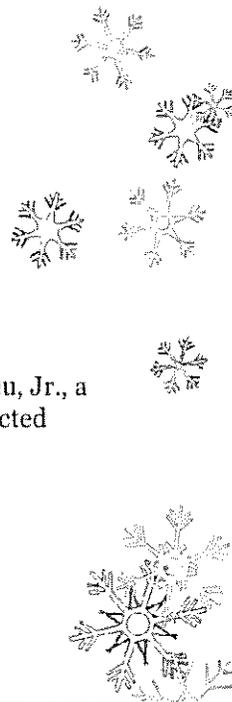
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Council Roles, Responsibilities and Authority

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Effective Councils/Boards

❖ Ten Habits of Effective Councils/Boards

- ❖ Information based on the work of Carl H. Neu, Jr., a leading consultant in the area of effective elected bodies

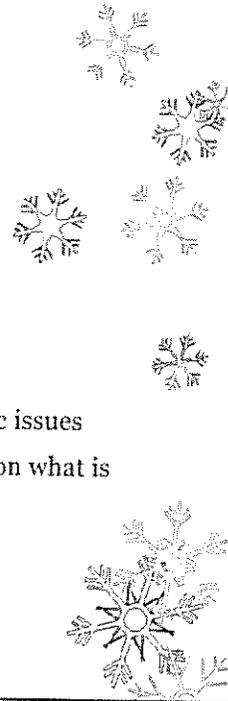
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Effective City Councils

- ❖ Think and act strategically
 - ❖ Be a leader
 - ❖ Establish a vision for the community
 - ❖ Strategic issues will evolve from the vision
 - ❖ Develop long-range goals to address strategic issues
 - ❖ City manager and staff provide information on what is practical and achievable

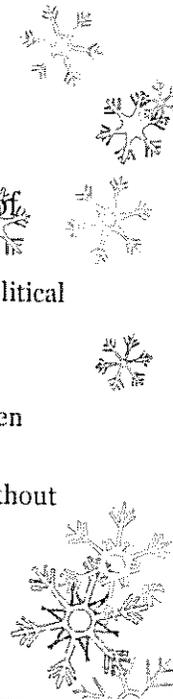
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Effective City Councils

- ❖ Understand and demonstrate the elements of teams and teamwork
 - ❖ Councils made up of individuals with different political perspectives and outlooks
 - ❖ Members must work as a team
 - ❖ By law, councils exist and have authority only when they convene as a body to do business
 - ❖ Individual councilors cannot achieve anything without the votes of a majority of the council

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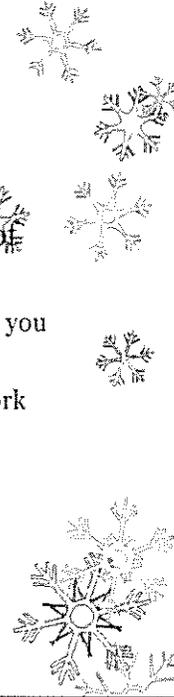




Effective City Councils

- ❖ Understand and demonstrate the elements of teams and teamwork cont.
 - ❖ Master the concepts of teamwork to achieve what you cannot do alone
 - ❖ If you do not exhibit the qualities of good teamwork
 - ❖ There is no unified direction
 - ❖ The community suffers

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Effective City Councils

- ❖ Master small-group decision making
 - ❖ Three important skills for effectiveness
 - ❖ Interpersonal – ability to work with others
 - ❖ Task – knowledge to do a job
 - ❖ Rational – ability to deal with issues and problems rationally

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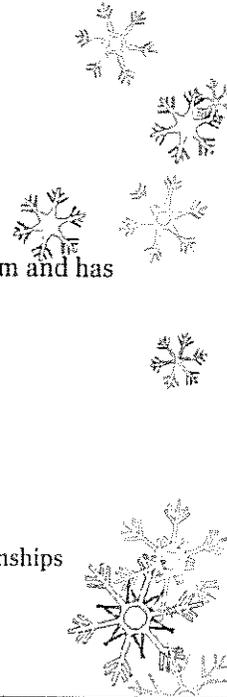




Effective City Councils

- ❖ Clearly define roles and relationships
 - ❖ Each person makes a contribution to the team and has a relationship with it
 - ❖ Mayor
 - ❖ Councilor
 - ❖ Manager/Appointed Staff
 - ❖ Roles have two elements
 - ❖ Function – specific responsibility
 - ❖ Performance – defined by the group – relationships

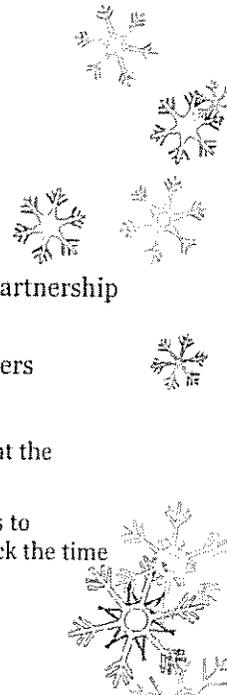
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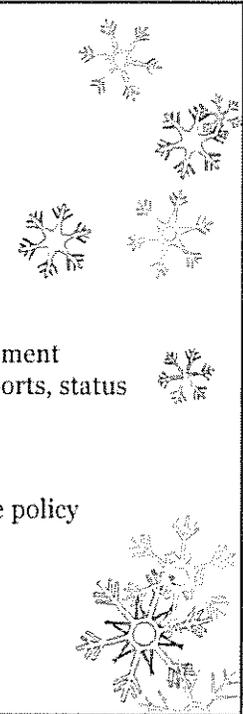


Effective City Councils

- ❖ Establish and abide by a council – staff partnership
 - ❖ Highly effective councils establish a strong partnership with the manager and professional staff
 - ❖ Partnership operates within certain parameters
 - ❖ Council focuses on vision, goals and policy
 - ❖ Staff focus on finding the means to implement the directives of council
 - ❖ When councils fall into focusing on the means to implement, they tend to micromanage and lack the time to focus on the bigger picture

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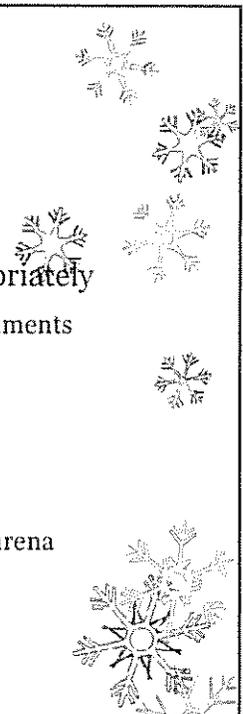




Effective City Councils

- ❖ Make a systematic evaluation of policy implementation
 - ❖ Ask manager and professional staff to implement policies and provide feedback via Friday reports, status memos, and/or policy reviews
 - ❖ Reports alert council to any problems
 - ❖ Reports give council an opportunity to make policy adjustments/amendments

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Effective City Councils

- ❖ Allocate council time and energy appropriately
 - ❖ Councils operate in several different environments
 - ❖ Goal Setting
 - ❖ Exploration and analysis
 - ❖ Disposition/legislation
 - ❖ Community relations
 - ❖ Highly Effective Councils make use of each arena

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Effective City Councils

- ❖ Set clear rules and procedures for council meetings
 - ❖ Effective councils follow clear rules and procedures for meetings
 - ❖ Without rules, meetings continue for long periods without a focus – as a result, members accomplish little
 - ❖ Meeting procedures do not preclude citizen input or sensitivity to public concerns
 - ❖ When procedures are developed by the group – it is easier to remind members of the need to adhere to the rules

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Effective City Councils

- ❖ Get a valid assessment of the public's concerns and an evaluation of the council's performance
 - ❖ Elections focus on individual feedback – not on the collective performance
 - ❖ Highly effective councils use market research tools
 - ❖ Focus groups
 - ❖ Questionnaires
 - ❖ Survey Monkey
 - ❖ Information can help councils be more responsive to citizens

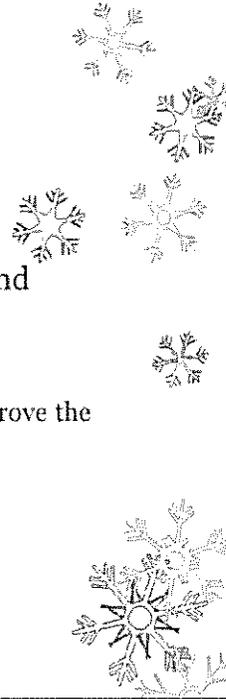
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Effective City Councils

- ❖ Practice continuous personal learning and development as a leader
 - ❖ Take advantage of leadership workshops
 - ❖ Work with the manager to continuously improve the relationship with professional staff

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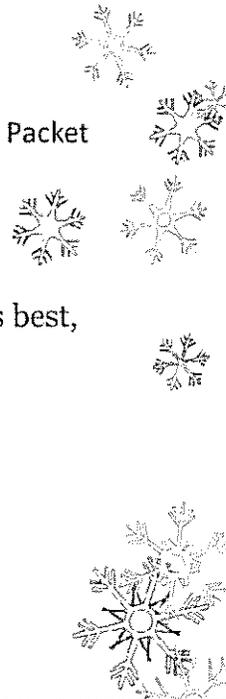


The Effective Council

Excerpt from the LOC Goal Setting Preparation Packet

- ❖ “Often when democracy is working at its best, everyone is just a little dissatisfied.”

- ❖ Unknown





Elected Official Authority

- ❖ Authority vested with the whole Council
- ❖ Councilors have no individual authority unless...
 - ❖ Authority delegated for specific purposes by the full Council

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Mayoral Responsibilities – in General

- ❖ Preside over meetings
- ❖ Appoint committees
- ❖ Ceremonial head of council
- ❖ Sign ordinances and other documents approved by Council

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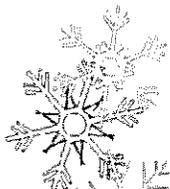
General Council Responsibilities (includes the Mayor)

- ❖ Make decisions in public at the public meeting
 - ❖ Prepare for meetings – READ YOUR PACKET
 - ❖ Wait to be recognized by the presiding officer before speaking
 - ❖ Pay attention to the issue at hand
 - ❖ Do not be distracted
 - ❖ Do not be a distraction
- 

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General Council Responsibilities

- ❖ Honor the decision of the majority of the council
 - ❖ When speaking in, or writing for the public – Be specific about whether speaking as a member of the Council or as a concerned citizen
 - ❖ Do not speak on behalf of the Council or other Councilors without their permission
 - ❖ Actively debate City issues in a courteous, respectful, and professional manner
- 

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General Council Responsibilities cont.

- ❖ Community's legislative/policy-making body
- ❖ Responsive to residents' needs
- ❖ Approve the budget
- ❖ Levies taxes
- ❖ Focus on community's goals, major projects and other long-term considerations
- ❖ Establish policies that affect overall operation
- ❖ Appoint highly training professional staff

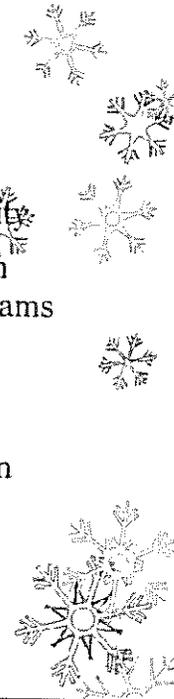
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Manager Responsibilities

- ❖ Hired to serve the council and the community
- ❖ Brings benefits of training and experience in administering municipal projects and programs
- ❖ Prepares the budget
- ❖ Serves as council's advisor
- ❖ Provides complete and objective information about local operations
- ❖ Serves at the pleasure of the council

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Council/Manager/Staff Relationships

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Council Manager Relationship

- ❖ A good working relationship between council and the manager requires the following:
 - ❖ Open communication
 - ❖ Clear operating guidance
 - ❖ Mutual respect
 - ❖ A commitment to working together for the good of the community

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Council Manager Relationship

- ❖ Professional Managers should
 - ❖ Respect the pressures of public office
 - ❖ Treat all councilors fairly and equally
 - ❖ Know the issues and priorities of individual councilors and support their interests equally
 - ❖ Keep senior staff members informed about council concerns affecting their areas
 - ❖ Provide thorough, reliable and timely information for decision making

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Council Manager Relationship

- ❖ Professional managers should cont.
 - ❖ Establish procedures for elected officials' interactions with professional staff
 - ❖ Be available for daily contact or routine business questions
 - ❖ Follow through on all requests from council members
 - ❖ Avoid public surprises
 - ❖ Give visibility and credit to councilors for their leadership

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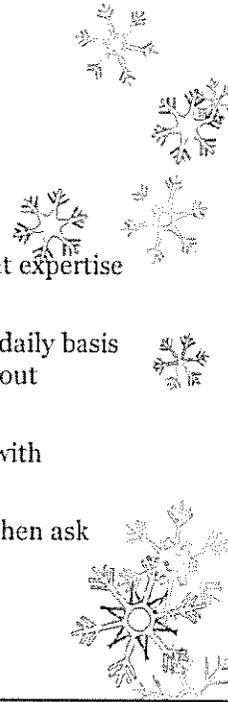


Council Manager Relationship

❖ City Councilors should

- ❖ Respect the manager's position, management expertise and time pressures
- ❖ Learn how the local government works on a daily basis and how setting policy differs from carrying out programs and policies
- ❖ Follow agreed-upon procedures for dealing with professional staff
- ❖ Read the information provided by staff and then ask questions (prior to the meeting if possible)

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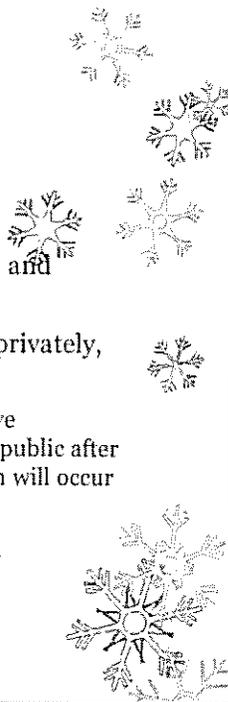


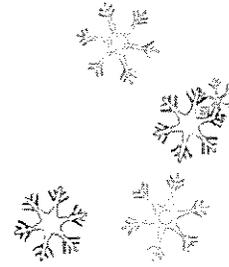
Council Manager Relationship

❖ City Councilors should cont.

- ❖ Keep the city manager informed about issues and concerns in the community
- ❖ Discuss personnel or performance concerns privately, rather than in a public meeting
 - ❖ Public officials in Oregon have the right to have personnel or performance issues discussed in public after receiving reasonable notice that the discussion will occur
- ❖ Avoid public surprises
- ❖ Acknowledge the value of a professional staff

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Effective City Councils Work Together as Teams



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What gets in the way of effective teamwork?

- ❖ Lack of commitment
- ❖ Misunderstanding or lack of knowledge about process and rules
- ❖ Destructive competition
- ❖ Poor communication and interpersonal skills
- ❖ Personal conflict
- ❖ External pressures that stretch team's capacity
- ❖ Political grandstanding
- ❖ Unwillingness to consider different perspectives



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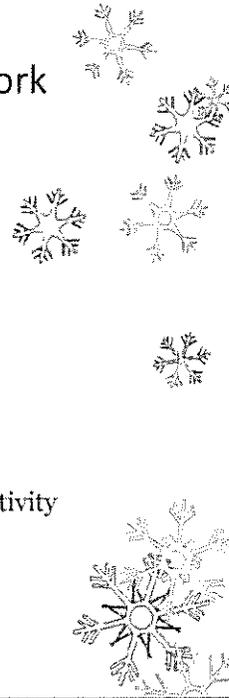




Consequences if a team doesn't work well together

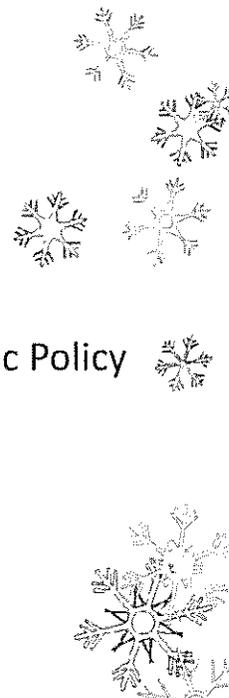
- ❖ Public embarrassment
- ❖ Inability to act
- ❖ Delays and gridlock
- ❖ Long meetings without results
- ❖ Lost opportunities for the community
- ❖ A stressful and unproductive environment
- ❖ Personal conflicts that interfere with productivity
- ❖ Turnover among staff and elected officials

33



Good Public Policy

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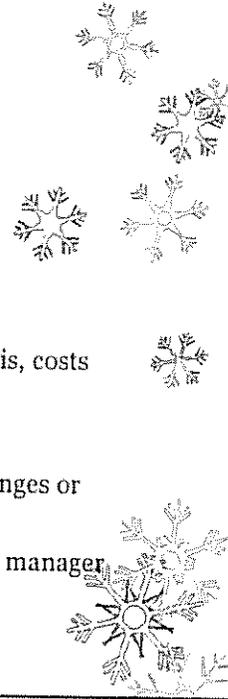




Good Public Policy is:

- ❖ Beneficial to the community
- ❖ Necessary to move the community forward
- ❖ Consistent with the government's mission
- ❖ Easily understood by the community
- ❖ Well-informed and rigorous based on analysis, costs and consequences
- ❖ Open to change or improvement as needed
- ❖ Responsive to urgent needs, emerging challenges or needed changes in direction
- ❖ Able to be enacted based on clear input from managers and enforceable

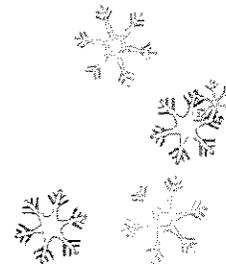
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City Status Update

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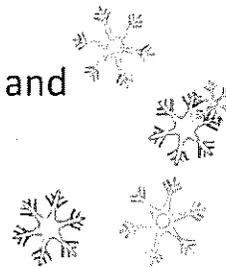
Relationship between Council Goals and the Budget



37



Integration of Council Goal Setting and the Budget Process



❖ The Budget is:

- ❖ A management tool to link strategic objectives and goals to operational and financial performance
- ❖ A communication tool to help the public understand the fiscal decisions made by the Council and the Budget Committee



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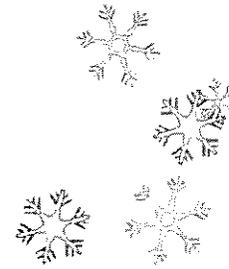


Council Goal Setting and the Budget Process

- ❖ The Purpose of Financial Planning and the Budget Process
 - ❖ Identify the most important things to be accomplished for the community – Goals
 - ❖ Establish organizational responsibility and reasonable timeframes for achievement
 - ❖ Determine where to allocate resources to enable implementation of goals

Council Goal Setting and the Budget Process

- ❖ Setting goals and priorities should drive the budget process, not follow it
 - ❖ Council Goal Setting is the first step in preparing the annual budget
 - ❖ Allows the city staff to better focus efforts and resources on high-priority objectives identified by Council
 - ❖ Council does not simply respond to a staff-prepared document that they receive late in the budget process – they are driving the process
 - ❖ Staff has the information they need to develop a budget based on Council priorities



Goal Setting Overview

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Why Plan?

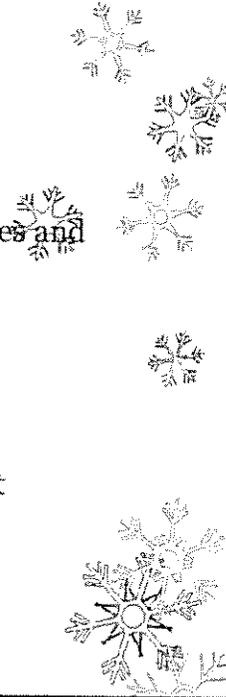
- ❖ To improve or maintain standards that preserve a specific level of quality
- ❖ Ultimate goal is improvement
 - ❖ Efficiency
 - ❖ Responsiveness
 - ❖ Quality
- ❖ Clarifies areas to be remediated/ improved





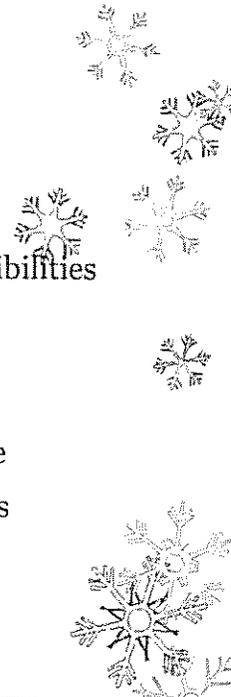
Benefits of Planning

- ❖ Accelerate ability to solve identified issues and challenges
- ❖ Encourages creativity and innovation
- ❖ More efficient use of resources
- ❖ Fosters greater degree of cooperation
- ❖ Creates sense of mutual accomplishment
- ❖



Benefits of Planning

- ❖ Reduces confusion about roles, responsibilities and accountability
- ❖ Serves as basis for evaluating program performance
- ❖ Ties the budget to program performance
- ❖ Clarifies agency's intent and use of funds





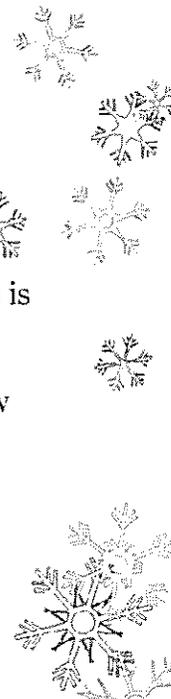
Benefits for Staff

- ❖ More focus on tangible, measurable outcomes and accomplishment
- ❖ Clearer direction and sense of purpose
- ❖ Forum to provoke thought, creativity and consistent review
- ❖ Process for thoughtful change and progress toward goals



Thinking Strategically

- ❖ Define why agency exists and what the focus is
- ❖ Identify issues and challenges
- ❖ Goals, objectives and actions/ strategies flow from issues





Issues and Challenges

❖ Issues

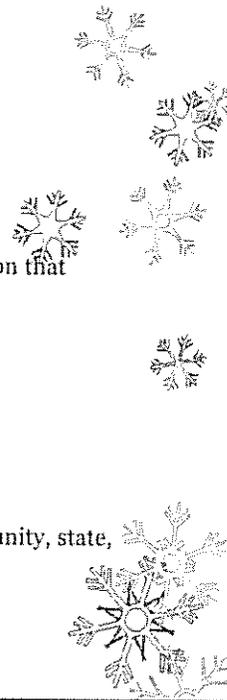
❖ Internal

❖ Problems or challenges within the organization that affect:

- ❖ Efficiency
- ❖ Productivity
- ❖ Harmony
- ❖ Overall Effectiveness

❖ External

❖ Problems or negative situations in the community, state, economy, etc.



Issues and Challenges

❖ Issues cont.

❖ Tangible

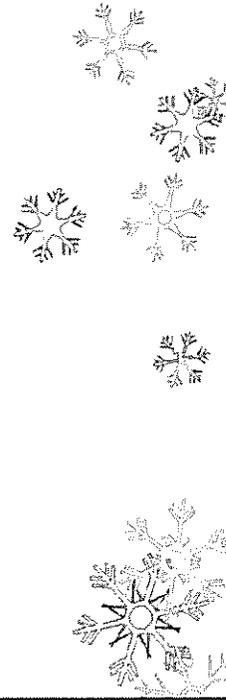
- ❖ People
- ❖ Facilities
- ❖ Equipment
- ❖ Funding
- ❖ Anything that can be counted, inventoried, bought, sold, procured, repaired





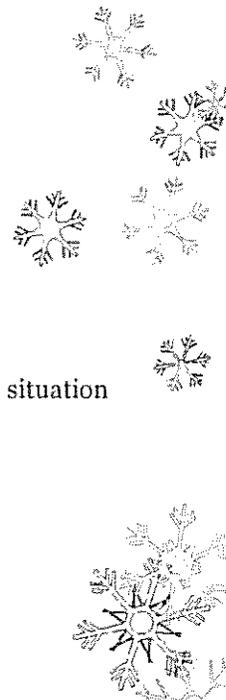
Issues and Challenges

- ❖ Issues cont.
 - ❖ Intangible
 - ❖ Morale
 - ❖ Attitude
 - ❖ Trust
 - ❖ Loyalty
 - ❖ Public Opinion
 - ❖ Image
 - ❖ Cooperation
 - ❖ Creativity
 - ❖ Overall Culture



Writing Issue Statements

- ❖ Issues Statements:
 - ❖ Concisely describe the issue or problem
 - ❖ Explain the ramifications or relevance of the situation
 - ❖ Must answer basic question: So what?





Goals and Objectives

❖ Simple Rules

- ❖ Goals and objectives should always begin with the word "To."
- ❖ In the public sector, goals seek to increase, decrease or maintain something. (If other words follow "To" it is an action or strategy.)
- ❖ Goals answer the critical questions:
 - ❖ "What must be reduced?"
 - ❖ "What must be increased?"
 - ❖ "What standard do we wish to maintain?"



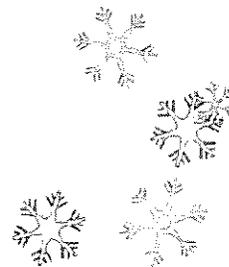
Goals and Objectives

❖ Rules continued

- ❖ Goals normally cover 3 to 5 years but can be projected to as many as 20 years
- ❖ Objectives are almost always annual and tell what will be accomplished this during a specific fiscal year
- ❖ Goals are quantifiable and do not normally contain numbers or percentages
 - ❖ If you are asked in five years if you increased, decreased or maintained something, you should be able to answer yes or no
- ❖ Objectives are measurable and time specific
 - ❖ Objectives will tell by how much the goal was achieved each year.



Goals and Objectives



❖ Summary

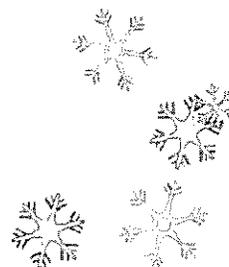
- ❖ Goals provide direction toward general achievements or outcomes
- ❖ Objectives provide specific, quantified and annual measured progress toward the same desired achievements or outcomes



SMART Goals

❖ SMART Criteria

- ❖ Specific
 - ❖ Provide a precise outcome or accomplishment
- ❖ Measurable
 - ❖ Establish concrete criteria for measuring progress
- ❖ Achievable
 - ❖ With a reasonable amount of effort and application, can the objective be achieved?
 - ❖ A goal can be both high and achievable
- ❖ Relevant
 - ❖ Goal relevant to the needs of the city and its citizens
- ❖ Time-Based
 - ❖ Projected timelines, dates of achievement and accomplishment

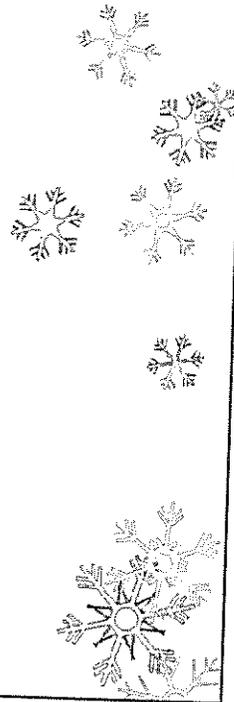




Homework

- ❖ Complete Councilor Worksheet
- ❖ Review existing goals

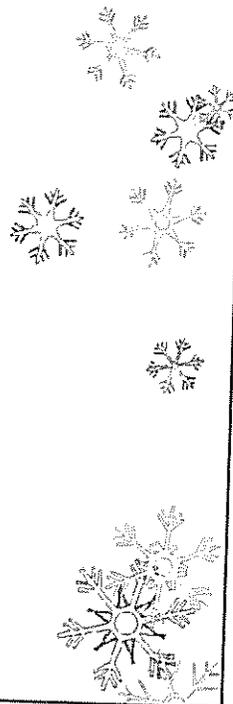
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Thank You

- ❖ Jennie Messmer
- ❖ Deputy Executive Director
- ❖ Mid-Willamette Valley COG
- ❖ 503-540-1605
- ❖ jmessmer@mwvcog.org
- ❖ www.mwvcog.org

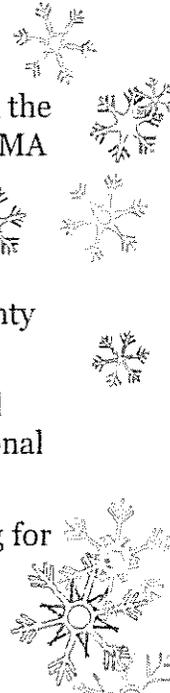
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Resources Used

- ❖ Newcomer Orientation: Instilling the Spirit of High Performance; published by ICMA Press
- ❖ Working Together: A Guide for Elected and Appointed Officials; published by National League of Cities and International City/County Managers Association
- ❖ Leading Your Community: A Guide for Local Elected Leaders; published by the International City/County Managers Association
- ❖ Attaining A Wise Outcome: Problem-Solving for Public Officials; by the Southwestern Pennsylvania Council



City of Falls City

Exhibit D

City Council Homework/Questions to Consider

In preparation for Goal Setting 2015

Name: _____

To assist you with identifying issues and goals, be sure to consider the following broad areas:

- Land Use/Planning;
- Utilities;
- Transportation/Streets;
- Economic Development;
- Intergovernmental Relations/Regional Partnerships;
- Parks and Recreation;
- Citizen Communication and Involvement;
- Administrative/Fiscal;
- Public Safety
- Council and Staff Relations/Organizational.

1. **ISSUES:** Using you knowledge of the city and your feelings for its long-range future, what do you see as the top five major issues the City of Falls City will need to address in the next two years? Be prepared to discuss how you think the City should begin to prepare to deal with them.

When identifying issues, remember the City will face issues involving both internal and external environment. You will need to consider the mission of the City or why it exists in the first place. Issues should be related to the core purpose of the City's existence.

Issues can be either tangible, concerning people, facilities, equipment, funding, etc.; or they can be intangible, related to things such as morale, attitude, trust, loyalty, public perception, etc.

When writing issue statements, they should be stated to: 1) concisely describe the issue or problem, and 2) explain the ramifications or relevance of the situation. Properly written issue statements must answer the basic question: *So what?*

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. List at least five goals you feel the city should focus on during the next fiscal year. Remember goals should follow "SMART" principles: **S**pecific; **M**easurable; **A**chievable; **R**elevant; and **T**ime-based.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____

**Please bring this completed information with you to the to the Goal Setting session on
March 4, 2015.**

EXHIBIT E

CITY EQUIPMENT INVENTORY LIST, P/W'S

1982, International 5 yard dump truck. In pretty good shape, advice to sell and replace with 1 ton dually, better suited for needs.

1992, Ford Ranger. Had to put \$500.00 in repairs last year, poor shape. Advise sailing and putting towards newer truck or leased truck.

2004 Chevy 4x4. Getting up in miles, still good shape. Advise sailing and putting towards the above newer truck.

1963, Austin Road Grader. Donated to City from Weyerhaeuser. Poor shape, in need of repairs. Advise patching together and find funding for newer machine.

1999 John Deere Back Hoe, Very good shape, no issues.

1999, John Deere tractor. Advise replacing with a different piece of equipment, could go a size smaller with mid PTO for a mower.

1996 Sthil chain saw. Good shape.

3- Weed eaters, 2008, 2004, 1996. Can get by.

2- pole saws, 2010, & 1996

2006 John Deere Riding lawn mower, has problems with belts, good machine. Advise trading up and replacing.

2004 Huskavana lawn mower, good shape

Cummings 80 kw generator, water plant, good but needs service and load test.

Hobart 10kw, Fair Oaks lift station.

All Power 7500 generator, Carey Court lift station.

1970, no name or kw output, Waste Water plant

Yamaha, 2kw, for utility work.

2002 John Deere, pressure washer

2002, See snake and monitor, for line inspection

1 Tapping tool for water mains

2000, gas powered compressor

1996, Flat bed trailer. Needs some welding work.

Exhibit F

NEEDS IN WATER DISTRIBUTION;

1) Water Master Plan This should be off set with partial grant money.	60,000.00
2) PH Probes (HACH) The probes we currently have will no longer be supported with software.	6,455.00
3) Replace leaking fittings in PRV vault.	881.90
4) HACH- contract for calibrating water plant devices.	4,826.00
5) Portland Cummings, service/load test WP generator.	1203.56
6) Repair Green Haven Park hydrant	300.00
7) Abandon Parry St. pump house.	500.00
8) Repair pressure reducing valves.	881.90
9) Meter replacement Green Haven.	700.00
10) Clean outside of Valsetz water tank. Contracted. In house, would take a full week for P/W, could not have distractions.	5500.00 3000.00
11) Six, (6), 5/8 x 3/4 meters, and 12 residential registers. (810 + 1530)	2340.00
12) Five Concrete meter boxes, plastic preferred but concrete cheaper.	174.05
13) Hydrant maintenance.	500.00
14) New hydrant, advice this item should be yearly cost.	1500.00
15) Repair leaks/cracks in main WTP vaults.	1000.00

Total \$86,762.41

The above are maintenance items, does not include regular operating expenses

NEEDS IN SEWER DEPARTMENT, 2015

EXHIBIT G

1) Pump 40 residential tanks	20,000.00
2) Sevens influent meter, rebuilt and calibrated,	2,000.00
3) U/V flow meter, rebuild and calibrate,	628.00
4) Extra Pump for Fair Oaks lift station,	1,500.00
5) Rebuild/replace recirculation tank pump,	8,500.00
6) Pump recirculation tanks	8,000.00
7) Collection; 25- lids @1250.00, 6- Grade rings @200.00, 42- Clean out caps @ 500.00, 2- residual pumps @ 1200.00	3,150.00

TOTAL = \$ 43,778.00

Public Works has also cautioned that with the aging of the waster water facility we will be experiencing some costly repairs. We have requested them to start identifying these items and estimating costs.

PARKS DEPARTMENT

Exhibit H

1) Fir Bark chips,	250.00
2) Alder Bark chips,	250.00
3) Upper Park restroom, minimum maintenance, painting	750.00
4) New leaf blower	500.00
5) Gravel for park roads	500.00
6) Grass Seed and fertilizer	200.00

TOTAL = \$2,450.00

This is not including the cemeteries and I believe is the bare minimum for parks.

STREET DEPARTMENT, 2015

Exhibit I

- 1) Road grader, rough condition, to keep limping along it needs;
Main hydraulic cylinder rebuild @ 1000.00,
Needs tires but can make do with 2 fronts, used @ 300.00 (?) 1500.00
Machine really needs to be replaced, but we cannot afford the \$30,000.

- 2) City Dump Truck, new re-cap tires, 400.00
P/W advises replacement with a 1 ton newer truck. This would have more
Uses around town, while still handling what the exist trucks is used for.

- 3) Majority of gravel streets in good repair, staff checking on what to
Budget for rock. Est. 5,000.00

- 4) Paved streets are in bad shape. P/W advises to try and find money for
Chip sealing paved roads. Will need hot and cold patch, regardless. 3,000.00

- 5) Dayton St. bridge is in need of replacement, but will need to do
Minimum repairs. 1500.00

- 6) Street signs, 2500.00

- 7) Paving project on Bridge Street left unsafe pedestrian conditions,
Would recommend filling ditch in with a culvert. 4,000.00

- 8) P/W pick up trucks need replacing, 10,000.00 to 25,000.00

TOTAL = \$17900.00

City Clerk Budget Worksheet
2015-2016

Exhibit J

Area and item	Quantity	Price	Shipping/and or notes
Preprinted forms			
CUSI Utility Statements	7,500 (annual order) Forms: 450.00 Shipping 97.00	\$ -	Included in price. Order from CUSI. 7,500 (annual order) Last order. Forms: 450.00 Shipping 97.00 - Will not need until 2017-2018 fiscal year due to an order that had printing issues, where we were not charged, and a new order was shipped, and forms in both shipments are usable.
Costco Envelopes	6,000 (annual) normally order 3K at a time (166.26)	\$ 350.00	Costco Waives
Costco Deposit slips	3 part printed	\$ 20.22	Costco Waives
City of Falls City Checks	City Manager orders price unknown		Control/clerk does not order
		Total Preprinted forms	\$ 370.22
Supplies			
Quality Park Clasp Envelope 12" x 15-1/2" Kraft 100ct Item #629134	\$22 / 100 count	\$ 22.00	Costco Waives
Protector sleeves Office Impression 100 ct. 116671	\$13.00 / 100 count – single sheet	\$ 23.00	Costco waived
Protector sleeves Office Impression 25 ct. 688344	\$6.00 / 25 count – multi sheet (100 sheets) #688344		Do not need in 2015-2016 budget year.

City Clerk Budget Worksheet
2015-2016

Area and item	Quantity	Price	Shipping/and or notes
Copy paper 8.5 by 11. Costco 677776	5,721 sheets/mo. (approx. 69K year). Reduce our cost by order 6+cases (no room to store pallet) 14 cases a year @\$32 case = 448.00	\$ 448.00	Costco waives
Office Impression 116691 Blank envelopes Office	500 count Impressions Plain Windowless Envelope 4-1/8" x 9-1/2" White 500ct OFF 82292	\$ 14.00	Costco Waives
Hanging folders 2" Pendaflex	25 count x 2 \$16.89 each Box Bottom Hanging Folder, Letter, 1/5 Cut, Green, 25ct Item #627179	\$ 35.00	Costco waives
Office Impressions Perforated Ruled Pad Letter Canary 12 count off 82356 Item#116751	Yellow lined writing pads Minimum order 3 sets	\$ 24.00	Costco waives
Manila folders	Smead Top-Tab Folders Manila 1/3 Cut Letter 100ct SMD 10334	\$ 42.00	Costco waives
Green shut off card stock	Neenah Astrobrights Card Stock, Letter, Terra Green, 65lb, 250ct Item #631058 (Min order 2 – 500 sheets)	\$ 22.00	Costco waives
Neenah Exact Index Card Stock, Letter, White, 110lb, 250ct Item #248253	Projects, posters, can be used for proclamations, oaths 7.98 each/min order 2	\$ 16.00	Costco waives
Clasp envelopes 10 by 13"	Office impressions kraft #116703 100 count	\$ 11.00	Costco waives
Oxford M1158 Manila tab dividers qty 250	1 box (budget, liens, other) Office Depot 41.00	N/A	No longer used in budget binders

City Clerk Budget Worksheet
2015-2016

Area and item	Quantity	Price	Shipping/and or notes
Enforcement folders	Smead Top Tab Fastener Folder Kraft 1/3 Cut Letter 50ct SMD	Do not need. Still in stock at city hall.	Costco Waives
Storage boxes		Do not need. Have empty boxes upstairs from 2014 records destruction	Costco Waives
Toilet Paper	Georgia-Pacific Preference Bath Tissue Rolls 2-Ply White 80ct GEP 1828001 Item #289949 Costco	\$ 57.00	Costco waives
Bathroom towels	Windsoft MultiFold Paper Towels 1-Ply Brown 16ct (4000 sheets)WNS 1040 Item #117360 (28.99 each/order two year) or Georgia-Pacific BigFold Z-Fold Paper Towels 1-Ply White 10ct GEP 20887 (39.99)	\$ 60.00	Costco waives Order 2 x a year
Mouse replacement	Just in case	\$ 20.00	unknown
Phone replacement	(2 line phones. Replace 2) Finance & City Manager phones need to be replaced.	\$ 150.00	unknown
Money receipt books	Six books. Order from Betty Mills (hard to find 3 copy) RED 8L808 Rediform® Prestige™ Money Receipt Book \$11.56 each (Will need more if someone is not cross trained to enter payments)	\$ 81.00	Yes. \$9.00 included in price (look for coupon)
Replacement Desk Calculator	Victor 1240-3A Desktop Printing		Do not need. Two replaced in 2014.

City Clerk Budget Worksheet
2015-2016

Area and item	Quantity	Price	Shipping/and or notes
Business cards forms	Avery 5876 ivory \$17/ 200 cards	\$ 34.00	unknown
Office Operations desk calendar	1 House of Doolittle 2015 Monthly Calendar 17" x 22" Desk Pad 687565	\$ 7.00	Costco waives.
Surface Wipes	Lysol® Disinfecting Wipes Lemon & Fresh Scents 80 Wipes 6ct 803991	\$ 18.00	Costco waives
Pitney Bowes Tape Sheets 6209	300 lables/2 per .150 sheet	\$ 31.00	Unknown/will need to purchase this year
Pitney Bowes EZ-solution	4 bottles @ \$40 total	\$ 40.00	unknown
Pitney Bowes Ink	62.39 x 3 (price must be verified)	\$ 187.17	unknown
		Total software	\$ 1,342.17
Utility Software			
Cursi Annual Maint	Your annual maintenance will be billed 5/15/15 for \$895 unless you purchase more software. It covers 06/30/15-06/30/16	\$ 895.00	Must have for mission critical application.
		Total software	\$ 895.00
Events			
3 rd of July ribbons	Ordered from Dallas Trophy last three years. (\$73 in 2014)	\$ 100.00	Pick up at Dallas Trophy.
Spring Clean	Misc items (depending on weather 1 or 2 cases of water, soda, donuts/fruit, gloves, safety equip)	\$ 130.00	Safeway fruit/doughnuts, water cheapest from Costco, gloves from warehouse Americangloves in Dallas. Papa Murphy's in Dallas donates pizza's.

City Clerk Budget Worksheet
2015-2016

Area and item	Quantity	Price	Shipping/and or notes
3rd of July water/food for CERT	Case of water Buy vendor food for CERT. 4 bags of chips 4 large soda pop bottles	\$ 60.00	Soft Estimate
3rd of July Chalk	Rickreall Ag West, 4 bags	\$ 40.00	Chalk for old mill parking lot, handicap parking along grass strip on 7th street, vendor spaces (REQUIRED that we borrow the chalk machine from John Gilmore)
3rd of July Banners	Event Date and times, lists road closures and requirement to show residential ID for properties above the road closure	NOT PRICED	CERT suggested to help resolve confusion during event. Banner could be displayed a month before.
3rd of July Bathrooms Royal Flush	1 Road Closure (NEW) 1 ADA Baseball field 4 Ball Filed 1 Mill Lot parking (NEW) 2 in Upper Park (NEW) ADA = \$165 per event Standard = \$115 per event	\$ 1,085.00	8 standard @ 115 Each for \$920 1 ADA @ 165 each for \$165
Event insurance	City Manager (3rd of July) Parade, Fireworks, Park Event (Note: fees charged to vendors)	NOT PRICED	Get Insurance binder from our Dallas Insurance Rep.
Summer Season portapotty at the falls and lower park	Don Poe prices	NOT PRICED	
	Total Events		\$ 1,415.00
Building Maintenance			Waiting for vendors to respond for prices

City Clerk Budget Worksheet
2015-2016

Area and item	Quantity	Price	Shipping/and or notes
Home Comfort/and or Salem Heating. Twice year maintenance. Community Center	Twice a year	Sent emails	
Safe Maintenance (A Team)	Annual Maint	Called 1/24/2015. He will call back or come out 1st week of March.	
Safe- change combo (A Team)	As needed. Should consider		
Home Comfort or Salem Heating change filters at City Hall and Community Center(?) 4 times a year	Quarterly		
Guardian Fire Protection Inc. annual inspection of fire Extinguishers	City Hall	\$ 100.00	Done annually
Guardian Fire Protection Inc. annual inspection of fire Extinguishers	Water Department	\$ 93.00	Done annually
Guardian Fire Protection Inc. annual inspection of fire Extinguishers	Fire Department	\$ 95.00	Done annually
Floor Waxing	Community Center John Gilbert. Before thanksgiving	\$ 200.00	Price charged in 2014
		Total Building Maintenance	\$ 288.00
Deferred maintenance			

City Clerk Budget Worksheet
2015-2016

Area and item	Quantity	Price	Shipping/and or notes
SHOP Roof	Amber received bids for roof in prep for the 2014-2015 budget year. Clint Vincent provided bid/maybe Bob Young	New bid need	
City Hall Painting	Amber received bids for roof in prep for the 2014-2015 budget year. Clint Vincent provided bid/maybe Bob Young	New bid need	
		TOTAL DEFERRED Maintenance	\$ -
Technology	Minet provided #'s		
Replace Finance computer. Out of date operating system, no virus check. Has access to QuickBooks, Server, serves as backup access to mission critical CUSI, QuickBooks	Keyboard, monitor, DVD Player, MS Office, network	\$ 785.00	Hardware 700 Labor: \$85/ 1 Hour
Replace spare front office computer in front office. Operating system out of date, no virus protection Has access Server, serves as backup access to mission critical CUSI, or when City Manager/Mayor computer is not working	Keyboard, monitor, DVD Player, MS Office, network	\$ 785.00	Hardware 700 Labor: \$85/ 1 Hour

City Clerk Budget Worksheet
2015-2016

Area and item	Quantity	Price	Shipping/and or notes
Replace desktop computer at Water Plant. Desktop is old. Software is outdated and not compatible	Keyboard, monitor, DVD Player, MS Office, network	\$ 785.00	Hardware 700 Labor: \$85/ 1 Hour
Replace backup storage device (need rotation of three, have only two and one is old		\$ 150.00	High Priority
Handheld voice recorder placeholder. Requirements: Multi directional recording, digital, usb connection, eg. Sony ICD SX712		\$ 200.00	Placeholder to replace mission critical recorder.
Profile maintenance. Need to remove old profiles to tighten security. Remove profiles of prior employees. Work is performed both on individual desktops and server.		\$ 255.00	Labor: \$85/ 3 hours
Server Network server bus		\$ 100.00	
Total Technology			\$ 3,060.00

Administrator tasks and duties:

Exhibit K

1. Council
 - a. Manage Council Actions, provide reports and recommendations, record outcomes
 - b. Prepare ordinances and resolutions
 - c. Maintain the city code based on Council actions
 - d. Codify new ordinances
 - e. Work towards the goals set by Council
 - f. Administer oaths of office
2. Elections
 - a. Serve as city elections officer
 - b. Prepare elections materials for candidates
 - c. Assist candidates with filings
 - d. Transmit filings to the county
3. Business Agent of the City
 - a. Ensure provisions of franchises, agreements, contracts, leases, permits, and other agreements are enforced and observed.
 - b. Write Requests for Proposals and Request for Information
 - c. Monitor franchise end dates
4. Grants
 - a. Monitor Grant Cycles
 - b. Write and submit grants
 - c. Grant reporting
 - d. Close grants
5. Technology
 - a. Develop web content, post meeting agendas, minutes and other materials
 - b. Monitor "Contact Us" email, prepare, and send responses.
 - c. Maintain social media accounts such as Facebook. Post content (daily when possible) monitor posts, respond as appropriate.
 - d. Serve as point of contact to IT services with MINET.
 - e. Coordinate IT upgrades and repairs
6. Personnel Management
 - a. Monitor and adjust work schedules, tasks, and workload as appropriate.
 - b. Assures that assigned areas of responsibility are performed within budget.
 - c. Monitor performance and provide annual reviews.
 - d. Confer with CIS and LGPI when necessary.
 - e. Maintain personnel files.
7. Records
 - a. Serve as the records manager
 - b. Respond to public records requests, review for redactions and exemptions
 - c. Maintain public records request files
 - d. Maintain city records in accordance with OAR 166.200

- e. Archive records, manage destruction schedule and method
 - f. Train other staff for records retention and maintenance.
8. Notary
- a. Review documents for conformity and completion
 - b. Maintain security of notary log
9. Finance
- a. See Finance Director Duties
10. Court
- a. See Court Clerk Duties
11. Planning/Building
- a. Serve as point of contact for COG
 - b. Review staff reports for code compliance
 - c. Approve building and planning permits
 - d. Assist with land use questions
12. General Duties
- a. Provide coverage for City Clerk when absent
 - b. Attend City Manager Meetings
 - c. Attend Mayor's Breakfast meetings
 - d. Participate as a member of OAMR
 - e. Participate as a member of OCCMA
 - f. Participate as a member of ELGL
 - g. Participate as a member of GFOA
 - h. Serve as liaison to County Officials and departments
 - i. Serve as liaison to City Attorney
 - j. Serve as member of Polk County Tourism Group
 - k. Serve as member of Rural Tourism Studio

City of Falls City
City Council Work Session
Monday March 4, 2015
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present

Mayor Terry Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin,

Staff Present

None

Facilitator

Jennie Messmer, Deputy Director, Mid-Willamette Valley Council of Governments (MWVCOG)

Mayor Ungricht called the meeting to order at 1:00 pm.

- 1) Roll Call
Mayor Ungricht took roll call. Julee Bishop was absent. Dennis Sickles left at 4:00 PM. A break was called from 3:30 PM to 3:25 PM.
- 2) Pledge of Allegiance
Mayor Ungricht led the pledge.
- 3) Motion to adopt the entire agenda
A motion was made by Councilor D. Sickles and seconded by Councilor Meier to adopt the entire agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Dennis Sickles, Gerald Melin
- 4) Consent Agenda
None
- 5) Public Comments
None
- 6) New Business:
 - A) Goal Setting – Jennie Messmer, Mid-Willamette Valley COG, worksheets
Council established goals (Exhibit A) with the following appointments:

Goal 2 Explore the development of an electric generation facility to power City operations.	Councilor Dennis Sickles
Goal 3 Broaden community understanding of City government and operations by enhancing community communications.	Mayor Ungricht
Goal 5 Explore options for and implement a code enforcement program that fits within available resources.	City Council
Goal 6 Enhance public safety in Falls City.	Councilor Jennifer Drill
Goal 7 Develop and implement a staffing plan to carry out City operations.	City Council

- B) 2014 Goals
- C) Staff reports on 2014 Goals

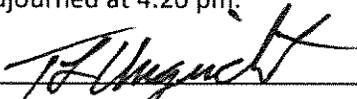
7) Correspondence, Comments and Ex-Officio Reports.

8) Council Announcements

A) City Council Meeting March 12, 2015

9) Adjourn

The meeting was adjourned at 4:20 pm.



Mayor Terry Ungricht

Attested: 

City Clerk Domenica Protheroe

CITY OF FALLS CITY, OREGON

**GOAL-SETTING
WORKSHOP RESULTS**

March 2 and March 4, 2015

GOAL-SETTING WORKSHOP RESULTS

MISSION STATEMENT

Create an environment that supports community rural living at its best by mixing family, work, recreation and social opportunities while providing fiscally sound, responsible municipal services.

GOALS

The City of Falls City will:

1. Maintain City infrastructure at adequate levels to meet current, future and regulatory requirements.
2. Explore the development of an electric generation facility to power City operations.
3. Broaden community understanding of City government and operations by enhancing community communications.
4. Develop a strategy to encourage economic development in Falls City.
5. Explore options for and implement a code enforcement program that fits within available resources.
6. Enhance public safety in Falls City.
7. Develop and implement a staffing plan to carry out City operations.

OBJECTIVES

Goal #1 – Maintain City infrastructure at adequate levels to meet current, future and regulatory requirements.

	OBJECTIVE	PRIORITY
1	Update the Water Master plan	1
2	Create a Parks Master Plan	1
3	Develop a Capital Improvement Plan (CIP) which incorporates projects from other master plans	2
4	Develop funding sources and schedule for chip-sealing City streets	2

Goal #2 – Explore the development of an electric generation facility to power City operations.

	OBJECTIVE	PRIORITY
1	Identify preferred option and funding mechanism	1
2	Determine regulatory process and requirements	1
3	Contract for engineering and design of system	2
4	Begin permitting process	2

Goal #3 – Broaden community understanding of City government and operations by enhancing community communications.

	OBJECTIVE	PRIORITY
1	Schedule town hall meetings to share information with and solicit information from citizens	1
2	Publish a newsletter article on the City budget	1
3	Create a list of community volunteers and resources	1
4	Respond publicly and in a timely fashion to public comment issues received at City Council meetings	1
5	Continue to enhance the City's website	4
6	Post any ordinance changes once decided to make sure the public is informed	4

Goal #4 - Develop a strategy to encourage economic development in Falls City.

	OBJECTIVE	PRIORITY
1	Create Economic Development/Community Beautification Committee to develop and implement a list of projects	1
2	Review City ordinances to ensure compatibility with business development	2

Goal #5 – Explore options for and implement a code enforcement program that fits within available resources.

	OBJECTIVE	PRIORITY
1	Determine desired program model	1
2	Develop and implement program, and train appropriate people	1

Goal #6 – Enhance public safety in Falls City.

	OBJECTIVE	PRIORITY
1	Explore options/feasibility for police presence in Falls City	1
2	Explore use of cameras as a crime deterrent	1
3	Create a City Emergency Plan and educate the public on emergency procedures	1
4	Replace missing traffic signs in the City	4

Goal #7 – Develop and implement a staffing plan to carry out City operations.

	OBJECTIVE	PRIORITY
1	Create a succession plan for replacement of the existing workforce when changes occur	1
2	Determine the City Management staffing needs for the City	1
3	Hire staff as needed according to staffing plans/needs	1

KEY TO PRIORITY RATINGS

- 1 – Do now – budget in the forth-coming budget year
- 2 – Look at accomplishing 2-3 years in the future
- 3 – Nice to have – not to look at funding for at least 3 – 5 years in the future
- 4 – Routine – on-going from year to year