

Notice of Public Meeting

Notice of Council Goal Setting

AGENDA

CITY COUNCIL - CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City

Monday March 2, 2015 12:00pm

Wednesday March 4, 2015 12:00 pm

Posted on February 25, 2015

- 1) **Call to order**
A) Roll Call: Julee Bishop ___ Dennis Sickles ___ Lori Jean Sickles ___ Jennifer Drill ___
Tony Meier ___ Gerald Melin ___ Terry Ungricht, Mayor ___
- 2) **Pledge of Allegiance**
- 3) **Motion to adopt the entire agenda**
- 4) **Consent Agenda: None.**
- 5) **Public Comments:** Citizens may address the Council or introduce items for Council consideration on any matters. Council may not be able to provide an immediate answer or response, but may direct staff to follow up on any questions raised. Out of respect to the Council and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.
- 6) **New Business:**
A) Goal Setting – Jennie Messmer, Mid-Willamette Valley COG, work sheets,.....pages 2 - 3
B) 2014 Goals,.....pages 4 - 7
C) Staff report on 2014 goals,.....pages 8 - 12
- 7) **Correspondence, Comments and Ex-Officio Reports**
A) Council Reports
B) Mayor Reports
C) City Administrator Reports
- 8) **Council Announcements**
A) City Council Meeting March 12, 2015
- 9) **Adjourn**

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.

City of Falls City

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 your 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: Specific; Measurable; Achievable; Relevant; and Time-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.**

CITY OF FALLS CITY, OREGON

**GOAL-SETTING
WORKSHOP RESULTS**

January 15th and 16th, 2014

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. Provide municipal facilities and infrastructure to support current operations and growth.
2. Provide active leadership and support to explore, evaluate and develop public safety services.
3. Join the efforts of City Council and city staff to provide efficient and financially sustainable municipal services.
4. Broaden community understanding of City government and operations and enhance community communications.
5. Develop, implement and support community recreational, educational and cultural resources and activities.

OBJECTIVES

Goal #1 – Provide municipal facilities and infrastructure to support current operations and growth.

	OBJECTIVE	PRIORITY
1	Maintain comprehensive mapping of infrastructure	4
2	Explore opportunities to generate electricity	2
3	Complete Wastewater Master Plan and develop priorities for sewer system upgrades	1
4	Work with City staff to establish and implement standards for the maintenance of gravel and paved streets.	2
5	Develop and implement plan for on-going maintenance of City facilities including City Hall and Community Center.	2
6	Develop Capital Improvement Plan (CIP) to implement City Master Plans	2
7	Identify areas of deferred maintenance to prioritize for annual budget.	1
8	Complete Parks Master Plan	2
9	Complete Water Master Plan	2

Goal #2 – Provide active leadership and support to explore, evaluate and develop public safety services.

	OBJECTIVE	PRIORITY
1	Identify potential community-based safety programs and determine how to best implement in the City.	1
2	Increase staffing level for code enforcement and update City Code to support enforcement efforts.	1
3	Placement of blue reflectors on paved roads to locate fire hydrants.	2

Goal #3 – Join the efforts of City Council and City staff to provide efficient and financially sustainable municipal services.

	OBJECTIVE	PRIORITY
1	Complete review past records and historical documents to bring into conformity with formal retention process.	3
2	Place the revised City Charter on ballot for voter approval.	1
3	Locate and administer all department operations in and from City Hall.	1
4	Develop and maintain daily operational procedures and update operational and maintenance manuals.	2
5	Revise and update water ordinance.	1

6	Research opportunities for low-income, affordable and retirement housing in the City.	2
7	Explore interest in a Junior Council.	2
8	Explore alternative ways to fund infrastructure improvements.	2
9	Establish a City Engineer.	1
10	Reorganize standing City Committees into logical organization that facilitates productivity	2

Goal #4 - Broaden community understanding of City government and operations and enhance community communications.

	OBJECTIVE	PRIORITY
1	Provide annual State of the City address.	4
2	Maintain and continue to enhance the City website.	4
3	Respond publicly and timely to issues brought up under "Public Comment."	4
4	Continue to develop and maintain alternate ways to provide information and clarify issues to the community and allow for the public to ask questions.	4
5	Provide informational opportunities for the public on topics of current interest and/or City operations.	1

Goal #5 – Develop, implement and support community recreational, educational and cultural resources and activities.

	OBJECTIVE	PRIORITY
1	Develop a trail from Riverside Park down to the Falls	3
2	Continue to partner with the School District, churches and other agencies and community groups to provide recreational, educational and cultural activities.	4
3	Identify opportunities and develop multi-modal recreational facilities.	3
4	Develop walking/hiking map for City with points of interest.	2
5	Continue to research ways to enhance and preserve the City's natural resources.	4
6	Encourage the development of a campground.	4
7	Support efforts to form a Library District.	2
8	Explore funding opportunities for Parks, including the creation of a Park District.	3

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

AGENDA REPORT

TO: COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: GOALS PROGRESS REPORT
DATE: 02/24/2015

SUMMARY

This report is being provided as a progress report on the City Council Goals and Objectives adopted in January 2014.

BACKGROUND

The City Council and staff have made progress on several goals and objectives. In this report the focus will be on the objective supporting each goal.

Goal #1 – Provide municipal facilities and infrastructure to support current operations and growth.

	OBJECTIVE	PRIORITY
1	Maintain comprehensive mapping of infrastructure	4
2	Explore opportunities to generate electricity	2
3	Complete Wastewater Master Plan and develop priorities for sewer system upgrades	1
4	Work with City staff to establish and implement standards for the maintenance of gravel and paved streets.	2
5	Develop and implement plan for on-going maintenance of City facilities including City Hall and Community Center.	2
6	Develop Capital Improvement Plan (CIP) to implement City Master Plans	2
7	Identify areas of deferred maintenance to prioritize for annual budget.	1
8	Complete Parks Master Plan	2
9	Complete Water Master Plan	2

Mapping is ongoing as needed and as projects are completed. Mapping of the street infrastructure was completed with the Transportation Master Plan. Sewer infrastructure mapping has been accomplished through the Wastewater Facilities Plan. Our water infrastructure will be mapped through the Master Water Plan, which we need to do in 2015-16.

There has not been much further movement on the electricity generating issue, need Councils' direction on this issue.

The Wastewater Master Plan is finished. Council will need to give direction on avenues they would like to pursue on system upgrades.

Goal 4 and 5. Need to be reviewed and discussed by Council. If successful the ODOT grant that was applied for by the County will address some of our needs on the major roads; North Main,

Bridge, and Mitchell streets. We do need to look at a way to fund work on the rest of our paved streets. We have problems with 5th Street, Prospect Ave., Sheldon Ave., and South Main. We will be looking at funding sources to do an overlay to save the surfaces of these streets, but Council will need to look at budgeting for these streets.

Goals 6, 8, & 9 will need input from Council. I would say that the Master Water Plan is the highest priority on the list. Staff has been working on a RFP and description of needs on the Master Water Plan.

Goal 7, as noted above we have been deferring infrastructure items in all departments. Staff is working on a list from each department which we will have to prioritize through the budget process.

Goal #2 – Provide active leadership and support to explore, evaluate and develop public safety services.

	OBJECTIVE	PRIORITY
1	Identify potential community-based safety programs and determine how to best implement in the City.	1
2	Increase staffing level for code enforcement and update City Code to support enforcement efforts.	1
3	Placement of blue reflectors on paved roads to locate fire hydrants.	2

Goal 1, The Council has discussed the Polk County Safety Levy issue and appointed Councilor Drill as liaison. If the Levy passes we have had conversations with Sheriff Wolfe on drawing up an IGA (Inter Government Agreement) to allow of County enforcement of defined City Ordinances.

Goal 2, A Municipal Court has been established, with the hiring of a Judge and prosecutor, but unfortunately we have not been able to keep the code enforcer position filled. Council needs to discuss how we will want to budget the code enforcer position.

Goal 3, while there has been no work on the blue reflectors, Public works was able to repaint most of the hydrants in town and they have indentified hydrants that need to be replaced/re-built and have suggested trying to budget at least one new hydrant a year, which is a cost of \$5000.00.

Goal #3 – Join the efforts of City Council and City staff to provide efficient and financially sustainable municipal services.

	OBJECTIVE	PRIORITY
1	Complete review past records and historical documents to bring into conformity with formal retention process.	3
2	Place the revised City Charter on ballot for voter approval.	1
3	Locate and administer all department operations in and from City Hall.	1
4	Develop and maintain daily operational procedures and update operational and maintenance manuals.	2
5	Revise and update water ordinance.	1

6	Research opportunities for low-income, affordable and retirement housing in the City.	2
7	Explore interest in a Junior Council.	2
8	Explore alternative ways to fund infrastructure improvements.	2
9	Establish a City Engineer.	1
10	Reorganize standing City Committees into logical organization that facilitates productivity	2

Goal 1, is on going.

Goal 2, was completed with the passage of the new charter.

Goal 3, Need Council direction, right now Public Works does not have key's to City Hall or a work station at City Hall. Public Works has traditionally performed most of their office work at the Water treatment plant, which is in desperate need of new computer.

Goal 4, ongoing.

Goal 5, this will be driven by the Master Water Plan.

Goals 6, 7, and 8 are on going.

Goal 9, was accomplished with the IGA contract with City of Dallas Engineer.

Goal 10, was accomplished with Ordinance 538-2014.

Goal #4 - Broaden community understanding of City government and operations and enhance community communications.

	OBJECTIVE	PRIORITY
1	Provide annual State of the City address.	4
2	Maintain and continue to enhance the City website.	4
3	Respond publicly and timely to issues brought up under "Public Comment."	4
4	Continue to develop and maintain alternate ways to provide information and clarify issues to the community and allow for the public to ask questions.	4
5	Provide informational opportunities for the public on topics of current interest and/or City operations.	1

Goal 1, this is no longer a requirement of the charter, Council needs to discuss.

Goal 2, 3, 4, and 5, is ongoing. The website is being up dated and staff is open to content suggestions. Council and staff still need to follow through on information to public comments, this will also be helped if/when we figure out our code enforcement position.

Goal #5 – Develop, implement and support community recreational, educational and cultural resources and activities.

	OBJECTIVE	PRIORITY
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1	Develop a trail from Riverside Park down to the Falls	3
2	Continue to partner with the School District, churches and other agencies and community groups to provide recreational, educational and cultural activities.	4
3	Identify opportunities and develop multi-modal recreational facilities.	3
4	Develop walking/hiking map for City with points of interest.	2
5	Continue to research ways to enhance and preserve the City's natural resources.	4
6	Encourage the development of a campground.	4
7	Support efforts to form a Library District.	2
8	Explore funding opportunities for Parks, including the creation of a Park District.	3

Goals 1 through 6 and 8, these issues are ongoing and will be mainly developed on committee level with help of staff.

Goal 7, we were able to keep the Library functioning for the short term and have appointed Councilor Meier and on action of Council, Councilor Melin to represent Falls City on the Library Board. The hope is to work on forming a library district for future funding requirements.

I have included the below paragraph from the 2014 goal session document, it is still relevant for the current Goal setting process. I believe that infrastructure issues and ways to fund are going to be the biggest challenges to our City.

Staff would also like the council to consider the following during the goal setting:

Deferred maintenance has caused several of our systems to be outdated and failing. This is including but not limited to lack of maintenance of the computerized system of the water plant has placed the production data at risk due to no back-ups of the computer, improper electrical connections, no migration plan for software or hardware. This endangers the assurance to provide water service without interruption. Staff has consulted with professionals on the needs and has selected a firm to begin working on resolutions to the various issues at the water plant.

Deferred maintenance in the sewer system has caused for many of the septic tanks to be pumped less frequently which increases the amount of solids that are transferred into the treatment system. Additional solids in the drain field over time can cause the drain field to work less effectively and as solids accumulate can cause failure of that portion of the system.

Deferred maintenance of streets and sidewalks has caused both our paved and gravel streets to be in disrepair. Many of the paved streets are cracked, have potholes or excessive wear. Many of the gravel roads are in need of more surface rock to provide a better driving surface and protect the road bed. We currently do not have a crack sealing program or a slurry seal program to extend the useful life of the pavement or concrete for the sidewalks.

Deferred maintenance of the technology systems has cause the city staff to be reliant on computer systems that are failing, not properly backed up and were all connected wirelessly. The wireless connection was not supported by our utility billing software vendor. Staff presented a Resolution for an intergovernmental agreement with MINET for computer support services. This allowed staff to resolve the wireless connectivity issue by installing hard wire connections for the key work stations. MINET has begun working on developing a reliable back up system for the City electronic records, billing data, and accounting data. A revolving technology replacement plan is needed to ensure Falls City is able to continue to offer reliable electronic services and records.

Deferred maintenance of buildings has caused a backlog of building maintenance needs. This year City Hall was re-roofed, new windows were installed upstairs to remove leaks and the chimney was capped to reduce leaking. The chimney is in need of major repair since the mortar between the bricks. City Hall is also in need of a paint job to preserve the siding. The City Hall shop is in need of a roof and the siding should be placed on a schedule for maintenance or replacement as needed. There has not been an assessment of the maintenance needs of the community center, parks bathrooms, gazebo, or other parks facilities.

Deferred maintenance of the cemeteries has resulting in many trees requiring trimming, or removal. The estimate for the lower cemetery revealed up to \$20,000 worth of work to remove major hazards to people, headstones and gravesites. Pacific Power has been contacted for the removal of the trees under their power lines and they have agreed to remove the trees at no charge if they can leave the wood behind. This saves the city approximately \$3,400 in tree maintenance.

PREVIOUS COUNCIL ACTION

City Council met in January 2014 in a work session to develop council goals and objectives. These goals were adopted by the Council in February 2014.

ALTERNATIVES/FINANCIAL IMPLICATIONS

Council can continue to work from these goals for 2014 or Council can hold another work session to revise the current goals or add new goals.

STAFF RECOMMENDATION

None.

EXHIBIT

2014 City Council Goals

PROPOSED MOTION

None.