

Notice of Public Meeting

City Council Meeting

AGENDA

CITY COUNCIL - CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Thursday May 12, 2016 6:00 p.m.

Posted on May 6, 2016

- 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: Motion Action Approving Consent Agenda Items**
A. Approval of the Billspages 1-4
B. Approval of April 14, 2016 Council Meeting Minutes.....pages 5-72
C. Approval of April 21, 2016 Budget Committee Minutes.....pages 73-87
- 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. Contract between Oregon Emergency Management and Falls Citypages 88-99
B. Water Master Plan update.....pages 100-112
C. Park Master Plan update.....pages 113-117
D. Income Survey.....pages 118-121
E. Leak Request.....pages 122-124
- 7) **Correspondence, Comments, and Ex-Officio Reports**
A. Mayor Report..... pages 125-126
B. Council Reports
 Polk County Sheriff Garton's report.....pages 127
 Fire Department Monthly Report.....pages N/A
 Public Works Department Monthly Reportpages 128-129
 Library Monthly Reportpages N/A
- 8) **Council Announcements**
A. Next regular City Council meeting June 9, 2016 at 6:00 p.m.
- 9) **Adjourn**

Ag West Supply	04/11/2016	285018		Accounts Payable				-77.50
Ag West Supply	04/11/2016	Inv # 285018		Equipment Maintenance/Repair	20 WATER OPERATING FUND			77.50
Buhler & Meyer CPAs LLP	04/11/2016	March		Accounts Payable				-402.40
Buhler & Meyer CPAs LLP	04/11/2016	35% Admin, March		Professional Services	01 GENERAL FUND:01.01 Administrative			140.84
Buhler & Meyer CPAs LLP	04/11/2016	5% Court		Professional Services	01 GENERAL FUND:01.04 Municipal Court			20.12
Buhler & Meyer CPAs LLP	04/11/2016	10% Street		Professional Services	11 STREET FUND			40.24
Buhler & Meyer CPAs LLP	04/11/2016	15% Sewer		Professional Services	13 SEWER FUND			60.36
Buhler & Meyer CPAs LLP	04/11/2016	35% Water		Professional Services	20 WATER OPERATING FUND			140.84
Salem Hospital Education Department	04/11/2016	CPR cards		Accounts Payable				-192.00
Salem Hospital Education Department	04/11/2016	CPR cards, 2016		Education & Training	01 GENERAL FUND:01.07 Fire Department			192.00
Terry Ungricht	04/11/2016	March Expenses		Accounts Payable				-288.21
Terry Ungricht	04/11/2016	March Expenses		Travel/Meeting Expense	01 GENERAL FUND:01.01 Administrative			288.21
CenturyLink	04/18/2016	multiple phone bills April		Accounts Payable				-424.12
	04/18/2016	April		Telephone	01 GENERAL FUND:01.01 Administrative			187.03
	04/18/2016	April		Telephone	20 WATER OPERATING FUND			64.59
	04/18/2016	April		Telephone	01 GENERAL FUND:01.07 Fire Department			172.50
Total CenturyLink								0.00
Consumers Power Inc	04/18/2016	Account # 1155301		Accounts Payable				-261.95
	04/18/2016	April Power		Power/Heat	20 WATER OPERATING FUND			261.95
Total Consumers Power Inc								0.00
Edge Analytical	04/18/2016	16-07568		Accounts Payable				-20.00
	04/18/2016	16-07568		Lab Analysis Services	20 WATER OPERATING FUND			20.00
Total Edge Analytical								0.00
Kathy Taylor Consulting	04/18/2016	2016-17 Budget		Accounts Payable				-940.88
	04/18/2016	Consulting on 2016-17 budg		Professional Services	01 GENERAL FUND:01.01 Administrative			940.88
Total Kathy Taylor Consulting								0.00
Mid Willamette Valley COG	04/18/2016	1516312		Accounts Payable				-360.75
	04/18/2016	Inv. 1516312 COG Land Us		Professional Services	01 GENERAL FUND:01.01 Administrative			360.75
Total Mid Willamette Valley COG								0.00
Pacific Power	04/18/2016	multiple accounts, 2109156		Accounts Payable				-2,147.16
	04/18/2016	April		Power/Heat	01 GENERAL FUND:01.07 Fire Department			761.25
	04/18/2016	April		Power/Heat	01 GENERAL FUND:01.01 Administrative			118.42
	04/18/2016	April		Power/Heat	01 GENERAL FUND:01.03 Parks			47.98
	04/18/2016	April		Power/Heat	13 SEWER FUND			527.51

Total Pacific Power	04/18/2016	April	Street Lights	11 STREET FUND	621.41
Petro Card	04/18/2016	April	Power/Heat	20 WATER OPERATING FUND	70.59
					<u>0.00</u>

Total Petro Card	04/18/2016	C046259	Accounts Payable	11 STREET FUND	-90.02
Speer Hoyt LLC	04/18/2016	20% C046259	Vehicle Operation	13 SEWER FUND	18.00
	04/18/2016	20% C046259	Vehicle Operation	20 WATER OPERATING FUND	18.00
	04/18/2016	60% C046259	Vehicle Operation		54.02
					<u>0.00</u>

Total Speer Hoyt LLC	04/18/2016	34710	Accounts Payable	01 GENERAL FUND:01.01 Administrative	-1,216.00
Sunbelt Rentals	04/18/2016	INV: 34710	Attorney/Special Council		1,216.00
					<u>0.00</u>

Total Sunbelt Rentals	04/18/2016	59439099-001	Accounts Payable	20 WATER OPERATING FUND	-530.54
US Bank Visa	04/18/2016	59439099-001, Lift for Waste Equipment Maintenance/Repair			530.54
					<u>0.00</u>

Total US Bank Visa	04/18/2016	Account Number: 4798 531: Accounts Payable		01 GENERAL FUND:01.01 Administrative	-371.71
City of Dallas	04/18/2016	April office supplies	Office Supplies	01 GENERAL FUND:01.01 Administrative	92.72
	04/18/2016	Land use training	Education/Training/Dues	01 GENERAL FUND:01.01 Administrative	190.00
	04/18/2016	dog litter stations	Maintenance Supplies	13 SEWER FUND	88.99
					<u>0.00</u>

Total City of Dallas	04/24/2016	INV# 201604151681	Accounts Payable	11 STREET FUND	-300.00
Edge Analytical	04/24/2016	INV# 201604151681 April	Streets Maintenance/Repair		300.00
					<u>0.00</u>

Total Edge Analytical	04/24/2016	16-07723, 16-07551	Accounts Payable	20 WATER OPERATING FUND	-432.00
Itemizer Observer	04/24/2016	16-07723	Lab Analysis Services	13 SEWER FUND	205.00
	04/24/2016	16-07551	Lab Analysis Services		227.00
					<u>0.00</u>

Total Itemizer Observer	04/24/2016	26000	Accounts Payable	01 GENERAL FUND:01.01 Administrative	-93.50
MNOP	04/24/2016	26000, budget notice	Professional Services		93.50
					<u>0.00</u>

Total MNOP	04/24/2016	A268143-in	Accounts Payable	01 GENERAL FUND:01.01 Administrative	-173.31
Petro Card	04/24/2016	A268143-in	Power/Heat		173.31
					<u>0.00</u>

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Total MNOP	04/24/2016	C051321	Accounts Payable	11 STREET FUND	-158.09
Petro Card	04/24/2016	20% C051321	Vehicle Operation		31.61
					<u>0.00</u>

Total Petro Card	04/24/2016	20% C051321		Vehicle Operation	13 SEWER FUND	31.61
Pitney Bowes	04/24/2016	60% C051321		Vehicle Operation	20 WATER OPERATING FUND	94.87
						<u>0.00</u>
Total Pitney Bowes	04/24/2016	Acct# 19659466866		Accounts Payable	13 SEWER FUND	-301.50
	04/24/2016	April 35%		Postage & Freight	20 WATER OPERATING FUND	105.52
	04/24/2016	April 50%		Postage & Freight	01 GENERAL FUND:01 Administrative	150.75
	04/24/2016	April 15%		Postage & Freight		45.23
						<u>0.00</u>
CenturyLink Business Services	05/03/2016	April 1373022335		Accounts Payable	01 GENERAL FUND:01 Administrative	-2.51
	05/03/2016	April 1373022335-85%		Telephone		2.13
	05/03/2016	April 1373022335-15%		Telephone	20 WATER OPERATING FUND	0.38
						<u>0.00</u>
Total CenturyLink Business Services	05/03/2016	201604		Accounts Payable	01 GENERAL FUND:01 Administrative	-90.00
City of Coos Bay	05/03/2016	Charter franchise negotiator Attorney/Special Council				90.00
						<u>0.00</u>
Total City of Coos Bay	05/03/2016	89321		Accounts Payable	01 GENERAL FUND:01 Fire Department	-119.45
Complete Wireless Solutions	05/03/2016	Fire Radios, 89321		Equipment O&M		119.45
						<u>0.00</u>
Total Complete Wireless Solutions	05/03/2016	16-08924		Accounts Payable	13 SEWER FUND	-149.00
Edge Analytical	05/03/2016			Lab Analysis Services		149.00
						<u>0.00</u>
Total Edge Analytical	05/03/2016	Account: 50936 Invoice: 05 Accounts Payable				-141.15
Ferguson Enterprises, Inc	05/03/2016	0514750, seal for recirculati		Maintenance Supplies	13 SEWER FUND	141.15
						<u>0.00</u>
Total Ferguson Enterprises, Inc	05/03/2016	Invoice 739582		Accounts Payable	01 GENERAL FUND:01 Fire Department	-146.71
Frink's General Store	05/03/2016	739582		Maintenance Supplies	20 WATER OPERATING FUND	99.58
	05/03/2016	739582		Maintenance Supplies		47.13
						<u>0.00</u>
Total Frink's General Store	05/03/2016	12630		Accounts Payable	13 SEWER FUND	-591.74
King's Pumping Service	05/03/2016	Inv. 12630		Professional Services		591.74
						<u>0.00</u>
Total King's Pumping Service	05/03/2016	5297		Accounts Payable	20 WATER OPERATING FUND	-1,600.00
Liquivision Technology Inc.	05/03/2016	5297. Wash res.		Operational Supplies		1,600.00
						<u>0.00</u>
Total Liquivision Technology Inc.						0.00

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Polk Community Development Corporation					
	05/03/2016	00079011	Accounts Payable		-2,518.63
Total Polk Community Development Corporation	05/03/2016	Annual Loan payment	Revolving Loan Repayment	01 GENERAL FUND:01.01 Administrative	<u>2,518.63</u>
Verizon Wireless					0.00
	05/03/2016	9764322673	Accounts Payable		-37.95
	05/03/2016	April	Telephone	01 GENERAL FUND:01.01 Administrative	18.97
	05/03/2016	April	Telephone	20 WATER OPERATING FUND	18.98
Total Verizon Wireless					<u>0.00</u>
TOTAL					<u><u>0.00</u></u>

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City of Falls City
City Council Regular Meeting
Thursday April 14, 2016
Meeting Location: 320 N Main Street, Falls City, Oregon 97344
Meeting Minutes

Council Present: Mayor Terry Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

Staff Present: Johanna Hewitt, City Clerk, Domenica Protheroe, City Clerk, Don Poe, Public Works Lead Worker, Renata Wakely, Council of Governments/Falls City Planner and Garret Jensen, Council of Governments Planner trainee

Mayor Ungricht called the meeting to order at 6:01 PM.

1) Roll Call

Clerk Hewitt took roll call. Councilor D. Sickles arrived at 6:02 pm and Councilor L. Sickles arrived at 6:04 pm.

2) Pledge of Allegiance

Mayor Ungricht led the pledge.

3) Motion to adopt the entire Agenda

A motion was made by Councilor Melin and seconded by Councilor Meier to adopt the entire agenda, with the addition of Item J, Notice of Violation 239 Sheldon Ave, and Item K, Debera Ellis Planning Commission Resignation. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

4) Consent Agenda

Council questioned Peterson's Plumbing and Forbes' Plumbing bills listed on pages 3 & 4. Mayor Ungricht explained it was for repairs on a valve leak in the Community Center/Fire Station and an automatic handle replacement at the Upper Park restroom respectively.

A motion was made by Councilor Melin and seconded by Councilor Meier to adopt the Consent Agenda with the addition Item J, Notice of Violation- 239 Sheldon Avenue and Item K, Debera Ellis resignation from Parks and Recreation Committee. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop.

5) Public Comments

Patti Sample of Falls City requested Council permission to order a vinyl sign to advertise the upcoming annual Community Garage Sale. Mayor Ungricht asked that Ms. Sample attend the Parks and Recreation Committee meeting where the matter of signage will be discussed and a date determined to bring before Council.

Ms. Sample inquired on the status of the Wagner Library Trust Fund. Her understanding was that it had been dissolved. Mayor Ungricht stated that information was incorrect and urged Ms. Sample to attend the upcoming Budget Meeting of which she is a Committee Member where the Wagner Library Trust Fund status would be discussed in detail.

6) New Business

A. Script for Public Hearings

Mayor Ungricht proceeded to the public hearings for land use and read aloud the Script for Non-Conforming Use Public Hearings:

Now is the time set for public hearings to consider the alteration/replacement/restoration of two separate non-conforming structures. The first is for application # NCU-2016-01 at 246 South Main Street and the second is for application # NCU-2016-02 for the replacement of a non-conforming structure at 169 Fourth Street.

The Planning Commission is not able to act because of a lack of a quorum. Therefore, the Council must act as the Planning Commission for these two applications. Is there a motion for the Council to act in place of the Planning Commission?

A motion was made by Councilor D. Sickles and seconded by Councilor Meier that the City Council of the City of Falls City act in place of the Planning Commission. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop.

Mayor Ungricht continued reading aloud:

Now we will proceed with the hearings. Each hearing will be conducted separately, but I will introduce the procedures for each hearing only once.

We will start each application by receiving a staff report. When the staff report has been presented I will open the public hearing to public testimony. Members of the public who want to testify are asked to sign in, come up when called, and give their name and address for the record before they testify. We ask for your address so that we can notify you of the City's final decision. When public testimony has been concluded I will close the public hearing and open it up for council discussion and deliberation.

After the Council has deliberated, we will need a motion to approve or deny each application separately.

Are there any questions among the Council about the process?
There were no comments.

Mayor Ungricht resumed reading aloud:

Oregon land use law requires several items be read into the record at the beginning of each public hearing. I will read these provisions once, and they will be applicable to both public hearings tonight.

Conflicts of Interest/Ex-Parte Contacts/Bias

The Council is required to disclose any conflicts of interest and ex-parte contacts that we have with the proposals or applicants — this is whether we have any financial or other personal interest in either proposal and whether we have spoken with anybody about either proposal outside of this hearing. Also, Councilors may only participate if they can do so without un-due bias either for or against either application.

Do any Councilors wish to make disclosures?

Mayor Ungricht disclosed he and the applicant at 169 4th Street discussed the application process.

Mayor Ungricht declared he had stopped by and discussed the setback requirement and approval process with the applicant at 246 S. Main Street.

In both instances, these discussions led to the initiation of the application processes.

Councilor Meier declared he received a letter on behalf of the church due to its 250 feet proximity to the land use #NCU-2016-01 and stated he spoke to the applicant at 246 S. Main.

Councilor Drill offered to recuse herself due to her employment an employment and familial relationship with contractor, Bob Young working on 169 4th Street location. Councilor Drill stated she would recuse herself on the 169 4th Street portion of the public hearing.

Renata Wakely of Cog suggested to staff and Council that is ultimately up to the individual Councilor to make their decision to step down from participation on an issue. Ms. Wakely said she did not feel the connection of Councilor Drill and the contractor nor monetary gain was an issue of concern for Councilor Drill.

Councilor Drill chose not to recuse herself from Public Hearing- Type III Nonconforming Use 169 4th Street based on comments by Ms. Wakely.

Mayor Ungricht continued to read aloud:

Are there any challenges from the audience as to conflicts of interest, ex-parte contacts, or bias related to any member of the Council?

There were no comments.

Mayor Ungricht resumed reading aloud:

Required Statements

The applicable substantive criteria upon which this case will be decided are found in Section 3.205 of the Falls City Zoning and Development Ordinance.

Your testimony, arguments, and evidence must be directed toward these criteria or other criteria in the comprehensive plan or development code that you believe apply. (ORS 197.763(5)(b).)

Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker or other people an opportunity to respond may preclude appeal of a decision on this application based on that issue. (ORS 197.763(5)(c).)

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government or its designee to respond to the issue precludes an action for damages in circuit court. (ORS 197.796(3)(b).)

Public Hearings

B. Public Hearing- Type III Non-Conforming Use 246 S. Main Street

I now open the Public Hearing for application # NCU-2016-01 at 6:20 PM.

I call on our City Planner Renata Wakely to present the staff report for the first application.

Renata Wakely, COG/Falls City Planner stood and spoke. She summarized the land use staff report for application #NCU-2016-01 explaining the applicant desired to replace a porch that was originally built short of the required setback and in doing so, would simply be restoring an existing nonconforming use. This Type III process application must meet any of three specific criteria. 246 S. Main Street has been determined by staff to bear no increased impact on the neighborhood. Staff further interprets 246 S. Main Street meets the single applicable criteria of the three.

Mayor Ungricht continued reading aloud:

All persons speaking before the City Council must state their name and address for the record.

I invite the Applicant to present their case.

Repeated

David Radke, on behalf of the applicants had no comment.

I invite those in support of the application to speak.

Repeated

Janice Nuttall of 280 S. Main St., Falls City rose to speak regarding application #NCU-2016-01. Ms. Nuttall spoke in support of the reconstruction of the structure stating it is an improvement on a deteriorating building. She is happy to see the renovation. Squatters were another of her concerns from past observations.

Mayor Ungricht thanked Ms. Nuttall for her input. He suggested the issue of squatters be addressed at a regular Council meeting.

Mayor Ungricht resumed reading aloud:

I invite those opposed to the application to speak.

Repeated

No comments.

I invite those who are neither for nor against the application to speak.

Repeated

No comments.

I invite public agencies to comment.

Repeated

No comments.

I invite the Applicant to present any rebuttal to the testimony presented.

Repeated

No comments.



I close the Public Hearing for application # NCU-2016-01 at 6:30 PM.

[If there is no request to keep the record open] Now it is time for Council deliberation and discussion.

A motion was made by Councilor D. Sickles and seconded by Councilor Meier that the City Council of the City of Falls City approve the alteration/replacement/restoration of a nonconforming structure at 246 S. Main Street based upon the finding set forth in the staff report for application #NCU-20146-01. The Mayor is authorized to sign a final decision approving the application and incorporating the finding from the staff report. Motion carried 7-0-0. Ayes: Mayor Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop.

Renata Wakely clarified staff's recommendations and findings had been thoroughly researched and approved by COG. Council was not placed in a position to decide precedence on the land use items in question. Council's responsibility was to determine approval based on staff interpretation of the City's governing documents, findings and recommendation based thereon.

Mayor Ungricht proceeded to the next land use application public hearing reading aloud the Script for Non-Conforming Use Public Hearings:

C. Public Hearing- Type III Non-Conforming Use 169 4th Street

I now open the Public Hearing for application # NCU-2016-02 at 6:35 PM.

I call on our City Planner Renata Wakely to present the staff report for the second application.

Renata Wakely, COG/Falls City Planner stood and spoke. She summarized the staff report explaining the applicant desired to replace a structure of a nonconforming use. This Type III process application must meet any of three specific criteria. Two are not applicable and this application meets the one criterion that applies.

Mayor Ungricht continued reading aloud:

All persons speaking before the City Council must state their name and address for the record.

I invite the Applicant to present their case.

Bob Young, Contractor residing at 2300 Black Rock Road, Falls City spoke on behalf of Applicant regarding the accessory structure to be built on the same footprint and foundations as the prior structure built in the 1950's.

Mayor Ungricht resumed reading aloud:

I invite those in support of the application to speak
Repeated

I invite those who are neither for nor against the application to speak.
The invitation was repeated.

I invite public agencies to comment.
Repeated

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I invite the Applicant to present any rebuttal to the testimony presented.
Repeated

I close the Public Hearing for application # NCU-2016-02 at 6:42 PM.

[If there is no request to keep the record open] Now it is time for Council deliberation and discussion.

A motion was made by Councilor D. Sickles and seconded by Councilor Melin that the City Council of the City of Falls City approve the replacement of a nonconforming structure at 169 4th Street based upon the finding set forth in the staff report for application #NCU-20146-02. The Mayor is authorized to sign a final decision approving the application and incorporating the finding from the staff report. Motion carried 7-0-0. Ayes: Mayor Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop.

Ms. Wakely spoke in regards to non-conforming needs that may be done by the City Recorder and Administrative review alone, specifically Section 3.205 G. of the Falls City Zoning and Development Ordinance-

NONCONFORMING USES

Alteration, Restoration, or Replacement

1. The City Recorder shall authorize restoration or replacement of a nonconforming use when restoration or replacement is made necessary by fire, casualty, or natural disaster and does not exceed 50 percent of the value of the original structure, provided the physical restoration or replacement is lawfully commenced within one year of the damage or destruction.
2. The Planning Commission, subject to the quasi-judicial review procedure, may extend the restoration or replacement period for an additional 6 months. In no Falls City ZDO 154 case shall the total restoration or replacement period exceed 18 months. Requests for extension of restoration or replacement period shall be submitted in writing 30 days prior to the expiration date of the restoration or replacement period.
3. The alteration of a nonconforming use may be authorized by the Planning Commission, subject to the quasi-judicial review procedure, provided that the applicant demonstrates that the proposal satisfies the following criteria:
 - a. The alteration of structures would result in a reduction in nonconformity of the use, or would have no greater adverse impact on the neighborhood;
 - b. A change in use to another nonconforming use may be permitted if it is of the same or less intensity of use;
 - c. The alteration of a nonconforming single-family residence that does not involve a change in use is authorized without Planning Commission approval.

In the future Ms. Wakely said Council might wish to direct staff to amend the Code in order to allow staff to review these of applications without Public hearings. Council would consider her suggestion and thanked her for coming.

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Renata Wakely and Garrett Jensen left the meeting at 6:54 pm.

D. Resolution 06-2016, Authorizing Application for Land Acquisition Grant

This resolution authorizes a grant application submittal for the funding of the Falls City Alliance portion of the Falls property adjoining Michael Harding Park.

A motion was made by Councilor Meier and seconded by Councilor L. Sickles that the City Council of the City of Falls City approve Resolution 06-2016, a resolution allowing the City Manager to sign the application for the Oregon Parks and Recreation 2016 grant cycle for land acquisition at the Michael Harding Park. Motion carried 6-0-0. Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop.

E. Volunteer Jail Cleanup Project

A person acting in the role of Project Manager would limit liability to the City and ensure worker's compensation coverage paperwork is properly completed for all volunteers as well as to oversee safety. Mayor Ungricht clarified this is a cleanup project to wash and bleach the interior of the jail in preparation for painting.

A motion was made by Councilor Meier and seconded by Councilor Bishop that that the City Council of the City of Falls City approve a volunteer cleanup of the jail building providing the Historic Landmarks Commission assign a project manager to serve as liaison to City Hall for worker's Compensation coverage reporting. Motion carried 6-0-0. Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop.

F. Resolution 07-2016 Republic Services Rate Increase

Republic Services has requested a 1.8% increase by June 1, 2016. Such increases are built into the City's contract with Republic Services and governed by guidelines not to exceed 4% per annum, as per Ordinance 533-2013. A positive aspect of this clause is a result in benefits including lower rates and recycling services within the city limits not offered elsewhere to customers. Mayor Ungricht noted that the City has no other option for solid waste service providers in close proximity.

Mayor Ungricht apologized for not including the contract for Council review and offered copies to those who wished to have one.

Brief discussion followed regarding the remaining 3-4 years length of the contract, the increase based on the Consumer Price Index for Urban Wage Earners and Clerical Workers for the Portland-Salem Area, and prior Council decision to accept the contract terms. In addition, it was noted that Republic Services is responsible for the City's annual Spring Clean event at no cost for services to the City.

Councilor Drill did not agree with the increase and requested a copy of the contract.

Mayor Ungricht opened the public hearing raising the fees for solid waste services at 7:06 pm.

Public comments-none.

Mayor Ungricht closed the public hearing raising the fees for solid waste services at 7:06 pm. 11

A motion was made by Councilor L. Sickles and seconded by Councilor Bishop that the City Council of the City of Falls City adopt resolution 07-2016, A Resolution establishing a schedule of solid waste rates, fees

and charges pursuant to Chapter 53; and repealing all prior fee schedules for solid waste, establishing a schedule of solid waste fees; providing an effective date. Motion carried 5-1-0. Ayes: Lori Jean Sickles, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop. Nays: Jennifer Drill

G. Notice of Violation 673 Bryant Street

A motion was made by Councilor Drill and seconded by Councilor Meier that the City Council of the City of Falls City hereby determines that a nuisance has been found to exist at 673 Bryant Street and authorizes staff to post a notice and send a copy of the notice by registered mail to the owner of the property at the last known address. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop.

H. Notice of Violation 256 Pine Street

A motion was made by Councilor Drill and seconded by Councilor L. Sickles that the City Council of the City of Falls City hereby determines that a nuisance has been found to exist at 256 Pine Street and authorizes staff to post a notice and send a copy of the notice by registered mail to the owner of the property at the last known address. Motion carried 6-0-0. Ayes: Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop

Mayor Ungricht noted that the squatters had the vacated 256 Pine Street location since the writing of this report. Mayor Ungricht thanked Sheriff Garton who was in attendance, for aiding in removing the squatters.

I. RFP City Engineer

Mayor Ungricht has been working with FEMA to replace the December storm damaged bridge at Dutch Creek Crossing. FEMA will pay for 75% of the replacement cost and another funding source will pay the remaining 25%. Due to the fish and aquatic life an alternative arch bridge or other design may be needed. He feels a City Engineer on retainer would be prudent at this stage. This would allow mitigations to take place on an expertise level and services would be paid on an as needed basis. Mayor Ungricht endeavors to set this project up to be accomplished over an expected long period of time. He has also been working with the County on this project and hopes they will step in and oversee the project. Mayor Ungricht could then direct his focus on the busy infrastructure of the City.

Mayor Ungricht noted that the RFP was merely in draft stage and that specific dates etc., would need to be inserted.

The Public Works Committee stated they would serve as the selection committee for obtaining a City Engineer of Record.

A motion was made by Councilor L. Sickles and seconded by Councilor Meier that the City Council of the City of Falls City approve staff to submit an RFP and advertise the RFP for obtaining a City Engineer of Record and appoint the following to serve on the selection Committee.

A motion was amended by Councilor L. Sickles and seconded by Councilor Meier to approve staff to submit an RFP and advertise the RFP for obtaining a City Engineer of Record and allow Mayor Ungricht to appoint members to serve on the selection committee. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles, Julee Bishop.

J. Notice of Violation 239 Sheldon Avenue

A motion was made by Councilor Drill and seconded by Councilor L. Sickles that the City Council of the City of Falls City hereby determines that a nuisance has been found to exist at 239 Sheldon Ave and authorizes

staff to post a notice and send a copy of the notice by registered mail to the owner of the property at the last known address.

K. Debera Ellis resignation from the Planning Commission.
Informative. No vote needed.

7) **Correspondence, Comments and Ex-Officio Reports**

A. Mayors Report

Mayor Ungricht reported the Budget Committee packets would be released in the following week. He stated the budget process took considerably longer than he could have anticipated. He was confident the finished budget proposal would be pleasing to Council.

The South Main overlay project is coming along. Mayor Ungricht informed Council that ODOT has approved his proposal for contracting the work. Mayor Ungricht said he has three separate contractors who will most likely perform site visits May 7th, 2016 and follow up with bids.

Those required to submit SEI forms must do so by April 15 or be fined \$10.00 per day for the first two weeks, then \$50.00 per day thereafter until submitted.

Mike Henry HBH Project Engineer on the City's Master Water plan was present at the meeting. Mayor Ungricht hoped to have the Income Survey started soon by COG or PSU after their board meeting. Natalie James also with HBH handed out the first four sections of the Water Master Plan draft. Copies of the introduction, regulations and requirements, study area data and regulatory-health, and identifying the existing water system were given to Council and staff. The Project Engineer did not want to take time to discuss the information in depth but promised to keep Public Works & Council staff informed throughout the Master Plan process.

He did share the project was in the data gathering stage. Over the next few months, the firm will be digging deep into information related to the project. Measurements for pipes and fittings will be checked for accuracy. Intakes will get close review. Dead end piping will need to be looped. Leaks will be identified and discussed. HBH found PVC pipe joints were glued incorrectly. Transite or AC (asbestos-cement) piping is actually better in the system than PVC. However, even the Transite is reaching the end of its lifespan.

Council noted that pipes were identified on HBH Map 2 and asked if shut off valves had been located and identified. Mr. Henry responded no but discussion has taken place. HBH will be in contact with Don Poe, Lead Worker of Public Works to get a map showing shut off valve locations and verify correct coordinates.

Council thanked HBH for coming.

Sheriff Garton invited questions from Council. The recent community meeting held at the Breadboard brought attention to community needs and concerns. Brent DeMoe Manager of Polk County's Family & Community Outreach program will be a key contact for helping to get these needs met for the community. Sheriff Garton mentioned juveniles in parks and figuring out a strategy to approach these kids without them hiding or running off.

Council inquired as to the best way to report illegal activities to the Sheriff's office. A standard phone call or use online reporting which will generate an email law enforcement will respond to. The Sheriff encouraged citizens to report every time there is a violation. He stated if something is reported only one time, they are less likely to respond to that incident. Council asked if photos

could be taken of drug deals observed and submitted to authorities. Sheriff Garton responded yes, as long as one is comfortable doing so.

Councilor Meier commented that recent patrol car activity has greatly slowed traffic down. However, there was increased activity behind the Seventh Day Adventist Church and evidence of gas thefts. Councilor Drill added input confirming gas thefts in the community. The Sheriff had no knowledge of gas thefts in the area and stated that none had been reported.

Sheriff Garton informed Council there is only five or six long term Deputies on staff. Twelve that are new will need time to learn the area and we could be helpful in educating them. For example, where the Upper Park is located. Seven new Polk County Sheriff's Office staff members are due to graduate from the Police Academy in May & June. These latter law enforcement personnel do not have much experience outside of the Academy. They will also need help and support from the community.

Council thanked Sheriff Garton for coming.

B. Council Reports

Councilor D. Sickles said progress being made with the new school gymnasium project. He mentioned the upcoming Town Hall meeting and a School Board meeting. He urged everyone that could attend to do so.

Mayor Ungricht suggested a work session with Council and the School Board. He stressed the need to work together for mutual success.

Brief discussion took place. The School Board was to meet the following Monday April 18. Mayor Ungricht confirmed Town Hall was April 26.

Councilor Melin announced that the new EDC Committee will meet Friday April 15 and more projects are coming up.

Councilor Meier touched on the topic of ethics in regards to a Falls City Alliance. Mayor Ungricht assured him the City Attorney said no conflict of interest existed.

Councilor Drill gave a Town Hall follow up on Neighborhood Watch efforts. Block Captains were assigned to monitor 5-6 blocks each. Several will seek training from the sheriff's department. If anyone is interested, contact Councilor Drill, Ms. Houghtaling or Mayor Ungricht.

Councilor Drill also requested bark dust be placed in the lower park in wet areas. Mayor Ungricht informed Council plans were in process to have truckloads delivered from a mill in Willamina for \$10.00 per load to cover cost of fuel. KC Wagner, son of Corky Wagner of Public Works has obtained several vouchers for the City.

Councilor Drill requested a status update on the Falls Property. Mayor Ungricht referred to present Agenda Item D, Resolution 06-2016, Authorizing application for land acquisition grant. He added no further payments to the City have been made by the Alliance. The City should do a presentation in July and hear news of this grant decision by end of September 2016.

Councilor L. Sickles thanked everyone who helped with the annual Easter Egg Hunt. She looks forward to next year's event.

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Clerk Hewitt announced Polk County's Hazardous Waste Collection date, May 7, 2016.

Mayor Ungricht issued a handout to Council and staff. He asked them to read the handout and formulate thoughts regarding Council direction on the City's Infrastructure projects. (Exhibit A)

8) Council Announcements

9) Adjourn

The meeting adjourned at 7:50 pm.

_____ Mayor Terry Ungricht

Attested: _____ City Clerk JoHanna Hewitt

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AGENDA REPORT

TO: CITY COUNCIL
FROM: DOMENICA PROTHEROE THROUGH MAYOR UNGRICHT
SUBJECT: NOTICE OF VIOLATION – 239 SHELDON AVE
DATE: 04/12/2015

SUMMARY

City Hall received a complaint about the property.

BACKGROUND

Staff prepared a Notice of Violation listing the code violations for the property (Exhibit A Notice of Violation for 239 Sheldon Ave). Municipal Code Chapter 90, Section 29 requires that Council makes a determination of the Nuisance prior to posting a Notice of Violation. **

Municipal Code Chapter 90: Nuisances, Section 29 Abatement Notice (1) Posting. Upon determination by the Council that a nuisance as defined in this or any other ordinance of the city exists, the council shall forthwith cause a notice to be posted on the premises where the nuisance exists, directing the owner or person in charge of the property to abate the nuisance.

(NOTE: ** Section 18. Weeds and Noxious Vegetation Notice of Violation may be approved by the city manager/code enforcement officer (authorized representative or their designee) under the Nuisance Code)

If Council determines that a nuisance has been found to exist at 239 Sheldon Ave, staff will register the Notice of Violation with Compliance Connections.

PREVIOUS COUNCIL ACTION

Council has discussed the condition of this property on several occasions.

ALTERNATIVES/FINANCIAL IMPLICATIONS

Take no action, the resulting cost of which is unknown.

STAFF RECOMMENDATION

Allow staff to post the Notice of Violation at 239 Sheldon Ave and send a copy to the owner of record.

EXHIBIT

Exhibit A – Notice of Violation 20160310A for 239 Sheldon Ave

PROPOSED MOTION

I move that the City Council of the City of Falls City hereby determines that a nuisance has been found to exist at 239 Sheldon Ave and authorizes staff to post a notice and send a copy of the notice by registered mail to the owner of the property at the last known address.



City of Falls City, Oregon
 299 Mill Street, Falls City, Oregon 97344

www.fallscityoregon.gov
 Phone: 503.787.3631
 Facsimile: 503.787.3023

NOTICE OF VIOLATION

DATE OF REPORT: April 11, 2016 DATE POSTED: April 15, 2016
 CASE NUMBER: 20160310 A
 VIOLATION(S): Condition of property attracts rats, weeds and noxious vegetation, attractive nuisances, accumulation of objects.
 PROPERTY OWNER: Ronald Lee Hagedorn ETAL
 ADDRESS/LOCATION: 239 Sheldon Ave
 MAP/TAX LOT: 08621CA02100 08621CA02100P1
 ZONING: R Residential
 SURROUNDING USES: Residential

COMPLAINT

03/10/2016 – Unsafe conditions of vacant property

INVESTIGATION RESULTS

Site visit performed 04/08/2016.

- Water at the property has been shutoff for nonpayment.
- Active Utility lien on property.
- Overgrown blackberry bushes.
- Weeds and grass over 10 inches high.
- Scattered lumber on property may be attractive, dangerous, and accessible to children.
- Several unguarded large wooden boxes that may be attractive, dangerous and accessible to children.
- Collapsed porch and unsecured nonconforming manufactured home presents a hazard and attractive nuisance.
- Large pile of tires.

CODE VIOLATIONS NOTED

Falls City Municipal Code Chapter 90.18. WEEDS AND NOXIOUS VEGETATION.

(1) Definitions. For purposes of this section the following definitions apply:

“Noxious vegetation” means:

- a. Poison oak;
- b. Poison ivy;
- c. Blackberry bushes that extend into public property or across a property line;
- d. Vegetation that is:
 - a. A health hazard,
 - b. A fire hazard,
 - c. A traffic hazard because it impairs the view of a public thoroughfare or otherwise makes use of the thoroughfare hazardous;
- e. Weeds or grass more than ten (10) inches high;

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- f. Weeds or grass going to seed;
 - g. Noxious vegetation does not include agricultural crop grown on property zoned for agricultural purposes, unless that crop is a health, traffic or fire hazard.
2. Noxious vegetation is declared to be a nuisance.
 3. Owner Responsibility. No owner or person in charge of property may allow noxious vegetation to be on the person's or her property or on the parking strip or sidewalk area abutting the property. It is the duty of an owner or person in charge of property to cut down or to destroy noxious vegetation.

Abatement by the Owner:

a. Within the time allowed in this section the owner of the property shall remove the noxious vegetation or show that no nuisance exists.

b. The owner of property protesting that no noxious vegetation in fact exists shall file with the Authorized Representative a written statement that shall specify the basis for so protesting. Based upon a physical inspection of the property the Authorized Representative or designee shall make a written determination of whether or not the noxious vegetation exists. Should the Authorized Representative determine that the nuisance does exist, the owner or person in charge of the property may either abate the vegetation within five (5) days after notice of the Authorized Representative's decision or may appeal the decision to the City Council by filing a written notice of appeal with the City Recorder within five (5) days from the date of the decision. If the Council determines that noxious vegetation does in fact exist, the owner or person in charge of the property shall, within five (5) days after the council determination, abate the noxious vegetation.

a. Abatement by the City.

a. If the noxious vegetation has not been removed within the time permitted, the Authorized Representative shall cause the vegetation to be removed. The officer charged with abatement shall have the right to enter into or investigate or cause the removal of the noxious vegetation.

- a. The cost of abatement shall be charged at actual costs incurred by the city, including but not limited to costs of removal of the noxious vegetation, administrative costs and certified or registered letter mailing costs.

(f) Assessment of Costs. The Authorized Representative by registered or certified mail shall forward to the owner of the property a notice stating the total amount of the cost of abatement. At a minimum, the city shall utilize the records of the Polk County Assessor and the city utility department to determine the last known address.

If the owner of the property does not pay the costs of the abatement within thirty (30) days from the date of the notice of costs, the city may take whatever lawful means available to collect the costs.

Falls City Municipal Code Chapter 90.12. RATS. No person owning or occupying any property within the city shall allow a condition to exist upon the property that condition attracts wild rats, gives wild rats access to food, or creates shelter accessible to wild rats. Such prohibited conditions shall include, but are not limited to the following:

- (2) Allowing any accumulation of rubbish, trash, junk or other material that by reason of its decayed or unused condition affords shelter to wild rats.

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(3) Maintain vacant (unsecured) or damaged structures, including out-buildings, dwellings,(including manufactured homes) and recreational vehicles that may afford shelter to wild rats.

Falls City Municipal Code Chapter 90.16 (1) ATTRACTIVE NUISANCES No Person or person in charge of any premises shall permit: a. Any unguarded machinery, equipment, or other devices on such premises that is attractive, dangerous, and accessible to children. b. Lumber, logs, or piling placed or stored on such property in a manner so as to be attractive, dangerous, and accessible to children.

Falls City Municipal Code Chapter 90.23 ACCUMULATION OF OBJECTS. It is unlawful for any person to place, leave, store, dump or permit the accumulation on any open lot or other premises, any lumber, yard debris, boxes, barrels, bricks, stones, scrap metal, motor vehicle bodies or parts, or similar materials, rubbish or any articles of junk, that are not removed within fourteen (14) days and that affect the health, safety or welfare of the city. Excepted from this prohibition are construction materials for ongoing construction projects, neatly stacked firewood and compost piles consisting of vegetable matter.

FALLS CITY MUNICIPAL CODE CHAPTER 90.28 DECLARATION OF NUISANCE, GENERAL NUISANCE.

(1) The acts, conditions, or objects specifically enumerated and defined in this Ordinance are declared to be public nuisances and such acts, conditions, or objects may be abated by any of the procedures set forth in Section 30 through Section 34 of this Ordinance.

(2) In addition to those nuisances specifically enumerated within this Ordinance, every other thing, substance, or act that is determined by the council to be injurious or detrimental to the public health, safety, or welfare of the city is hereby declared to be a nuisance and may be abated as provided in this Ordinance.

(D) Change of ownership or occupancy of premises found delinquent shall not be cause for reducing or eliminating these charges.
(Ord. 411, passed 6-4-1985)

CORRECTION REQUEST

The condition in which the property at 239 Sheldon Ave has been found is in violation of the aforementioned codes, and must be brought into compliance.

City code allots the time period of 10 days (Municipal Code 90.30(1) for the removal of the nuisance or show that no nuisance exists. Therefore, please begin efforts to bring the property in question into compliance no later than April 25, 2016. Failure to comply with this request may result in City Abatement (Exhibit A).

Thank you for your cooperation in complying with city requirements. If you have any questions or concerns, please feel free to contact the City of Falls City (503) 787-3631.

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Exhibit A – Abatement of Nuisance(s):

Section 30. ABATEMENT BY THE OWNER - Property Owner's Responsibility to Act.

- (1) Within ten (10) days after the posting and mailing of the notice as provided in Section 29, the owner or person in charge of the property shall remove the nuisance or show that no nuisance exists.
- (2) The owner or person in charge protesting that no nuisance exists shall file with the City Recorder a written statement that shall specify the basis for so protesting.
- (3) The statement shall be referred to the council as a part of the council's regular agenda at the next succeeding meeting. At the time set for consideration of the abatement, the owner or other person may appear and be heard by the council and the council shall thereupon determine whether or not a nuisance in fact exists and such determination shall be entered in the official minutes of the council. Council determination shall be required only in those cases where a written statement has been filed as provided.
- (4) If the council determines that a nuisance does in fact exist, the owner or other person shall within ten (10) days after such council determination abate such nuisance.

Section 31. ABATEMENT BY THE CITY

- (1) If within the time allowed the owner or person in charge of the property has not abated the nuisance, the council may cause the nuisance to be abated.
- (2) The officer charged with abatement of such nuisance shall have the right at reasonable times to enter into or upon property to investigate or cause the removal of a nuisance.
- (3) The Authorized Representative shall keep an accurate record of the expense incurred by the city in abating the nuisance and shall include therein a charge of twenty (20) percent of the expense for administrative overhead.

Section 32. ASSESSMENT OF COSTS.

- (1) The Authorized Representative, by registered or certified mail, postage prepaid, shall forward to the owner or person in charge of the property a notice stating:
 - (a) The total cost of abatement including the administrative overhead.
 - (b) That the cost as indicated will be assessed to and become a lien against the property unless paid thirty (30) days from the date of the notice.
 - (c) That if the owner or person in charge of the property objects to the cost of the abatement as indicated, the objector may file a notice of objection with the Authorized Representative not more than ten (10) days from the date of the notice.
- (2) Objections to Assessment. Upon the expiration of ten (10) days after the date of the notice, the council in the regular course of business shall hear and determine the objections to the costs to be assessed.
- (3) City liens. If the costs of the abatement are not paid within thirty (30) days from the date of the notice, an assessment of the costs as stated or as determined by council shall be made by resolution and shall thereupon be entered in the docket of city liens and, upon such entry being made, shall constitute a lien upon the property from that the nuisance was removed or abated.
- (4) Lien enforcement. The lien shall be enforced in the same manner as liens for street improvements are enforced, and shall bear interest at the rate allowed by law, or such lesser rate as the City Council may from time to time provide. Such interest shall commence to run from date of entry of the lien in the lien docket.
- (5) Assessment error. An error in the name of the owner of the property as listed with the Polk County Assessors Office and the City's utility department, shall not void the assessment nor will a failure to receive the notice of the proposed assessment render the assessment void, but it shall remain a valid lien against the property.
- (6) Recovery of Public Costs for On-site Assessment and Clean Up of Property Declared Public Health Nuisance. 20

(a) If, after service of notice of the Declaration of Public Health Nuisance, the property owner fails to arrange appropriate assessment and clean up, the Authorized Representative is authorized to proceed in a prompt manner to initiate the on-site assessment and clean up.

(b) If the city is unable to locate the property owner within ten days of the Declaration of Public Health Nuisance, the city is authorized to proceed in a prompt manner to initiate the on-site assessment and clean up.

(c) The city may abate the nuisance by removing the hazardous structure or building, or otherwise, according to Oregon Revised Statutes Chapter 475.

(d) If the city abates the public health nuisance, in addition to any other legal remedy, the city shall be entitled to recover all costs plus an additional 25 percent of the costs for administration. The city may recover costs by civil action against the person or persons who own the property.

Section 34. APPLICATION OF ORDINANCE The procedure provided by this Ordinance is not exclusive but is in addition to procedures provided by other city ordinances.

Polk County Real Property Assessment Overview

FOR ASSESSMENT YEAR 2016

ASSESSMENT QUESTIONS: (503) 623-8391 *** TAX QUESTIONS: (503) 623-9264

NOT OFFICIAL VALUE

Mailing Name	HAGEDORN RONALD LEE ETAL	Account Status	Active
Agent		Legal Description	See record.
In Care Of			
Mailing Address	5127 NIGHTCAP ST SE SALEM, OR 97306	Property Class	101
		RMV Class	101
		Unit Info	17204-2
			View Floorplan

Situs Addresses

239 SHELDON AVE FALLS CITY, OR 97344

Value Summary

Code Area	AV	RMV	MAV	RMV Exception
5701	Land	\$37,180		Land \$0
	Improvements	\$4,100		Improvements \$0
Code Area Total		\$41,280	\$41,280	\$76,060
GRAND TOTAL		\$41,280	\$41,280	\$76,060

Land Breakdown

Code Area	Plan Zone	Value Source	Size	Land Class
5701	R	Residential Site	1.00 acres	
	R	Residential Site	0.17 acres	
Code Area Total			1.17	
GRAND TOTAL			1.17	

Improvement Breakdown

Stat Class 131 | Residence | One story

Site	Building	Code Area	Year Built	Sq Ft	Image
1	1	5701	1935	1,152	View Improvement Image
First Floor - 1,152 sq ft			[Bsbrd/Wall]		
1	Living Room	1 Kitchen	2 Bedroom	1 Full Bath	
Garage (Attached) - 540 sq ft			[Unfinished]		

Stat Class 300 | Farm bldg | GP BUILDING

Site	Building	Code Area	Year Built	Sq Ft	Image
1	2	5701		672	View Improvement Image

Tax Information

Tax Account	Tax Year	Code Area	Original Tax Due
296214	2015	5701	519.89

This tax information does not include adjustments or corrections. Please contact the Tax Office for additional information.

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Account 296214 Map 08621CA02100 Code Area - Tax ID 5701-296214

City, School Districts, and Fire Districts

Code Area	District Name	Type
5701	FALLS CITY	CITY
	CHEMEKETA COMMUNITY COLLEGE	SCHOOL
	FALLS CITY SD 57	SCHOOL
	FALLS CITY SD 57 LOCAL OPTION	SCHOOL
	WILLAMETTE ESD	ESD

This report does not display every tax district that may apply to this account. Please contact the Tax Office for additional information.

Sales History

Date	Document (Source ID)	Type	Price	Grantor (Seller)	Grantee (Buyer)
25-Jan-2011	2011-844	B&S		HAGEDORN RONALD L & MARLENE J	HAGEDORN RONALD LEE ETAL
21-Jul-2010	2010-6950	B&S		HAGEDORN RONALD	HAGEDORN RONALD L & MARLENE J
12-May-2010	2010-6744	SHRF	\$95,430	SCHONING MICHELLE A	HAGEDORN RONALD
14-Mar-2006	2006-4121	DEED	\$61,000	YARBROUGH LAURA MAXINE	SCHONING MICHELLE A

Special Assessments

Code Area	Description	Year	Acres	Amount
5701	OR FORESTRY FIRE SURCHARGE	2016	0.00	47.50
5701	OR FORESTRY FIRE TIMBER	2016	1.17	18.75

Notations

Code Area	Notation	Years	Value	Tax
5701	FP/RFPD OVERLAP ZONE - NO CODE SPLIT FORESTRY PER ACRE PROTECTION CHARGE			

Manufactured Structure Account(s) (5701) P-451033

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Disclaimer: The information presented on this report was generated to support county business. The county makes every effort to keep this information current and accurate. However, the county is not responsible for errors, misuse, omissions, or misrepresentations. Please contact the Assessor's Office for additional information.

Polk County Real Property Assessment Overview

FOR ASSESSMENT YEAR 2016

ASSESSMENT QUESTIONS: (503) 623-8391 *** TAX QUESTIONS: (503) 623-9264
NOT OFFICIAL VALUE

Mailing Name
Agent
In Care Of
Mailing Address

Account Status Active
Legal Description See record.

Property Class 019 Unit Info View Floorplan
RMV Class 109 17204-2

Situs Addresses

Value Summary

Code Area	AV	RMV	MAV	RMV Exception
GRAND TOTAL	\$0	\$0	\$0	\$0

Land Breakdown

Code Area	Plan Zone	Value Source	Size	Land Class
Code Area Total			0.00	
GRAND TOTAL			0	

Improvement Breakdown

Stat Class 442 | Manf strt | MS Double wide

Site	Building	Code Area	Year Built	Sq Ft	Image
1	1	5701	1986	1,152	View Improvement Image

Tax Information

Tax Account	Tax Year	Code Area	Original Tax Due
451033	2015	5701	18.50

This tax information does not include adjustments or corrections. Please contact the Tax Office for additional information.

Sales History

Date	Document (Source ID)	Type	Price	Grantor (Seller)	Grantee (Buyer)
25-Jan-2011	2011-844	B&S			

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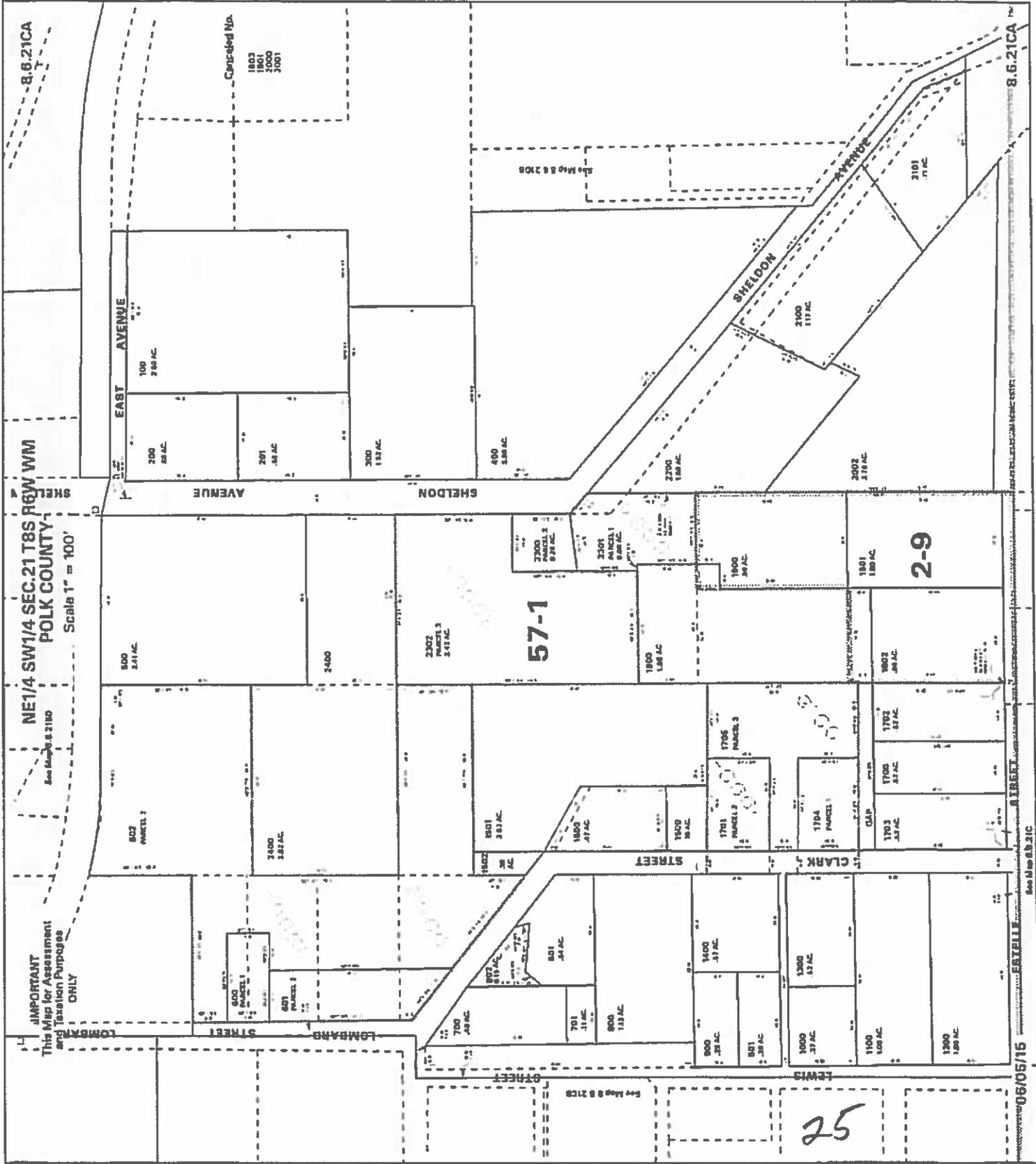
Disclaimer: The information presented on this report was generated to support county business. The county makes every effort to keep this information current and accurate. However, the county is not responsible for errors, misuse, omissions, or misrepresentations. Please contact the Assessor's Office for additional information.

IMPORTANT
This Map for Assessment
and Taxation Purposes
ONLY

NE 1/4 SW 1/4 SEC. 21 T8S R6W WM
POLK COUNTY
Scale 1" = 100'

8.6.21CA

Consolidated No.
1803
1801
2000
2101



57-1

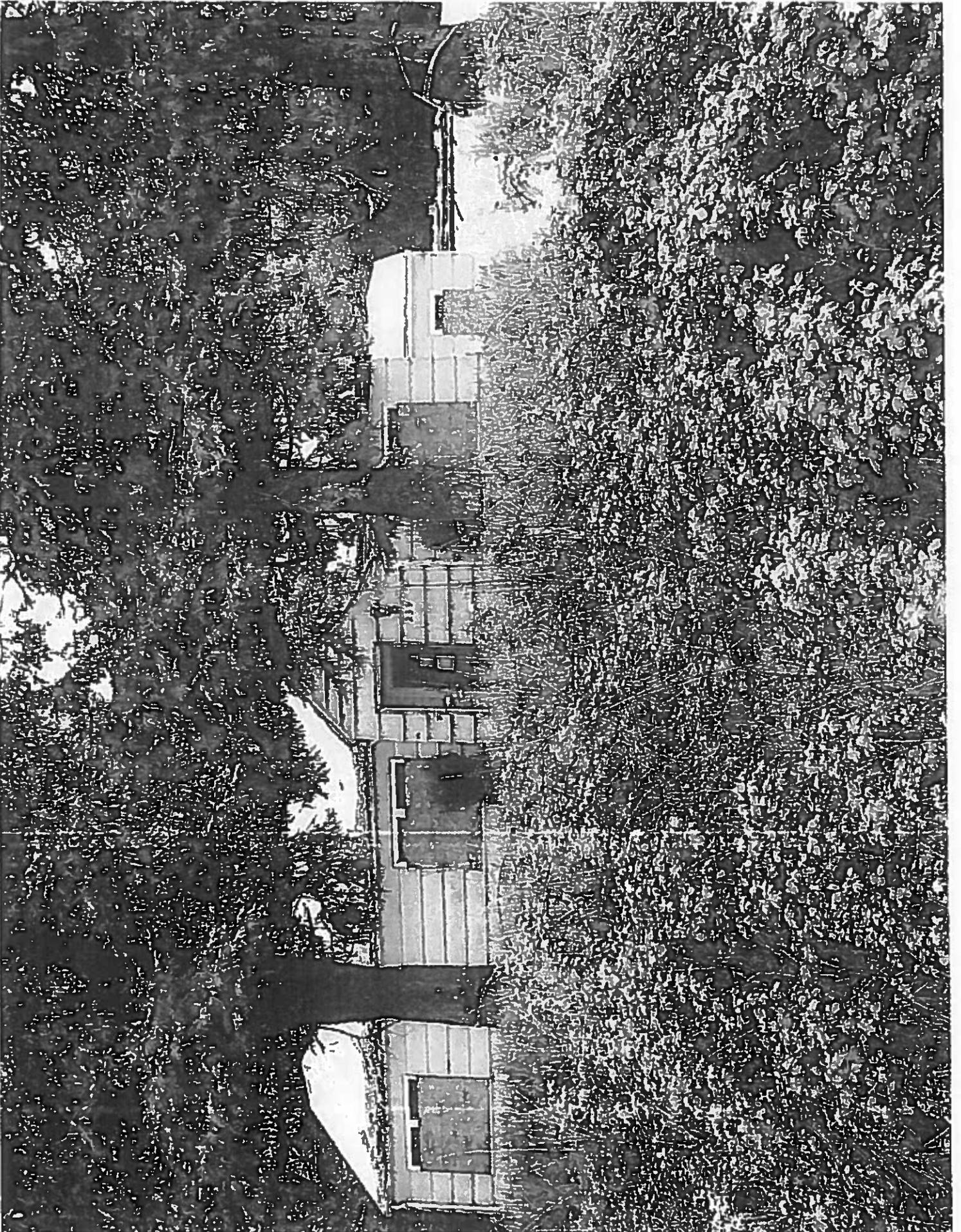
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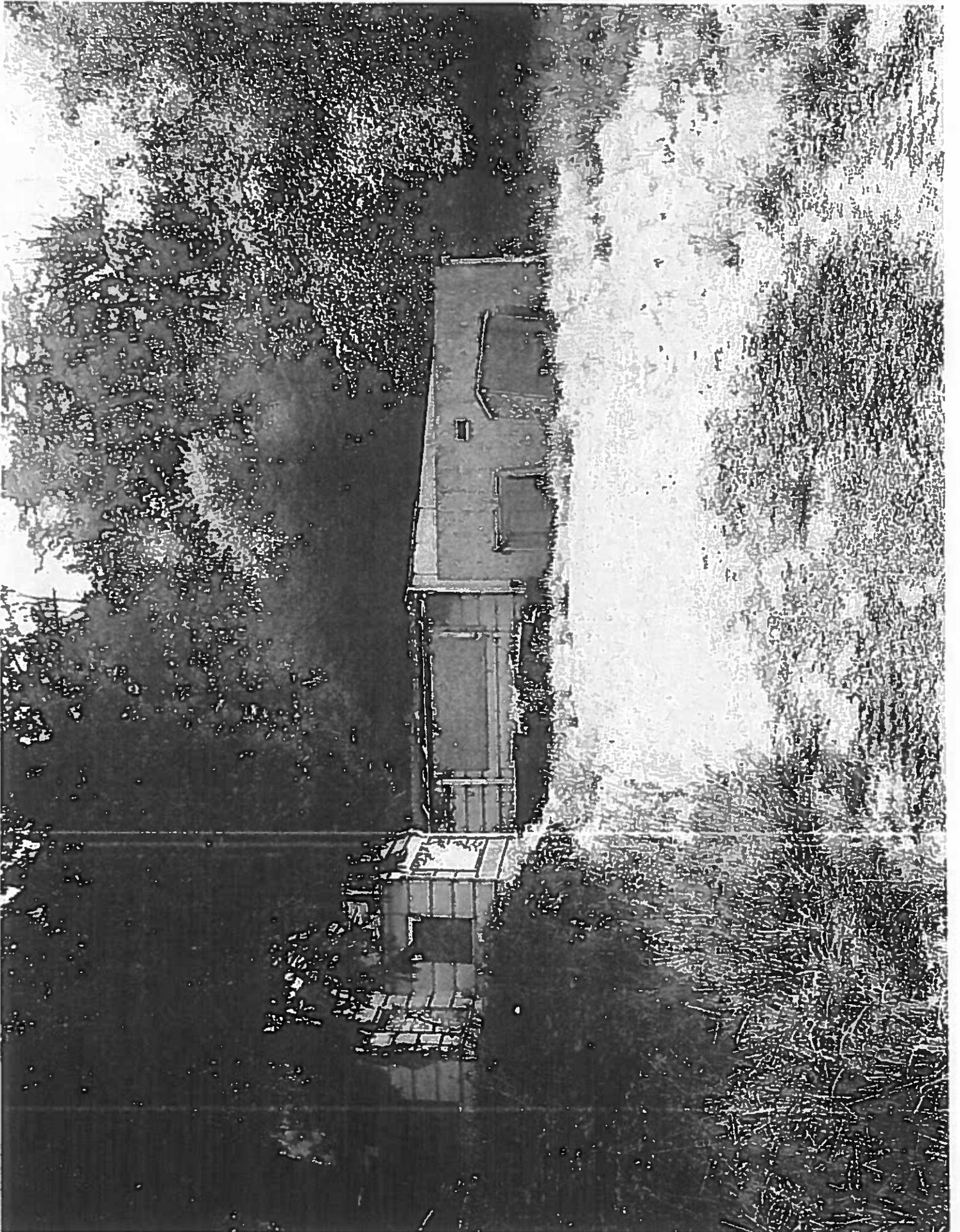
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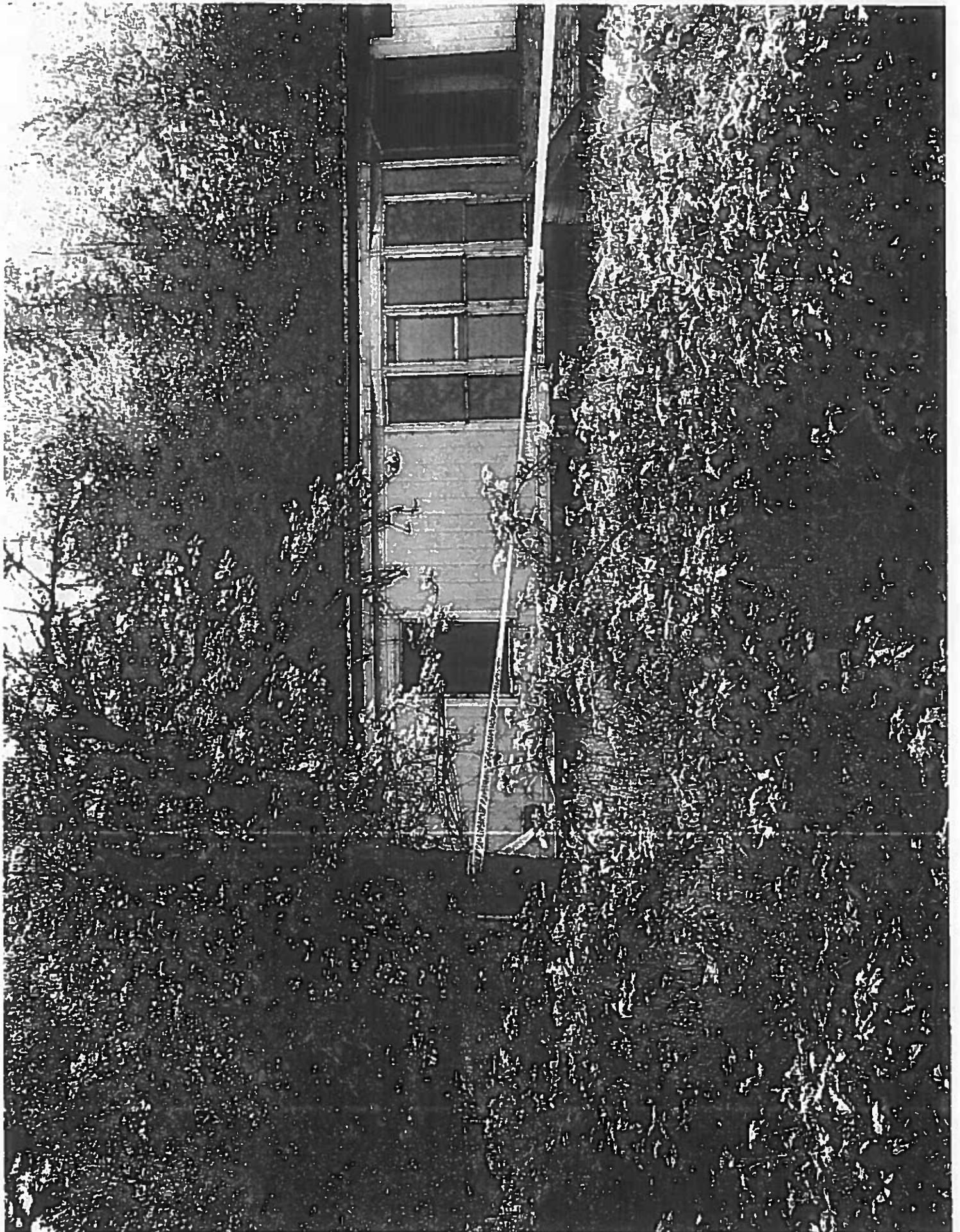
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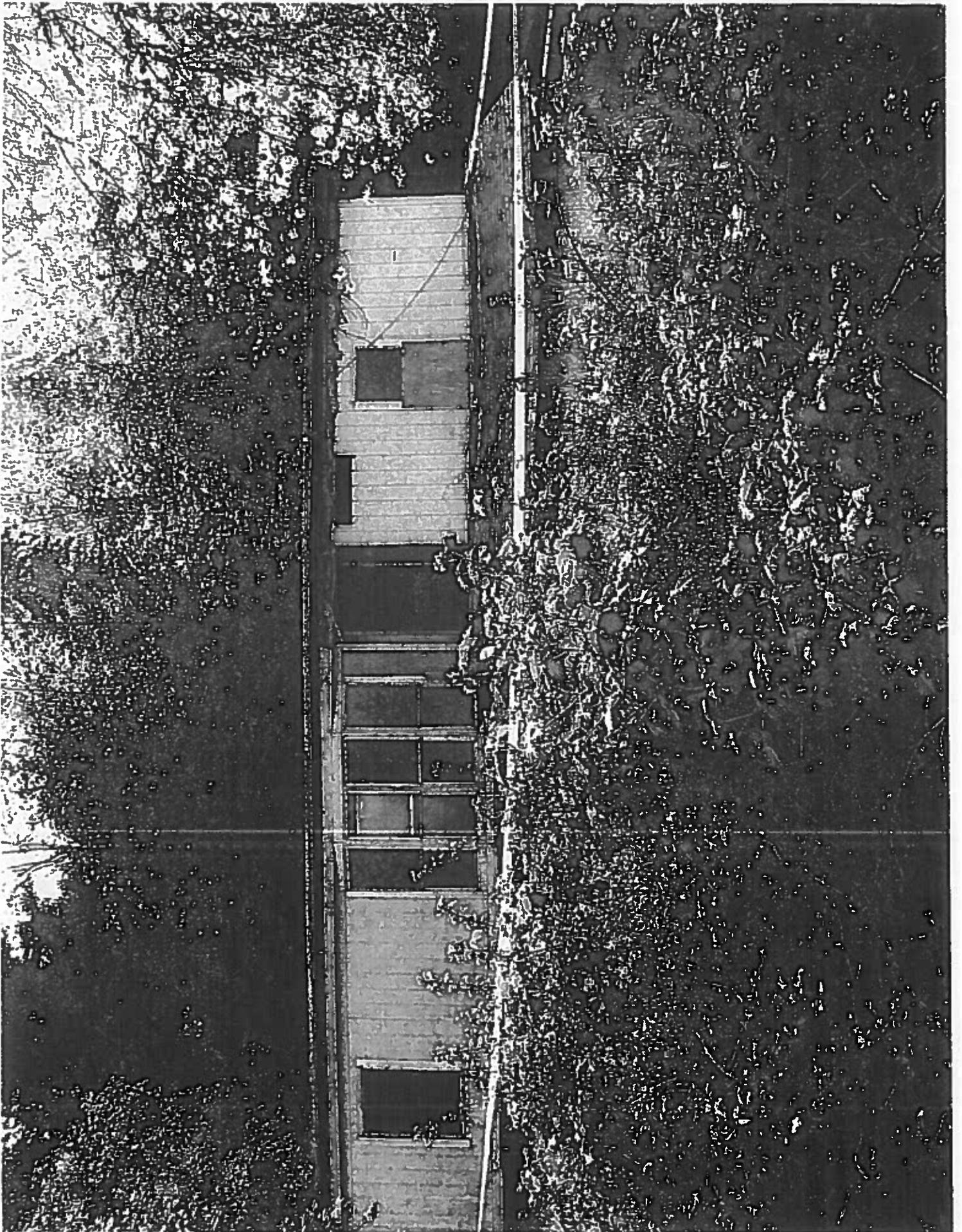
ERTALLE
See Map 8.6.21C

06/05/15

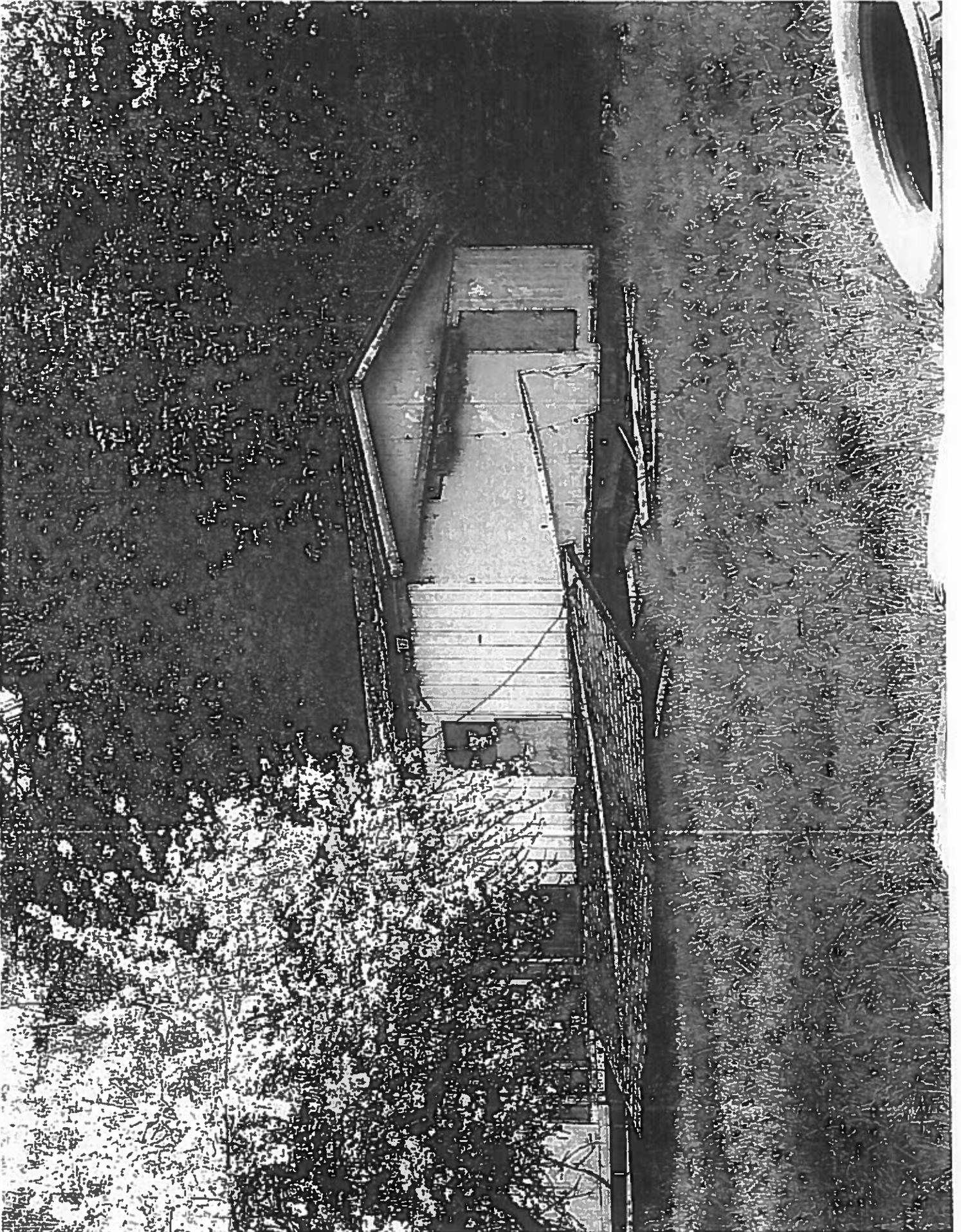


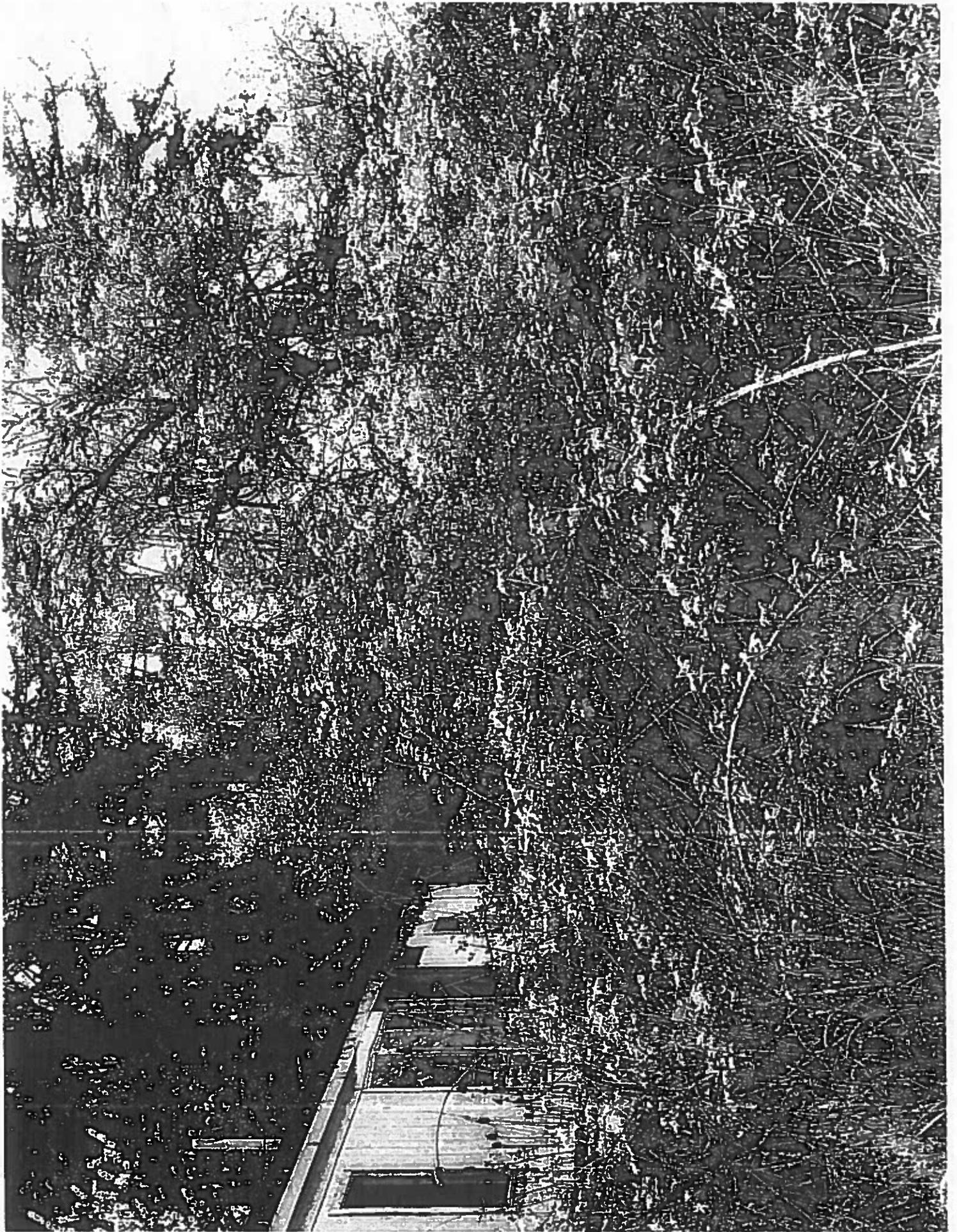












AGENDA REPORT

TO: City Council
FROM: Mayor Ungricht
SUBJECT: Debera Ellis resignation from the Parks and Recreation Committee
DATE: April 14, 2016

SUMMARY

Debera Ellis submitted his letter of resignation from Planning Commission effective April 14, 2016.

BACKGROUND AND CONSIDERATIONS

The Planning Commission is not an active Commission at this time, due to a lack of quorum.

PREVIOUS COMMITTEE ACTION	N/A
STAFF RECOMMENDATION	N/A
EXHIBIT	N/A
PROPOSED MOTION	N/A

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April 14, 2016

RE: Council direction on infrastructure projects.

To: City of Falls City Councilors.

At the March meeting we discussed some of the infrastructure projects that staff is currently working on and when discussion moved to the Wastewater system upgrades there seemed to be some confusion on the process moving forward on the 2014 Facility Plan. So I wanted to open a discussion on the projects I have understood that Council wanted to move forward on. I am writing this to get all Councilors and staff on the same direction for where we want the City to be in 5, 10, and 20 years. I will list the projects by what I think is most crucial to the future viability of the City, these are my interpretations of what Council has directed as priorities. I hope that all Councilors will give input on where they prioritize these projects, keeping in mind that we are setting up projects that will take many years to accomplish.

1. The Falls City Wastewater system. The current system was installed in the 1980's and has received very little upgrading and has some maintenance issues. We currently operate under a permit from Oregon DEQ and have had compliance issues in the past, Exhibit 1, shows notices of non-compliance issued by DEQ. The City has breached the Football field with raw sewage surfacing on the field in July of 1998, September of 2001, August 2011, and there is a good chance we will have raw sewage on the field in July 2016. I assume that one of Councils goals is to remove the drain field under the football field, as stated in the Facility Plan. We have had multiple non-compliance issues with the amount of waste we have discharged to the Little Luckiamute, we are allowed so many gallons of discharge to run through the UV filter and be discharged to the river during the Winter Months, all discharges in the summer need to not exceed the permitted amount and go through the drain field. Falls city cannot discharge to the River in the summer months, June through October.

Falls City has adopted 3 or 4 Master Plans for upgrading and maintaining the system without moving on them. The Wallis report of 2002 was a Master Plan that gave five alternatives. The City adopted the Plan but did not move it through the funding stage before it expired; you have 5 years to move on a plan. The City then adopted the McGee Facility Plan in 2013 and this is what we have to move forward on. We need to understand that the City has equipment issues, pumps in the recirculation tank, condition of gravel filter, need for a new electric panel, problems with onsite septic tanks, problems with ini (ground water leaking into the system), a past agreement to abandon the Fair Oaks lift station, problems with the Carey Court lift station, and running up to the daily load limits on our permit. Just to bring the system into compliance for the future will exceed a million dollars, this still does not address any new users onto the system, especially business users.

Council decided to move on the facilities plan option 3, construct lagoons. This would eliminate the drain field and the gravel filter from School property. The recirculation tank would stay and become a pump station. Staff also thought we should fix some of the ini problems that were addressed by option 1 of the plan. Total cost will be in the neighborhood of 2.5 million. This will

give the city the Capacity to add new users, including businesses with heavier discharges, within the wastewater boundaries we currently have. This project will also allow the City to perform a second phase to add the majority of the South side of the City onto the system.

What happens if we decide not to move forward; we will keep exceeding portions of the DEQ permit, the system will keep degrading due to lack of maintenance and upgrading portions of the system, properties on the South side that have failing septic systems will need to upgrade their systems to the new regulations that require a bigger drain field and to have a second drain field, so many of the lots will not be able to put in a new septic field, they could still install a sand filter system but these are real expensive to install and maintain. Bottom line some of these lots will become unsalable. DEQ will be forced to come in and mandate a new system be installed and all of the expenses will be on the users of the system.

So either way we will be forced to upgrade our system, we can do it and have a say in the design or we can wait and have it mandated by the State and lose control of the design. I even asked what if we decided to dis-incorporate; under State law before we could dis-incorporate there would have to be a sewer and water district established, they would be facing the same regulations and problems. So my opinion is that we have no choice but to explore every available avenue to increase capacity and make sure we stay compliant with State and Federal Wastewater regulations.

We have a Facility plan that had problems through the development, but I have been assured that under the plan we can make sure that this problem is taken care for our fellow citizens for many years into the future. Staff is working in every way to seek funding that will keep the costs to our users as low as possible, but there will be a significant rate increase. The Council needs to understand the issue and defend the reasons, need, and regulations that are forcing us to move forward. I am moving forward, under your direction, on setting up an income survey. We need to show that we are 51% low to moderate income in order to qualify for Community Development Block Grant funding. This would allow us to apply for an outright grant for a majority of the funding. My dream is that we can qualify for 2 million and finance \$500,000.00, keeping rate in the low 60 dollar range. If we do not qualify for the CDBG funding, I do not know what we will do. I estimate that the rates will exceed \$85.00 without the grant. Once again the bottom line is we attempt to move forward, qualify for the grants and loans, or we wait for the State to mandate the project and pay the higher rates.

We had Public Hearings on the adoption of the Facility Plan. This was the time for the Public to have their input into the direction. We will have Public Hearings on the CDBG funds, but ultimately this decision is the Councils. Staff needs to know if this project is going to have the Councils support and backing, if not we will save the many hours of staff time and sit back and wait for the State to handle the project.

2. The Water System; it is the jewel of our town. Don and Corky have kept the treatment plant in excellent condition but it is aging. We are currently semi-non-compliant on having an updated

Master Plan, but we are in the process of updating the plan now. I foresee the plan identifying projects in distribution, intakes, and storage. In distribution the good news is we no longer have wooden transmission pipes, but we do have some old asbestos/metal pipes that will need replacing and some areas that were not looped together in the last distribution project. The intakes are in very remote areas with some above ground pipes in areas. Once the plan is done we will know what will have to be done to the intakes side. The plan will also identify maintenance issues at the plant and storage needs for fire protection. I am guessing that we will have a list of projects identified that we will need to prioritize and submit for funding, I would not be surprised to have a million to 2 million in identified projects.

We currently have budgeted to upgrade the turbidity and ph readers for around \$20,000 to \$25,000. We are going to try and clean and paint the reservoir, have not gone out for bids but probably looking at \$20,000 for this project. We also are going to try and start a program to replace and maintain hydrants in the system, would be nice to budget \$10,000 a year for this. So we are trying to keep the water in the best condition possible. My hopes was when we seeked financing for identified projects we would consolidate our current loan, \$970,000, into the new financing for a lower interest rate. But, I just found out that current rates are 1% and we are paying 4.5%, so I have requested from USDA to refinance our current loan now. I will let Council know what I find out.

3. Dutch Creek Culverts; as Council knows we had another wash out of the road on the December 7, 2015 storm event. We filed with Polk County to request an Emergency designation with FEMA for storm damage. We were successful and our currently working with FEMA to mitigate this problem with a new bridge or modified culvert system. I have attended many meetings and am still in the confusion stage. I have submitted an application for an emergency funding grant with IFA to cover the 25% that is not covered by FEMA. I hope to have this long standing problem taken care of with little funds required from the City. I will say that with the Fed money there are a lot of rules, especially on projects that exceed \$150,000 of which this does. I worry having continuity of staff for the length of time this project will take and I am searching for a project manager that will handle the project for the city. I am still trying to have the County manage, but if not we will explore every opportunity of finding a competent manager that will keep the City out of trouble.
4. Dayton Street Walking Bridge; this bridge has reached its expected life expectancy. The wooden pilings are still in fair shape, but this needs to be a priority for replacement due to our sewer and water lines crossing here. Depending on when we can move on this and if there is more vandalism on the structure, we might need to close the bridge to the public. This might be a project identified in the Water Master Plan that we can seek funding for at that time. Rough guesses on the cost of replacement are in the \$80,000 to \$140,000 cost range. When we have a City Engineer we can work on a replacement design which will identify costs.

5. **Streets; we bring in a little over \$50,000 a year that is mandated to streets from the gas tax. This is not enough to address the needs. We have over 7 miles of paved roads and I would say that all of them need work. North Main is in the best shape, but if we do not overlay it within a few years it will start to be in the same shape as the rest. Identified Streets in order of priority are South Main, 5th Street, Fair Oaks, Bridge/Chamberlain Road, Prospect, Parry; all are in need of work.**

We have budgeted around \$100,000 to overlay as much distance as possible and address some drainage issues. \$50,000 of this was from the Small City Allotment, we kept projects down in the 15-16 year in anticipation of this project, and transferred some money from water for other road repairs do to water breaks. I will be submitting the 2016 Small Cities Grant on South Main again to try and have all of it resurfaced when we qualify for the grant again. There is no good answer for the needed paving we have.

Our gravel roads are in good shape, we have a little over 7 miles, but we are going to need to replace our 1963 model road grader. I have submitted a wish list to State surplus and they are currently looking for a Federal Surplus road grader for us. If we are successful we would have to pay a finder's fee and for transportation from where the grader is to Falls City.

I have also asked for a street sweeper, we are currently paying the City of Dallas \$3600 a year to sweep North Main it would be great to have our own so we could sweep all of the paved streets. I also asked for a street broom, this would at least allow us to brush the materials off our streets to the edge, and I asked for a used public works truck. With Surplus you never know what will come in and what the cost is going to be, so I recommend having at least \$10,000 available to move on when the opportunity presents itself.

In closing I have identified the Infrastructure problems facing our City, steps we are taking to mitigate the problems, and tried to explain the needs and reasons why we need to move forward. This document does not address day to day operations like code enforcement which is a top priority, but is meant to open a discussion on infrastructure weaknesses and the development of priorities and plans to address those priorities. We all need to be part of developing a road map to ensure that the City is protecting the resources and developing future resources for all of our citizens and the elected officials that will come after us.

Introduction

Section



1.1 BACKGROUND AND NEED

The City of Falls City is located approximately 7 miles southwest of Dallas and approximately 20 miles southwest of Salem in Polk County. The City has a population of approximately 950 residents and has experienced a small amount of growth over the past decade.

The majority of the City's current water system was upgraded in 1998. Water is provided from surface water intakes at Glaze Creek and Teal Creek. Raw water is diverted from the creeks and conveyed to the water treatment plant. Water is treated using a three sill slow sand filter and then gravity fed to the treated water reservoir which feeds the majority of City's distribution system. The rest of the system is fed from the reservoir feed line. The current system has a design capacity of 183 gpm or 0.26 MGD per filter, but the City reports that it only produces 360 gpm with all filters active.

Parts of the system are near or at the end of their useful life and need replacement. Other facilities lack the needed capacity or volume. The City of Falls City is in need of this *Water System Master Plan* to evaluate the system, identify needs, estimate improvement costs, and generally provide planning guidance for the water system over the next 20 years.

1.2 STUDY OBJECTIVE

This document will serve as both the *Water System Master Plan (Plan)* and the *Water Management & Conservation Plan (WMCP)*.

The purpose of this *Water System Master Plan (Plan)* is to furnish the City of Falls City with a comprehensive planning document that provides engineering assessment of system components and guidance for planning and management of the water system over the next 20 years. This document satisfies the Oregon Drinking Water Program (DWP) requirements for water master plans. See Appendix A for these requirements.

The purpose of this *Water Management & Conservation Plan (WMCP)* is to develop a strategy to more effectively manage and conserve the City's valuable water sources. The City has voluntarily prepared this WMCP in accordance with revised rules described under OAR 690-086 in order to create a long term water management and conservation tool for the City's water system.

This Plan details infrastructure improvements required to maintain compliance with State and Federal standards. Capital improvements are presented as projects with estimated costs to allow the City to plan and budget as needed. Supporting technical documentation is included to aid in grant and loan funding applications and meet the requirements of the Oregon Business Development Department (OBDD), the Oregon Water Resource Department (WRD), the Rural Utilities Service (RUS), and the Oregon Drinking Water Program (DWP).

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1.3 SCOPE OF STUDY

1.3.1 Planning Period

The planning period for this *Water System Master Plan* is 20 years, ending in the year 2036.

1.3.2 Planning Area

The primary planning area generally coincides with the City of Falls City's urban growth boundary (UGB), which is shown in Figure 2-4. Adjacent lands and waters that are affected by the system, or will be affected by proposed improvements, will also be included. The City services several users outside City Limits as well as the Luckiamute Water District.

1.3.3 Work Tasks

In compliance with Oregon Drinking Water Program and Water Resource Department plan elements and standards, this Plan provides descriptions, analyses, projections, and recommendations for the City's water system over the planning period. The following elements are included:

- Study area characteristics including land use and population trends and projections
- Existing regulatory environment including regulations, rules, and plan requirements
- Description of the existing water system including supply, treatment, storage, and distribution
- Current water usage quantities and allocations
- Projected water demands
- Existing system capacity analysis and evaluation, including hydraulic model of distribution system
- Improvement alternatives and recommendations
- A summary of recommendations with associated costs
- Funding options
- Rate Study
- Water Management and Conservation Plan
- Maps of the existing system and recommended improvements

1.4 AUTHORIZATION

The City of Falls City contracted with HBH Consulting Engineers, Inc. on December 14, 2015 to prepare this Water System Master Plan. Included in the contract is a Scope of Engineering Services on which the scope of this Plan is based.

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1.5 ACKNOWLEDGMENT

This Master Plan is the result of contributions made by a number of individuals and agencies. In particular, the following persons should be acknowledged for the important roles they played in the preparation, review, and development of this Plan:

Terry Ungricht City of Falls City
Domenica Protheroe..... City of Falls City
Don Poe..... City of Falls City

In addition to these key personnel, we wish to thank the City of Falls City's City Council for providing support and input on this project.

DRAFT

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Study Area

Section



2

2.1 PHYSICAL ENVIRONMENT

2.1.1 Location

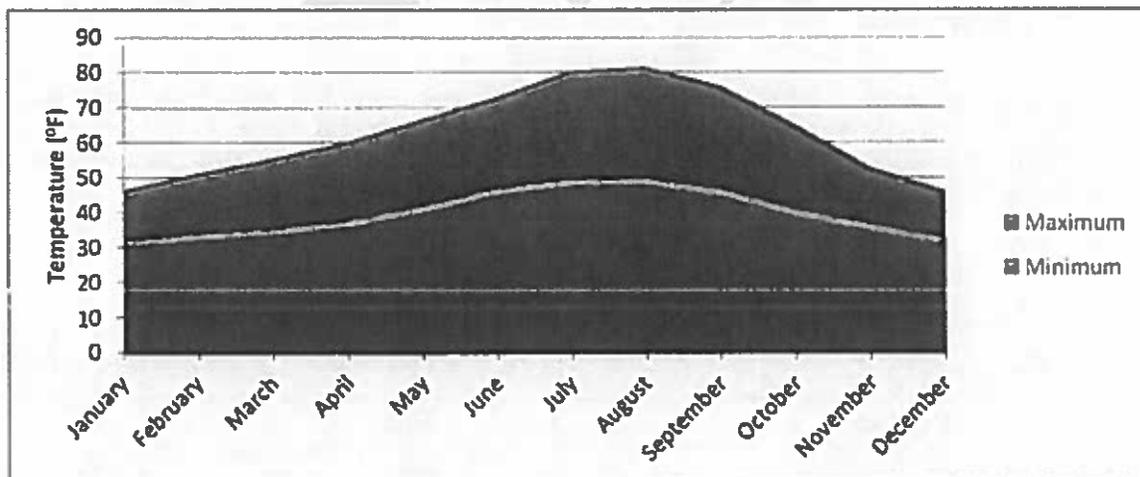
The City of Falls City is approximately 20 miles southwest of the City of Salem in Township 8 South, Range 6 West W.M. in Polk County (See Location Map, Figure 2-3). The City is situated along both sides of the Little Luckiamute River.

The service area for the Falls City water system generally coincides with the Falls City Urban Growth Boundary (UGB), which encompasses the majority of the water users, is approximately 770 acres (1.2 square miles). The Falls City UGB is depicted in Figure 2-4.

2.1.2 Climate

Climate information for Falls City was obtained using records collected at the nearby weather station (WRCC Station ID: OR352805). The area generally has mild summers and winters. Annually, the average temperature is 51.4°F.

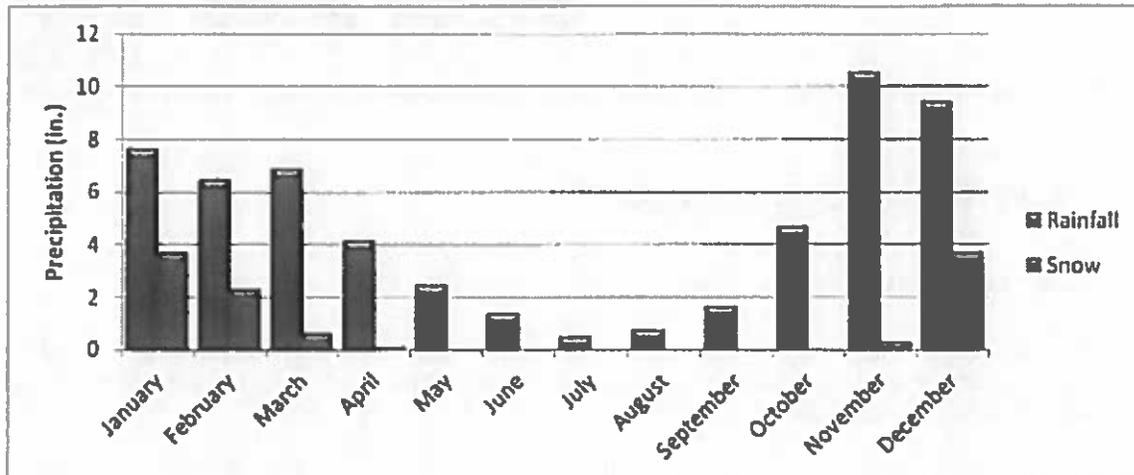
Figure 2-1: Historical Temperature Data for Study Area (1961-2001)



Most of the annual 67 inches of precipitation is in the form of rainfall. The average annual snowfall is 10.8 inches. Almost half (66%) of yearly precipitation occurs during the wet weather months (Nov. - Feb.) On average, about 6% of the annual precipitation occurs during the dry weather months (Jun.-Sept.).

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Figure 2-2: Average Precipitation for Study Area (1971 – 2000)



2.1.3 Topography

The terrain within the water distribution system varies from an elevation of 732 feet at the WTP to 679 at the treated water storage tank to approximately 329 near the river. The City’s primary water sources are located at elevations of 898 feet and 1276 feet. The majority of the system’s customers are at an elevation between 329 feet and 588 feet. Drainage generally runs towards the river, which bisects the City.

2.2 LAND USE

Current zoning within Falls City’s UGB is shown in Figure 2-4. The majority of land within the service area is zoned for residential use. Other land uses permitted within the study area include commercial, forestry, industrial, and public. Table 2-1 lists the various land use categories and estimated area within the study area.

Table 2-1 - Land Use

Zoning	Area (acres)	Percentage of UGB
Commercial Industrial	39.2	5.0%
Commercial - Residential	16.0	2.1%
Forestry	121.9	15.7%
Public Open Space	16.9	2.2%
Public Assembly Institutional	6.0	0.8%
Residential	485.9	62.6%
Roads, ROW	90.6	11.7%
Total UGB Land	776.5	100.0%

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2.3 Demographics

2.3.1 Existing Population

The 2000 census data indicated the City of Falls City had a population of 966. The population remained relatively unchanged since the last census. The 2015 certified population for the City is 1950 persons. Population data for the City is provided in the following table.

Table 2-2 – Population Estimates

Year	City Population
2010	947
2011	945
2012	945
2013	950
2014	950
2015	950

*2010 population based on US Census data
 2011 to 2015 are populations certified by the Portland State University Population Research Center*

2.3.2 Projected Population

Future population in the City was projected based on information obtained from the *City of Falls City Wastewater Facilities Plan*. That plan used the City's adopted average annual population growth within the City of Falls City of 0.63% per year. Based on this rate, the population should increase to 1280 residents by the year 2035. This represents a growth of 330 persons or an average of 16.5 persons per year over the next 20 years. It should be noted that in last five years, the population has only increased by 0.3% total. This population figure will likely provide a conservative plan for future growth.

Table 2-3 – Projected Population

Year	Projected Population ¹
2015	950
2020	1023
2025	1103
2030	1188
2035	1280

¹Based on City's Adopted Average Annual Growth Rate of 1.5%

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Regulatory Conditions

Section



3

3.1 RESPONSIBILITIES OF A WATER SUPPLIER

Per OAR 333-061-0025, water suppliers are responsible for taking all reasonable precautions to assure that the water delivered to water users does not exceed maximum contaminant levels, water system facilities are free of public health hazards, and water system operation and maintenance are performed as required by these rules. This includes, but is not limited to, the following:

- Routinely collect and submit water samples for laboratory analyses at the frequencies and sampling points prescribed by OAR 333-061-0036 "Sampling and Analytical Requirements";
- Take immediate corrective action when the results of analyses or measurements indicate that maximum contaminant levels have been exceeded and report the results of these analyses as prescribed by OAR 333-061-0040 "Reporting and Record Keeping";
- Continue to report as prescribed by OAR 333-061-0040, the results of analyses or measurements which indicate that maximum contaminant levels have not been exceeded;
- Notify all customers of the system, as well as the general public in the service area, when the maximum contaminant levels have been exceeded;
- Notify all customers served by the system when the reporting requirements are not being met, or when public health hazards are found to exist in the system, or when the operation of the system is subject to a permit or a variance;
- Maintain monitoring and operating records and make these records available for review when the system is inspected;
- Maintain a pressure of at least 20 pounds per square inch (psi) at all service connections (at the property line) at all times;
- Follow-up on complaints relating to water quality from users and maintain records and reports on actions undertaken;
- Conduct an active program for systematically identifying and controlling cross connections;
- Submit, to the Drinking Water Program (DWP), plans prepared by a professional engineer registered in Oregon for review and approval before undertaking the construction of new water systems or major modifications to existing water systems, unless exempted from this requirement;
- Assure that the water system is in compliance with OAR 333-061-0235 "Operator Certification Requirements, Levels 1-4" relating to certification of water system operators.

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3.2 PUBLIC WATER SYSTEM REGULATIONS

Water providers should always be informed of current standards, which can change over time, and should also be aware of pending future regulations. This Section is not meant to be a comprehensive list of all requirements but a summary of the general requirements.

Specific information on the regulations concerning public water systems may be found in the Oregon Administrative Rules (OAR), Chapter 333, Division 61. The rules can be found on the Internet at http://arcweb.sos.state.or.us/pages/rules/oars_300/oar_333/333_061.html where copies of all the rules and regulations can be printed out or downloaded for reference.

Drinking water regulations were established in 1974 with the signing of the Safe Drinking Water Act (SDWA). This act and subsequent regulations were the first to apply to all public water systems in the United States. The Environmental Protection Agency (EPA) was authorized to set standards and implement the Act. With the enactment of the Oregon Drinking Water Quality Act in 1981, the State of Oregon accepted primary enforcement responsibility for all drinking water regulations within the State. Requirements are detailed in OAR Chapter 333, Division 61. The SDWA and associated regulations have been amended several times since inception with the goal of further protection public health.

SDWA requires EPA to regulate contaminants which present health risks and are known, or are likely, to occur in public drinking water supplies. For each contaminant requiring federal regulation, EPA sets a non-enforceable health goal, or maximum contaminant level goal (MCLG). This is the level of a contaminant in drinking water below which there is no known or expected risk to health. EPA is then required to establish an enforceable limit, or maximum contaminant level (MCL), which is as close to the MCLG as is technologically feasible, taking cost into consideration. Where analytical methods are not sufficiently developed to measure the concentrations of certain contaminants in drinking water, EPA specifies a treatment technique, instead of an MCL, to protect against these contaminants.

Water systems are required to collect water samples at designated intervals and locations. The samples must be tested in state approved laboratories. The test results are then reported to the State, which determines whether the water system is in compliance or violation with the regulations. There are three main types of violations:

1. MCL Violation — Occurs when tests indicate that the level of a contaminant in treated water is above EPA or the state's legal limit (states may set standards equal to, or more protective than, EPA's). These violations indicate a potential health risk, which may be immediate or long-term.
2. Treatment Technique Violation — Occurs when a water system fails to treat its water in the way prescribed by EPA (for example, by not disinfecting). Similar to MCL violations, treatment technique violations indicate a potential health risk to consumers.
3. Monitoring and Reporting Violation — Occurs when a system fails to test its water for certain contaminants, or fails to report test results in a timely fashion. If a water system does not monitor its water properly, no one can know whether or not its water poses a health risk to consumers.

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If a system violates EPA/state rules, it is required to notify the state and the public. States are primarily responsible for taking appropriate enforcement actions if systems with violations do not return to compliance. States are also responsible for reporting violation and enforcement information to EPA quarterly.

There are now EPA-established drinking water quality standards for 88 contaminants, including seven microbials and turbidity, seven disinfection byproducts and residuals, 16 inorganics (including lead and copper), 53 organics, and five radiologic contaminants. These standards either have established MCLs or treatment techniques.

The following provides a general summary of current rules for a surface water system using conventional filtration treatment and serving less than 10,000 persons.

3.2.1 Total Coliform Rule

Routine samples collected by Oregon public water suppliers are analyzed for total coliform bacteria. Compliance is based on the presence or absence of total coliforms in any calendar month (or quarter). Sample results are reported as "coliform-absent" or "coliform-present". If any sample is coliform-present, a set of at least three repeat samples must be collected within 24 hours. Small water systems that collect one routine sample per month or fewer must collect a fourth repeat sample. Repeat sampling continues until the maximum contaminant level is exceeded or a set of repeat samples with coliform-absent results is obtained.

Small systems (fewer than 40 samples/month) are allowed no more than one coliform-present sample per month, including any repeat sample results. Larger systems (40 or more samples/month) are allowed no more than five percent coliform-present samples in any month, including any repeat sample results. Confirmed presence of fecal coliform or *E. coli* presents an acute health risk and requires immediate notification of the public to take protective actions such as boiling or using bottled water.

3.2.2 Surface Water Treatment Rules

Water systems must provide a total level of filtration and disinfection treatment to remove/inactivate 99.9 percent (3-log) of *Giardia lamblia*, and to remove/inactivate 99.99 percent (4-log) of viruses. In addition, filtered water systems must physically remove 99 percent (2-log) of *Cryptosporidium*.

Filtered water systems must meet specified performance standards for combined filter effluent turbidity levels, and water systems using conventional and direct filtration must also record individual filter effluent turbidity and take action if specified action levels are exceeded. Continuous turbidity monitoring of individual filters must be recorded every 15 minutes. The combined flow from combined conventional filters must have a turbidity measurement at least every four hours by grab sampling or continuous monitoring.

- Compliance for conventional filter systems is based on the combined filter effluent and 100% of measurements must be less than or equal to 1 NTU and 95% of the readings taken in any month must be less than or equal to 0.3 NTU.
- Compliance for alternative filter systems (slow sand, membrane, etc.) is based on the combined filter effluent and 100% of measurements must be less than or equal to 5.0 NTU and 95% of the readings taken in any month must be less than or equal to 1.0 NTU.

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All water systems must meet specified CxT [concentration x time] requirements for disinfection, and meet required removal/inactivation levels. In addition, a disinfectant residual must be maintained in the distribution system.

- Continuous recording of disinfectant residual at entry point to the distribution system. Small system may be allowed to substitute 1-4 daily grab samples.
- Daily calculation of CxT at highest flow (peak hourly flow)
- Provide adequate CxT to meet needed removal/inactivation levels
- Maintain a continuous minimum 0.2 mg/L disinfectant residual at entry point to the distribution system
- Maintain a minimum detectable disinfectant residual in 95% of the distribution system samples (collected at coliform bacteria monitoring points)
- Conduct disinfection profiling and benchmarking

3.2.3 Long Term 1 Enhanced Surface Water Treatment Rule (LT1ESWTR); & Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR)

These additions to the SWTR have been implemented to reinforce the SWTR and increase public health protections by increasing the effectiveness of disinfection in addition to reducing the risk of *Giardia* and *Cryptosporidium* infection.

The LT1SWTR require that combined filtered water turbidity be less than 0.3 NTU in 95% of all samples collected each month in order to demonstrate compliance with the regulation. This applies to both conventional and direct filtration treatment plants. The maximum turbidity allowed is 1 NTU. The Rule requires individual filters to be monitored for turbidity and triggers additional reporting if performance limits are exceeded. The regulation assumes 2 log removal of *Cryptosporidium* when these standards are met. The LT1ESWTR applies to systems serving less than 10,000.

LT2ESWTR also applies to all surface water or ground water under the direct influence of surface water systems. The rule requires 2 years of *Cryptosporidium* sampling to define the requirement for additional treatment. Additional treatment options are identified in Microbial Toolbox. Additional treatment is required to be in place as of 2012 for systems serving 50,000 or more people, and as of 2013 or 2014 for smaller systems.

3.2.4 Disinfectants and Disinfection Byproducts

The Disinfectants/Disinfection By-Products (D/DBPs) rule and the Stage I D/DBP rule apply to all Community Water Systems and Non Transient Non Community Water Systems that treat water with a chemical disinfectant for primary or residual treatment. This rule is currently in effect and regulates Total Trihalomethanes (TTHMs) and Haloacetic Acids (HAA5s), which include:

TTHMs:

- *Trichloromethane (chloroform)*
- *Tribromomethane (bromoform)*
- *Bromodichloromethane*
- *Dibromochloromethane*

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HAA5s:

- *Monochloroacetic acid*
- *Dichloroacetic acid*
- *Trichloroacetic acid*
- *Monobromoacetic acid*
- *Dibromoacetic acid*

Compliance is determined based on meeting maximum contaminant levels (MCLs) for disinfection byproducts and maximum levels for disinfectant residual (MRDLs) over a running annual average of the sample results, computed quarterly.

- For water supplies under direct influence of surface water, TTHM/HAA5 monitoring is required in distribution system. One sample per quarter for systems serving 500-9,999 persons. One sample per year in warmest month required for systems serving less than 500.
- MCL for TTHM is 0.080 mg/L. MCL for HAA5 is 0.060 mg/L.
- System using surface water and conventional filter treatment must monitor for TOC and alkalinity. Enhanced coagulation if TOC is greater than 2.0 mg/L
- Comply with MRDLs. Limit for chlorine (free Cl_2 residual) is 4.0 mg/L. Limit for chloramines is 4.0 mg/L (as total Cl_2 residual). Limit for chlorine dioxide is 0.8 mg/L (as ClO_2)
- Bromate MCL of 0.010 mg/L
- Chlorite MCL of 1.0 mg/L

The Stage 2 D/DBPs rule is currently being implemented. This rule maintains the MCL levels established in Stage 1 D/DBP rule and adds MCLGs for four TTHMs and three HAA5s. The compliance sites consist of locations where high TTHMs are found, locations where high HAA5s are found and average detention time sites within the distribution system. The number of sites is based on the type of source water and population served. The rule provides for reduced monitoring for systems with very low disinfection by-products based on two years of existing data.

3.2.5 Lead and Copper

Excessive levels of lead and copper are harmful and rules exist to limit exposure through drinking water. Lead and copper enter drinking water mainly from corrosion of plumbing materials containing lead and copper. Lead comes from solder and brass fixtures. Copper comes from copper tubing and brass fixtures. Protection is provided by limiting the corrosivity of water sent to the distribution system. Treatment alternatives include pH adjustment, alkalinity adjustment, or both, or adding passivating agents such as orthophosphates.

Samples from community systems are collected from homes built prior to the 1985 prohibition of lead solder in Oregon. One-liter samples of standing water (first draw after 6 hours of non-use) are collected at homes identified in the water system sampling plan. Two rounds of initial sampling are required, collected at 6-month intervals. Subsequent annual sampling from a reduced number of sites is required after demonstration that lead and copper action levels are met. After three rounds of annual sampling, samples are required every 3 years. The number of initial and reduced samples required is dependent on the population served by the water system.

In each sampling round, 90% of samples from homes must have lead levels less than or equal to the Action Level of 0.015 mg/L and copper levels less than or equal to 1.3 mg/L. Water systems with lead above the Action Level must conduct periodic public education, and either install corrosion control treatment, change water sources, or replace plumbing.

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3.2.6 Inorganic Contaminants

The level of many inorganic contaminants is regulated for public health protection. These contaminants are both naturally occurring and can result from agriculture or industrial operations. Inorganic contaminants most often come from the source of water supply, but can also enter water from contact with materials used for pipes and storage tanks. Regulated inorganic contaminants include arsenic, asbestos, fluoride, mercury, nitrate, nitrite, and others. Compliance is achieved by meeting the established MCLs for each contaminant. Systems that cannot meet one or more MCL must either install treatment systems (such as ion exchange or reverse osmosis) or develop alternate sources of water.

- Sample quarterly for nitrate (reduction to annual may be available) for surface water systems and sample annually for groundwater sources
- Communities with asbestos cement (AC) pipe must sample every 9 years for asbestos
- Sample annually for arsenic for surface water systems and sample every three years for groundwater sources.
- Sample surface water annually and groundwater sources every three years for all other inorganics. Waivers are available based on monitoring records showing three samples below MCLs. MCLs vary based on contaminant.

3.2.7 Organic Chemicals

Organic contaminants are regulated to reduce exposure to harmful chemicals through drinking water. Examples include acrylamide, benzene, 2,4-D, styrene, toluene, and vinyl chloride. Major types of organic contaminants are Volatile Organic Chemicals (VOCs) and Synthetic Organic Chemicals (SOCs). Organic contaminants are usually associated with industrial or agricultural activities that affect sources of drinking water supply, including industrial and commercial solvents and chemicals, and pesticides. These contaminants can also enter from materials in contact with the water such as pipes, valves, and paints and coatings used inside water storage tanks.

At least one test for each contaminant from each water source is required during every 3-year compliance period. Public water systems using surface water sources must test for VOCs annually. Compliance is achieved by meeting the established MCL for each contaminant. Quarterly follow up testing is required for any contaminants that are detected above the specified MCL. Only those systems determined by the State to be at risk must monitor for dioxin. Water systems using polymers containing acrylamide or epichlorohydrin in their water treatment process must keep their dosages below specified levels. Systems that cannot meet one or more MCL must either install or modify water treatment systems (such as activated carbon and aeration) or develop alternate sources of water.

3.2.8 Radiologic Contaminants

Radioactive contaminants, both natural and man-made, can result in an increased risk of cancer from long-term exposure and are regulated to reduce exposure through drinking water. Monitoring is required every three, six, or nine years depending on the initial results, with a return to quarterly monitoring if the MCL is exceeded. Compliance with MCLs is based on the average of the four initial test results, or subsequent quarterly tests. Community water systems that cannot meet MCLs must install treatment (such as ion exchange or reverse osmosis) or develop alternate water sources.

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Existing Water System

Section



4

The City of Falls City owns and operates a community water system (OR4100394) serving approximately 950 persons through 445 active connections. The system's water supply includes surface water from Gaze and Teal Creeks. Water from the creeks is diverted to the water treatment Plant (WTP). The WTP consists of a triple sill sand filter treatment plant. Treated water is disinfected and gravity feeds the City's distribution system.

Information on the existing system was obtained from WTP daily reports, previous studies, operation manuals, as-built drawings, interviews with operating staff, and site investigations.

4.1 WATER SOURCE

4.1.1 Description

The City of Falls City relies on Glaze and Teal Creeks as its primary drinking water supply sources. Glaze Creek is a tributary of Teal Creek. Both creeks are tributaries to the Luckiamute River.

The watershed for the intakes is located in Townships 8-9S, Ranges 6-7W and is approximately 3084± acres. The most predominant land use in the area appears to be logging from the aerial photograph. Logging operations appear to affect turbidity in the surrounding creeks. The aerial images show various stages of logging, cutting, and replanting in the watershed. Soil data for the area is currently available from the Natural Resource Conservation Service (NRCS). The soils in the area, are primarily steep all slopes are at least 3%, and 39% of the area is steeper than 30%. Most of the area is silty clay loam, gravelly clay loam, very shaly loam, or stony loam.

4.1.2 Falls City Water Rights

The City of Falls City holds seven water rights totaling 6.06 cfs or 2720 gpm (1.89 mgd). Table 4-1 provides a summary of these water rights. Appendix C provides copies of the water right permits and certificates.

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Table 4-1– City of Falls City Water Rights

Source	Tributary of	Water Rights, cfs (gpm)	Priority Date	Permit No.	Certificate No.
Teal Creek	Little Luckiamute River	1.00 (449)	11/4/1915	S2700	1832
Bouhey creek (attempted transfer in 1939, but it was denied. Where is it now?)	Teal Creek	0.5 (224)	5/11/1920	S4592	5072
Little Luckiamute River>Luckiamute	Big Luckiamute River	0.5 (224)	8/12/1939	S13970	14247
Albert Teal Spring>Teal Creek	Teal Creek	0.26 (117)	8/6/1970	S35215	39319
Rattling Spring > Teal Creek	Teal Creek	0.8 (359)	4/13/1974	S42509	---
Berry Creek > Little Luckiamute	Little Luckiamute River	1.00(449)	10/14/1970	S35222	---
Glaze Creek>Teal Creek	Teal Creek	2.00 (898)	3/4/1982	S46807	82931

Currently, the City only utilizes the Glaze and Teal Creeks' water rights.

4.1.3 Water Quality Data

Influent turbidities from the City's water sources are recorded at the treatment plant daily in a log book. This book was not available for analysis since it must remain in the treatment plant. The City reports that it manually controls the plant based on the influent turbidity. If turbidity rises past 5NTU, then the plant is shut off.

4.1.4 Intake & Transmission Description

The City's intake and raw water transmission lines are located within an easement granted on private lands.

Teal Creek Intake

The existing Teal Creek intake was constructed in the early 1900s with a water right granted in 1915. and is located at 270 feet south and 1200 feet west from the northeast corner of Section 31, Township 8S, Range 6W. Water is diverted in accordance with the conditions established under water right Permit S2700. The intake consists of a concrete box with metal trash grate that converges into a pipe. The top of the inlet is angled perpendicular to the water surface. The intake is situated such that it takes up the majority of the flow in the summer. Water flows through the trash grate and into the concrete box where it is then conveyed to the WTP via an 8" gravity water line.

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The existing intake has a number of operational and maintenance concerns. Due to the water quality of Teal Creek, sedimentation accumulates in the box of the intake and requires annual dredging to maintain function. Additionally, there is no automatic cleaning system for the screen and consequently staff have to manually remove leaves, branches, and other debris that periodically clogs the intake. The intake is not equipped with an alarm to notify operating when a problem existing (i.e. clogged screen) and it may be several days before staff are aware of an issue. This is especially problematic during rainy times when there is limited or no access to the intake.

This intake is used in times of the year when turbidities are low, and Glaze Creek flows are limited (typically summer and fall).

Glaze Creek Intake Intake

The existing Glaze Creek intake was constructed in the 1980s with a water right granted in 1982. and is located at 3500 feet south and 1700 feet west from the northeast corner of Section 31, Township 8S, Range 6W. Water is diverted in accordance with the conditions established under water right Permit S2700. The intake consists of a concrete box with metal trash grate that converges into a pipe. The top of the inlet is angled perpendicular to the water surface. The intake is situated such that it takes up the majority of the flow in the summer. Water flows through the trash grate and into the concrete box where it is then conveyed to the WTP via an 8" gravity water line.

The existing intake has a number of operational and maintenance concerns. Due to the water quality of Teal Creek, sedimentation accumulates in the box of the intake and requires annual dredging to maintain function. Additionally, there is no automatic cleaning system for the screen and consequently staff have to manually remove leaves, branches, and other debris that periodically clogs the intake. The intake is not equipped with an alarm to notify operating when a problem existing (i.e. clogged screen) and it may be several days before staff are aware of an issue. This is especially problematic during rainy times when there is limited or no access to the intake.

This intake is used in times of the year when turbidities are high in Teal Creek, and Glaze Creek has sufficient flows (typically winter and spring).

Transmission System

Water is transported from either Teal or Glaze Creek to the WTP via a 12"/10" gravity main. The original pipeline from Teal Creek was installed in the early 1900s. Much of this transmission line is composed of approximately half PVC and half AC piping, however a short section of ductile iron exists. This transmission line runs approximately 5,000 feet across steep terrain with portion of the pipeline exposed. The City does not own most of the land the along the pipe route.

Visual inspection of the transmission main has not been completed in several years; however, there are no know pipeline problems. The majority of the pipe is difficult or impossible to access.

4.2 WATER TREATMENT

The Falls City water treatment plant (WTP) utilizes a triple sill slow sand filtration treatment plant. No chemical addition is required besides chlorine for disinfection. Treated water is disinfected using

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hypochlorination then pumped to the City's treated water reservoir. Operation of the plant is primarily automated, but is also equipped with manual over-rides. The WTP has a design capacity of 130 gpm/ filter.

The existing WTP was originally constructed in 1999. The City made a number of upgrades to improve treatment performance including replacing monitoring equipment as needed, and skimming pond per O&M instructions.

WTP filtration system is credited with 2.5-log *giardia* and a 2.0-log *cryptosporidium* removal. Chlorine disinfection provides an addition 0.5-log *giardia* removal credit.

4.2.1 Plant Operation

Raw water feeds the WTP via a 6" gravity pipeline from Glaze Creek and an 8" gravity pipeline from Teal Creek. Under automated operation, plant operations are controlled based on an altitude valve set to respond to water level readings in the City's treated water reservoir. As the water level in the reservoir drop, an automated control valve at the reservoir opens and initiates plant operations. The WTP will automatically shutdown based on high effluent turbidity levels. The plant was designed to automatically turn off when the influent turbidities are too high, but the City reports that that feature doesn't work, so the plant must be started and stopped manually when influent turbidities change.

4.2.2 Treatment Processes

Treatment processes at the Falls City WTP include a slow sand filter and disinfection. A *Process Control & Instrumentation Diagram* of the WTP is show in Figure 4-4.

Manual Filter Screens

Each intake has a screen that removes large particles. Glaze creek screen has openings of about 0.5" square, and Teal Creek has openings of 2" square. The Glaze creek screen is manually cleaned approximately monthly and the teal Creek Screen is dug out every year before use, as winter storms burry the entire intake and screen in sediment.

Soda Ash

The City has an installed system for soda ash addition, but does not currently use the system.

Slow Sand Filters

The City of Falls City water treatment system utilizes a three sill slow sand filter system. The filtration cell has a treatment area of ?? ft². The design filtration rate for the filter is ??? gpm/ft² resulting in a maximum flow rate of 183 gpm/ filter.

Filter media consists of gravels, sands, and anthracite for a total media depth of up to 36" inches. When filter reached 12", it should be refilled to 36". The City last skimmed the filters 2.5 years ago in sills 1 & 2 and sill 3 is offline currently due to lack of need.

Hach Model 1720D turbidimeter constantly monitor each of the filter's effluent turbidity, and plant effluent turbidity and records it on the system computer. There is also a direct read of the NTU on the

meter. If the filter exceeds ?? NTUs, an autodialer alarm will notify the operator and the system will automatically shut down until it is manually restarted.

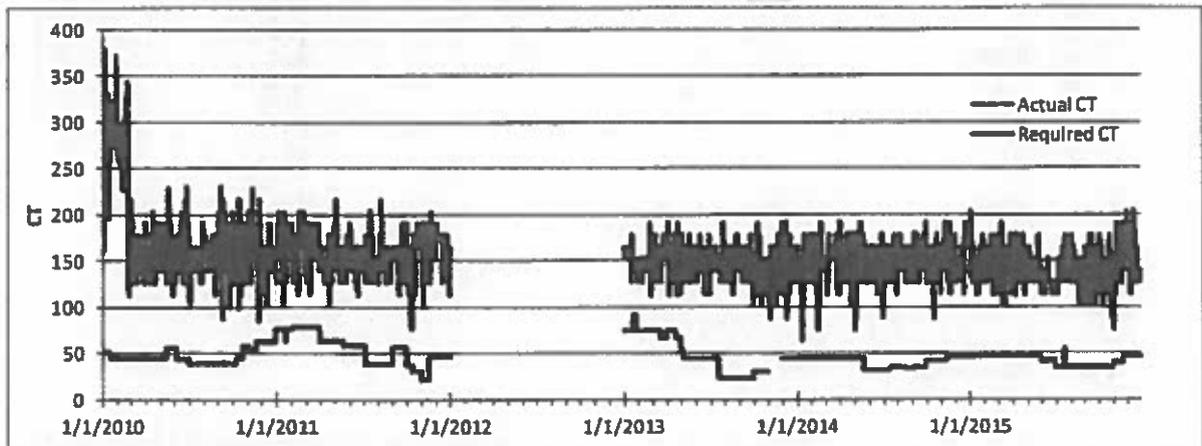
The filters are cleaned by skimming 1/2" to 1" of sand off the top when the filters start to back up.

Disinfection

Sodium Hypochlorite is used for disinfection. It comes in drums pre-mixed to 12.5% concentration of hypochlorite. A metering pump injects the solution into the treated water stream at the beginning of the clearwell is baffled and serves as the chlorine contact chamber. The water gravity flows from the clearwell to zone 1 and the reservoir.

The inactivation ratio is determined based on "CT" which is the residual concentration (C) in mg/L multiplied by the contact time (T) in minutes. Required CT values are published in OAR and are dependent on the water temperature, pH, and chlorine residual. This information is collected in the clearwell chlorine monitoring station, which transmits monitored parameters back to the WTP. A Disinfection Contact Time Tracer Study was conducted in 2008. It measured the contact time to be 127 minutes. This value is used for daily calculations, as there is no way to measure this daily. The following figure compares required CT times (based on temperature and pH) with the systems calculated CT (based on residual at first user).

Figure 4-1 – Comparison of Calculated and Required CT Values for Falls City WTP



Clearwell Storage

text

Table 4-2 – Violation History for Falls City’s Water System

Violation	Date	Analyte Group	Returned to Compliance	Points
DBP Late/Nonreporting	6/2013	DBP	9/2013	1
Monthly Sampling Report –L/N	5/2013	SWTR	7/2013	1
DBP Late/Nonreporting	9/2011	DBP	12/2011	1
Total Non-Compliance Points				3

L/N – Late/Nonreporting

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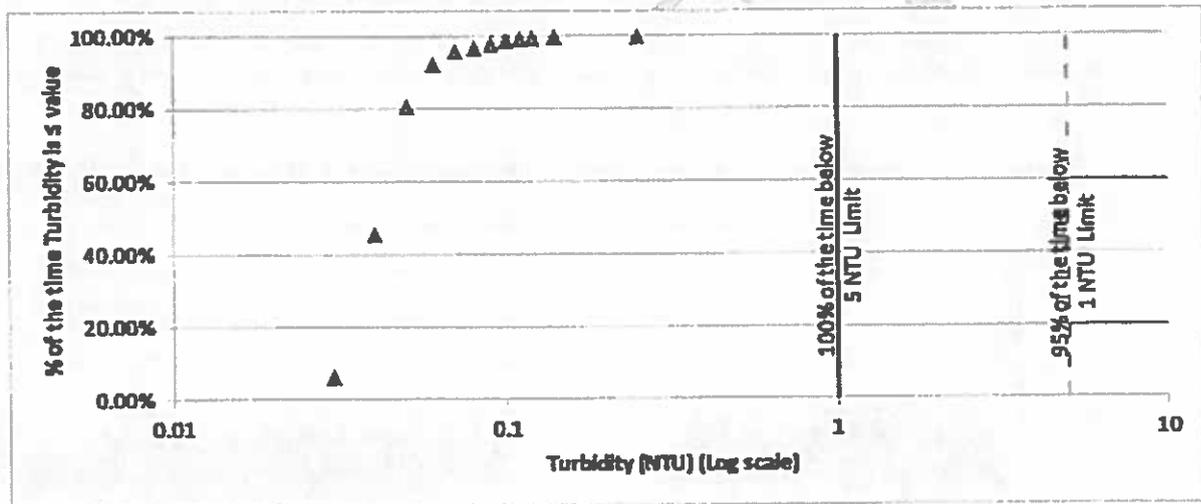
Although reporting is important to monitor public safety by the state, none of these violations constituted a public health risk after the monitoring results were presented.

Turbidity

Treated water must have turbidity level less than 1 NTU or less 95% of the time. Based upon the data supplied by the City, turbidity levels post filtration have ranged from 0.003 to 0.25 NTU over the five years analyzed with an average of 0.049 NTU with , 100% of the turbidity readings less than or equal to 0.25 NTU and 96 % less than or equal 0.07 NTU (Figure 4-3).

To avoid poor finished water quality, the WTP is shut off following heavy rains, when raw water turbidity levels spike. The WTP currently is be shut down when the raw water turbidity exceeds 5 NTU.

Figure 4-2 – Cumulative Percentage of Recorded WTP Effluent Turbidity



4.2.3 General

The WTP is generally in good condition. The nature of slow sand filters is if you keep up with maintenance, they will function properly for a long time. The City has been proactive with replacing monitoring equipment as needed and maintains an active contract with Hach to keep their equipment up to date. The turbidity monitoring equipment is set for replacement in 2016. The chlorine analyzer and pH controllers have been replaced within the last five years. No leaks in the treatment sills or clearwell are known, but concrete is starting to show some signs of wear and should be resealed, and patched as necessary to slow damage.

4.3 WATER STORAGE

Treated water is gravity fed from the WTP through an 8-in pipeline through zone 1 to the City’s 600,000 gallon water storage reservoir located on Chamberlin Rd. as shown in Figure 4-5. The reservoir consists of a steel tank constructed in 1999. Although the tank has a nominal capacity is

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600,000 gallons, operating capacity is only XXX,000 gallons due to the overflow level. The reservoir site is fenced and the access road is gated.

The reservoir is equipped with an altitude valve to control water levels in the tank. When the water level drops, pumps at the WTP will activate and begin filling the tank. The pumps automatically shut off when water levels reach a set point. Treated water stored in the reservoir tank flows to the distribution system through a 12-in pipeline. The elevation of the tank is sufficient to provide adequate pressures to all users without the need for additional pumping. Pressures in some areas are higher than 100 psi, so some residences have individual PRVs.

Tank dimension and volume information is provided in the tables below.

Table 4-3 – Treated Water Reservoir

Radius	?
Nominal Capacity	600,000 gallons
Operating Capacity	?
Top Elevation	?
Floor Elevation	?
Inlet Elevation	?
Outlet (?” above bottom)	?
Overflow (?” below rafters)	?

The exterior of the tank appears to be in good condition. A three scratches apparently from bullets were found. The roof needs to be repainted as the paint is starting to peel off. The interior of the reservoir has not been recently inspected or cleaned, so it is recommended to get this done every three years to monitor the internal conditions of the reservoir.

4.4 DISTRIBUTION SYSTEM

4.4.1 Piping Network

The Falls City water system has approximately 16 miles of distribution and transmission piping ranging in size from 1 inch to 12 inches in diameter (Table 4-5). The system is generally configured with a number of disconnected service areas with limited looping. The existing transmission and distribution piping for the water system networks are shown in Figure 4-5.

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Table 4-4 – Pipe Inventory

Pipe Size	Distribution Piping (ft)	Transmission Piping (ft)	Total Piping (ft)	Percent of Piping
< 4"	10,357		10,357	12.14%
4"	8,382		8,382	9.83%
6"	21,554	2,429	23,983	28.11%
8"	15,034	662	15,696	18.40%
10"	9,103	11,951	21,054	24.68%
12"	4,865	970	5,836	6.84%
Total	69,295	16,013	85,308	100.00%

The original distribution system was installed in ????. Major improvements to the system were made in 1997, but a large portion (28%) of the system is still AC pipe which is more likely to break especially under high pressure conditions. Portions of the downtown area have pressures far in excess of recommended pressure ranges in order to provide pressure to the homes in the higher elevations. Falls City experiences frequent water main breaks due to these high pressures and old pipes.

4.4.2 Water Meters

Water meters are installed on nearly all connections. Only two City parks are connected to the system without a meter. This is primarily where the watermain runs under the building. Many of the existing water meters have not been replaced since their original installation in 1993, in most cases, over 20 years ago.

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Figure 4-3 – PID

Figure 4-4 – Existing System

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Design Criteria & Level of Service



6.1 DESIGN LIFE OF IMPROVEMENTS

The design life of a water system component is sometimes referred to as its useful life or service life. The selection of a design life is a matter of judgment based on such factors as the type and intensity of use, type and quality of materials used in construction, and the quality of workmanship during installation. The estimated and actual design life for any particular component may vary depending on the above factors. The establishment of a design life provides a realistic projection of service upon which to base an economic analysis of new capital improvements.

As discussed in Section 1, the planning period for this Water System Master Plan is 20 years ending in the year 2036. The planning period is the time frame during which the recommended water system is expected to provide sufficient capacity to meet the needs of all anticipated users. The required system capacity is based on population, water demand projections, and land use considerations.

The planning period for a water system and the design life for its components may not be identical. For example, a properly maintained steel storage tank may have a design life of 60 years, but the projected fire flow and consumptive water demand for a planning period of 20 years determine its size. At the end of the initial 20-year planning period, water demand may be such that an additional storage tank is required; however, the existing tank with a design life of 60 years would still be useful and remain in service for another 40 years. The typical design life for system components are discussed below.

6.1.1 Treatment Plant Equipment

The design life of most motorized equipment and pumps is typically 20 years. Filter media should be replaced after 15 years of service. Buildings and major structures should have a design life of 50 years. Steel components exposed to weather or submerged can deteriorate within 10 to 15 years if not properly maintained. Periodic maintenance and painting will provide a useful life of more than 20 years unless larger facilities are required. Flowmeters typically have a design life of 10 to 15 years. Valves usually need to be replaced after 15 to 20 years of use.

6.1.2 Pumping Equipment and Structures

Major structures and buildings should have a design life of approximately 50 years. Pumps and equipment usually have a useful life of about 15 to 20 years. The useful life of some equipment can be extended, when properly maintained, if additional capacity is not required. Properly maintained pumps can sometimes last 30 years or longer.

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6.1.3 Water Transmission and Distribution Piping

Water transmission and distribution piping should easily have a useful life of 40 to 60 years if quality materials and workmanship are incorporated into the construction and the pipes are adequately sized. Steel piping used in the 1950's and 60's that has been buried, commonly exhibits significant corrosion and leakage within 30 years. Cement mortar lined ductile iron piping can last up to 100 years when properly designed and installed.

6.1.4 Water Storage

Distribution storage tanks should have a design life of 60 years (painted steel construction) to 80 years (concrete construction). Steel tanks with a glass-fused coating can have a design life similar to concrete construction. Actual design life will depend on the quality of materials, the workmanship during installation, and the timely administration of maintenance activities. Several practices, such as the use of cathodic protection, regular cleaning and frequent painting can extend or assure the service life of steel reservoirs. Ground settlement, earthquakes, and inadequate quantities of reinforcing steel can all lead to a substantially reduced life for concrete structures.

6.2 SIZING AND CAPACITY CRITERIA

Demand projections presented in Section 5.6 are used to size improvements. Various components of the system demand are used for sizing different improvements. Methods and demands used are discussed below.

6.2.1 Water Treatment Plant Capacity

Treatment plants must be able to successfully treat quantities of raw water equal to the MDD. The 20-year MDD is used as the design flow. A WTP should produce this MDD with 18 hours or less operation time required.

6.2.2 Treated Water Storage

Total storage capacity must include reserve storage for equalization storage, emergency storage, and fire suppression:

- Equalization Storage - Typically set at 25% of the MDD to balance out the difference between peak hourly demand and supply capacity so that these variations in demand are not imposed on the water supply source.
- Emergency Storage - Required to protect against a total loss of water supply such as would occur with a broken transmission line, an electrical outage, equipment breakdown, or natural disaster. At a minimum, emergency storage should be equal to 75% of the MDD assuming that water use would be restricted during times of emergencies. Falls City has selected to provide 200% of the ADD for emergency

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storage, due to the unreliability of the intake water quality during certain portions of the year.

- **Fire Suppression Storage** - Falls City, a fire flow of 1,500 gpm would be needed for residential areas and a fire flow of 2,000 gpm would be needed for commercial areas. Based upon the Oregon Fire Code, a duration of 2 hours would be required for the fire flows. This would equate to a total fire storage requirement of 180,000 gallons.

For Falls City, an emergency storage of 200% of the ADD will be used in addition to equalization storage and fire storage. T

Another important design parameter for reservoirs is elevation. Different portions of the City can be better served by different elevations of reservoirs. Distribution reservoirs should be located at an elevation that maintains adequate water pressure throughout the system, sufficient water pressures at high elevations and reasonable pressures at lower elevations. The pressure range in the system should stay within the range of 30 to 80 psi. Pressures below 30 psi cause annoying flow reductions when more than one water-using device is in service. High pressures may cause faucets to leak, valve seats to wear out quickly, and system leakage to increase. The Uniform Plumbing Code requires that water pressures not exceed 80 psi at service connections, unless the service is provided with a pressure-reducing device. Another pressure criterion, related to fire flows, commonly requires a minimum of 20 psi at the hydrant used for fire fighting. OHD also requires that service connection pressures never drop below 20 psi.

6.2.3 Distribution System

Distribution mains are typically sized for fire flow and 20-year population demand, or fire flow and saturation development demand. The mains should be at least six inches in diameter to provide minimum fire flow capacity. All pipelines should be large enough to sustain a minimum line pressure of approximately 30 psi at maximum flow rates. The State of Oregon requires a water distribution system be designed and installed to maintain a pressure of at least 20 psi at all service connections at all times. The distribution system must be sized to handle the peak hourly flows and to provide fire flows while maintaining minimum pressures.

In addition to the above design criteria, the following guidelines are recommended for the design of water distribution systems:

- Six-inch (6") diameter lines - minimum sized lateral water main for gridiron (looped) system and dead-end mains.
- Eight-inch (8") diameter lines - minimum size for permanently dead-ended mains supplying fire hydrants and for minor trunk mains.
- Ten-inch diameter (10") and larger - as required for trunk (feeder) mains based on hydraulic analysis.

The distribution system lateral mains should be looped whenever possible. A lateral main is defined as a main not exceeding eight-inches in diameter, which is installed to provide water service and fire protection for a local area including the immediately adjacent property. The normal size of lateral mains for single-family residential areas is six-inches in diameter. However, eight-inch lateral mains may be required to meet both the domestic and fire protection needs of an area.

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The installation of permanent dead-end mains and dependence of relatively large areas on a single main should be avoided. For the placement of a fire hydrant on a permanently dead-ended main, the minimum size of such laterals should be eight inches in diameter. Six-inch diameter mains may be used for a stub-out not exceeding 500 feet in length supplying a single fire hydrant not on a public street and for internal fire protection. On new construction, the minimum size lateral main for supplying fire hydrants within public ways should be six-inches provided six-inch mains are looped.

A computer model of the distribution system is part of this study. The model incorporates actual pipe sizes and materials as well as system pipe junction elevations and storage tank elevations. The system is checked for ability to provide fire flows during times when the system demand is at the 20-year MDD. The system will also be checked at the 20-year PHD. System pressure must remain above 20 psi at all conditions. The model will be developed using a software program called WaterCAD®.

6.3 BASIS FOR COST ESTIMATES

The cost estimates presented in this Plan will typically include four components: construction cost, engineering cost, contingency, and legal and administrative costs. Each of the cost components is discussed in this section. The estimates presented herein are preliminary and are based on the level and detail of planning presented in this Study. Construction costs are based on competitive bidding as public works projects. As projects proceed and as site-specific information becomes available, the estimates may require updating. System improvements that are recommended are summarized in Section 8 along with associated costs. Detailed cost estimates are provided in Appendix F.

6.3.1 Construction Costs

The estimated construction costs in this Plan are based on actual construction bidding results from similar work, published cost guides, and other construction cost experience. Reference was made to system maps of the existing facilities to determine construction quantities, elevations of the reservoirs and major components, and locations of distribution lines. Where required, estimates will be based on preliminary layouts of the proposed improvements.

Future changes in the cost of labor, equipment, and materials may justify comparable changes in the cost estimates presented herein. For this reason, common engineering practices usually tie the cost estimates to a particular index that varies in proportion to long-term changes in the national economy. The Engineering News Record (ENR) construction cost index is most commonly used. This index is based on the value of 100 for the year 1913. Cost estimates prepared in this plan are based on the June 2016 index. Future costs should be compared to a baseline ENR Index value of ?????. If specific ENR index figures are not available, the historical ENR growth pattern has been around 3% per year.

6.3.2 Contingencies

A contingency factor equal to approximately twenty percent (20%) of the estimated project cost has been added. In recognition that the cost estimates presented are based on conceptual planning, allowances must be made for variations in final quantities, bidding market conditions, adverse

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construction conditions, unanticipated specialized investigation and studies, and other difficulties which cannot be foreseen at this time but may tend to increase final costs.

6.3.3 Engineering

The cost of engineering services for major projects typically include special investigations, a predesign report, surveying, foundation exploration, preparation of contract drawings and specifications, bidding services, construction management, inspection, construction staking, start-up services, and the preparation of operation and maintenance manuals. Depending on the size and type of project, engineering costs may range from 15 to 25% of the contract cost when all of the above services are provided. The lower percentage applies to large projects without complicated mechanical systems. The higher percentage applies to small, complicated projects. Engineering costs for design and construction presented in this Plan should average 20% of the estimated construction costs.

6.3.4 Legal and Administrative

An allowance of five percent (5%) of construction cost has been added for legal and administrative services. This allowance is intended to include internal project planning and budgeting, grant administration, liaison, interest on interim loan financing, legal services, review fees, legal advertising, and other related expenses associated with the project that the City could incur.

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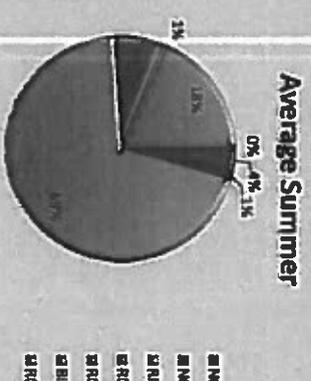
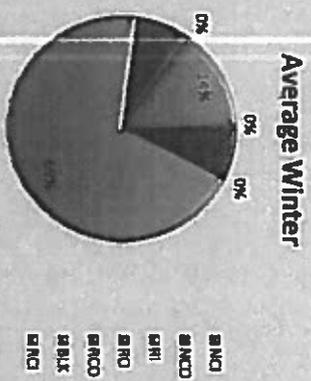
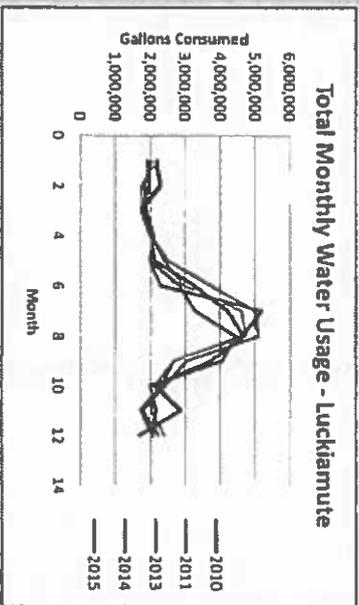
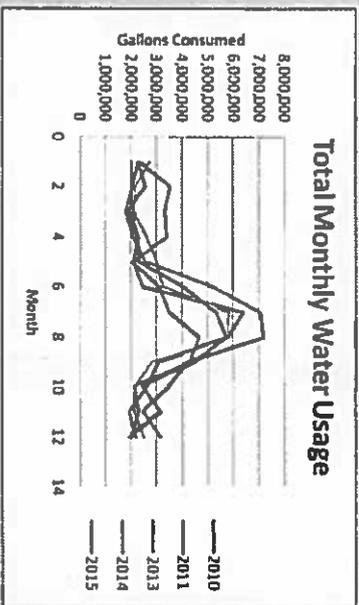
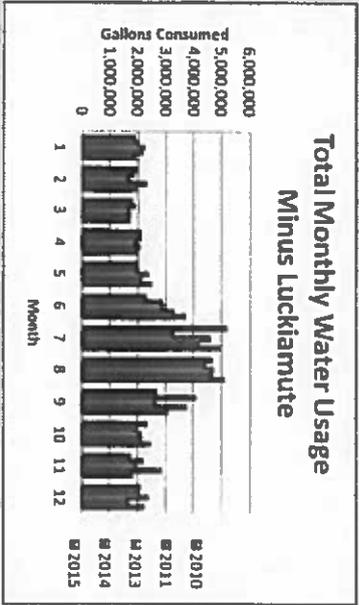
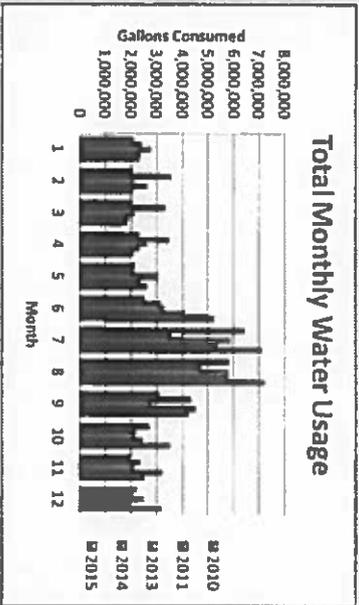
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Water Consumption Data

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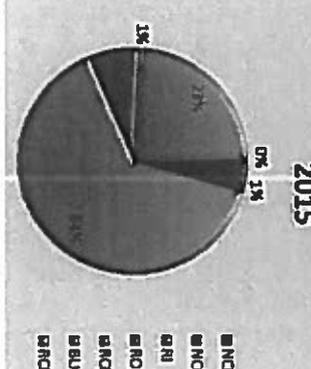
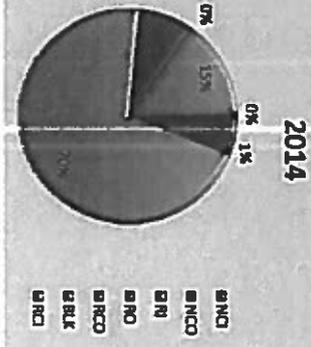
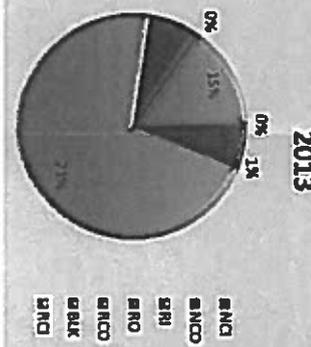
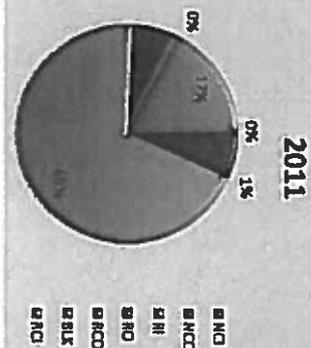
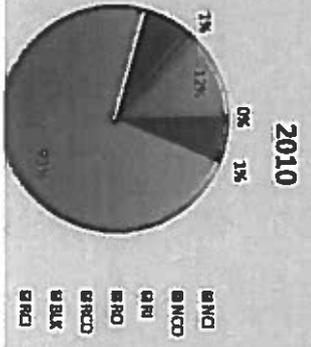
Key

Prefix

NC-Commercial
R-Residential
RC-Residential
Commercial

Suffix

I-Inside city limits
O-Outside City Limits





Legend

- WTP
- PRV
- Inlet
- Interconnections
- Reservoir
- 2" Pipe or smaller
- 3" Pipe
- 4" Pipe
- 6" Pipe
- 8" Pipe
- 10" Pipe
- 12" Pipe
- UGB
- Tackles









City of Falls City
Budget Committee Meeting
Thursday April 21, 2016
Meeting Location: 320 N Main Street, Falls City, Oregon 97344
Meeting Minutes

Budget Committee Members Present

Mayor Terry Ungricht, Councilor Lori Jean Sickles, Councilor Jennifer Drill, Councilor Meier, Councilor Melin, Councilor Dennis Sickles, Councilor Bishop, Steve Dixon, Debera Ellis, Dawn Taylor, Patti Sample, Guy Mack, Amy Houghtaling, Johnathan Ungricht

Staff Present

Mayor Terry Ungricht, Budget Officer and City Manager Pro-Tem; Domenica Protheroe and JoHanna Hewitt City Clerks; Don Poe, Public Works Lead Worker

Mayor Ungricht called the meeting to order at 7:00 pm.

A motion script was distributed (Exhibit A).

- 1) **Roll Call**
City Clerk Hewitt took roll call. Committee Member Amy Houghtaling arrived at 7:07 pm.
- 2) **Pledge of Allegiance**
Mayor Ungricht led the pledge.
- 3) **Public Comment**
Mayor Ungricht asked for public comments on the Budget.

No public comment.
- 4) **Nominations and Appointments**
Mayor Ungricht asked for nominations for Chair of the Budget Committee.

A nomination was made by Committee Member Patti Sample and seconded by Councilor Bishop to appoint Councilor Dennis Sickles as Chair of the Budget Committee.

A nomination was made by Councilor D. Sickle and seconded by Councilor Drill to appoint Committee Member Guy Mack as Chair of the Budget Committee. Committee Member Mack declined the nomination.

A motion was made by Committee Member Patti Sample and seconded by Councilor Bishop to appoint Councilor Dennis Sickles as Chair of the Budget Committee. Motion Carried 14-0-0. Ayes: Mayor Terry Ungricht, Councilor Lori Jean Sickles, Councilor Jennifer Drill, Councilor Meier, Councilor Melin, Councilor Dennis Sickles, Councilor Bishop, Steve Dixon, Debera Ellis, Dawn Taylor, Patti Sample, Guy Mack, Amy Houghtaling, Johnathan Ungricht

Mayor Ungricht turned the meeting over to Chair D. Sickles.

Chair D. Sickles asked for nominations for Vice Chair of the Budget Committee.

A nomination was made by Councilor L. Sickles and seconded by Committee Member Johnathan Ungricht to appoint Guy Mack as Vice Chair of the Budget Committee. Motion Carried 14-0-0. Ayes: Mayor

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Ungricht, Councilor Lori Jean Sickles, Councilor Jennifer Drill, Councilor Meier, Councilor Melin, Councilor Dennis Sickles, Councilor Bishop, Steve Dixon, Debera Ellis, Dawn Taylor, Patti Sample, Guy Mack, Amy Houghtaling, Johnathan Ungricht

A motion was made by Mayor Ungricht and seconded by Committee Member Debera Ellis to appoint JoHanna Hewitt as Secretary of the Budget Committee. Motion Carried 14-0-0. Ayes Mayor Ungricht, Councilor Lori Jean Sickles, Councilor Jennifer Drill, Councilor Meier, Councilor Melin, Councilor Dennis Sickles, Councilor Bishop, Steve Dixon, Debera Ellis, Dawn Taylor, Patti Sample, Guy Mack, Amy Houghtaling, Johnathan Ungricht

Chair D. Sickles turned the meeting over to Budget Officer, Mayor and City Manager Pro Tem, Terry Ungricht.

Mayor Ungricht thanked the members of the Budget Committee for participating in this important part of city government. Mayor Ungricht gave a brief dissertation of the Budget Message at the direction of Chair D. Sickles, noting significant changes for the city, anticipated needs and preparing for an aging workforce.

5) Public Hearing State Revenue Sharing

Chair D. Sickles 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 2016-2017 Fiscal Year Beginning July 1, 2016. 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.

Chair D. Sickles opened the State Revenue Sharing Public Hearing at 7:12 pm.

No public comments.

Chair Dennis Sickles closed the State Revenue Sharing Public Hearing at 7:13 pm.

6) Budget Committee Discussions

The Budget Committee discussed each fund.

General Fund revenues: Councilor Drill inquired about the two electric companies listed on Page 32 General Fund- Franchise Fees. Mayor Ungricht explained the different columns for estimates and actuals. He strived for conservative figures.

Sewer: the sewer is a self-funding enterprise. It is vital to get the rest of the town onto an upgraded system in order to stabilize fees. Unfortunately, many lots on the south side do not conform to FCZDC standards.

Streets and Pathways- funding comes from a small city allotment grant for \$50,000.00. FEMA and the county will aid in repairing the areas damaged because of the December 15, 2016 storm. However, this process will take two years until completion. The SCA was not included in because the federal government will not release money until the FEMA project is completed.

Committee Member Mack brought attention to \$115,000.00 listed in professional fees and inquired as to what that pertained to. Mayor Ungricht explained it was for pavers, engineering and actual work. He added the item here because he was unsure of where else to list it.

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Community Development fund- Several major loans are Polk County Development loan, Falls City Alliance loan and the Revolving fund. Councilor Drill asked if there were other loans to which the answer was yes. Discussion followed on the types of loans and how the fluctuating fund functioned.

Library: Patti Sample asked how long the library would remain open. Discussion followed. Amy Houghtaling questioned if the money in the 20% capital improvement and 80% science, arts categories could now be combined. Amy Houghtaling is prepared to have the Library District on the November 2016 ballot. The School Board and Council will have a joint meeting to discuss the library status.

Court: The goal is to contract a court and code enforcement officer. The City would like a MOU or IGA with the county or nearby city. Staff has been working on violations but cannot enforce building codes without a code enforcement officer. Dawn Taylor asked if support was available from surrounding agencies or had been inquired for. Mayor Ungricht responded that he had been in contact with Polk County DA Felton to meet and see what could be offered. He noted the county was big on property rights. He added that the city of Dallas only budgets \$1000.00 per month for code enforcement. Setting a court system at the county would be optimum with Moe Brown as prosecutor. Dawn Taylor thought it would self-support but Mayor Ungricht said it does not. Items such as liens, abatement etc., simply can't be collected until the property sells and much of the time, not even then. He added that one appeal in the recent past broke the city of financial resources.

Fire department: The Fire Department has replaced handheld SCBA units and updated some equipment. Councilor Drill about supplies and if they were contracting with West Valley for them. She asked if Chief Young had proofed the budget figures. Councilor Drill was also concerned with the increase in calls. Mayor Ungricht said Chief Young had not reviewed the figures for the Fire Department. He reminded everyone that overall spending had increased and that certain funds may be moved to cover other expenses. Mayor Ungricht mention the possible annexation with SW Polk. Falls City may be the only stand-alone fire district. 70% of calls are medical with no money generated. Part of the problem are the permanent tax rates from 1996 which cannot increase. Calls are not covering costs. The department may have to annex in or abolish and form a new fire district.

Parks and Cemeteries. \$2000.00 was set aside for the July 3rd event but no group came forward to organize and run it. The parks are staying even within the budget. The variable is vandalism which can only be estimated. Dog waste stations are listed under maintenance.

Other/ Debit Services: mayor Ungricht has budgeted for a city manager position salary. He said he will continue to do so because it is needed. Councilor Drill asked if the money could be used for other things. The Mayor said yes, within the same fund. It is saved for Operational expenditures.

Closing questions: None

A motion was made by Amy Houghtaling and seconded by Councilor Meier that the Budget Committee of the City of Falls City approve property taxes for the 2016-2017 fiscal year at the rate of \$2.9202 per \$1,000 of assessed value for operating purposes in the General Fund. Motion Carried 14-0-0. Ayes: Mayor Ungricht, Councilor Lori Jean Sickles, Councilor Jennifer Drill, Councilor Meier, Councilor Melin, Councilor Dennis Sickles, Councilor Bishop, Steve Dixon, Debera Ellis, Dawn Taylor, Patti Sample, Guy Mack, Amy Houghtaling, Johnathan Ungricht

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A motion was made by Committee Member Johnathan Ungricht and seconded by Committee Member Amy Houghtaling that the Budget Committee of the City of Falls City approve the proposed budget for the 2016-2017 fiscal year in the amount of \$1,919,455. Motion Carried 14-0-0. Ayes: Mayor Ungricht, Councilor Lori Jean Sickles, Councilor Jennifer Drill, Councilor Meier, Councilor Melin, Councilor Dennis Sickles, Councilor Bishop, Steve Dixon, Debera Ellis, Dawn Taylor, Patti Sample, Guy Mack, Amy Houghtaling, Johnathan Ungricht

Mayor Ungricht thanked everyone for his or her service.

Adjourn

The meeting was adjourned at 8:00 pm.

_____ Chair Dennis Sickles

Attested: _____ City Clerk JoHanna Hewitt

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Proposed Motions

I move to appoint _____ as the Chair of the Budget Committee.

I move to appoint _____ as the Vice Chair of the Budget Committee.

I move to appoint Johanna Hewitt as the Secretary of the Budget Committee.

Public Comments:

Any member of the public may address the Budget Committee regarding the Budget. The Committee 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 Committee and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.

State 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 2014-2015 Fiscal Year beginning July 1, 2014. 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.

I will open the public hearing for State Revenue Sharing at _____ pm.

Public Comments:

I will close the public hearing for State revenue sharing at _____ pm.

Amending a line item:

I move we increase/decrease the _____ line item and offset it with the _____ line item in the _____ Fund.

Approve the Tax Levy

I move the Budget Committee of the City of Falls City approve property taxes for the 2014-2015 Fiscal year at the rate of \$2.9202 per \$1,000 of assessed value for operating purposes in the General Fund.

Approving the Budget:

I move that the Budget Committee for the City of Falls City approve the proposed budget for the 2016-2017 Fiscal year in the amount of \$1,919,455.00

General Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016		Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
Resources						
Non Departmental						
<u>115,338</u>	<u>160,709</u>	<u>100,000</u>	Beginning Fund Balance	<u>124,050</u>	<u>124,050</u>	<u>124,050</u>
3,681	4,438	2,000	Interest	3,000		
11,742	13,684	15,300	OLCC	15,732		
8,545	8,942	7,000	Revenue Share	7,000		
1,185	1,274	1,100	Cigarette Tax	1,130		
96,877	101,424	97,000	Property Tax - Current	101,000		
3,663	958	3,000	Property Tax - Prior Year	2,000		
980	1,120	200	Lien Search	200		
252	186	200	Copies and Faxes	100		
432	217	100	Parks User fees	100		
175	-	100	Community Center Use Fee	100		
-	-	-	Nuisance Fines	-		
1,675	3,037	1,000	Business License Permits	1,000		
1,308	2,507	1,000	Planning Permits	2,000		
8,446	21,400	20,900	Rural Fire	21,000		
45,020	37,855	38,500	Electric-Franchise Fees Pacific Power	37,000		
-	80	3,100	Electric -Franchise Fees Consumer Power	-		
3,017	2,738	2,150	Garbage-Franchise Fees Republic	2,450		
2,889	-	4,000	Cable-Franchise Fees Charter	4,000		
2,026	-	-	Phone-Franchise Fees Quest	-		
1,000	-	-	Planning Grants	-		
-	-	-	Reimbursements	-		
15	-	25	Donations	25		
3,326	511	-	Miscellaneous	-		
-	59,656	121,500	Intergovernmental Grants	90,000		
-	-	70,180	Transfer From Library Reserve	54,593		
7,656	-	-	Transfer from Cemetery Fund	-		
13,424	-	-	Transfer from Court Fund	-		
8,065	-	-	Transfer From Equipment Fund	-		
9,741	-	-	Transfer From State Revenue Sharing Fun	-		
75,865	-	50,000	Allocated Revenue	50,000	-	-
-	-	-	Transfer in' per Audited Financial Statement	-		
-	-	-	Adjust to Audited Financial Statement	-	-	-
<u>311,005</u>	<u>260,027</u>	<u>438,355</u>	Non-Departmental Revenue	<u>392,430</u>	<u>-</u>	<u>-</u>
<u>426,343</u>	<u>420,736</u>	<u>538,355</u>	Total Resources	<u>516,480</u>	<u>-</u>	<u>-</u>
Requirements						
City Council						
-	-	250	Operational Supplies	250		
490	394	850	Council Projects	800		
2	225	300	Education/Training/Dues	300		
-	-	100	Reimbursable Expense	100	-	-
-	-	-	Adjust to Audited Financial Statement	-	-	-
<u>492</u>	<u>619</u>	<u>1,500</u>	Program Total	<u>1,450</u>	<u>-</u>	<u>-</u>
Library						
-	<u>0.75</u>	<u>0.75</u>	Full Time Equivalent Employees	-	-	78

-	-	31,500	Salaried	-	-	-
-	-	18,270	Benefits	-	-	-
-	-	6,610	Employer Costs	-	-	-
-	-	56,380	PERSONNEL SERVICES	-	-	-
-	6,000	6,000	Operational Supplies	6,000	-	-
-	58,836	5,500	Professional Services	61,880	-	-
1,716	2,000	2,000	Utilities	2,000	-	-
1,730	300	300	Miscellaneous	120	-	-
-	-	-	Adjust to Audited Financial Statement	-	-	-
3,446	67,136	13,800	MATERIALS AND SERVICES	70,000	-	-
3,446	67,136	70,180	Program Total	70,000	-	-
Court						
0.13	0.20	-	Full Time Equivalent Employees	-	-	-
2,868	1,178	-	Salaried	-	-	-
493	101	-	Employer Costs	-	-	-
3,361	1,279	-	PERSONNEL SERVICES	-	-	-
341	-	1,000	Operational Supplies	1,000	-	-
152	73	480	Utilities	400	-	-
-	275	1,000	Education/Training/Dues	500	-	-
127	1,433	6,000	Professional Services	18,000	-	-
40	20	-	Uniforms & Protective Gear	-	-	-
-	-	-	Adjust to Audited Financial Statement	-	-	-
660	1,801	8,480	MATERIALS AND SERVICES	19,900	-	-
4,021	3,080	8,480	Program Total	19,900	-	-
Fire						
-	0.1	0.1	Full Time Equivalent Employees	0.1	0.1	0.1
-	4,800	3,780	Salaried	3,780	-	-
9,731	8,631	-	Employer Costs	-	-	-
9,731	13,431	3,780	PERSONNEL SERVICES	3,780	-	-
815	2,161	2,200	Operational Supplies	2,000	-	-
6,975	7,843	8,400	Equipment - O&M	20,000	-	-
698	691	4,800	Building - O&M	4,500	-	-
11,540	11,100	12,000	Utilities	12,500	-	-
-	-	500	Education/Training/Dues	400	-	-
4,173	1,557	7,500	Insurance	2,500	-	-
-	180	1,000	Professional Services	1,000	-	-
315	204	3,100	Uniforms & Protective Gear	1,500	-	-
11,127	17,436	9,500	Intergovernmental Services	16,000	-	-
-	-	350	Equipment	-	-	-
455	55	12,000	Miscellaneous	2,500	-	-
-	52,966	-	Assistance to Firefighters Grant	90,000	-	-
-	-	-	Adjust to Audited Financial Statement	-	-	-
36,098	94,193	61,350	MATERIALS AND SERVICES	152,900	-	-
5,975	5,816	5,000	Fire Truck Loan Principal	5,000	-	-
-	-	876	Fire Truck Loan Interest	876	-	-

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5,975	5,816	5,876	DEBT SERVICE	5,876	-	-
51,804	113,440	71,006	Program Total	162,556	-	-
Administration						
2.0	2.0	2.0	Full Time Equivalent Employees	2.5	2.5	2.5
88,856	85,246	97,126	Salaried	100,000		
23,707	22,108	34,272	Benefits	35,600		
14,420	12,046	18,672	Employer Costs	19,300	-	-
126,983	119,400	150,070	PERSONNEL SERVICES	154,900	-	-
2,258	4,747	5,500	Operational Supplies	5,500		
3,293	846	5,000	Equipment - O&M	4,000		
6,388	2,487	7,000	Building Maintenance and Repair	5,500		
8,216	6,503	11,500	Utilities	11,500		
4,282	5,782	6,500	Education/Training/Dues	8,000		
33,826	35,467	45,000	Professional Services	45,000		
209	434	-	- Council Projects	-	-	-
-	-	-	- Adjust to Audited Financial Statement	-	-	-
58,472	56,266	80,500	MATERIALS AND SERVICES	79,500	-	-
185,455	175,666	230,570	Program Total	234,400	-	-
Parks and Cemeteries						
869	1,636	1,200	3rd of July	2,000		
6,507	-	2,000	Operational Supplies	1,000		
555	1,613	1,000	Equipment - O&M	1,000		
514	399	1,500	Building - O&M	1,500		
4,210	4,271	6,000	Utilities	5,000		
675	4,206	1,250	Professional Services	2,500		
-	-	100	Uniforms & Protective Gear	100		
-	50	-	- Education/Training /Dues	-		
-	388	-	- Worker Comp Insurance	600	-	-
13,330	12,563	13,050	Program Total	13,700	-	-
Other						
-	-	121,500	Building and Improvements			
-	-	-	Equipment- Operations	-	-	-
-	-	121,500	Capital	-	-	-
2,519	1,953	1,944	Revolving Loan Principal	1,950		
-	565	575	Revolving Loan Interest	575	-	-
2,519	2,518	2,519	Debt	2,525	-	-
7,167	-	-	- Allocated Expense - Water Fund			
7,781	-	-	- Allocated Expense - Sewer Fund			
12,694	-	-	- Allocated Expense - Street Fund	-	-	-
-	-	-	- Allocated Expense - General Fund	-	-	-
27,642	-	-	Transfers	-	-	-
-	-	4,550	Reserved For Cemetery Land Purchase			
-	-	15,000	Contingency	11,949		
160,709	161,131	-	Unappropriated Fund Balance	-	-	80

<u>160,709</u>	<u>161,131</u>	<u>19,550</u>	Ending Fund Balance	<u>11,949</u>	-	-
<u>449,418</u>	<u>420,736</u>	<u>538,355</u>	Total Requirements	<u>516,480</u>	-	-
23,075

Water Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources	Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
<u>38,441</u>	<u>133,669</u>	<u>165,000</u>	Beginning Fund Balance	<u>210,000</u>	<u>210,000</u>	<u>210,000</u>
-	-	-	Interest	-	-	-
247,531	260,577	265,000	Water	267,592	-	-
4,352	4,045	4,000	Late Fees	4,639	-	-
9,543	11,969	10,800	Backflow Testing Fee	10,800	-	-
-	-	-	Intergovernmental Grants	50,000	-	-
-	-	60,000	Transfer from Utility Reserve Fund	-	-	-
65,473	-	-	Transfer from Water Debt	-	-	-
8,065	-	-	Transfer from Equipment Fund	-	-	-
34,909	-	-	Allocated Revenue	-	-	-
-	-	-	Adjust to Audited Financial Statement	-	-	-
<u>369,873</u>	<u>276,591</u>	<u>339,800</u>	Revenue	<u>333,031</u>	-	-
<u>408,314</u>	<u>410,260</u>	<u>504,800</u>	Total Resources	<u>543,031</u>	<u>210,000</u>	<u>210,000</u>

Requirements

<u>1.0</u>	<u>1.0</u>	<u>1.25</u>	FTE	<u>1.5</u>		
39,812	55,814	56,000	Salaried	58,240	-	-
14	-	-	Overtime	-	-	-
15,110	20,886	20,000	Benefits	21,000	-	-
7,610	8,518	13,500	Payroll Tax	14,200	-	-
<u>62,546</u>	<u>85,218</u>	<u>89,500</u>	PERSONNEL SERVICES	<u>93,440</u>	-	-
20,561	26,100	30,000	Operational Supplies	30,000	-	-
6,725	12,000	15,000	Equipment - O&M	15,000	-	-
308	1,000	1,500	Education/Training/Dues	1,500	-	-
39,551	35,190	100,000	Professional Services	100,000	-	-
4,388	5,000	6,500	Utilities	6,500	-	-
82	250	300	Uniforms & Protective Gear	1,500	-	-
-	100	100	Utility Rebates & Incentives	200	-	-
122	100	-	Miscellaneous	362	-	-
-	(27,588)	-	Adjust to Audited Financial Statement	-	-	-
<u>71,737</u>	<u>52,152</u>	<u>153,400</u>	MATERIALS AND SERVICES	<u>155,062</u>	-	-
<u>134,283</u>	<u>137,370</u>	<u>242,900</u>	Water Program	<u>248,502</u>	-	-
-	-	7,500	Building & Improvements - Oper	15,000	-	-
-	-	10,000	Equipment - Operations	14,000	-	-
-	-	-	Grant Project	50,000	-	-
-	-	<u>17,500</u>	Capital	<u>79,000</u>	-	-
19,962	20,860	21,760	Water Bond Principal	20,860	-	81
<u>45,511</u>	<u>44,613</u>	<u>43,713</u>	Water Bond Interest	<u>44,613</u>	-	-

<u>65,473</u>	<u>65,473</u>	<u>65,473</u>	Debt	<u>65,473</u>	<u>-</u>	<u>-</u>
44,769	-	50,000	Allocated Expense - General Fund	50,000		
29,175	-	20,000	Allocated Expense - Sewer	20,000		
-	-	10,000	Allocated Expense - Street Fun	12,000	-	-
<u>73,944</u>	<u>-</u>	<u>80,000</u>	Transfers	<u>82,000</u>	<u>-</u>	<u>-</u>
-	-	33,454	Contingency	2,583		
-	65,473	65,473	Reserved for Water Debt	65,473		
-	141,944	-	Ending Fund Balance, unrestricted	-	-	-
-	-	-	Ending Fund Balance	68,056	-	-
<u>273,700</u>	<u>202,843</u>	<u>504,800</u>	Total Requirements	<u>543,031</u>	<u>-</u>	<u>-</u>
	207,417	-		-		

Sanitary Sewer Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources	Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
<u>38,441</u>	<u>61,389</u>	<u>61,389</u>	Beginning Fund Balance	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>
105,405	104,123	90,000	Sewer Fees	103,610		
12	-	-	- Interest	-		
4,747	4,045	4,000	Late Fees	4,639		
410	441	-	- Miscellaneous	-		
-	-	-	- Intergovernmental Grants	50,000		
-	-	-	- Transfer From Utility Reserve Fund	-		
1,965	-	-	- Transfer from Equipment Fund	-		
49,922	-	20,000	Allocated Revenue	20,000	-	-
-	-	-	- Adjust to Audited Financial Statement	-	-	-
<u>162,461</u>	<u>108,609</u>	<u>114,000</u>	Revenue	<u>178,249</u>	<u>-</u>	<u>-</u>
<u>200,902</u>	<u>169,998</u>	<u>175,389</u>	Total Resources	<u>233,249</u>	<u>55,000</u>	<u>55,000</u>
			Requirements			
		<u>1.25</u>	FTE			
35,360	37,154	46,000	Salaried	48,000		
17,859	18,754	20,000	Benefits	23,000		
5,655	5,291	15,000	Payroll Tax	12,000	-	-
<u>58,874</u>	<u>61,199</u>	<u>81,000</u>	PERSONNEL SERVICES	<u>83,000</u>	<u>-</u>	<u>-</u>
6,925	3,624	15,000	Operational Supplies	11,000		
3,809	6,475	9,500	Equipment - O&M	10,000		
441	213	500	Education/Training/Dues	500		
5,793	4,943	7,500	Utilities	6,500		
24,996	25,048	30,100	Professional Services	30,000		
82	-	250	Uniforms & Protective Gear	250		
-	-	-	- Tank Pumping	20,000		
121	99	150	Miscellaneous	150		
-	301	-	- Adjust to Audited Financial Statement	-	-	-
<u>42,167</u>	<u>40,703</u>	<u>63,000</u>	MATERIALS AND SERVICES	<u>78,400</u>	<u>-</u>	<u>-</u>
<u>101,041</u>	<u>101,902</u>	<u>144,000</u>	Sanitary Sewer Program	<u>161,400</u>	<u>-</u>	<u>-</u>

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-	-	5,000	Equipment - Operations	-	-	-
-	-	-	Grant Project	50,000	-	-
-	-	5,000	Capital	50,000	-	-
214	-	-	- Transfer to Sewer Debt	-	-	-
23,660	-	-	- Allocated Expense - General Fund	-	-	-
14,598	-	-	- Allocated Expense - Water Fund	-	-	-
38,472	-	-	- Transfers	-	-	-
-	-	26,389	Contingency	21,849	-	-
-	-	-	- Ending Fund Balance, unrestricted	-	-	-
-	-	26,389	Ending Fund Balance	21,849	-	-
139,513	101,902	175,389	Total Requirements	233,249	-	-
61,389	68,096	-		-	-	-

Streets and Pathway Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources	Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
24,721	13,905	-	Beginning Fund Balance	54,139	-	-
54,428	54,028	54,775	State Gas Tax	53,000	-	-
-	-	-	- Small City Allotment Grant	50,000	-	-
-	-	-	- Transfer from General Fund	-	-	-
1,965	-	-	- Transfer from Equipment Fund	-	-	-
-	-	10,000	Allocated Revenue	12,000	-	-
56,393	54,028	64,775	Revenue	115,000	-	-
81,114	67,933	64,775	Total Resources	169,139	-	-
Requirements						
7,441	4,108	12,000	Operational Supplies	10,000	-	-
4,743	6,261	6,500	Equipment - O&M	6,000	-	-
7,628	7,437	9,000	Utilities	8,500	-	-
275	-	300	Education/Training/Dues	-	-	-
6,509	9,855	8,000	Professional Services	115,000	-	-
81	-	50	Uniforms & Protective Gear	250	-	-
-	563	50	Miscellaneous	250	-	-
-	1,432	-	- Workers Comp Insurance	2,000	-	-
26,677	29,656	35,900	Streets & Pathway Program	142,000	-	-
-	13	8,000	Building & Improvements - Oper	-	-	-
-	-	5,000	Equipment - Operations	-	-	-
-	13	13,000	Capital	-	-	-
2,178	-	-	- Allocated Expense -General Fund	-	-	-
25,388	-	-	- Allocated Expense -Water Fund	-	-	-
12,966	-	-	- Allocated Expense -Sewer Fund	-	-	-
40,532	-	-	- Transfers	-	-	-
-	-	15,875	Contingency	27,139	-	83
-	-	-	- Ending Fund Balance, unrestricted	-	-	-
-	-	15,875	Ending Fund Balance	27,139	-	-

<u>67,209</u>	<u>29,669</u>	<u>64,775</u>	Total Requirements	<u>169,139</u>	-	-
13,905	38,264	-		-	-	-

Community Development Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources	Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
<u>225,864</u>	<u>58,070</u>	<u>58,070</u>	Beginning Fund Balance	<u>78,545</u>	-	-
-	-	350	Interest	553	-	-
-	13,000	18,500	Interest- Revolving Loan	4,675	-	-
-	11,570	6,250	Principal	9,660	-	-
<u>55,818</u>	-	-	Miscellaneous	-	-	-
<u>55,818</u>	<u>24,570</u>	<u>25,100</u>	Revenue	<u>14,888</u>	-	-
<u>281,682</u>	<u>82,640</u>	<u>83,170</u>	Total Resources	<u>93,433</u>	-	-
Requirements						
-	-	6,000	Professional Services	2,000	-	-
<u>223,612</u>	<u>4,095</u>	<u>77,170</u>	Loans/ Obligations	<u>91,433</u>	-	-
-	-	-	Grants Funded	-	-	-
<u>223,612</u>	<u>4,095</u>	<u>83,170</u>	Community Development Program	<u>93,433</u>	-	-
-	-	-	Contingency	-	-	-
<u>58,070</u>	<u>78,545</u>	-	Ending Fund Balance, unrestricted	-	-	-
<u>58,070</u>	<u>78,545</u>	-	Ending Fund Balance	-	-	-
<u>281,682</u>	<u>82,640</u>	<u>83,170</u>	Total Requirements	<u>93,433</u>	-	-
-	-	-		-	-	-

Utility Reserve Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources	Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
<u>253,330</u>	<u>269,069</u>	<u>294,600</u>	Beginning Fund Balance	<u>231,395</u>	-	-
2	-	-	Interest	-	-	-
34,359	35,219	36,000	Utility Capital Improvement Fee	43,500	-	-
1,671	1,776	1,250	Utility Users Late Fee	-	-	-
<u>8,065</u>	-	-	Transfer from Equipment Fund	-	-	-
<u>44,097</u>	<u>36,995</u>	<u>37,250</u>	Revenue	<u>43,500</u>	-	-
<u>297,427</u>	<u>306,064</u>	<u>331,850</u>	Total Resources	<u>274,895</u>	-	-
Requirements						
21,326	1,919	25,000	Water Projects	25,000	-	-
-	-	25,000	Wastewater Projects	25,000	-	-
<u>7,032</u>	-	-	Equipment -Operations	-	-	-
<u>28,358</u>	<u>1,919</u>	<u>50,000</u>	Capital	<u>50,000</u>	-	-
-	-	-	General Fund Transfer	-	-	-
-	-	60,000	Transfer to Water Fund	-	-	84
-	-	-	Transfer to Sewer Fund	-	-	-
-	-	60,000	Transfers	-	-	-

-		221,850	Contingency	224,895		
269,069	304,145	-	Fund Balance Ending	-	-	-
269,069	304,145	221,850	Ending Fund Balance	224,895	-	-
297,427	306,064	331,850	Total Requirements	274,895	-	-

Wagner Reserve 20% Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources	Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
27,603	28,571	34,635	Beginning Fund Balance	34,635	-	-
968	121	-	- Interest			
-	5,943	-	- Miscellaneous	-	-	-
968	6,064	-	- Revenue	-	-	-
28,571	34,635	34,635	Total Resources	34,635	-	-
-	-	34,635	Requirements			
-	-	34,635	Building Improvement-Ops	34,635	-	-
-	-	34,635	Capital	34,635	-	-
-	-	-	- Contingency	-	-	-
28,571	34,635	-	- Fund Balance Ending	-	-	-
28,571	34,635	-	- Ending Fund Balance	-	-	-
28,571	34,635	34,635	Total Requirements	34,635	-	-

Wagner Reserve 80% Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources	Proposed 2016- 2017	Approved 2016-2017	Adopted 2016-2017
164,385	168,258	124,773	Beginning Fund Balance	54,593	-	-
3,873	484	-	- Interest			
-	23,772	-	- Miscellaneous	-	-	-
3,873	24,256	-	- Revenue	-	-	-
168,258	192,514	124,773	Total Resources	54,593	-	-
-	67,741	70,180	Requirements			
-	67,741	70,180	Transfer to General Fund	54,593	-	-
-	-	-	Transfers	54,593	-	-
-	-	54,593	Contingency	-	-	-
168,258	124,773	-	- Fund Balance Ending	-	-	-
168,258	124,773	54,593	Ending Fund Balance	-	-	-
168,258	192,514	124,773	Total Requirements	54,593	-	-

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Closed Funds

Cemetery Fund	Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
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7,656	-	-	- Beginning Fund Balance
(7,656)	-	-	- Transfer to General Fund
-	-	-	- Ending Fund Balance

Equipment Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
28,125	-	-	- Beginning Fund Balance
(8,065)	-	-	- Transfer to General Fund
(8,065)	-	-	- Transfer to Water Fund
(1,965)	-	-	- Transfer to Sewer Fund
(1,965)	-	-	- Transfer to Street Fund
(8,065)	-	-	- Transfer to Utility Reserve Fund
-	-	-	- Ending Fund Balance

Court Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
13,424	-	-	- Beginning Fund Balance
(13,424)	-	-	- Transfer to General Fund
-	-	-	- Ending Fund Balance

Sewer Debt Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
(214)	-	-	- Beginning Fund Balance
214	-	-	- Transfer from Sewer Fund
-	-	-	- Ending Fund Balance

Sewer Master Plan Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
5,092	-	-	- Beginning Fund Balance
7,321	-	-	- CDBG Grant
(5,091)	-	-	- Professional Services
(7,322)	-	-	- Transfer to Sewer Fund
-	-	-	- Ending Fund Balance

Small City Allotment Grant Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
-	-	-	- Beginning Fund Balance
25,000	-	-	- Grant
(25,000)	-	-	- Street Project
-	-	-	- Ending Fund Balance

State Revenue Sharing Fund

Actual 2013-2014	Actual 2014-2015	Adopted 2015-2016	Resources
9,741	-	-	- Beginning Fund Balance
(9,741)	-	-	- Transfer to General Fund
-	-	-	- Ending Fund Balance

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Water Debt Fund

Actual	Actual	Adopted	Resources
2013-2014	2014-2015	2015-2016	
65,473	-	-	- Beginning Fund Balance
(65,473)	-	-	- Transfer to Water Fund
<u>-</u>	<u>-</u>	<u>-</u>	- Ending Fund Balance

AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: CONTRACT BETWEEN OREGON EMERGENCY MANAGEMENT AND FALLS CITY
DATE: 5/4/2016

SUMMARY

The December 7, 2015 storm event that washed out Mitchell Street at Dutch Creek was awarded FEMA emergency declaration 4258-DR-OR and the City has applied for funds to repair the crossing.

BACKGROUND

Council has been updated on the status of the FEMA emergency declaration from the December 7, 2015 storm event. Council has directed staff to apply for the funding and to work with the Federal and State Emergency Management Departments on the permanent repair of this crossing.

This contract is the result of the City's application for the Federal funds which will cover 75% of the estimated costs of \$260,000. Staff is applying for the other 25% of costs from Oregon Infrastructure Authority (IFA).

PREVIOUS COUNCIL ACTION

ALTERNATIVES/FINANCIAL IMPLICATIONS

Staff is working to limit the costs of this project to the City, but there will be staff time and some unanticipated costs for the project.

STAFF RECOMMENDATION

Pass motion

EXHIBIT

Copy of Contract between Oregon Emergency Management and Falls City.

PROPOSED MOTION

I move the City Council of the City of Falls City approve the Mayor to sign the contract between the Oregon Office of Emergency Management and the City and to apply for funding from Oregon Infrastructure Finance Authority for funding of the Mitchell Street Dutch Creek crossing.

STATE OF OREGON
OFFICE OF EMERGENCY MANAGEMENT
INFRASTRUCTURE CONTRACT 4258-DR-OR

1.0 PARTIES TO THIS AGREEMENT

This Agreement is made and entered into by and between the State of Oregon, by and through the Oregon Military Department, Office of Emergency Management, hereinafter referred to as "OEM" and the City of Falls City, a political subdivision of the State of Oregon, hereinafter referred to as the "SUBRECIPIENT". This Agreement shall be effective upon execution by the parties and receipt of any approvals required by law and shall terminate on the earlier of: (i) as provided in Section 17 of this Agreement, (ii) the end of the Agreement Period specified below or (iii) June 30, 2026.

WHEREAS the President of the United States has declared that a major disaster exists in the State of Oregon based on damage resulting from the Severe Winter Storms, Straight-line winds, Flooding, Landslides and Mudslides from December 6-23, 2015 and

WHEREAS OEM is authorized by the 2016 FEMA-State Agreement for the 2015 Severe Winter Storms, Straight-line Winds, Flooding, Landslides, and Mudslides to execute on behalf of the State of Oregon all necessary documents for public assistance, including approval of sub-grants and certification of claims;

THEREFORE, the Parties mutually agree to the following:

2.0 PURPOSE

Federal funding is provided by the Federal Emergency Management Agency (FEMA) and is administered by OEM. Under the authority of Presidential Major Disaster Declaration FEMA 4258-DR-OR ("FEMA Declaration"), OEM is reimbursing the SUBRECIPIENT for those eligible costs and activities necessary for the repair and restoration of public facilities damaged during the period of December 6-23, 2015, in the manner described herein and in accordance with the completed Project Worksheets sheets submitted by SUBRECIPIENT and approved by FEMA and OEM. The parties understand and agree that after the project(s) described in a Project Worksheet is reviewed and approved by FEMA and OEM and determined to be eligible for funding under the FEMA Declaration in terms of an eligible SUBRECIPIENT, project and amount, then the amount(s) set forth in the Project Worksheet will be transferred from FEMA to OEM for disbursement on a reimbursement basis as set forth in this Agreement. For any project(s) that SUBRECIPIENT seeks reimbursement for under the FEMA Declaration, SUBRECIPIENT shall obtain a completed, executed and approved Project Worksheet substantially in the form of the attached Exhibit B.

3.0 TIME OF PERFORMANCE

Activities payable under this Agreement and to be performed by the SUBRECIPIENT under this Agreement shall be those activities which occurred on or subsequent to the incident period defined in the FEMA-State Agreement and shall terminate upon completion of the project(s) approved by federal and state officials, including completion of close out and audit, all as detailed in the applicable FEMA application and Project Worksheet. This period shall be referred to as the "Agreement Period."

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4.0 CLOSE-OUT

It shall be the responsibility of OEM to issue close-out instructions to the SUBRECIPIENT upon completion of the project(s).

5.0 FUNDING

OEM will administer the disaster assistance program and reimburse any eligible costs for eligible projects to the SUBRECIPIENT which are identified under the auspices of the Presidential Major Disaster Declaration FEMA-4258-DR-OR and in the Project Worksheet. It is understood that no final dollar figure is committed to at the time that this Agreement is executed, but that financial commitments will be made as Project Worksheets are completed in the field and projects are authorized by state and federal officials. Each Project Worksheet that is completed, signed by FEMA and SUBRECIPIENT, and approved by OEM will constitute a new agreement that consists of the terms and conditions set forth in this Agreement and the completed Project Worksheet. OEM's obligation to disburse funds under this Agreement is contingent upon receipt of sufficient funds under the FEMA Declaration and sufficient appropriation, limitation, allotment or other expenditure authorization to make the disbursement.

The parties understand that FEMA will contribute 75 percent of the eligible project costs identified in the Project Worksheet for any eligible project, that a Subrecipient allowance may be made at the end of a project, subject to FEMA approval of documentation submitted by OEM and as provided for in subsection 3 of Section 6.0 of this Agreement, and that no state funds are obligated for contribution under this Agreement.

The SUBRECIPIENT will commit and is responsible for providing the required 25 percent match to any eligible project costs identified in the Project Worksheet.

6.0 PAYMENTS

OEM, using funds granted for the purposes of the Presidential Major Disaster Declaration from FEMA and allocated by FEMA pursuant to the applicable Project Worksheet, shall issue payments to the SUBRECIPIENT as follows:

1. Small Projects:
 - a) Small Projects are eligible for funding up to an amount designated by FEMA as provided in 44 CFR 206.205(a). For FEMA-4258-DR-OR, that amount is \$121,800.
 - b) Payments are made for all small projects to the SUBRECIPIENT upon submission of a State of Oregon Disaster Assistance Payment Request to OEM, and the subsequent approval by OEM.
2. Large Projects
 - a) Large Projects are eligible for funding in excess of the amount allowed for Large Projects, as provided in 44 CFR 206.205(b).
 - b) Partial Payments: Partial payment of funds for costs already incurred on large projects may be made to the SUBRECIPIENT upon submission of a State of Oregon Disaster Assistance Payment Request, with appropriate supporting documentation, to OEM, upon approval by OEM.
 - c) Final Payment: Final payment will be made upon submission by the SUBRECIPIENT of CERTIFICATION OF LARGE PROJECT COST, completion of project(s), completion of all final inspections by OEM, and

final approval by FEMA. Final payment may also be conditioned upon a financial review, if determined necessary by OEM or FEMA. Adjustments to the final payment may be made following any audits conducted by the Oregon Secretary of State's Audits Division or the United States Inspector General's Office.

All payment requests shall be made on a State of Oregon Disaster Assistance Payment Request Form to OEM, which references the appropriate Project Worksheet (PW), and appropriate documentation as required.

3. Funding shall not exceed the total federal contributions eligible for the repair and restoration costs under this Presidential Major Disaster Declaration FEMA-4258-DR-OR and the amount(s) approved in the applicable PW. On Large Projects, OEM reserves the right to make any inspection prior to release of any payment or at any time during the duration of this Agreement.

7.0 RECORDS MAINTENANCE

The SUBRECIPIENT shall maintain books, records, documents, and other evidence and accounting procedures and practices, which sufficiently and properly reflect all direct costs of any nature expended in the performance of this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit by OEM personnel, other personnel duly authorized by OEM, the Secretary of State's Audits Division or the United States Inspector General. The SUBRECIPIENT will retain all books, records, documents, and other material relevant to this Agreement for six years after date of final payment, or an extended period as established by FEMA in 2 CFR § 200.333.

8.0 PROPERTY/EQUIPMENT MANAGEMENT AND RECORDS CONTROL AND RETENTION OF RECORDS and REPORTING

1. Property/Equipment Management and Records Control. The Subrecipient agrees to comply with all requirements set forth in 2 CFR §200.333 for the active tracking and monitoring of property/equipment. Procedures for managing property/equipment, whether acquired in whole or in part with grant funds, until disposition takes place, will, at a minimum, meet the requirements set forth in 2 CFR §200.313, 314 and 329, and the following requirements:
 - a. All property/equipment purchased under this agreement, whether by the Subrecipient or a subcontractor, will be recorded and maintained in the Subrecipient's property/equipment inventory system.
 - b. The Subrecipient shall maintain property/equipment records that include: a description of the property/equipment, the manufacturer's serial number, model number, or other identification number, the source of the property/equipment, including the, Project Worksheet number, Catalog of Federal Domestic Assistance (CFDA) number, who holds title; the acquisition date; the cost of the property/equipment and the percentage of Federal participation in the cost, the location, use and condition of the property/equipment, and any ultimate disposition data including the date of disposition and sale price of the property/equipment.

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- c. A physical inventory of the property/equipment must be taken and the results reconciled with the property/equipment records, at least once every two years.
 - d. A control system must be developed to ensure adequate safeguards to prevent loss, damage or theft of the property/equipment. Any loss, damage or theft shall be investigated.
 - e. Adequate maintenance procedures must be developed to keep the property/equipment in good condition.
 - f. If the Subrecipient is authorized to sell the property/equipment, proper sales procedures must be established to ensure the highest possible return.
 - g. The Subrecipient shall pass on property/equipment management requirements that meet or exceed the requirements outlined above for all subcontractors, consultants and the Subrecipients who receive pass-through funding from this grant agreement.
2. Retention of Property/Equipment Records. Records for property/equipment shall be retained for a period of six years from the date of the disposition or replacement or transfer at the discretion of the awarding agency. Title to all property/equipment and supplies purchased with funds made available under the FEMA Public Assistance program shall vest in the Subrecipient agency that purchased the property/equipment, except as may be provided in 2 CFR §200.313.

9.0 AUDITS

If Subrecipient expends \$750,000 or more from all federal funding sources during its fiscal year, Subrecipient must submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of Government and Accountability Office's (GAO) Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200.f. The SUBRECIPIENT is to procure, at its own cost, audit services based on the following guidelines:

As applicable, the SUBRECIPIENT must ensure the audit is performed in accordance with Generally Accepted Accounting Principles and Generally Accepted Government Auditing Standards developed by the Comptroller General; and all state and federal laws and regulations governing the program.

The SUBRECIPIENT must prepare a Schedule of Financial Assistance for federal funds that includes: Grantor name (OEM), program name, federal catalog number (CFDA-97.036), total award amount, beginning balance, current year revenues, current year expenditures and ending balance. With the submission and completion of each Project Worksheet OEM is required by 2 CFR 200.331 (pursuant to FEMA Public Assistance Program Interim Guidance on 2 C.F.R. Part 200) to complete the information set forth in Exhibit A to this Agreement. SUBRECIPIENT shall submit with each Project Worksheet any information requested by OEM that is necessary to accurately complete Exhibit A.

The SUBRECIPIENT shall maintain records and accounts in such a way as to facilitate OEM's audit requirements, and shall ensure that Subcontractors also maintain records which are auditable. The SUBRECIPIENT is responsible for any audit exceptions incurred by itself or by its Subcontractors. OEM reserves the right to recover from the SUBRECIPIENT disallowed costs resulting from the final audit.

The SUBRECIPIENT shall send the audit report to OEM's Project Administrator as soon as it is available, but no later than nine months after the end of the SUBRECIPIENT's fiscal year in which SUBRECIPIENT receives any funds under this Agreement. Responses to previous management findings and disallowed or questioned costs shall be included with the audit report. The SUBRECIPIENT will respond to OEM's requests for information or corrective action concerning audit issues within 30 days of the request.

The SUBRECIPIENT shall include these requirements in any subcontracts.

10.0 RECOVERY OF FUNDS

In the event that the SUBRECIPIENT fails to complete the project(s), fails to expend or is overpaid federal funds in accordance with federal or state disaster assistance laws or programs, or is found by audit or investigation to owe funds to the State or to FEMA, OEM reserves the right to recapture funds in accordance with federal or state laws and requirements. Repayment by the SUBRECIPIENT of funds under this recovery provision shall occur within 30 days of demand. In the event that OEM is required to initiate legal proceedings to enforce this recovery provision, OEM shall be entitled to its costs thereof, including reasonable attorney fees.

The SUBRECIPIENT shall be responsible for pursuing recovery of monies paid under this Agreement in providing disaster assistance against any party that might be liable, and further the SUBRECIPIENT shall cooperate in a reasonable manner with the State and the United States in efforts to recover expenditures under this Agreement.

In the event the SUBRECIPIENT obtains recovery from a responsible party, the SUBRECIPIENT shall first be reimbursed its reasonable costs of litigation from such recovered funds. The SUBRECIPIENT shall pay to the state the proportionate federal share of all project funds recovered in excess of costs of litigation.

11.0 CONFLICT OF INTEREST

The SUBRECIPIENT will prohibit any employee, governing body, contractor, subcontractor or organization from participating if the employee or entity has an actual or potential conflict of interest that a public official would have under ORS Chapter 244. In addition, SUBRECIPIENT must disclose in a timely manner and in writing to OEM, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the funds provided under this Agreement as provided in 2 CFR § 200.113.

12.0 POLITICAL ACTIVITY

No portion of the funds provided herein shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or influence the approval or defeat of any ballot measure.

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13.0 ASSIGNMENT

This Agreement, and any claim arising under this Agreement, is not assignable or delegable by the SUBRECIPIENT either in whole or in part.

14.0 SUBCONTRACTS FOR ENGINEERING SERVICES

In the event that the SUBRECIPIENT subcontracts for engineering services, the SUBRECIPIENT shall require that the engineering firm be covered by errors and omissions insurance in an amount not less than the amount of the firm's subcontract. If the firm is unable to obtain errors and omissions insurance, the firm shall post a bond with the SUBRECIPIENT for the benefit of the SUBRECIPIENT of not less than the amount of its subcontract. Such insurance or bond shall remain in effect for the entire term of the subcontract. The subcontract shall provide that cancellation or lapse of the bond or insurance during the term of the subcontract shall constitute a material breach of the subcontract and cause for subcontract termination. The SUBRECIPIENT shall cause the subcontractor to provide it with a 30 day notice of cancellation issued by the insurance company.

15.0 APPEALS

Consistent with the Code of Federal Regulations, 44 CFR 206.206, the SUBRECIPIENT may appeal any determination previously made related to the federal assistance for the SUBRECIPIENT. The SUBRECIPIENT's appeal shall be made in writing and submitted to OEM within 60 days after receipt of notice of the action which is being appealed. The appeal shall contain documented justification supporting the SUBRECIPIENT's position.

Upon receipt of a SUBRECIPIENT's appeal, OEM will review the material submitted, make such additional investigations as necessary, and shall forward the appeal with a written recommendation to FEMA within 60 days. Within 90 days following receipt of the appeal, FEMA shall advise OEM, in writing, as to the disposition of the appeal or the need for additional information. If the decision is to grant the appeal, then FEMA will take the appropriate implementing action.

16.0 GOVERNING LAW AND VENUE

This Agreement shall be governed and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between OEM and SUBRECIPIENT that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon provided, however, if the Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively with the United States District Court for the District of Oregon. SUBRECIPIENT, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

17.0 TERMINATION

1. Except as otherwise provided in this Agreement, either party may terminate this Agreement (which includes the applicable Project Worksheet(s)) upon giving thirty (30) days written notice to the other party. In the event of termination of this

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Agreement, each party shall be liable only for project costs and allowable expenses incurred by the other party, prior to the effective date of termination.

2. OEM may terminate all or part of this Agreement or may change the project specifications set forth in a Project Worksheet if there is a reduction in federal funds which are the basis for this Agreement, and OEM approves the reduction.
3. OEM may terminate this Agreement, in whole or in part, immediately upon written notice to SUBRECIPIENT, or at such later date as OEM may establish in such notice, if SUBRECIPIENT commits any material breach or default of any covenant, warranty, obligation or certification under this Agreement. In its notice, OEM may permit SUBRECIPIENT an opportunity to cure the breach, default or Failure in such time and on such terms as OEM may specify in such notice.

18.0 WAIVERS

The failure of OEM to exercise, and any delay in exercising, any right, power, or privilege under this Agreement shall not operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or privilege under this Agreement preclude any further exercise thereof or the exercise of any other such right, power or privilege. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.

19.0 INDEMNIFICATION

To the extent permitted by any constitutional and statutory limitations applicable to SUBRECIPIENT, including, but not limited to, provisions relating to debt limits, tort claims limits and workers' compensation, the SUBRECIPIENT shall, as required by ORS 401.145(2), indemnify, defend, save and hold harmless the United States and its agencies, officers, employees, agents and members, and the State of Oregon and its agencies, officers, employees, agents and members, from and against all claims, damages, losses, expenses, suits or actions of any nature arising out of or resulting from the activities of SUBRECIPIENT, its agencies, officers, employees, agents, members, contractors or subcontractors under this Agreement.

20.0 SUBRECIPIENT ASSURANCES

SUBRECIPIENT represents and warrants to OEM as follows:

1. SUBRECIPIENT is political subdivision of the State of Oregon. SUBRECIPIENT has full power, authority and legal right to execute and deliver this Agreement and incur and perform its obligations hereunder.
2. This Agreement has been duly authorized, executed and delivered on behalf of Subrecipient and constitutes the legal, valid and binding obligation of Subrecipient, enforceable in accordance with its terms.
3. The SUBRECIPIENT hereby assures and certifies that it will comply with all applicable state and federal laws and regulations, including, but not limited to, the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC §§ 5121-5206 (Public Law 93-288, as amended; hereafter "Stafford Act"); 44 CFR Parts 7, 17, 18 and 206, and Subchapters B, C and D; 2 CFR Part 200 (including Appendix II); the Oregon State Public Assistance Administrative Plan DR4258; Wages, Hours and Records Laws (ORS Chapter 652) Conditions

- of Employment Laws (ORS Chapter 643) and Unemployment Insurance Laws (ORS Chapter 657).
4. The emergency or disaster relief work for which federal assistance is requested herein does not or will not duplicate benefits received for the same loss from any other source.
 5. The SUBRECIPIENT will operate and maintain the facilities being restored using funds provided under this Agreement in accordance with the minimum standards as may be required or prescribed by the applicable federal, state and local agencies for the maintenance and operation of such facilities.
 6. The SUBRECIPIENT will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards, and will evaluate the hazards in areas in which the proceeds of the grant are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices. SUBRECIPIENT will, prior to the start of any construction activity, ensure that all applicable federal, state and local permits and clearances are obtained including FEMA compliance with the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act and all other federal and state environmental laws.
 7. The SUBRECIPIENT will not enter into a contract with a contractor who is on the General Services Administration (GSA) List of Parties Excluded from Federal Procurement or Non-procurement Programs.
 8. The SUBRECIPIENT will comply with minimum wage and maximum hours provision of the Federal Fair Labor Standards Act.
 9. The SUBRECIPIENT shall comply with all applicable federal and state non-discrimination laws, regulations, and policies. No person shall, on the grounds of age, race, color, sex, religion, national origin, marital status, or disability (physical or mental) be denied the benefits of, or otherwise be subjected to discrimination under any project, program, or activity, funded, in whole or in part, under this Agreement (as required by Executive Orders 11246, 11375, 41 CFR Part 60-1.4(b), the provisions of which are incorporated herein by reference). A violation of this provision is a material breach and cause for termination under Section 17.0 of this Agreement.
 10. The SUBRECIPIENT shall utilize certified minority-owned and women-owned businesses (MWBE's) to the maximum extent possible in the performance of this Agreement.
 11. Reserved
 12. The SUBRECIPIENT and its contractors, subcontractors and other employers providing work, labor or materials as a result of the application are subject employers under the Oregon Workers' Compensation Law. All employers, including SUBRECIPIENT, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Contractor shall ensure that each of its

Subcontractors complies with these requirements. This shall include Employer's Liability Insurance with coverage limits of not less than \$100,000 for each accident.

13. Reserved

14. Reserved

15. Subrecipients will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5).

16. Notice of awarding agency requirements and regulations pertaining to reporting. – Reporting requirements: The Subrecipient will submit a Quarterly Project Status Report (OEM Form) on all Large projects to OEM on a 3-month interval. OEM will submit quarterly progress reports to FEMA that will contain the status of all large projects that have not received final payment. The first quarterly report will be submitted on a quarterly schedule mutually agreed upon between FEMA and OEM. Quarterly reports after that date will be due in OEM by July 15, October 15, January 15 and April 15.

17. Subrecipient will comply with all applicable standards, orders or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Air Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

18. Subrecipient shall comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conversation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

21.0 OWNERSHIP OF PROJECT/CAPITAL FACILITIES

OEM makes no claim to any capital facilities or real property improved or constructed with funds under this Agreement, and by this grant of funds does not and will not acquire any ownership interest or title to such property of the SUBRECIPIENT.

22.0 ACKNOWLEDGMENTS

The SUBRECIPIENT shall include language which acknowledges the funding contribution of the Federal Emergency Management Agency (FEMA) to the project in any release or other publication developed or modified for, or referring to the project.

23.0 INSURANCE

The SUBRECIPIENT will comply with the insurance requirements of the Stafford Act, as amended, and obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired or constructed with this assistance.

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24.0 SEVERABILITY

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions and applications of this Agreement shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

25.0 HEADINGS

The section headings in this Agreement are included for convenience only, do not give full notice of the terms of any portion of this Agreement and are not relevant to the interpretation of any provision of this Agreement.

26.0 AGREEMENT ADMINISTRATION

The Parties' representatives for purposes of this Agreement are:

For SUBRECIPIENT:

NAME
TITLE
ADDRESS
CITY
Phone:
Fax:

For OEM:

Clint Fella
Alternate Governor's Authorized Representative
Office of Emergency Management
P. O. Box 14370
Salem, OR 97309-5062
Phone: (503)378-2911, ext 22227
Fax: 503-373-7833

Notices under this Agreement shall be given in writing by personal delivery, facsimile, email or by regular or certified mail to the person identified in this Section, or to such other person or at such other address as either party may hereafter indicate pursuant to this section. Any notice delivered personally shall be deemed received upon delivery. Notice by facsimile shall be deemed given when receipt of the transmission is generated by the transmitting machine. Notice by email is deemed received upon a return email or other acknowledgment of receipt by the receiver, and notice by certified or registered mail is deemed received on the date the receipt is signed or delivery is refused by the addressee.

27.0 ENTIRE AGREEMENT

This Agreement, when combined with one or more completed Project Worksheets, sets forth the entire agreement between the parties with respect to the subject matter hereof. Except for the completion of Project Worksheets, any additional terms and conditions imposed by the Federal Emergency Management Agency or OEM will be incorporated into a written amendment to this Agreement. Commitments, warranties, representations and understandings or agreements not contained, or referred to, in this Agreement with

completed Project Worksheets or written amendment hereto shall not be binding on either party. Except as may be expressly provided herein, no alteration of any of the terms or conditions of this Agreement will be effective without the written consent of both parties.

IN WITNESS WHEREOF, OEM and the SUBRECIPIENT have executed this Agreement as of the date and year written below.

Clint Fella, Alternate GAR
Office of Emergency Management
Date:

Terry L. Lingricht
Subrecipient Signature
Printed Name: TERRY L. LINGRICHT
Title: MAYOR/MANAGER
Date: 05/04/2016

APPROVED
FOR LEGAL SUFFICIENCY

SUBRECIPIENT - PLEASE PRINT THE
FOLLOWING TO EXPEDITE PROCESSING

Cynthia Bymes
Assistant Attorney General
By Email
DATE:

Federal Tax ID No. (TIN): 93-6002162
DUNS #: 039043695
Organization: City of Falls City
Address: 299 Mill St. Falls City, OR 97344
Phone: (503) 787-3631

Office of Emergency Management
P. O. Box 14370
Salem, OR 97309-5062
CFDA: 97-036

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AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: WATER MASTER PLAN UPDATE
DATE: 5/4/2016

SUMMARY

HBH Engineering was at the last meeting with handouts on where we were in the process. HBH requested to be on the agenda to answer any questions Council may have on the project.

BACKGROUND

Council has adopted the contract between Falls City and HBH Engineering for the Master Water Plan. In the contract there were certain times that HBH would attend Council meetings to update Council on the project and to answer questions.

PREVIOUS COUNCIL ACTION

Adopted contract between the City and HBH Engineering for the Master Water Plan.

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

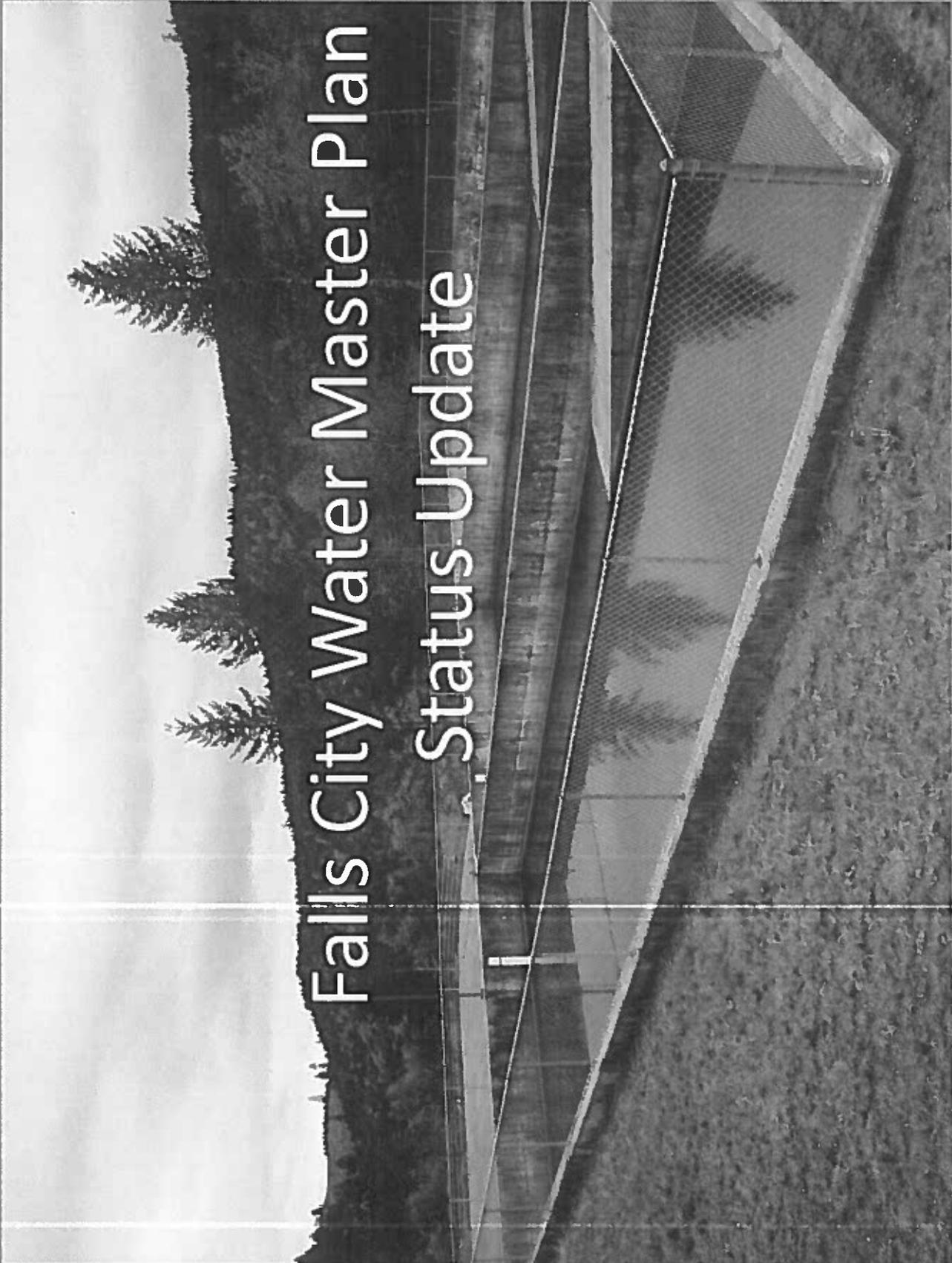
STAFF RECOMMENDATION

N/A

EXHIBIT

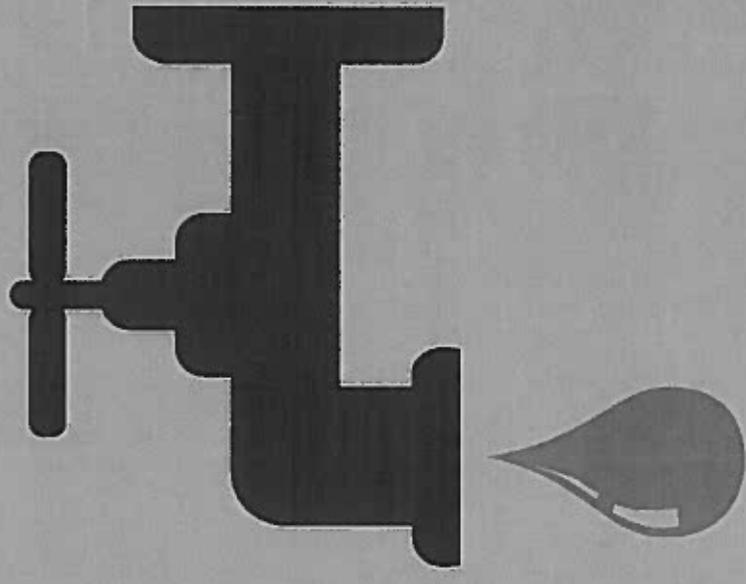
Handouts from HBH Engineering

PROPOSED MOTION



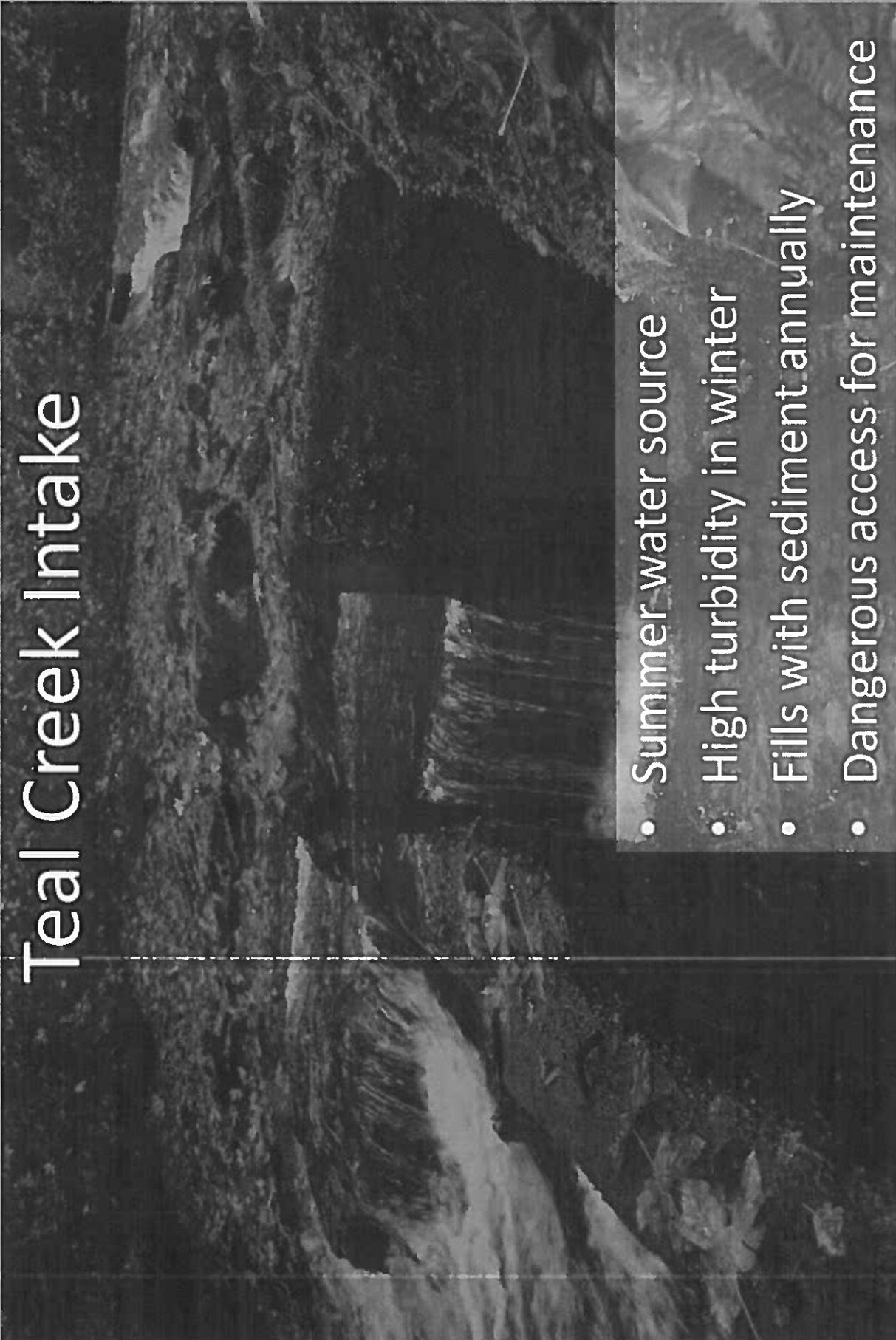
Falls City Water Master Plan Status Update

Existing Water System



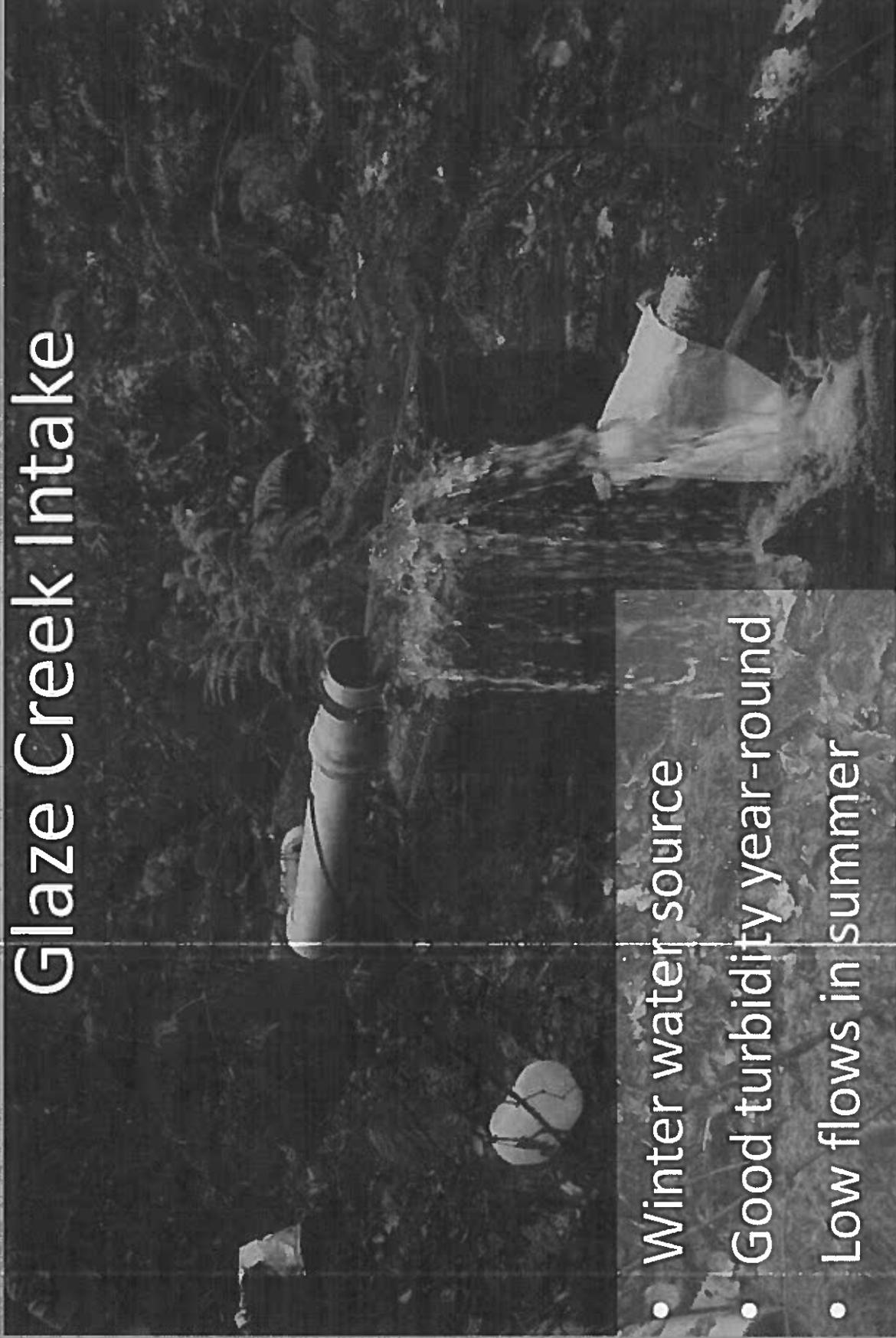
- 2 Intakes
- Water Treatment Plant (WTP)
- Reservoir
- Distribution System
- 2 Pressure Reducing Valves (PRVs)

Teal Creek Intake



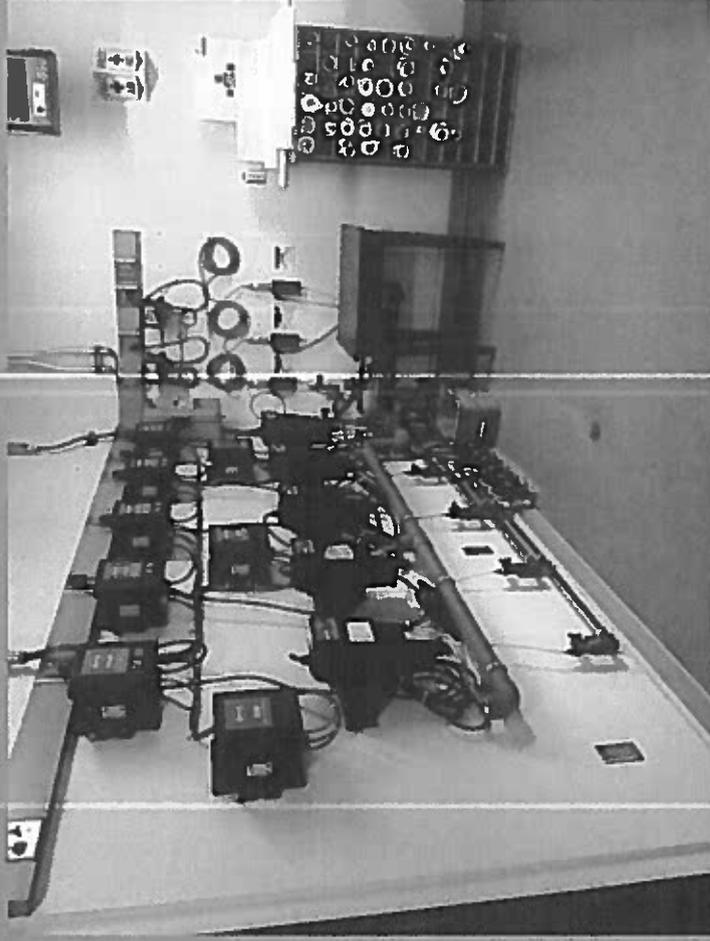
- Summer water source
- High turbidity in winter
- Fills with sediment annually
- Dangerous access for maintenance

Glaze Creek Intake



- Winter water source
- Good turbidity year-round
- Low flows in summer

Existing Water System- WTP



- Slow Sand Filter
- Good condition
- City is on top of O&M maintenance
- Equipment upgrades:
 - Turbidity-this year
 - Chlorine Analyzer - recently

Reservoir

- Good condition
- A few bullet holes need to be repaired
- Roof needs repainted
- A second reservoir is desired for redundancy
- No automation

Storage Evaluation	Current	2035
MDD	350,000	471,579
ADD	104,970	141,434
Operations & Equalization (0.25 MDD)	87,500	117,895
Emergency (2x ADD)	209,941	282,868
Fire Suppression (1500 gpm @ 2 hours)	180,000	180,000
Total Storage Needs	477,441	580,762
Total Storage Available	835,650	835,650
Storage Surplus	358,209	254,888

Distribution System

Pipe Size	Distribution Piping (ft)	Transmission Piping (ft)	Total Piping (ft)	Percent of Piping
< 4"	10,357		10,357	12.14%
4"	8,382		8,382	9.83%
6"	21,554	2,429	23,983	28.11%
8"	15,034	662	15,696	18.40%
10"	9,103	11,951	21,054	24.68%
12"	4,865	970	5,836	6.84%
Total	69,295	16,013	85,308	100.00%

- 16 miles of pipe
- 47 Fire Hydrants
- 23% asbestos cement
- 2 PRVs

Demands & Fire Flows

Demands (GPM)

Demand Type	Current	2035
Max Day	243	327
Max Month	161	217
Average Day	73	98
Winter Day*	56	75
Peak Hour**	365	491

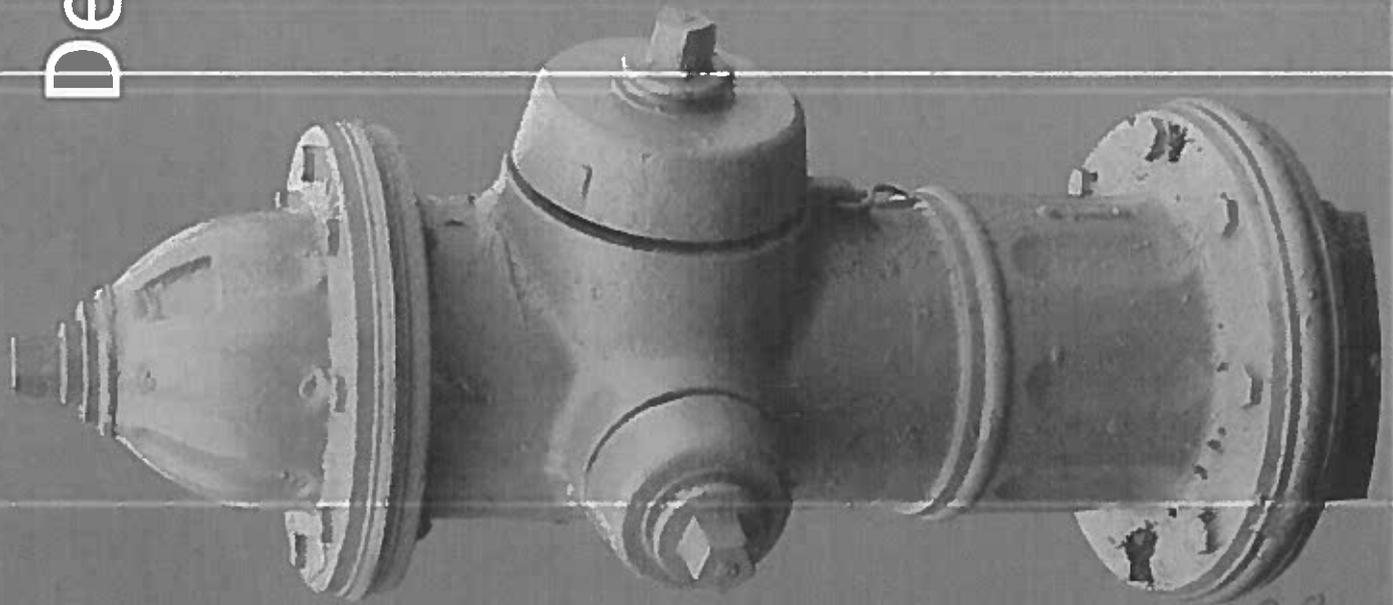
*Winter = November- February

** Assume a typical 1.5 peaking factor from max day

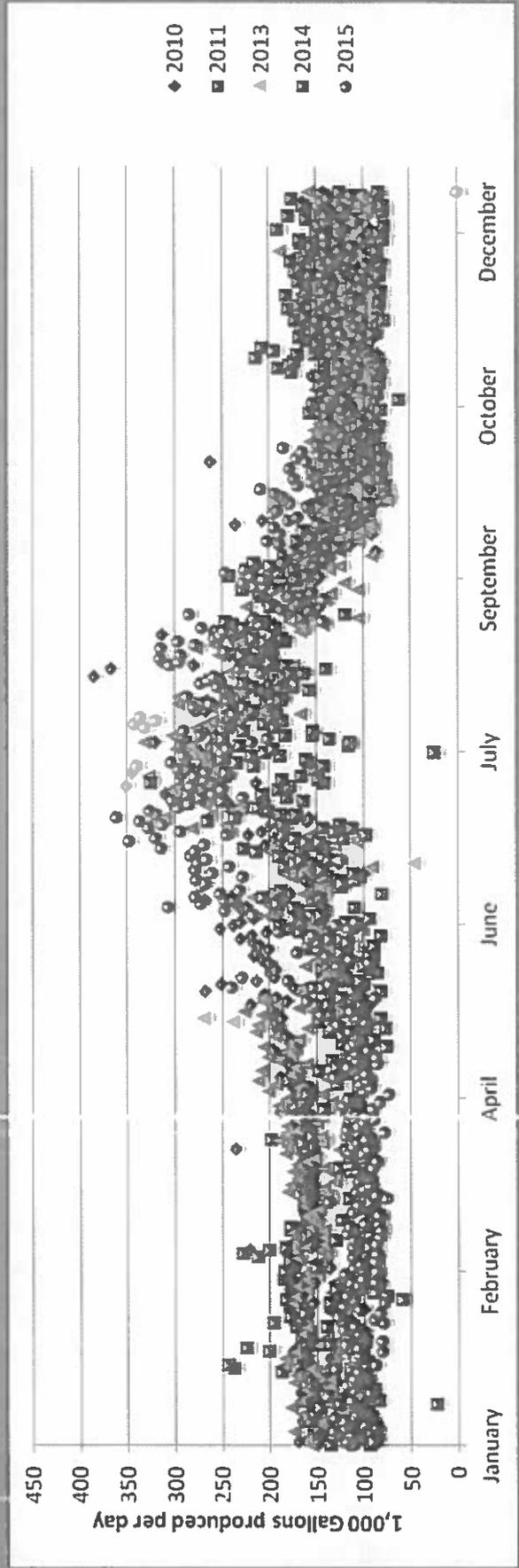
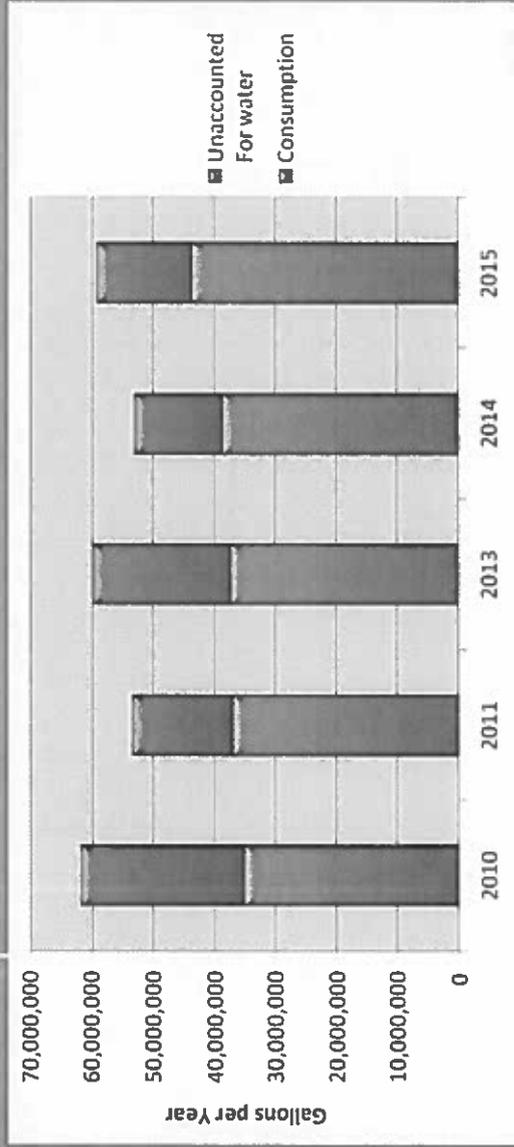
Fire Flows (GPM)

Type	Demand
Residential Fire Flow	1500
Commercial Fire Flow*	3000

*Still awaiting info from ISO, subject to change



Production



Mapping

Current Mapping:

- Existing System Material
- Existing System Size
- Hydrant Coverage
- Intake Watershed



- ## Mapping to be Completed:
- Existing System Pressures
 - Existing Fireflow
 - Capital Improvement Plan
 - Pressures with Improvements
 - Fireflow with Improvements

Water Model

Bentley WaterCAD V8i (SELECTseries 2) [Falls City.wtg]

File Edit Analysis Components View Tools Report Help

Fireflow

Element Symbology

Falls City.wtg



Legend:

- Pipe
- Junction
- Label
- Is Active?
- Pressure
- Hydrant
- Tank
- Reservoir
- Pump
- Variable Speed Pump
- MR PRV
- MA PSY
- MA PBV
- MA FCV
- MA TCV
- MA GPV
- Isolation Valve
- Spot Elevation
- Turbine
- MA Periodic Head-Flow
- Air Valve
- Hydro-pneumatic Tank
- Surge Valve
- Check Valve
- Rupture Disk
- Discharge To Atmosphere
- Orifice Between Pipes

Background Layers

- Background Layers
- tadots

Next steps



- Model evaluation
- Alternatives development
- Capital Improvement Plan
- Rate Study
- Financing Options
- Water Management and Conservation Plan
- Standard Infrastructure Specifications

AGENDA REPORT

TO: CITY COUNCIL
FROM: DOMENICA PROTHEROE, THOUGH MAYOR UNGRICHT
SUBJECT: PARKS MASTER PLAN
DATE: 05/04/2016

SUMMARY

Janell Anzalone, Park and Recreation Committee Chairperson, has drafted a Park Master Plan.

This is a key first step. In the following months the draft plan will be revised with quantitative information including results of the current park survey and past surveys, census data, detailed inventories of park land/open space/existing equipment/facilities, prioritized list of improvements, and costs for improvements and land acquisitions.

Public involvement is critical, and required under State Law, to create a master plan tailored for the community and a plan that can be supported financially by the community. Public involvement will take place at Park and Recreation Committee meetings, Park Master Plan Open House, comment and suggestion cards, Park and Recreation Plan information booth at community events, public hearings and during the formal adoption process. Public input has already begun with the current parks survey and past surveys conducted by the Falls City Alliance.

There are two approaches for adoption of the parks master plan. This staff report summarizes the options and requests that the City Council direct, by motion, the Parks and Recreation Committee and staff on which option to follow.

BACKGROUND

There are two approaches for adoption of the parks master plan:

1. Park and recreation master plans adopted as part of a community's comprehensive plan, under the provisions of OAR 660-034-0040.
2. Other types of documents are management plans, facilities plans, inventories, studies, needs assessments, acquisition plans, and plan maps. Plans may treat entire park systems, individual sites, open spaces, greenways, urban forestry, or natural areas.

Park and recreation master plans, if adopted as part of a community's comprehensive plan fall under the provisions of OAR 660-034-0040. This option would allow a future City Council to consider System Development Charges (SDC's). System development charges (SDCs) are fees that are collected when new development occurs in the city and are used to fund a portion of new streets, sanitary sewers, parks and water. State law specifies SDC calculations and a government can only charge SDC's for improvements specified in Master Plan(s) adopted under State Law for

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Master Plans (e.g., Water Master Plan). A Master Plan created under OAR 660.034.0040 is adopted through a land use process and future Council's would be required to amend the plan through a land use process. Master Plans typically have a time horizon of 20-30 years which would allow the City Council to establish a vision and a plan for the future.

The other option is to create a standalone document which is **not** adopted as a Master Plan under OAR 660.034.0040. This would be a less formal document created under the same process as a Master Plan, but it would not allow a future option for System Development Charge. It would not require future City Council to follow the plan. City Council could repeal the ordinance that adopted the plan.

Staff will research grants to help with the creation of a parks plan, regardless which option City Council selects. Option 1's technical requirements would benefit greatly with assistance from a Land Planner.

PREVIOUS COUNCIL ACTION

Create a Parks Master Plan has been listed on the Council's Goals January 2014.

At the March 4, 2015 City Council Goal Session, Parks & Recreation Committee Chair Lori Jean Sickles volunteered the Committee to create a Parks Master Plan.

In 2014, Portland State University students prepared a report titled Parks & Recreation Needs Assessment for Falls City. The report and presentation were at no cost to the City. The group did the work from afar, which resulted in several errors and omissions. The report outlined preliminary information that could be used in a future Park Mater Plan.

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

EXHIBIT

Exhibit A – Process to create a Parks Master Plan

Exhibit B - Draft Project Timeline

PROPOSED MOTION

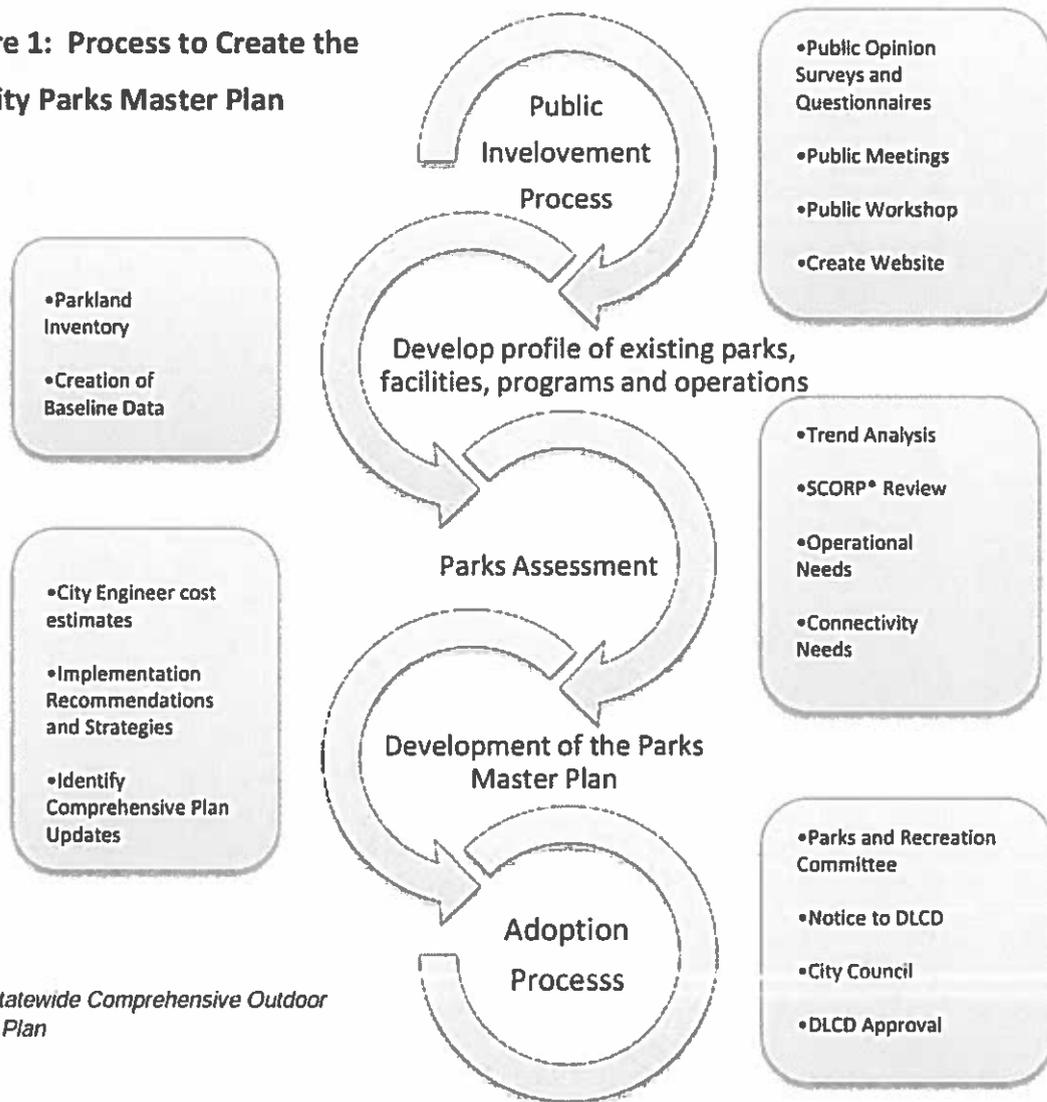
I move the City Council of the City of Falls City direct the Parks and Recreation Committee and staff to proceed with a project to create a park and recreation master plans adopted as part of a community's comprehensive plan, under the provisions of OAR 660-034-0040.

I move the City Council of the City of Falls City direct the Parks and Recreation Committee and staff to proceed with a project to create a local park and recreation facility plan.

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Exhibit A

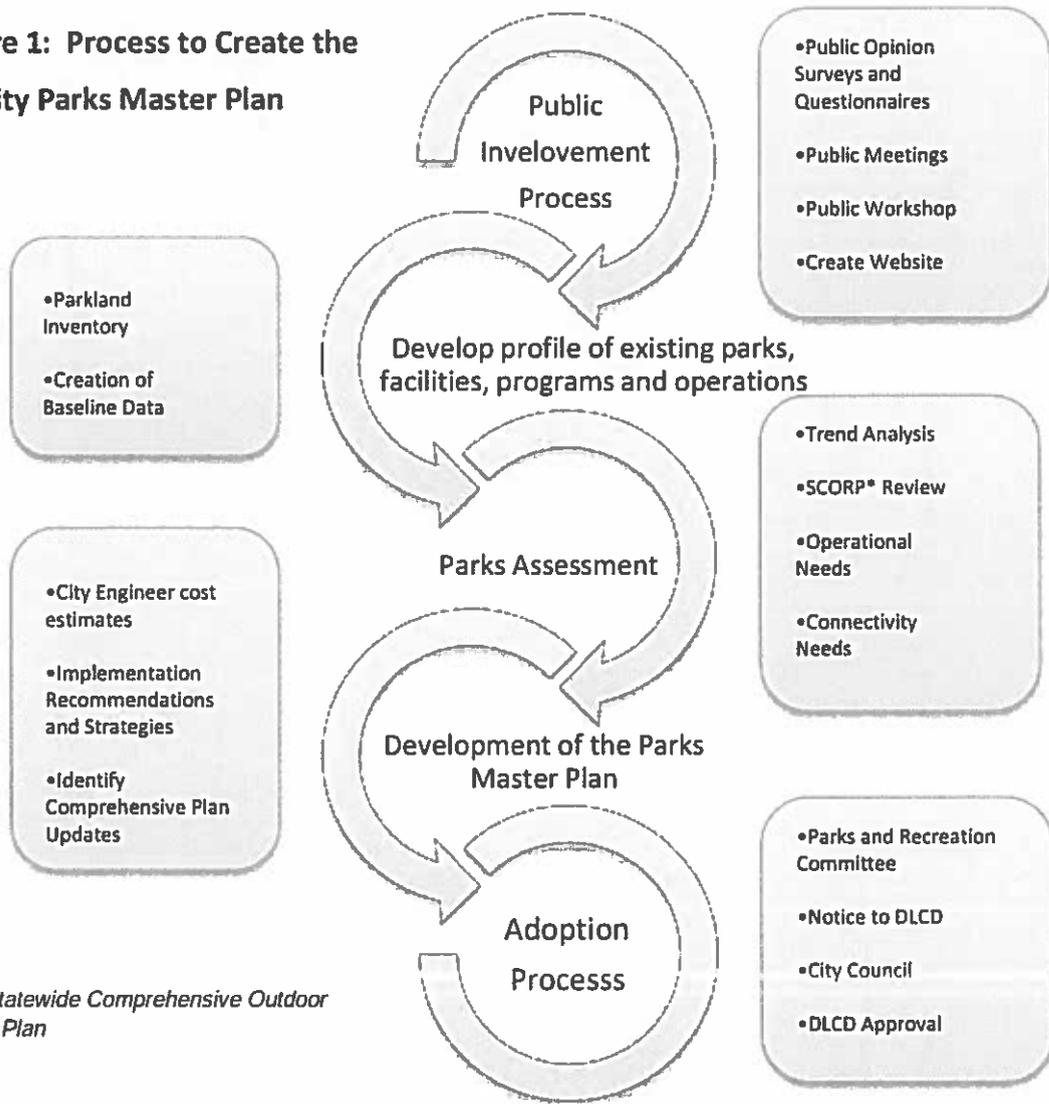
Figure 1: Process to Create the Falls City Parks Master Plan



* Oregon Statewide Comprehensive Outdoor Recreation Plan

Exhibit A

Figure 1: Process to Create the Falls City Parks Master Plan



* Oregon Statewide Comprehensive Outdoor Recreation Plan

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AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: INCOME SURVEY
DATE: 5/5/2016

SUMMARY

In order to qualify for Community Development Block Grant funding Falls City is required to perform an income survey of the residencies on the wastewater system.

BACKGROUND

Staff has identified the need to move forward on the wastewater facility plan to increase capacity to the system for future development. Staff is currently seeking funding for the project that will keep rates as low as possible.

To qualify for CDBG funding the City needs to perform an income survey under rules set by HUD. Staff has contacted WOU, OSU, PSU, and Mid-Willamette Valley Council of Governments for bids on administering the survey. OSU, PSU, and COG have all performed this type of survey and we have received a bid from PSU. Staff will encourage the other organizations' to submit bids to try and keep costs as low as possible. Staff will also be applying for a grant to cover part of the costs if awarded.

PREVIOUS COUNCIL ACTION

Council adopted goal #1, objective #1 to seek sewer upgrade funding.

ALTERNATIVES/FINANCIAL IMPLICATIONS

Staff is working to limit the costs of this project.

STAFF RECOMMENDATION

Pass motion

EXHIBIT

proposed methodology and timeline from PSU.

PROPOSED MOTION

I move the City Council of the City of Falls City approve the Mayor to sign an agreement to perform an income survey of the wastewater users.

Eagle Valley Rural Fire Department, April-June 2016

- ♦ Conduct a random sample survey, goal of 158 completed surveys (in development)
- ♦ Total households = 268, Total population ~ 616 residents
- ♦ Mail survey followed by telephone survey

Proposed Methodology

The City of Falls City has approximately 171 residential wastewater system users, serving an estimated 428 residents (assuming 2.5 per household). The proposed methodology for this community is a census survey of all households, with the goal of securing at least 137 completed surveys. This goal will ensure a response rate of 80% as required by the US Department of Housing and Urban Development (HUD) for establishing eligibility for Community Development Block Grant funding.

SRL staff will work with the City of Falls City to implement a three-phase process. For the first phase, the survey will be mailed to all 171 households, along with a cover letter explaining the purpose of the survey and a postage-paid return envelope addressed to the SRL at Portland State University. The SRL will imprint the name and address only on the outside envelope of the mailing and on the cover letter that is completely separate from the survey. The survey will be coded with a unique identifier (e.g., a four-digit code) that will protect the confidentiality of the respondent's data. The SRL will be the only one to possess a master list of unique identifiers matched to customer names and addresses, and this will be used for tracking purposes only. As surveys are received, they will be tracked based on the unique identifier to know which households responded to the survey. The customer's responses to the survey items will never be directly linked to their personal information to ensure confidentiality is maintained throughout the survey process. Survey responses will also be reviewed for completeness and, if any data is unclear or cannot be used, the household will be contacted by phone (if a phone number exists in the customer file from the City) or the household will be included in the third phase of data collection.

The second phase will involve trained SRL interviewers making telephone calls to all of the nonresponding households to attempt to complete the survey by phone. At least three phone calls will be made to each household, during different times of the day and week. Depending on how close we are to the goal of 137 completed surveys, more attempts might be made in order to complete data collection. If, however, not enough valid phone numbers are available or residents choose to not complete the survey by phone, the third phase of data collection will be initiated.

The third phase will involve door-to-door data collection if the minimum number of completed surveys is not achieved during the initial mail and phone phases of data collection, or if the City would like to increase the response rate as much as possible. These in-person surveys will be conducted with the households that did not respond to the mail or phone

survey attempts. It will begin with an SRL staff person training community volunteers in standardized data collection techniques to ensure the unbiased collection of survey data. The training will include clear information about unbiased data collection techniques, objective interactions with prospective respondents, collecting methodologically valid data, and neutral providing of clarification. Data collectors will be instructed that there can be no direct or indirect encouragement that might influence respondents to note lower incomes.

The door-to-door survey process will use the same coded instrument described above. Each household will be approached by a trained data collector who will provide the household member with a paper survey on a clipboard. The prospective respondent will be informed of the purpose of the survey using a script provided by SRL during the training. The data collector will answer any questions the person might have, and will provide the respondent with a privacy envelope in which s/he can seal their completed survey. This envelope will ensure that the survey will be protected from view until the SRL receives it for data entry.

If no one is available at a household, that household will be recontacted later that day, the next day or during the next week, in person, by the same door-to-door method. SRL staff will be in Falls City to help with the first day of data collection. SRL staff will provide ongoing consultation to support a Falls City staff person who will continue to oversee data collection from nonresponse households throughout the following week. Those additional attempts will continue to ensure that each household receives a maximum for three attempts.

After all of the completed surveys have been gathered, the SRL will enter the data into SPSS (Statistical Package for the Social Sciences) and prepare it for analysis. The percentage of low/moderate income persons will be determined using the calculations set forth in the worksheet included in the HUD Notice CPD-14-013¹. The SRL will provide the City of Falls City with a final report of the findings so that they can proceed with the CDBG funding request if appropriate. The SRL will also give the City a cleaned, deidentified (i.e., stripped of all unique identifiers) raw data file in Excel for their records.

Project Timeline

The SRL would be able to start on the income survey project as soon as we have an executed agreement in place. Once the scope and budget are acceptable, executing the agreement could take only one to two days depending on people being available for signing. We anticipate that the project can be completed within three to four months. The table below itemizes proposed project activities, listed in chronological order, with a targeted date for completion associated with each activity. The project start date is assumed to be May 16, 2016, with an end date of August 29, 2016. We understand that the timing of activities in the project is dependent on a number of factors, including coordinating information needed to complete each task and

¹ US Department of Housing and Urban Development Office Community Planning and Development (2014). Notice CPD-14-013, p. 23.

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City of Falls City Income Survey
 Proposal Submitted by PSU Survey Research Lab

weather that might interfere with travel. We are willing to adjust this timeline as needed to successfully complete the project.

Project Task	Target Date	Project Period by Week (5/16/16 – 8/29/16)															
		May			June				July				August				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Agreement in place	5/16/16																
IFA proposal prepared and submitted	5/30/16																
IFA approval received	6/6/16																
Sample file received and prepped for mailing	6/8/16																
Prepare, implement and track mailing	6/15-6/29																
Phone survey follow-up with non-responders	6/30-7/8																
Door-to-door data collection with non-responders, including material preparation and volunteer training	7/11-7/29																
Review and data enter paper surveys	8/5/16																
Data analysis and final report	8/29/16																

AGENDA REPORT

TO: MAYOR AND COUNCIL
FROM: DOMENICA PROTHEROE, CITY CLERK
SUBJECT: LEAK ADJUSTMENT REQUEST - CARTER
DATE: 05/05/2016

SUMMARY

Gerald Carter of 130 Lombard requested a leak adjustment for the month of March 2016. He indicated that no leak was detected. Public Works reread the meter and confirmed there was no leak. The March 2016 high usage registered at 16,000 gallons amounting in a \$70.01 water charge. The twelve month average water consumption for this property is 3,000 gallons per month.

Staff has calculated a leak adjustment for Council, using the approved formula, even though both Mr. Carter and Public Works report there was no leak at the property.

BACKGROUND

To date, we've tested two typical methods of leak adjustments. The first was where we adjusted a customer's bill to 1.5 times the average usage. The Public Works Committee thought the adjustments were too generous using this calculation. To address their concerns, the new trial adjustment calculation considers the 12-month average water charge including the month where the leak occurred.

The trial leak adjustment policy considers an adjustment to a single month water charge, in this case the March 2016 charge of \$70.01.

Average water bill amount over 12 months	\$ 44.30	
Multiply the average bill amount by 1.5 times	\$ 66.45	= Calculated base for adjustment

Actual water service charge for month of leak	\$ 70.01
Subtracted by the calculated base for adjustment	\$ 66.45
Credit Amount	\$ 3.56

PREVIOUS COUNCIL ACTION

The Council has not taken previous action on this request. Past leak requests have been evaluated on a case-by-case basis.

ALTERNATIVES/FINANCIAL IMPLICATIONS

The financial impact to the city would be a charge waiver of \$ 3.56

STAFF RECOMMENDATION

Staff cannot recommend a leak refund, because no leak was found.

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EXHIBIT

Exhibit A – Customer Leak Request Form

PROPOSED MOTION

I move the City Council of the City of Falls City allow staff to issue refund in the form of a credit to the Carter account at 130 Lombard in the amount of \$ 3.56.



City of Falls City
Request for Leak Adjustment

SERVICE ADDRESS: 130 Lombard St TODAY'S DATE: 5/5/16
House Number and Street Name at Leak Site

Falls City's Municipal Code Section 5: Water requires all leak adjustments requests be presented to the Council.

Please fill out the entire form and attach necessary documentation of repairs.

Customer must provide proof of repair within 30 days of notification of a leak by City staff or discovery of a leak. Proof of repair can include receipts for parts or photos of the repair or any combination deemed satisfactory by the City Clerk.

Leak Discovery or Notification Date: No leak detected. I was
Leak Repair Date: charged 16000 gal. I never go
Leak Adjustment Month Requested: 3/25/16 over 4000. To house leaks, no faucet
Leak Location and Nature: (e.g. Broken faucet at SW corner of garage) or hose leak. Can you please adjust the bill. Thanks

Gerald A. Carter Jr
Print Name
Signature

[Handwritten signature]

** Falls City Municipal Code is available online at www.fallscityoregon.gov or copies of applicable sections from City Hall upon request.

A leak adjustment request does not constitute a waiver or extension of payment of the bill. Adjustments will be applied to the account and no cash or check refunds will be given.

FOR OFFICE USE ONLY -
Application Received: 5/5/2016 City Representative: [Signature] 124
Proof of Repair attached: N/A

**Mayor's Report,
May 12, 2016 Council Meeting**

Falls City had a house fire on Chamberlain Road, we are all sorry for the structure loss of the Mott family, but glad there were no injuries. Thanks to all the fire volunteers that responded to control the fire, the town appreciates your service.

We had two water main breaks; one on Fairview that blew out a fire hydrant and a cracked pipe on Parry. Whenever we experience a fire and have to pull huge amounts of water through the system it can create a hammer effect in the system which creates large amounts of pressure and creates breaks at the weak spots. The fire hydrant we lost was over 40 years old and was not installed to today's standards, so we will need to engineer a replacement location for the hydrant, bottom line we are looking at an expense of around \$10,000.00 to replace. I talked with Chief Young and he said that we still have coverage using our hoses, so I decided to fill in the hole and discuss the replacement with HBH engineering. We know that when the Master Water Plan is completed we will need to upgrade our distribution and add hydrants to our system, so if the Engineers and Fire Department are good on waiting to see if we need to replace the whole Fairview distribution line, we will add the hydrant back to the system at that time. Thanks go out to Public Works for the prompt repair of the main breaks and the patience of our customers that were affected.

Staff is still working on the FEMA qualifications for funding of the Dutch Creek Mitchell Street crossing. This project will take some time to complete, probably around two years and highlights our need for a City Engineer.

The RFP for the City Engineer has been published and there has been good interest from engineering firms. I have appointed Councilor Drill, Guy Mack, Johnathan Ungricht, Don Poe, and myself as the review committee. We will be opening the proposals on May 25th and taking a week to review and grade the proposals. Once proposals are reviewed we will have interviews and bring our recommendations for Council approval. Once that is done we will work on an agreement with the first ranked firm and if successful we should have an Engineer on contract around July.

The upgrade work at the recirculation tank is complete. Thanks goes to Cliff Lauder for drilling the access holes, we now have all of electrical outside of the vault and have added pump protection to our electrical panel. All the bills are not in yet, but I expect it to run around \$7500.00. We will still need to draw down the tank in early July to clean the vault and repair the pump flanges. I am hoping that this will take care of the pump issues we have experienced and keep the system running until we can add the capacity through the sewer project that staff is working on.

This brings up the survey we were Okayed to perform from IFA and HUD. We need to make sure everyone that receives a survey questionnaire fills them out and returns them promptly. We also will need a few volunteers to go door to door to encourage the chosen residents to fill out their survey forms.

MONTHLY EXPENSE REPORT

MAYOR UNGRICHT

04/05/2016: 58 Miles, Salem, Pape Machinery, Bank, FEMA meeting.
04/08/2016: 55 Miles, Salem, Pape Machinery, bank.
04/13/2016: 25 Miles, Monmouth Bank.
04/15/2016: 25 Miles, Monmouth Bank.
04/21/2016: 25 Miles, Monmouth Bank.
04/22/2016: 55 Miles, Salem, Oregon Surplus inspect street sweepers,
Harbor Freight supplies.
04/25/2016: 30 Miles, Monmouth Bank, Independence salvage yard.
04/27/2016: 25 Miles, Monmouth Bank
Total Miles = 298 Miles at \$.575 = \$171.35

Bill from G&R Auto Parts, charged to my credit card, air cond. Compressor,
\$60.00

171.35 + 60.00 = \$231.35

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April 2016 Falls City Stats

Falls City Calls for Service															
911 Hangup	0	DOA	1	Hit and Run	0	Susp Activity	0	Accident	0	Driving Comp	1	Menace	1	Susp Person	2
Animal	2	Domestic Dist	5	Misc Crime	4	Susp Vehicle	3	Area Check	0	Drug	0	Mental	1	Theft	5
Dog Bite	0	FIR	1	Ord Vio	1	Tow	0	Dog Bite	0	Fire/EMS	3	Open Door	0	traffic assist	0
Assist Other Agency	8	Follow up	6	prowler	0	Traffic Stops	6	ATL (attempt to locate)	2	Found Prop	0	runaway	0	Trespass	2
Burglary	1	Found Prop	0	sex offense	0	Warrant	0	Citizen Contact	6	Gen Disturb	2	Shots Fired	1	Welfare Check	2
Civil Paper Service	8	Harassment	7	Stolen Veh	0	Unclass	0	Criminal Mischief	1						

Falls City Calls for Service	82	Of the FC Calls for Service	18	involved crimes
Total Calls for Service (county wide)	1508	FC Cases Cleared by Arrest	10	55.6% clearance
Falls City % of Total Calls	5.4%	Total Arrests in Falls City	14	25.5% of total arrests

Total Service Calls (Polk County)	1508	Crimes Occ	40.3%	Juvenile Arrests	5	(county wide)
Of the calls for service (county wide)	144	Juvenile Arrests	0	(Falls City)		
Cases Cleared by arrest	58	(only true crimes reported here)				
Total Arrests (county wide)	55					

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Public Works Staff Report April, 2016

Friday, 4/1 Routine water and sewer, sprayed lower park around ball court, cleaned u/v system and meter, upper park maintenance.

Saturday, 4/2 Routine water, maintenance at WWTP pump siphon cans in dosing tank.

Sunday, 4/3 Routine water and sewer.

Monday, 4/4 Routine water and sewer, ran grader north side of town, put 2 loads of gravel Bryant, 1 load Woods. Aired up cans in dosing tank.

Tuesday, 4/5 Routine water and sewer, preparation for cleaning city reservoir.

Wednesday, 4/6 Routine water and sewer, reservoir cleaning,

Thursday, 4/7 Routine water and sewer, finish reservoir, 360 South Main problem with pump in septic tank, cleaned screen on the pump.

Friday, 4/8 Routine water and sewer, did state waste water reports, did chlorine byproduct water sampling.

Saturday and Sunday 4/9 4/10, Routine water and sewer.

Monday, 4/11 Routine water and sewer, clean up wood from out side of reservoir.

Tuesday, 4/12 Routine water and sewer, work on flow meter WWTP, working with HBH city water system.

Wednesday, 4/13 Routine water and sewer, mowed city grounds, maintenance on utility pick up.

Thursday, 4/14 Routine water and sewer, grade Chamberlain, work on flow meter WWTP, found a hole in cans in dosing tank.

Friday, 4/15 Routine water and sewer, park maintenance.

Saturday, 4/16 Routine water and sewer, replaced stop sign at intersection of Mitchell and Bridge.

Sunday, 4/17 Routine water and sewer.

Monday, 4/18 Routine water and sewer, working WWTP preparation for electrical, deliver shut off notices.

Tuesday, 4/19 Routine water and sewer, work at WWTP flow meter and dosing tank.

Wednesday, 4/20 Routine water and sewer, work order, 600 West Blvd. off and lock.

Thursday, 4/21 Routine water and sewer, Dallas for gas, upper park maintenance.

Friday, 4/22 Routine water and sewer, went to state surplus.

Saturday and Sunday, 4/23, 4/24 Routine water and sewer.

Monday, 4/25 Routine water and sewer, clean U/V system, physical water shut off to city customers.

Tuesday, 4/26 Routine water and sewer, reading meters,

Wednesday, 4/27 Routine water and sewer, working with valley electrical at WWTP.

Thursday, 4/28 Routine water and sewer, went into Dallas, parts for service on generator WWTP, graded roads, clean off bridge side walk, water work order, 810 Parry off and lock.

Friday, 4/29 Routine water and sewer, work order, check for leak at 942 Parry, 435 Terrace, 200 Church, upper park maintenance, called out water main brake Fairview.

Saturday, 4/30 Routine water and sewer, repair water brake.