



PUBLIC NOTICE CITY COUNCIL MEETING

A regular meeting of the City Council of Falls City, OR as well as a Public Hearing on the Budget, a Public Hearing on Revenue Sharing and an Executive Session (see below) will be held as follows:

Posted: 6/7/19- Frink's, City Hall, Community Center, Website

Date: Monday June 10, 2019

Time: 5:00 pm

Location: Falls City Community Center

Address: 320 N Main Street. Falls Citv. Oregon 97344

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Jeremy Gordon, Mayor ___ Dennis Sickles ___ Lori Jean Sickles ___
Jennifer Drill ___ Tony Meier ___ Cliff Lauder ___ Vacant ___

3. PLEDGE OF ALLEGIANCE

4. MOTION TO ADOPT THE ENTIRE AGENDA

5. ANNOUNCEMENTS & APPOINTMENTS

Announcements

- a. Utility payments can now be made using credit cards online, or at City Hall.
 - i. Online Access through the City webpage, under the Utilities/Payments tab.
 - ii. Fee is greater of \$2.50 or 3% of charge, the City does not receive these funds.

- b. Recognition of the City of Falls City's Inaugural Local Government Internship
 - i. Presentation to Amara and Wyatt

- c. Wastewater Town Hall, June 19, 2019 at 6:00pm, in the Community Center.

Appointments

- a. City Council Appointment
 - i. Staff Report ----- pg.1-2
 - ii. Resolution 16-2019 ----- pg.3-4
 - iii. City Council Applications ----- pg.5-8

6. COMMUNITY & GOVERNMENT ORGANIZATIONS

- a. US Census Presentation, Jim Graham (15 Minutes)
 - i. Presentation Materials ----- pg.9-34

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

- b. Falls City Public Works Report ----- pg.35
- c. Polk County Sheriff's Report ----- pg.36
- d. Falls City Fire Report ----- pg.37-38

7. COMMUNICATIONS

- a. None.

8. CONSENT AGENDA

- a. Approval of the Bills ----- pg.39-42
- b. Approval of 4/18/19 Budget Committee Minutes ----- pg.43-45
- c. Approval of 5/1/19 Special Council Meeting Minutes ----- pg.46-47
- d. Approval of 5/13/19 Council Meeting Minutes ----- pg.48-51

9. PUBLIC COMMENTS

This is the time set for Citizens to address the Council regarding items not already on the agenda.

- Please limit your commentary to five (5) minutes or less.
- Please state your name and city of residence for the record.

10. CITIZEN COMMITTEES

- a. Parks & Recreation
 - i. No new minutes.
- b. Public Works
 - i. 2019.05.23 PW Meeting Minutes ----- pg.52-53
 - ii. Resignation letter from Jeremy Gordon ----- pg.54
- c. Historic Landmarks
 - i. No new minutes.

11. BUDGET HEARING

- a. Public Hearing on the Budget

This public hearing is an opportunity for any member of the public to make comments and/or requests regarding the approved budget for fiscal year 2019-2020, beginning July 1, 2019.

The Budget Document has been available for review at City Hall, and on the City's webpage since April of 2019.

I will open the public hearing on the budget at _____pm.

Public Comments:

I will close the public hearing on the budget at _____ pm.

- b. Public Hearing on 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 2019-2020 fiscal

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year beginning July 1, 2019. 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.

c. Resolution 17-2019 FY 2019-2020 Budget, Taxes, State Revenues

- i. Staff Report ----- pg.55-56
- ii. Resolution 17-2019 ----- pg.57-59
- iii. Budget Worksheet----- pg.60-70
- iv. Form LB-1----- pg.71-72
- v. Budget Committee Minutes for April 18, 2019----- See Consent Agenda

12. OLD BUSINESS

a. MWVCOG-CDBG Administration Contract Amendment 1

- i. Staff Report ----- pg.73
- ii. Original Contract----- pg.74-81
- iii. Proposed Amendment 1 ----- pt.82

13. EXECUTIVE SESSION

The Falls City Council will go into Executive Session to conduct deliberations with persons designated by the governing body to negotiate real property transactions under ORS 192.660(2)(e).

Executive Sessions are closed to the public, all discussions are confidential, and those present shall not disclose anything from the session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. At the conclusion of the executive session, we will return to open session and welcome the audience back into the room.

14. REPORTS

- a. City Manager's Report ----- pg.83-87
- b. Mayor and Council Reports

ADJOURN

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 16-2019 COUNCIL APPOINTMENT
DATE: MAY 30, 2019

SUMMARY

A list of applicants for the vacant City Council seat, an affirmation of their qualifications as required by the City Charter, and outlines of the interview and appointment processes.

BACKGROUND

In May of 2019 the Falls City Council accepted the resignation of Councilor Flynn due to work obligations. This formalized the vacancy under Falls City Charter, Chapter 7, Section 31(b)(8), and started a 60 day clock to fill the seat under Falls City Charter, Chapter 7, Section 32.

The vacancy was announced on social media, the City's website, at the Council Meeting, and was posted in multiple locations around town since May 14, 2019.

Now, the City Council has 60 days from May 13, 2019 to fill the seat, and the Falls City Charter requires the seat to be filled by appointment by a majority of the remaining Council. Falls City Charter, Chapter 7, Section 32.

The new Councilor will complete Councilor Flynn's term in office (January 2022).

Interview Process

City Council will interview the applicants using a panel style process.

Each question posed to one candidate must be posed to all, so please stick to the script other than the free question (but remember, if you ask one, you must ask all, so be sure to ask the first one!).

At the conclusion of the interview process Council will individually score the candidates.

Appointment Process

Each councilor will share their top pick and discussion will begin.

If/when it appears a candidate has favor from a majority of the Council, a motion on resolution 16-2019 should be made, and the resolution voted on with the viable candidate named.

The Council may also motion to extend the application timeline and revisit the matter at the next meeting on July 8, 2019. This will be the last opportunity to appoint due to the 60 day rule.

Candidates

1. Lynn Sampson-Bailey
2. David J Radke

PREVIOUS COUNCIL ACTION

5/13/19 Accepted resignation of Councilor Flynn and accepted City Manager's proposed appointment process.

FINANCIAL IMPLICATIONS

N/A.

STAFF RECOMMENDATION

All applicants have been screened for qualification under Falls City Charter, Chapter 7, Section 27(a)-(d), and have been found qualified to fill the position.

Qualifications:

Qualified Elector, resident in Falls City for 1 year prior to appointment, not a City Employee, Council is final judge of the election and qualifications of its members.

EXHIBIT

A-City Council Applications

B-Resolution 16-2019

PROPOSED MOTION

I move the City Council of the City of Falls City adopt Resolution 16-2019, A RESOLUTION APPOINTING A CITY COUNCILOR TO FILL THE CURRENT COUNCIL VACANCY.

RESOLUTION 16-2019

**A RESOLUTION APPOINTING A CITY COUNCILOR TO
FILL THE CURRENT CITY COUNCIL VACANCY**

Whereas, The City of Falls City Charter calls for 6 Councilor's, elected at large from the constituency; and

Whereas, The City of Falls City Council accepted the resignation of Councilor Flynn on May 13, 2019; and

Whereas, The City of Falls City Council is required by City Charter to fill the position within 60 days of the vacancy, by a majority vote of the remaining Council; and

Whereas, The City of Falls City publicized the vacancy via social media, City website, word of mouth, and multiple postings around town; and

Whereas, The City of Falls City Council publicly adopted an interview and appointment process; and

Whereas, The adopted processes are fair, equitable, and were followed during this selection process; and

Whereas, Each candidate presented was vetted for qualifications in accordance with the City Charter, by City Staff.

Now therefore, be it resolved by the City Council of Falls City as follows:

Section 1. The City Council names _____ to fill the City Council seat vacated by Councilor Charlie Flynn on May 13, 2019.

Section 2. The term for the vacated seat will expire on December 31, 2021.

Section 3. This resolution takes effect immediately upon passage.

Approved by the City Council of Falls City this 10th day of June, 2019.

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Resolution 16-2019 Filling Council Vacancy
Effective 6/10/19

Vote:

AYE_____ NAY_____ ABSTAIN_____ ABSENT_____

Attest:

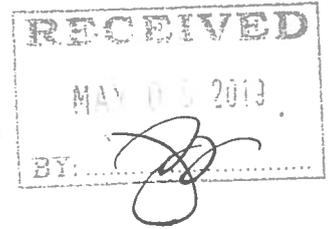
Jeremy Gordon, Mayor

JoHanna Birr, City Clerk



CITY OF FALLS CITY

CITY COUNCIL INTEREST FORM



The Falls City Council welcomes and encourages citizen participation and involvement with local government. Positions on the City Council are filled either by election or appointment. The Council thanks you for taking the time to complete this interest form. To fill a vacancy, the City Council may choose to appoint anyone, whether or not that person has submitted an interest form. All information on this form is public information.

NAME: Lynn Sampson-Bailey

MAILING ADDRESS: 132 Carey Ct., Falls City, OR 97344

STREET ADDRESS: _____

EMAIL: lynn.bailey@fallscityschools.org PHONE: 541-231-7355

OCCUPATION: Teacher LENGTH OF RESIDENCY IN CITY 13 mos

Have you ever served in an elective or appointive office NO YES

What other public boards or commissions have you served on? _____

Have you ever resigned or left a board/commission/council position prior to the end of your term?

NO YES. If YES, please explain: _____

The City Council is very interested in candidates with interest or experience in several aspects of municipal government. Please share your interest or experience in any or all of the following areas of city operation.

FINANCE AND BUDGETING: I currently manage several state initiatives for ECSD, including tracking budgets. I also recently began serving on the City's budget committee.

UTILITY OPERATIONS such as water and sewer services: I am interested in continuing to be part of the RD process - specifically in regard to the development of improved wastewater facilities.

PLANNING, COMMUNITY DEVELOPMENT, STRATEGIC PLANNING: I am currently serving on the steering committees for city visioning (RD) and the 304 N. Main St. property. I am invested in being part of helping our city thrive.

Have you ever written, worked with or had to interpret ordinances? No. However, I am experienced in technical reading and writing

Have you ever presided over or chaired a public body, meeting or committee? Not a public body. I do have experience with Roberts Rules from serving and with using other protocols to run meeting as a school leader.

What are the top three priorities you think the City should accomplish in the next two years?

1. Main Street development including occupancy of 304 Main St.

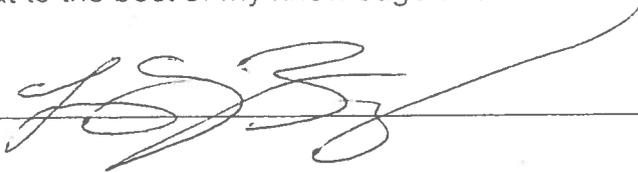
2. Development of new wastewater treatment facility.

3. Affordable housing planning - eliminate need for trailer park.

What else the Council should know about you and your qualifications I have a background in public relations and marketing, working many years in the non-profit sector. I am a skilled grant writer, and thoughtful communicator. Also, although I have only lived in Falls City for 13 mos, I have been deeply involved for over a decade.

I certify that to the best of my knowledge and belief all of the information on this form is correct.

Signed: _____



Date: 5/7/19



CITY OF FALLS CITY

CITY COUNCIL INTEREST FORM

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NAME: David J Radke

MAILING ADDRESS: D

STREET ADDRESS: 246 S. main ST

EMAIL: davidradke@hotmail.com PHONE: 503 539 7558

OCCUPATION: developer LENGTH OF RESIDENCY IN CITY 3 years

Have you ever served in an elective or appointive office NO YES

What other public boards or commissions have you served on?

Have you ever resigned or left a board/commission/council position prior to the end of your term?

NO YES. If YES, please explain: _____

The City Council is very interested in candidates with interest or experience in several aspects of municipal government. Please share your interest or experience in any or all of the following areas of city operation.

FINANCE AND BUDGETING: Founder Owner Marquis Spas
1981 - 1990

UTILITY OPERATIONS such as water and sewer services:

PLANNING, COMMUNITY DEVELOPMENT, STRATEGIC PLANNING: 0

Have you ever written, worked with or had to interpret ordinances? 0

Have you ever presided over or chaired a public body, meeting or committee? 0

What are the top three priorities you think the City should accomplish in the next two years?

Sewer System
Hire part time or full time Law enforcement
enforce legal rules/compliance of regulations

What else the Council should know about you and your qualifications Founder owner

Marquis Spas 1983 Oregon Business Magazine
Entrepreneur of the Year / My most important
accomplishment - raised 3 children for 8 years as a single
parent

I certify that to the best of my knowledge and belief all of the information on this form is correct.

Signed: Daniel S. Radke Date: 6/5/19

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**United States[®]
Census
2020**

The U.S. Census Bureau appreciates your support in ensuring the success of this monumental effort.

Your support as a 2020 Census partners is important. Here's why:

- Every year, more than \$675 billion in federal funds are awarded to states and communities based on census data. That's more than \$6.7 trillion distributed over a 10-year period.
- Census data guide local decision-makers in important community planning efforts, including where to build new roads, hospitals, and schools.
- Census data affect your voice in Congress. The census determines how many seats each state will have in the U.S. House of Representatives as well as the redistricting of state legislatures, county and city councils, and voting districts.

The goal of the Census Bureau's partnership program is to combine the strengths of local governments, community-based organizations, faith-based organizations, schools, media, businesses and others, to ensure a complete and accurate 2020 Census. The Census Bureau will provide promotional materials, regular updates and data assistance to partners to assist in this effort. Thank you for helping ensure the 2020 Census message is delivered to every corner of this nation and for working with us to ensure a complete and accurate 2020 Census.

There are many ways your organization can get involved and support the 2020 Census:

*Please check activities in which you are interested in participating.

<ul style="list-style-type: none"> <input type="checkbox"/> Use drop-in articles/messages/logos <input type="checkbox"/> Appoint a liaison <input type="checkbox"/> Encourage employees and constituents participation <input type="checkbox"/> Display and/or distribute printed materials <input type="checkbox"/> Identify job applicants/Assist with recruiting <input type="checkbox"/> Provide job applicants computer access to apply online <input type="checkbox"/> Provide space for training <input type="checkbox"/> Provide Response Tables <input type="checkbox"/> Provide volunteers <input type="checkbox"/> Put the 2020 Census on the agenda <input type="checkbox"/> Form/Host Complete Count Committee <input type="checkbox"/> Serve on Complete Count Committee <input type="checkbox"/> Allow the Census Bureau to post your organization's name on the 2020 Census website (if option is available) <input type="checkbox"/> Link the 2020 Census Website from your organization's Website <input type="checkbox"/> Use and distribute educational materials 	<ul style="list-style-type: none"> <input type="checkbox"/> Display digital material through Social Media <input type="checkbox"/> Provide speakers or Participate in a speakers bureau for the 2020 Census <input type="checkbox"/> Provide a translator and/or translate materials <input type="checkbox"/> Issue a public endorsement <input type="checkbox"/> Air or run census promotions <input type="checkbox"/> Engage local and regional chapters <input type="checkbox"/> Provide speaking opportunities or exhibit space at conferences or trade shows <input type="checkbox"/> Participate in partnership kick-off meetings <input type="checkbox"/> Highlight key operational events in publications <input type="checkbox"/> Volunteer or participate in Census events <input type="checkbox"/> Host meetings <input type="checkbox"/> Sponsor a census event <input type="checkbox"/> Provide a list of shelter/soup kitchens <input type="checkbox"/> Write/Publish Articles <input type="checkbox"/> Use and distribute faith-based materials <input type="checkbox"/> Use and distribute press releases <input type="checkbox"/> Other: _____
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Please fill out the information below so we can keep you and your organization updated on what's happening with the 2020 Census communications campaign, send you updates on relevant events and activities and provide you with outreach materials.

Name: _____
 Title: _____
 Organization: _____
 Phone: _____
 E-mail: _____
 Date: _____

Name: _____
 Title: _____
 Organization: _____
 Phone: _____
 E-mail: _____
 Date: _____

Thank you for your support.

Counting for Dollars 2020

The Role of the Decennial Census in the Geographic Distribution of Federal Funds

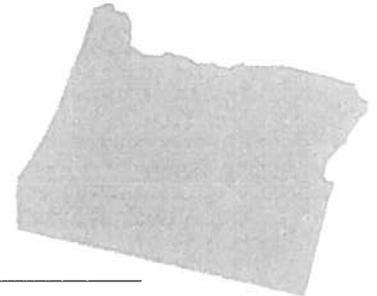
REPORT

OREGON

In FY2016, Oregon received

\$13,452,034,877

through 55 federal spending programs
guided by data derived from the 2010 Census.



The Counting for Dollars 2020 Project aims to understand 1) the extent to which the federal government will rely on data from the 2020 Census to guide the distribution of federal funding to states, localities, and households across the nation and 2) the impact of the accuracy of the 2020 Census on the fair, equitable distribution of these funds.

The project has analyzed spending by state for 55 federal programs (\$883,094,826,042 in FY2016). Three types of programs are analyzed:

- *Domestic financial assistance programs* provide financial assistance – including direct payments to individuals, grants, loans, and loan guarantees – to non-federal entities within the U.S. – such as individuals and families, state and local governments, companies, and nonprofits – in order to fulfill a public purpose.
- *Tax credit programs* allow a special exclusion, exemption, or deduction from gross income or provide a special credit, a preferential rate of tax, or a deferral of tax liability.
- *Procurement programs* award a portion of Federal prime contract dollars to small businesses located in areas selected on the basis of census-derived data.

The four uses of census-derived datasets to geographically allocate funding are:

- *Define eligibility criteria* – that is, identify which organizations or individuals can receive funds.
- *Compute formulas* that geographically allocate funds to eligible recipients.
- *Rank project applications* based on priorities (e.g., smaller towns, poorer neighborhoods).
- *Set interest rates* for federal loan programs.

The two categories of census-derived datasets are:

- *Geographic classifications* – the characterization (e.g., rural), delineation (e.g., Metropolitan Areas), or designation (e.g., Opportunity Zones) of specific geographic areas.
- *Variable datasets*
 - *Annual updates* of population and housing variables collected in the Decennial Census.
 - *Household surveys* collecting new data elements (e.g., income, occupation) by using the Decennial Census to design representative samples and interpret results.

Reports of the Counting for Dollars 2020 Project:

- Report #1: Initial Analysis: 16 Large Census-guided Financial Assistance Programs (August 2017)*
- Report #2: Estimating Fiscal Costs of a Census Undercount to States (March 2018)*
- Report #3: Role of the Decennial Census in Distributing Federal Funds to Rural America (December 2018)*
- Report #4: Census-derived Datasets Used to Distribute Federal Funds (December 2018)
- Report #5: Analysis of 55 Large Census-guided Federal Spending Programs (forthcoming)*
- Report #6: An Inventory of 320 Census-guided Federal Spending Programs (forthcoming)

* Data available by state

[Sources for this report sheet](#)

GW Institute
of Public Policy

THE GEORGE WASHINGTON UNIVERSITY



For further information
Andrew Reamer, Research Professor
The George Washington University
areamer@gwu.edu

Counting for Dollars 2020

The Role of the Decennial Census in the Geographic Distribution of Federal Funds

REPORT

COUNTING FOR DOLLARS 2020:

OREGON

Allocation of Funds from 55 Large Federal Spending Programs
Guided by Data Derived from the 2010 Census (Fiscal Year 2016)

Total Program Obligations: **\$13,452,034,877**

Program	Dept.	Obligations	Program	Dept.	Obligations
Financial Assistance Programs			\$13,201,492,721		
Medical Assistance Program (Medicaid)	HHS	\$6,686,260,000	Community Facilities Loans/Grants	USDA	\$2,262,022
Federal Direct Student Loans	ED	\$1,297,898,394	Supporting Effective Instruction State Grants	ED	\$21,691,343
Supplemental Nutrition Assistance Program	USDA	\$1,072,982,185	Crime Victim Assistance	DOJ	\$27,651,313
Medicare Suppl. Medical Insurance (Part B)	HHS	\$489,832,396	CDBG Entitlement Grants	HUD	\$19,614,587
Highway Planning and Construction	DOT	\$506,975,879	Public Housing Capital Fund	HUD	\$8,874,000
Federal Pell Grant Program	ED	\$318,600,000	Block Grants for the Prevention and Treatment of Substance Abuse	HHS	\$20,578,346
Section 8 Housing Choice Vouchers	HUD	\$245,500,000	Water and Waste Disposal Systems for Rural Communities	USDA	\$16,551,707
Temporary Assistance for Needy Families	HHS	\$184,305,610	Social Services Block Grant	HHS	\$19,617,883
Very Low to Moderate Income Housing Loans	USDA	\$376,461,086	Rural Rental Assistance Payments	USDA	\$28,022,225
Title I Grants to LEAs	ED	\$145,951,242	Business and Industry Loans	USDA	\$86,287,000
State Children's Health Insurance Program	HHS	\$211,331,000	Career and Technical Education - Basic Grants to States	ED	\$13,546,508
National School Lunch Program	USDA	\$117,760,000	Homeland Security Grant Program	DHS	\$6,799,000
Special Education Grants	ED	\$131,743,911	WIOA Dislocated Worker Grants	DOL	\$13,807,125
Section 8 Housing Assistance Payments Program	HUD	\$60,702,906	HOME	HUD	\$13,984,612
Federal Transit Formula Grants	DOT	\$113,268,000	State CDBG	HUD	\$12,055,779
Head Start	HHS	\$136,355,820	WIOA Youth Activities	DOL	\$11,441,241
WIC	USDA	\$77,785,000	WIOA Adult Activities	DOL	\$10,554,128
Title IV-E Foster Care	HHS	\$119,121,770	Employment Service/Wagner-Peyser	DOL	\$8,717,268
Health Care Centers	HHS	\$87,805,982	Community Services Block Grant	HHS	\$5,700,794
School Breakfast Program	USDA	\$39,415,000	Special Programs for the Aging, Title III, Part C, Nutrition Services	HHS	\$8,760,086
Rural Electrification Loans and Loan Guarantees	USDA	\$0	Cooperative Extension Service	USDA	\$4,795,544
Public and Indian Housing	HUD	\$18,714,000	Native Amer. Employment & Training	DOL	\$428,043
Low Income Home Energy Assistance	HHS	\$35,704,456			
Child and Adult Care Food Program	USDA	\$35,408,000	Federal Tax Expenditures		\$181,555,615
Vocational Rehabilitation Grants to the States	ED	\$51,293,087	Low Income Housing Tax Credit	Treas	\$107,970,134
Child Care Mandatory and Matching Funds	HHS	\$38,761,000	New Markets Tax Credit	Treas	\$73,585,481
Unemployment Insurance Administration	DOL	\$55,779,000			
Federal Transit - Capital Investment Grants	DOT	\$102,064,145	Federal Procurement Programs		\$68,986,542
Child Care and Development Block Grant	HHS	\$30,673,000	HUBZones Program	SBA	\$68,986,542
Adoption Assistance	HHS	\$51,299,298			

Prepared by Andrew Reamer, the George Washington Institute of Public Policy, the George Washington University. Spending data analysis provided by Sean Moulton, Open Government Program Manager, Project on Government Oversight. | January 30, 2019

Note: The sequence of the above programs is consistent with U.S. rank order by program expenditures. (See U.S. sheet in series.)

Counting for Dollars 2020 publications and spreadsheet with above data available at <https://owp.gwu.edu/counting-dollars-2020-role-decennial-census-geographic-distribution-federal-funds>

The 2020 Census and Confidentiality

Your responses to the 2020 Census are safe, secure, and protected by federal law. Your answers can only be used to produce statistics—they cannot be used against you in any way. By law, all responses to U.S. Census Bureau household and business surveys are kept completely confidential.

Respond to the 2020 Census to shape the future.

Responding to the census helps communities get the funding they need and helps businesses make data-driven decisions that grow the economy. Census data impact our daily lives, informing important decisions about funding for services and infrastructure in your community, including health care, senior centers, jobs, political representation, roads, schools, and businesses. More than \$675 billion in federal funding flows back to states and local communities each year based on census data.



Your census responses are safe and secure.

The Census Bureau is required by law to protect any personal information we collect and keep it strictly confidential. The Census Bureau can only use your answers to produce statistics. In fact, every Census Bureau employee takes an oath to protect your personal information for life. Your answers cannot be used for law enforcement purposes or to determine your personal eligibility for government benefits.

By law, your responses cannot be used against you.

By law, your census responses cannot be used against you by any government agency or court in any way—not by the Federal Bureau of Investigation (FBI), not by the Central Intelligence Agency (CIA), not by the Department of Homeland Security (DHS), and not by U.S. Immigration and Customs Enforcement (ICE). The law requires the Census Bureau to keep your information confidential and use your responses only to produce statistics.



The law is clear—no personal information can be shared.

Under Title 13 of the U.S. Code, the Census Bureau cannot release any identifiable information about individuals, households, or businesses, even to law enforcement agencies.

The law states that the information collected may only be used for statistical purposes and no other purpose.

To support historical research, Title 44 of the U.S. Code allows the National Archives and Records Administration to release census records only after 72 years.

All Census Bureau staff take a lifetime oath to protect your personal information, and any violation comes with a penalty of up to \$250,000 and/or up to 5 years in prison.

There are no exceptions.

The law requires the Census Bureau to keep everyone's information confidential. By law, your responses cannot be used against you by any government agency or court in any way. The Census Bureau will not share an individual's responses with immigration enforcement agencies, law enforcement agencies, or allow that information to be used to determine eligibility for government benefits. Title 13 makes it very clear that the data we collect can only be used for statistical purposes—we cannot allow it to be used for anything else, including law enforcement.

It's your choice: you can respond securely online, by mail, or by phone.

You will have the option of responding online, by mail, or by phone. Households that don't respond in one of these ways will be visited by a census taker to collect the information in person. Regardless of how you respond, your personal information is protected by law.

Your online responses are safe from hacking and other cyberthreats.

The Census Bureau takes strong precautions to keep online responses secure. All data submitted online are encrypted to protect personal privacy, and our cybersecurity program meets the highest and most recent standards for protecting personal information. Once the data are received, they are no longer online. From the moment the Census Bureau collects responses, our focus and legal obligation is to keep them safe.

We are committed to confidentiality.

At the U.S. Census Bureau, we are absolutely committed to keeping your responses confidential. This commitment means it is safe to provide your answers and know that they will only be used to paint a statistical portrait of our nation and communities.

Learn more about the Census Bureau's data protection and privacy program at www.census.gov/privacy.



Laws protecting personal census information have withstood challenges.

In 1982, the U.S. Supreme Court confirmed that even addresses are confidential and cannot be disclosed through legal discovery or the Freedom of Information Act (FOIA). In 2010, the U.S. Justice Department determined that the Patriot Act does not override the law that protects the confidentiality of individual census responses. No court of law can subpoena census responses.

Why We Ask

The 2020 Census is easy. The questions are simple.

The census asks questions that provide a snapshot of the nation. Census results affect your voice in government, how much funding your community receives, and how your community plans for the future.

When you fill out the census, you help:

- Determine how many seats your state gets in Congress.
- Guide how more than \$675 billion in federal funding is distributed to states and communities each year.
- Create jobs, provide housing, prepare for emergencies, and build schools, roads and hospitals.

Population Count (Number of People Living or Staying)

We ask this question to collect an accurate count of the number of people at each address on Census Day, April 1, 2020. Each decade, census results determine how many seats your state gets in Congress. State and local officials use census counts to draw boundaries for districts like congressional districts, state legislative districts and school districts.

Any Additional People Living or Staying

Our goal is to count people once, only once and in the right place according to where they live on Census Day. Keeping this goal in mind, we ask this question to ensure that everyone living at an address is counted.

Owner/Renter

We ask about whether a home is owned or rented to create statistics about homeownership and renters. Homeownership rates serve as an indicator of the nation's economy and help in administering housing programs and informing planning decisions.

Phone Number

We ask for a phone number in case we need to contact you. We will never share your number and will only contact you if needed for official Census Bureau business.

Name

We ask for names to ensure everyone in the house is counted. Listing the name of each person in the household helps respondents include all members, particularly in large households where a respondent may forget who was counted and who was not.



Sex

We ask about the sex of each person to create statistics about males and females. Census data about sex are used in planning and funding government programs, and in evaluating other government programs and policies to ensure they fairly and equitably serve the needs of males and females. These statistics are also used to enforce laws, regulations and policies against discrimination in government programs and in society.

Age and Date of Birth

We ask about age and date of birth to understand the size and characteristics of different age groups and to present other data by age. Local, state, tribal and federal agencies use age data to plan and fund government programs that provide assistance or services for specific age groups, such as children, working-age adults, women of childbearing age, or the older population. These statistics also help enforce laws, regulations and policies against age discrimination in government programs and in society.

Hispanic, Latino or Spanish Origin

We ask about whether a person is of Hispanic, Latino or Spanish origin to create statistics about this ethnic group. The data collected in this question are needed by federal agencies to monitor compliance with anti-discrimination provisions, such as under the Voting Rights Act and the Civil Rights Act.

Race

We ask about a person's race to create statistics about race and to present other statistics by race groups. The data collected in this question are needed by federal agencies to monitor compliance with anti-discrimination provisions, such as under the Voting Rights Act and the Civil Rights Act. State governments use the data to determine congressional, state and local voting districts.

Whether a Person Lives or Stays Somewhere Else

Our goal is to count people once, only once and in the right place according to where they live on Census Day. Keeping this goal in mind, we ask this question to ensure individuals are not included at multiple addresses.

Relationship

We ask about the relationship of each person in a household to one central person to create estimates about families, households and other groups. Relationship data are used in planning and funding government programs that provide funds or services for families, people living or raising children alone, grandparents living with grandchildren, or other households that qualify for additional assistance.

Citizenship

A question about a person's citizenship is used to create statistics about citizen and noncitizen populations. These statistics are essential for enforcing the Voting Rights Act and its protections against voting discrimination. Knowing how many people reside in the community and how many of those people are citizens, in combination with other information, provides the statistical information that helps the government enforce Section 2 of the Voting Rights Act and its protections against discrimination in voting.





The Road to 2020 Hard-To-Count Populations Falls City, Oregon

June 10, 2019

Jim Graham
Partnership Specialist

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
[census.gov](https://www.census.gov)

United States
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Bureau

United States
Census
2020

2020 Census: Shape America For The Next Ten Years

- State representation: U.S. Congress apportionment
- Voting districts at all levels of government
- Federal funding – allocation of **\$675 Billion every year**
 - **Transportation** – Roads, Bridges, Waterways, and Rail
 - **Housing** – Affordable Housing; Housing Assistance
 - **Education** – Build Schools; Federal Student Grants and Loans
 - **Healthcare** – Build Hospitals, Clinics, and Facilities; Programs
 - Many other vital services delivered to the American people.

Census outcomes affect every person in the United States.

The Census count must be accurate.

Why Conduct The Decennial Census?

It was written into the United States Constitution in 1787



“Representatives and direct Taxes shall be apportioned among the several States which may be included within this union, according to their respective Numbers ...

The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten years, in such Manner as they shall by Law direct.”

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
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United States
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Bureau

United States
Census
2020

Article 1, Section 2 of the U.S. Constitution

3

Challenges to an Accurate Census

- Identify, Reach, and Interview Responders:
 - Mobile Population
 - Increasing Diversity
 - Complex Living Arrangements
 - Rapidly changing use of Technology
 - Internet
 - Social Media
 - Disuse of USPS Mail
 - Mobile Phones – Fewer land lines
- These factors describe **Hard to Count Populations**

'Hard to Count' Populations

Target demographics or Communities for extra focus

- Children under Five / Young Families
- Non-English speakers
- Senior Citizens
- Immigrants
- Homeless / Transient / Migrant Workers
- People with Disabilities
- Veterans

Challenges to an Accurate Census

- Persuade – convince people to respond to the Census
 - Polarized Society
 - Distrust of Government
 - Information, Misinformation, and Disinformation explosion
 - Citizenship Question
 - Fear of Retribution
 - Presidential Primaries

Declining Response Rates

Challenges Are Not New To The Census

To convince the American people to participate

To motivate response -

Three simple and unchanged truths:

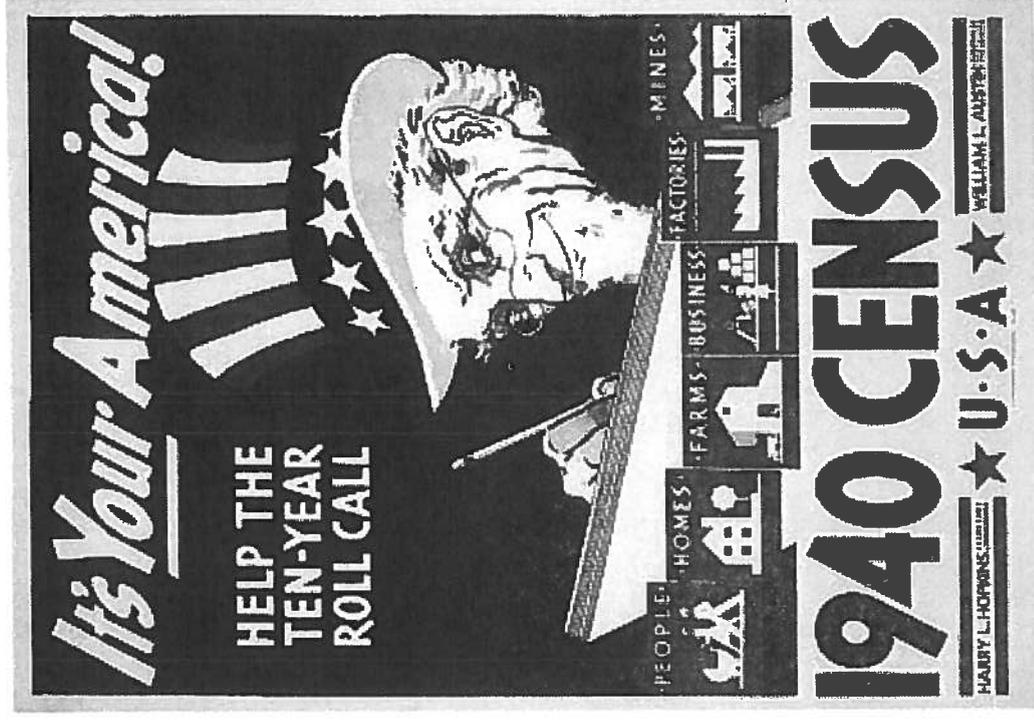
The Census is Important

The Census is Easy

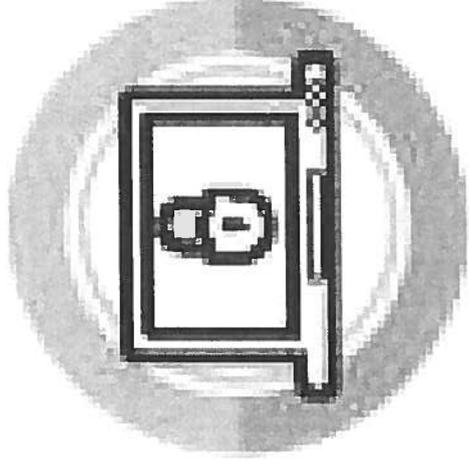
The Census is Safe

What Do We Ask?

1. Address
2. Phone Number
3. Count of Each Person At That Address
4. Name
5. Gender
6. Age and Date of Birth
7. Race
8. Hispanic, Latino or Spanish Origin
9. Whether Someone Lives Somewhere Else
10. Relationship
11. Citizenship *



Private and Confidential



- Data reported in aggregate only
- Prohibited by law from releasing personal information to any person, organization, or Government Agency (Title 13 and Title 26) *
- Lifetime oath by all Census Bureau employees
- Penalties: 5 years imprisonment; \$250,000 fine

National and Local Partnerships

The Partnership Program will engage with over 300,000 organizations

- **Educate people**
2020 Census in the community
foster cooperation with enumerators
- **Encourage partners:**
motivate constituents to self-respond
- **Engage grass roots organizations:**
reach out to unmotivated and hard-to-count communities:
Respond to the national campaign!

2020 Census Language Options

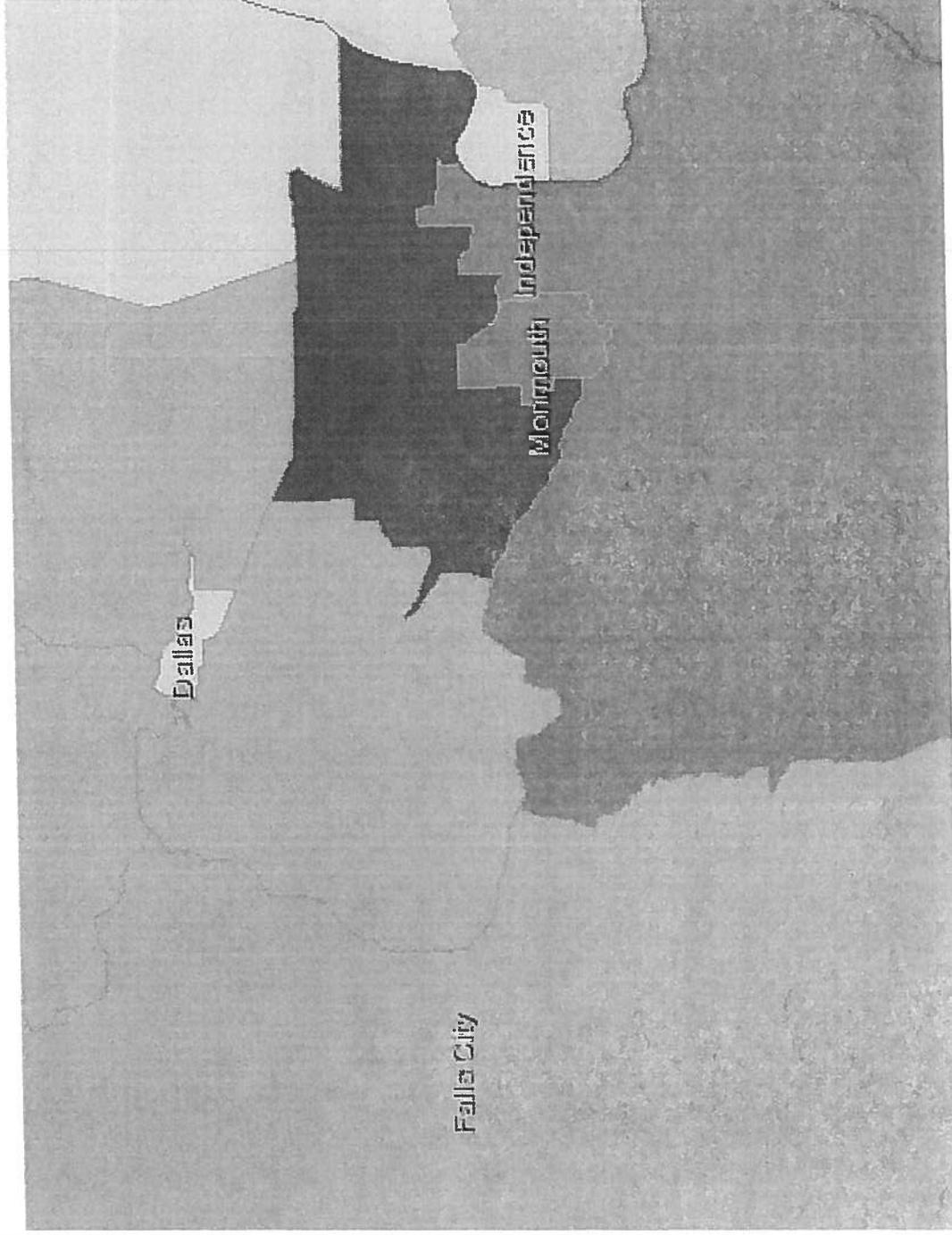
Internet Self-Response	Paper Form	Questionnaire Help	Enumerators, Mailed Items	Language Card and Guides
English Spanish Chinese (Simp.) Vietnamese Korean Russian Arabic Tagalog Polish French Haitian Creole Portuguese Japanese	English Spanish	13 languages Plus TDD	English Spanish	59 languages Plus ASL Plus Braille Plus Large Print

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Response Outreach Area Mapper

Census.gov/ROAM

- Predicted Census Low Response Score (LRS)
- Tan is good, then Green, Blue, Dark Blue
- Based on History and factors known to affect Census response rates



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ROAM Attributes of Reedsport Census Tracts

	West Polk County / Falls City	N Of Monmouth	Florence
LRS / Population	19.5 / 6060	27.3 / 4656	11.6 / 3881
Income / Poverty	\$48.5K / 15.5	\$28.7K / 38.3	\$34.4K / 17
White / Hispanic	84.3 / 2.9	78.7 / 10.7	95.0 / 0.3
ESL: 14+ / 5+	0.3 / 0.5	3.0 / 0.7	0.5 / 0
Rental / Multiunit %	23.5 / 0.3	55.2 / 21.9	27.2 / 10.5
Children Under 6	11.9	29.0	12.4
Housing / Vacant %	2477 / 9.5	1549 / 11.8	2383 / 17.3
Moved	11.3	47.1	23.2
Foreign Born	2.7	5.2	4.1

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Census Operations

• Where to Count	Address Canvassing	August / September
• Motivate	Partners / Media	Continuing
• Self Response	“The Census”	April 1, 2020
• Group Quarters	Enumeration	April / May
• Non-Response	Follow-up	June – August
• Report Count	President	January 1, 2021
• Apportionment	Congress	March, 2021

We're Hiring

**Supervisory
&
Non-supervisory
positions available in
Polk County, OR
\$17.50 - \$19.50 per hour**



JOIN THE 2020 CENSUS TEAM

**APPLY ONLINE!
2020census.gov/jobs**

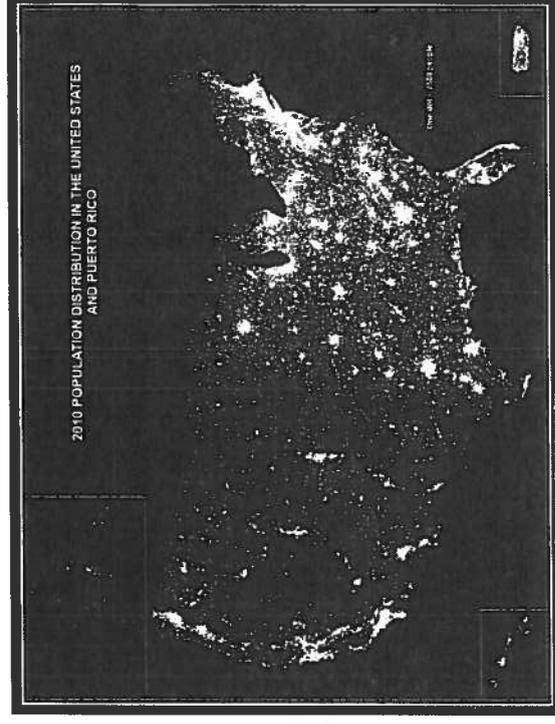
2020 Census jobs provide:

- ✓ Great pay
- ✓ Flexible hours
- ✓ Weekly pay
- ✓ Paid training



Help The 2020 Census Accurately Count Our People

- Support an accurate 2020 Census count of all people living in the United States.
- Think strategically:
How can you improve the count among your family, friends, and neighbors.
- Spread the word:
500,000 temporary Census jobs; Peak spring of 2020.
<https://2020census.gov/jobs>
- Urge everyone you are connected with:
Please self-respond to the Census in late March and April 2020.
- **Adopt a Proclamation of US Census Support:**
Lend your expertise; ensure all segments of our community are accurately counted in 2020. <https://2020census.gov>



How will our country look in 2020?

Connect With Us



Sign up for and manage alerts at
<https://public.govdelivery.com/accounts/USCENSUS/subscriber/new>



facebook.com/uscensusbureau



More information on the 2020 Census Memorandum Series:
<http://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/memo-series.html>



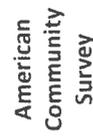
twitter.com/uscensusbureau



More information on the 2020 Census:
<http://www.census.gov/2020Census>



youtube.com/user/uscensusbureau



More information on the American Community Survey:
<http://www.census.gov/programs-surveys/acs/>



instagram.com/uscensusbureau



U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov



Thank You

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United States Department of Commerce
U.S. Census Bureau

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971-388-9825

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Public Works Staff Report for May, 2019

Wednesday, 1 Shoulder work on Chamberlain, mowed city grounds.

Thursday, 2 Mower repair, septic tank plug 108 North Main, Corvallis routine water sample.

Friday, 3 Had to resample for water bottle was broken, hedge terming community center.

Saturday, 4 & Sunday, 5 Routine water and sewer.

Monday, 6 Finish with mower repair, mowed WTP grounds, clean intake.

Tuesday, 7 Road side mowing, weed eat around head stones cemetery's, grade rough step hills off.

Wednesday, 8 Replace leaking water service, 430 Montgomery.

Thursday, 9 Cemetery mowing, sewer sample to Corvallis.

Friday, 10 Plan review, clean mill lot.

Saturday, 11 & Sunday, 12 Routine water and sewer.

Monday, 13 Mowed upper park and weed eat, project planning.

Tuesday, 14 Upper shop maintenance, possible new water main on Ellis reviewing plan.

Wednesday, 15 Cut brush at lower cemetery, chlorine delivery WTP.

Thursday, 16 State waste water report, physical shut offs.

Friday, 17 Working on consumer report for the city.

Saturday, 18 & Sunday, 19 Routine water and sewer.

Monday, 20 Power out on Sheldon and Bridgeport, tree over lines, cleaning distribution lines WWTP.

Tuesday, 21 Working on cleaning lines WWTP, had a problem with a pump at WWTP, so clog in impeller.

Wednesday, 22 Meter reading.

Thursday, 23 Finish meters, rereads, mowed cemetery's.

Friday, 24 Mowed city grounds.

Saturday, 25 & Sunday, 26 Routine water and sewer.

Monday, 27, Routine water and sewer, holiday.

Tuesday, 28 Float problem 197 Fair Oaks, was stuck, gravel filter WWTP, mowed upper park.

Wednesday, 29 Filter WWTP.

Thursday, 30 Water reservoir maintenance.

Friday, 31 Equipment maintenance, preparation for city clean up.

May 2019 Falls City Stats

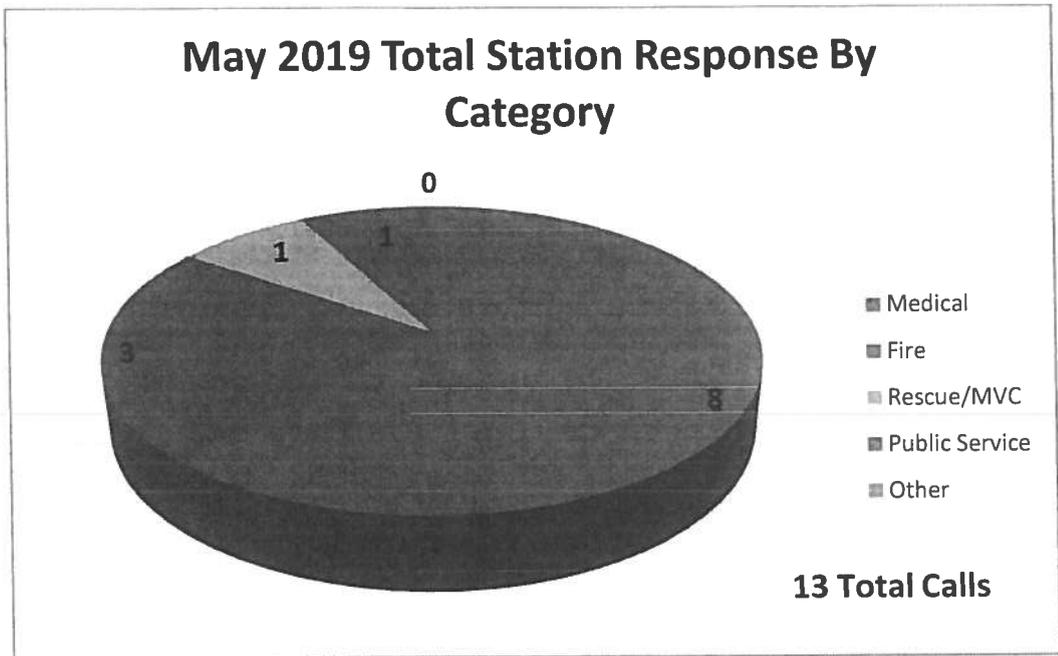
36

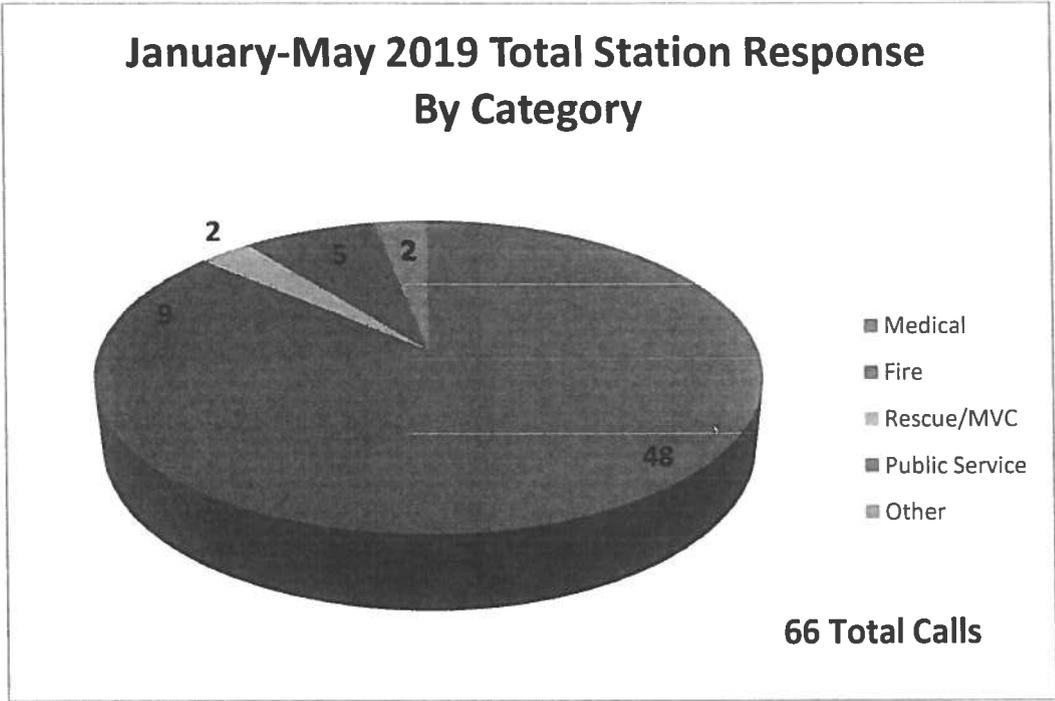
Falls City Calls for Service			
Animal	3	Harassment	Misc Crime
Area Chk	1	Driving	Miss Person
DisCon	1	Domestic Dist	Noise
911 Hangup		fraud	EDP
Burglary	1	FIR	Ordin Vio
Assist Other Agency	7	Fire/EMS	Overdose
ATL (attempt to locate)		Follow up	prelimeter check
DUI		Uncon	runaway
Citizen Contact		Hit and Run	sex offense
Civil Paper Service	21	Gen Disturb	Shots Fired
Criminal Misch	1	alarm	Stolen Veh
			Susp Activity
			Susp Person
			Susp Vehicle
			Theft
			Trauma
			traffic assist
			Wire
			Trespass
			Vandalism
			Welfare Check
			RO violations

Falls City Calls for Service	83	Of the FC Calls for Service	13	involved crimes
Total Calls for Service (countywide)	1941	FC Cases Cleared by Arrest	9	69.2%
Falls City % of Total Calls	4.3%	Total Arrests in Falls City	10	9.3%
				of total arrests

Total Service Calls (Polk County)	1941	Crimes Dec	1	(county wide)
Cases Cleared by arrest	104	Juvenile Arrests	0	(Falls City)
Total Arrests (county wide)	108	Juvenile Arrests		(only true crimes reported here)

Month	Medical	Fire	Rescue/MVC	Public Service	Other	Total	YTD Totals
January	11	0	0	2	2	15	15
February	9	0	0	1	0	10	25
March	9	3	0	1	0	13	38
April	11	3	1	0	0	15	53
May	8	3	1	1	0	13	66
Totals	48	9	2	5	2	66	66





All raw response data is from our Active911 dispatch system software.

Total May Membership: 24 volunteers

Date	Memo	Account	Class	Amount
Americredit Financial Services, Inc.				
	5/10/2019 Advance, 100-10228052	Accounts Payable		-18960.9
	5/10/2019 Duty Truck Payment 1 of 5	Fire Truck Loan	82 FIRE EQUIPMENT/OP LEVY	15500
	5/10/2019 Duty Truck Payment 1 of 5	Materials & Services	01 GENERAL FUND:01.07 Fire Department	3460.9
				0
Total Americredit Financial Services, Inc.				
Rural Development Initiatives				
	5/10/2019 2019-07	Accounts Payable		-5329
	5/10/2019 LEOF 1st Draw	Grants to Local Projects	01 GENERAL FUND:01.01 Administrative	5329
				0
Total Rural Development Initiatives				
CUSI				
	5/13/2019 Inv: U24447	Accounts Payable		-140
	5/13/2019 2/3 of SSL- 2 years (exp 5/2021)	IT/Web Services	20 WATER OPERATING FUND	95
	5/13/2019 1/3 of SSL- 2 years (exp 5/2021)	IT/Web Services	13 SEWER FUND	45
				0
Total CUSI				
Dallas Auto Parts				
	5/13/2019 Acct #3020 Apr '19 Statement	Accounts Payable		-342.42
	5/13/2019 Lawnmower Repair Kit	Operational Supplies	01 GENERAL FUND:01.03 Parks	22.99
	5/13/2019 Grader Repair	Equipment Maintenance/Repair	11 STREET FUND	28.99
	5/13/2019 Grader Repair	Equipment Maintenance/Repair	11 STREET FUND	290.44
				0
Total Dallas Auto Parts				
Frink's General Store				
	5/13/2019 04302019B	Accounts Payable		-12.53
	5/13/2019 Small Supplies	Operational Supplies	20 WATER OPERATING FUND	12.53
				0
Total Frink's General Store				
L & L Equipment				
	5/13/2019 Inv 3220	Accounts Payable		-71.45
	5/13/2019 Mower Parts	Equipment Maintenance/Repair	11 STREET FUND	71.45
				0
Total L & L Equipment				
Les Schwab				
	5/13/2019 Acct 21632373	Accounts Payable		-381.87
	5/13/2019 Dump Truck Tire Repair	Equipment Maintenance/Repair	20 WATER OPERATING FUND	381.87
				0
Total Les Schwab				
Mid Willamette Valley COG				
	5/13/2019 Inv 1819362	Accounts Payable		-422.4
	5/13/2019 CDBG land use consulting	Grant Project	13 SEWER FUND	283.5
	5/13/2019 BP 18-22	Council of Governments Planning	01 GENERAL FUND:01.01 Administrative	138.9
				0
Total Mid Willamette Valley COG				
MNOP				
	5/13/2019 A347646-IN	Accounts Payable		-497.92
	5/13/2019 PW Fuel	Equipment O&M	20 WATER OPERATING FUND	300
	5/13/2019 PW Fuel	Equipment O&M	13 SEWER FUND	197.92
				0
Total MNOP				
Oregon Bureau of Labor and Industries				
	5/13/2019 City of Falls City 2018/2019 SCAC Project	Accounts Payable		-25.0
	5/13/2019 SCAG 2018/2019 BOLL Report	Intergovernmental Services	11 STREET FUND	25.0

Total Oregon Bureau of Labor and Industries Oregon Department of Enviro Quality				Accounts Payable			0
	5/13/2019	Don Poe Certification Renewal		Education/Training/Dues	13 SEWER FUND		-160
	5/13/2019	Poe Wastewater Certification: 7/1/19-6/30/21					160
Total Oregon Department of Enviro Quality Petro Card				Accounts Payable			0
	5/13/2019	C440758		Vehicle Operation	20 WATER OPERATING FUND		-296.18
	5/13/2019	Pub Wks Gas		Vehicle Operation	13 SEWER FUND		119.18
	5/13/2019	Pub Wks Gas		Vehicle Operation	11 STREET FUND		59
	5/13/2019	Pub Wks Gas		Vehicle Operation	01 GENERAL FUND:01.03 Parks		59
	5/13/2019	Pub Wks Gas		Vehicle Operation			0
Total Petro Card Speer Hoyt LLC				Accounts Payable			-2261
	5/13/2019	INV: 51508		Attorney/Special Council	01 GENERAL FUND:01.02 City Council		76
	5/13/2019	Mayor consult re: EE evaluations		Attorney/Special Council	01 GENERAL FUND:01.01 Administrative		152
	5/13/2019	BP 18-22 ROW Dedication		Grant Project	13 SEWER FUND		2033
	5/13/2019	CDBG Lagoon Site P.O.					0
Total Speer Hoyt LLC Valley Electric Company, LLC				Accounts Payable			-148.98
	5/13/2019	I-190202		Equipment Maintenance/Repair	13 SEWER FUND		148.98
	5/13/2019	Fairoaks Lift Pump Repair					0
Total Valley Electric Company, LLC Williamson & Aebi, LLP				Accounts Payable			-598.4
	5/13/2019	April '19 Accountant		Professional Services	01 GENERAL FUND:01.01 Administrative		244.52
	5/13/2019	42% Gen-Ad Dec Accountant		Professional Services	01 GENERAL FUND:01.04 Municipal Court		25.35
	5/13/2019	4% Gen- Mumi Ct		Professional Services	01 GENERAL FUND:01.07 Fire Department		18.17
	5/13/2019	2% Gen- Fire		Professional Services	13 SEWER FUND		155.18
	5/13/2019	26% Se		Professional Services	20 WATER OPERATING FUND		155.18
	5/13/2019	26% W					0
Total Williamson & Aebi, LLP Macahan Corthell				Accounts Payable			-96.74
	5/13/2019	Mileage Feb 22 - May 12 2019		Travel/Meeting Expense	01 GENERAL FUND:01.01 Administrative		96.74
	5/13/2019	Mac's Mileage Feb 22 - May 12 2019					0
Total Macahan Corthell CenturyLink				Accounts Payable			-233.47
	5/20/2019	Acct: 50378737679658; 5037874719562B		Telephone	01 GENERAL FUND:01.07 Fire Department		154.6
	5/20/2019	Fire Phone/Net		Telephone	20 WATER OPERATING FUND		78.87
	5/20/2019	WTP Phone					0
Total CenturyLink City of Dallas				Accounts Payable			-600
	5/20/2019	Inv 02743		Professional Services	11 STREET FUND		600
	5/20/2019	Mar & Apr 2019 Street Sweeping					0
Total City of Dallas City of Salem				Accounts Payable			-2102.34
	5/20/2019	Inv 2304428		911 Fee - Fire Department	01 GENERAL FUND:01.07 Fire Department		1471.1
	5/20/2019	70% 4th Qtr 911					

5/20/2019	30% 911 Fee - Law Enforcement	01 GENERAL FUND:01.01 Administrative	631.24
			0
Total City of Salem			
5/20/2019	Account # 1155301; April '19		-181.33
5/20/2019	Apr '19 Power WTP	20 WATER OPERATING FUND	181.33
			0
Total Consumers Power Inc			
5/20/2019	Inv 28723	Accounts Payable	-50
5/20/2019	Filter Changes	Fire Station Maint/Repairs	50
			0
Total Home Comfort, Inc			
5/20/2019	Inv 151	Accounts Payable	-150
5/20/2019	Background- Richardson, Abby	Professional Services	150
			0
Total Navigate Investigations			
5/20/2019	multiple accounts, 21091561-006 2	Accounts Payable	-2492.15
5/20/2019	Parks Power	Power/Heat	137.71
5/20/2019	Sewer Power	Power/Heat	528.77
5/20/2019	Admin Power	Power/Heat	249.09
5/20/2019	Fire Power	Power/Heat	886.31
5/20/2019	Street Power	Power/Heat	617
5/20/2019	Water power	Power/Heat	73.27
			0
Total Pacific Power			
5/20/2019	Inv. 0019088051019	Accounts Payable	-235.91
5/20/2019	City Hall Phone/Net 4/11/19-5/9/19	Telephone	115.96
5/20/2019	City Hall Phone/Net 5/10/19-6/9/19	Telephone	119.95
			0
Total Spectrum Business			
5/20/2019	May '19 Statement	Accounts Payable	-1719.06
5/20/2019	Stamps.com- Postage	Postage & Freight	134
5/20/2019	Stamps.com- Postage	Postage & Freight	134
5/20/2019	Stamps.com- Postage	Postage & Freight	182.15
5/20/2019	OfcSupp.com- Ofc Supps	Office Supplies	120.49
5/20/2019	Betty Mills- Rcpt Books	Office Supplies	91.78
5/20/2019	Amazon- Toner Pack	Office Supplies	82.7
5/20/2019	Stamps.com- Monthly Fee	Postage & Freight	17.99
5/20/2019	Quikbooks- Yearly 4/15/19-4/14/20	Computer Software	799.95
5/20/2019	Accrued Interest	Administrative costs	156
			0
Total US Bank Visa			
5/28/2019	Inv 5354	Accounts Payable	-880
5/28/2019	Eng 124 Water pump valves	Equipment Maintenance/Repair	880
			0
Total City of Dallas			
5/28/2019	C446264	Accounts Payable	-405.3

City of Falls City
Budget Committee Meeting
Thursday April 18, 2019, 6:00pm
Meeting Location: 320 N Main Street, Falls City, Oregon 97344
Meeting Minutes

Budget Committee Members Present

Mayor Jeremy Gordon, Councilor Lauder, Nick Backus, Alan Kind, Guy Mack, Amy Houghtaling, Dana Schowalter, Lynn Sampson- Bailey

Staff Present

Mac Corthell, Budget Officer and City Manager; JoHanna Birr, City Clerk; Jamie Ward, Assistant City Clerk

1) Roll Call

Mayor Gordon called the meeting to order at 6:04 pm. City Clerk Birr took roll call. Councilor Meier, Councilor D. Sickles, Councilor L. Sickles, Councilor Drill, Karla Kind were absent.

2) Pledge of Allegiance

Mayor Gordon led the pledge.

3) Nominations and Appointments

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

A nomination was made by Committee Member Backus and seconded by Committee Member Mack to appoint Mayor Gordon as Chair of the Budget Committee. Motion carried. Ayes; Mayor Jeremy Gordon, Councilor Lauder, Nick Backus, Alan Kind, Guy Mack, Amy Houghtaling, Dana Schowalter, Lynn Sampson- Bailey

A motion was made by Mayor Gordon and seconded by Committee Member Mack to appoint Councilor Lauder as Vice Chair of the Budget Committee. Motion Carried. Ayes; Mayor Jeremy Gordon, Councilor Lauder, Nick Backus, Alan Kind, Guy Mack, Amy Houghtaling, Dana Schowalter, Lynn Sampson- Bailey

A motion was made by Committee Member Houghtaling and seconded by Committee Member Backus to appoint Clerk Birr as Secretary of the Budget Committee. Motion carried. Ayes; Mayor Jeremy Gordon, Councilor Lauder, Nick Backus, Alan Kind, Guy Mack, Amy Houghtaling, Dana Schowalter, Lynn Sampson- Bailey

4) Public Comment on Budget

Chair Gordon announced the public hearing for questions/comments on the budget.

Chair Gordon opened the public hearing on the budget at 6:05 pm.

No Public Comments.

Chair Gordon closed the public hearing on the budget at 6:08 pm.

5) Public Hearing State Revenue Sharing

Chair Gordon 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 2019-2020 Fiscal Year Beginning July 1, 2019. 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 Gordon opened the State Revenue Sharing Public Hearing at 6:10 pm.

No public comments.

Chair Gordon closed the State Revenue Sharing Public Hearing at 6:11 pm.

Chair Gordon turned the meeting over to Budget Officer, City Manager Corthell.

A motion was made by Councilor Meier and seconded by Councilor Lauder to recommend Council adopt State Revenue Sharing. Motion Carried. Ayes: Mayor Jeremy Gordon, Councilor Lauder, Nick Backus, Alan Kind, Guy Mack, Amy Houghtaling, Dana Schowalter, Lynn Sampson- Bailey

6) Budget Committee Discussions

General Fund revenues: Expected revenues are approximately \$30,000.00 while expenses have increased \$14,000.00. The General Fund overall is expected to increase \$9,000.00.

Code: The City will need to be creative to retain an employee or alternative source. It is anticipated the fund will be underspent.

Fire: This department takes approximately 17% of the General Fund. If the levy were to be taken away, Fire would use all of our property tax revenue before any other area would. Funding will need to be addressed in the future.

Parks and Cemetery: This fund has an \$11,000.00 increase.

Streets: Street improvements and repairs are funded solely with the State Gas Tax. State Gas Taxes (an estimated \$63,000.00) are required by State law to be applied in the Street fund and remains consistent. Street signs will be looked into in order to comply with ordinances.

Water: Revenues are stable with programs costs of less than \$50,000.00. A leak assessment survey and meter replacement program will be put in place. The City expects a decrease in late fees with the credit card payment option coming to fruition. This is in the final stages of implementation. This remains the healthiest of funds.

Sewer: The system has 177 users and a deficit of \$50,000.00. This is monitored and not in jeopardy of bankruptcy. Options for revenue include rate structure changes. The Wastewater Master Plan will be updates in the coming year.

Committee recessed at 7:20 pm. Committee reconvened at 7:27 pm.

Utility Reserve Fund: \$72,000.00 is allocated to meter replacements as the majority have reached their lifespan.

Library: \$41,000.00 is held in trust.

CDC Revolving Fund: This is informational. The funds are held by a third party entity.

Shared Services Fund: These are items used over multiple departments such as the mower or duty rigs.

A 3-5% buffer has been applied to each fund as well as a contingency fund. The goal is that it is less likely to spend these if they require a resolution and vote. This allows more transparency to the public.

Closing questions and comments: Committee Member Houghtaling commended Mr. Corthell on providing a great budget that was easy to read and was very happy with the contingency monies so high.

Committee Member Schowalter had concerns with the Personnel funding. She asked how the City's compare to other cities of a similar size and advocated for increased wages to ensure retaining long-term employees. Mr. Corthell responded that she was very correct in her concerns. While wages are low, the benefits are greater as is the desirable work environment. Mr. Corthell also reallocated Personnel by departments worked in. This is an effort to be more transparent and assist in making good faith estimates.

A motion was made by Committee Chair Mayor Gordon and seconded by Councilor Lauder that the Budget Committee of the City of Falls City approve property taxes for the 2019-2020 fiscal year at the rate of \$2.9202 per \$1,000 of assessed value for operating purposes in the General Fund. Motion Carried. Ayes: All in favor.

A motion was made by Committee Member Houghtaling and seconded by Committee Member Mack that the Budget Committee of the city of Falls City approve the local option levy taxes for the 2019- 2020 Fiscal year at the rate of 1.0000 per \$1,000.00 of assessed value for the Fire Equipment & Operations in the Fire Levy Fund. Motion carried. Ayes: All in favor.

A motion was made by Committee Chair Gordon and seconded by Councilor Lauder that the Budget Committee of the City of Falls City approve the proposed budget for the 2019-2020 fiscal year for \$2,727,680.00. Ayes: All in Favor.

A motion was made by Committee Chair Gordon and seconded by Committee Member Backus to include Motion modification: that Committee recommends to Council to reexamine employee wages and increase if possible. Motion carried. Ayes: All in Favor.

Adjourn

The meeting adjourned at 7:50 pm.

Approved: _____ Chair, Mayor Gordon

Attested: _____ Budget Secretary, City Clerk, JoHanna Birr

City of Falls City
City Council Special Meeting Minutes
Wednesday May 1, 2019 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Mayor Gordon, Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

Staff Present: Mac Corthell, City Manager; Jamie Ward, Assistant City Clerk

1. Call to Order

Mayor Gordon called the meeting to order at 6:00pm.

2. Roll Call

Clerk Ward took roll call.

3. Pledge of Allegiance

Mayor Gordon led the pledge.

4. Motion to adopt the entire Agenda

A motion was made by Councilor Meier and seconded by Councilor Drill to adopt the entire agenda with the additions of the One (1) year City Manager Review and the vacant Council Position.

Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

5. Announcements

a. Council Meetings have been moved to the Second (2) Monday of the month

b. One (1) year City Manager Review

Mayor Gordon handed out a performance evaluation form for the council members to fill out and bring back to the Monday May Thirteenth (13) meeting. The Council will hold an executive session regarding the City Managers Review.

c. Vacant Council Position

Members of Council discussed the vacant Council seat in hopes with coming up with a process to have the seat filled by the June meeting. They have come up with an Interview process to have that seat filled as soon as possible. Applicants can pick up and return applications at City hall, all applications need to be in by 5:00PM the Friday June Seventh (7). Councilors decided to hold interviews starting at 5:00PM on Monday June tenth (10) and will hopefully make the decision by 6:00PM to appoint an interim position. Councilor Drill made the suggestion to hold a potluck because of the long meeting. Council did not reach a decision.

6. New Business: Members of the public wishing to comment on items of new business must sign up at the podium near the entry prior to commencing this portion of the agenda. Comment time may be limited by Mayoral prerogative.

a. Resolution 16-2019 Let Freedom Ring! Event sanctioning

City Manager Corthell gave the overview of what the event would look like. The event would bring community members together to honor all past and present veterans. He believes the Events

City of Falls City
City Council Regular Meeting Minutes
May 13, 2019 6:00 PM
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

Staff Present: Mac Corthell, City Manager; Jamie Ward, Assistance City Clerk

1. Call to Order

Mayor Gordon called the meeting to order at 6:05 pm.

2. Roll Call

Asst. Clerk Ward took roll call. Lori Jean Sickles arrived at 6:10 pm.

3. Pledge of Allegiance

Mayor Gordon led the pledge.

4. Motion to adopt the entire Agenda

A motion was made by Councilor Meier and seconded by Councilor D. Sickles to adopt the entire agenda. Motion carried 5-0-0. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

5. Announcements

a. Regular Council meetings have been moved to the second Mondays of each month at 6:00pm. The next regular meeting will be June 10, 2019 at 5:00 pm to allow for work session.

b. Public Works Committee applicant, Jeff Propps was welcomed to Committee.

A motion was made by Councilor Drill and seconded by Councilor L. Sickles that the City of Falls City Council appoint Jeff Propp to the Public Works Committee. Motion Carried. 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

6. Community & Government Organizations

a. Polk County Sheriff's Office Report
No comments

b. Falls City Public Works Report
No comments.

c. Falls City Fire Report
No comments.

7. Communications

None

8. Consent Agenda

A motion made by Councilor Meier and Seconded by Councilor Lauder to adopt the consent agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

9. Public Comments

Debi Zeitner of Falls City was upset about to a recent visit to City Hall on a code enforcement issue. She was forcefully complaining to staff. The City manager came into the lobby and told her not to yell at staff. Ms. Zeitner would like the issue addressed immediately. Ms. Zeitner proceeded to be disruptive; interjecting comments and repeatedly exiting and entering the room loudly.

Tracy Young of Falls City had recently observed Judge Butterfield preside over Falls City Code Violation cases. She felt the lessened fines imposed were not harsh enough. Ms. Young's other issue was that Green Haven RV Park has given tenants 60 days to move due to the property selling for low income housing. Her concern is another Conditional Use Permit not being adhered to, as well as the drainage issues on the south side of town. Many unwarranted concerns and some disinformation was presented. Councilor Drill asked if the City was aware. Manager Corthell and Mayor Gordon commented that there are talks between private parties but no land use has come before the City, Planning Committee or such.

Lisa Jordan of Polk County spoke regarding Clerk Birr's memo content and Mr. Jordan being hostile toward staff. She said her husband is hotheaded and that her experience with the mentally challenged has given her the ability to calm upset people down. She asked where the project was at this stage. Mayor Gordon addressed by letting her know, the project has been discussed and posted on the website in packets and minutes for many months, even years and in the engineering stage which includes environmental reviews and many other reviews to determine feasibility. A series of Town Hall meeting are being set to begin June 18 or 19 so citizens may come and learn about the design and process. This is the preliminary phase and if it did go to construction, it would be several years. Also, any land use concerns would be addressed to the County. Any other concerns should be resolved at the Town Hall as our engineer, project manager and many others will be there who know the nuts and bolts. The County knows we are involved in a project, no formal application yet, and the property would only be purchased if the project passes environmental impact, studies and review, permitting etc. The Wastewater Master Plan has been posted since 2016 on the website and there are strict rules for notifying landowners etc. that will be followed to the letter of the law. This is a federal grant and there is no wiggle room.

An unidentified female addressed the water table during the Great Flood of 1996 which exceeded the 100 year flood of 1964. Mayor Gordon responded that West Tech Engineering is highly regarded and if there are any issues the City will be made well aware of them. He told County residents they could find announcements and information in the Council packets and minutes posted on the city website.

10. Citizen Committees

There were no new minutes from committees.

11. New Business

a. Noise Permit- Mark Jacques Wedding

A motion made by Councilor Lauder and Seconded by Councilor Drill that the City Council of the City of Falls City grant the noise permit as described in Exhibit A, and subject to all conditions therein. Motion carried 5-0-0. Ayes: Lori Jean Sickles Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

a. Resignation of Councilor Flynn

City Manager Corthell outlined the process of announcing the open seat starting Tuesday May 14, 2019 to all public outlets. Applications will be available at City Hall and online. Applicants need to have applications turned in before the Monday June 10, 2019 meeting. Council members will host an interview process at 5 pm at the Monday June 10, 2019 and will vote on best candidate. If Council elects a candidate they will join the June 10, 2019 Meeting and will be appointed till the 2020 action year, where they can decide to run again.

A motion made by Councilor D. Sickles and Seconded by Councilor L. Sickles that the City Council of the City of Falls City adopt the proposed interview process to fill Councilor Flynn's vacant seat on June 10, 2019. Motion carried 5-0-0. Ayes: Lori Jean Sickles Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

12. Old Business

a. Council acceptance of ROW dedication

The Falls City school district was required to dedicate certain portions of Right of Way as part of its Site Design Review 18-16, prior to issuance of a building permit. This dedication meets that condition.

A motion was made by Councilor D. Sickles and seconded by Councilor Lauder that the City Council of Falls City accept the ROW Dedication associated with SDR 18-16. Motion carried. 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

a. Resolution 05-2019, Extending IGA with Polk County for Dutch Creek/Mitchell St. project and grants

A motion was made by Councilor Drill and seconded by Councilor Meier the City Council of Falls City approve the business license application for Jay's Property Cleaning and Maintenance. Motion carried. 5-0-0-. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles

13. Manager's Report

Shared tanks are a concern and may entail changing the rate structure or how we charge for sewer. Backflows are not a pressing issue, but to begin replacing them when the ultimate decision may be to remove them would be wasting money and it does need to be put back on the table. The Parks and Recreation Committee will be looking at a Safe Routes to School grant and our partnership with the school as it ties in with the Parks Master Plan. The revitalization of the path between the high school and grade school have been discussed with Sean Burdett. The Veterans' Memorial grant is very positive and event should be a good draw to get visitors in town.

The CDBG grant update is in the purchase option stages with a sticky patch in tax deferral. Currently the land is in farm deferral with 9- 10 years of back taxes being carried on it. The SCA grant had a meeting and were given a 4 month timeline which saved money. Revenues are being reviewed such as franchise fees. Century Link is only paying at dialup prices. Industry standards are 5- 7% of their revenue. Also, a Master ROW Ordinance would allow for "through" services to be required to pay fees if they use our streets to carry service through to offer at another location.

SDC's Mr. Corthell said virtually every city in Oregon charges these for parks, streets etc., everything increases every year but our frozen tax rate stays the same. SDC would not be to tax our citizens even more but to make up for that lost and much needed money to keep up with increasing costs. SWRPFD Chief Fred Hertel is back in negotiations for a contract and would like FCFD to be first alarm responders in the area. If so, there would be a three month trial period. Contracts for fire service will be looked at for areas such as Black Rock who are not covered by any

of the districts. This is very common in Arizona- instead of paying thousands of dollars per-call; they would pay \$500 per year.

Code Services is difficult to fund at a wage to ensure longevity of the program. Funding options could include a levy and this is something to think about. The City of Newberg uses a \$2.75 surcharge on water bills to pay for their police officers. This would be something to look at as well. Steve Birr has resigned but will return for the remaining court dates scheduled. Mayor Gordon said Mr. Birr did great things for the City. Goal setting meetings will be held in a State of the City fashion to reflect and discuss goals met, current disposition and overall achievements to date. January will be the more traditional goal setting workshops and budget input. There would be several meetings over the fiscal year regarding the budget.

Organizational Development Process regarding administrations division of work is being charted. Job descriptions are being more accurately defined to eliminate oversights if one person is absent.

Council recessed at 7:09 pm. Council reconvened at 7:11 pm. Councilor Drill thanked Assistant Clerk Ward for supplying bottled water for Council. All present but the press were excused.

Council went into Executive Session at 7:13 and closed at 8:15 pm.

The regular Council meeting re-opened at 8:16 pm. Councilor Lauder commented on people using the work sewage. He said that is a misnomer, its wastewater the new lagoons will be holding. People are thinking of cow poop ponds.

14. Adjourn

The meeting adjourned at 8:30 pm.

_____ Mayor, Jeremy Gordon

Attested: _____ City Clerk, JoHanna Birr

City of Falls City
Public Works Committee Meeting
Thursday May 23, 2019, 6:00 p.m.
Meeting Location: 320 N Main Street, Falls City, OR 97344

Committee Members Present

Tony Meier, Mike McConnell, Cliff Lauder, Jeff Propp, Gordon Hanson, Guy Mack.

1) Call to Order

Vice Chair McConnell called the meeting to order at 6:00 p.m. Chair Drill absent. New Member Jeff Propp was welcomed to PWC. Gordon Hanson arrived at 6:10 pm.

2) Pledge of Allegiance

Vice Chair McConnell led committee in the Pledge of Allegiance.

3) Motion to Adopt the entire agenda

Vice Chair McConnell requested that Water Billing Policy be added to the agenda for Public Works Committee review. A motion was made by Member McConnell and seconded by Member Mack: **To adopt the entire agenda with addition of Water Billing Policy Review.** Motion carried 5-0-0 Ayes. Tony Meier, Mike McConnell, Cliff Lauder, Jeff Propp, Guy Mack.

4) Consent Agenda: Motion Action Approving Consent Agenda Items

A. Public Works Committee Minutes March 21, 2019.

B. Public Works Committee Minutes April 25, 2019.

A motion was made by Member Mack and seconded by Member Meier approving Consent Agenda items A and B. Motion carried 3-0-0 Ayes. Tony Meier, Gordon Hanson, Guy Mack.

5) Public Comments - None

6) Old Business

A. None

7) New Business

A. Memorandum: Lagoon Opposition Terry Jordan, Polk County Resident
Committee Member Lauder stated that this is primarily a "Perception" or "Misperception" problem of the type of Lagoon system proposed. Along with Committee Member Hanson, they suggested that the City inform residents and affected nonresidents of the type of system envisioned and the pluses/minuses of said system. Vice Chair McConnell suggested an Action Item: Public Works Committee requests any information or documentation pertaining to similar "sewer/lagoon" systems that the City has obtained. Committee members agreed.

B. Shared Sewer Tanks

Committee recognized the major obstacle in achieving equity in billing for shared tanks and the fiscal stability of the Wastewater System is that the number of users (127) (177 Actual) is insufficient to produce the income needed to cover maintenance and pumping charges (\$400/tank) (\$500+- per tank actual). Committee Member Meier commented that thought has been given to basing a fee on water usage, but that may penalize those with extensive garden or lawn watering use. Committee Member McConnell mentioned the possibility of basing the fee on metering water flowing into tanks. Committee Member Hanson mentioned raising rates to meet system operating and maintenance needs. Committee Member Mack questioned charging Commercial Business users the same as Residential users as businesses usually burden the system to a greater extent. Committee Member Propp mentioned the possibility of constructing a new Sewage Treatment Facility to eliminate pumping.

Committee requests simple a breakdown of how many shared tanks and how often pumped, how many 1000 gallon tanks and how often pumped and how many other smaller tanks and how often they are pumped.

C. West Coast Cross Contamination Backflow Testing Contract - FYI

D. Event Volunteer Recruitment Needed - FYI

Committee is urged to spread the word that volunteers are needed for many civic projects.

E. Review Water Billing Policy

Vice Chair McConnell stated that the City charges new customers a connection fee (\$65.00) and then bills the customer for prior months usage. He suggested the City also charge a one month base water fee to be held as a deposit. Committee recommends City Administration/Staff explore this possibility. No motion made. Member Hanson had to leave to attend another meeting.

8) Correspondence, Comments and Ex-Officio Reports

A. Next Public Works Committee Meeting will be held June 27, 2019, 6:00 p.m.

B. Committee Member Lauder moved and Committee Member Meier seconded: That the Public Works Committee meet once a month on the fourth Thursday at 6:00 p.m. Motioned carried 5-0-0. Ayes: Tony Meier, Cliff Lauder, Mike McConnell, Jeff Propp, Guy Mack.

C. Committee Member Meier moved and Committee Member Mack seconded: That any member of the Public Works Committee can request an Item being added to the Meeting Agenda by contacting City Staff. Motioned carried 5-0-0. Ayes: Tony Meier, Cliff Lauder, Mike McConnell, Jeff Propp, Guy Mack.

D. Member Propp mentioned the need of a Compliance Officer for Code Enforcement. Committee members agreed that City needed to establish solid funding for this position.

9) Adjourn

A motion was made by Committee Member Mack and seconded by Committee Member Meier to adjourn the meeting. Motion carried 5-0-0. Ayes: Tony Meier, Cliff Lauder, Mike McConnell, Jeff Propp, Guy Mack.

The meeting was adjourned at 7:12 PM.

Signed: _____ Public Works Committee Member

Attested: _____ Public Works Committee Member



City of Falls City
299 Mill Street
Falls City, OR 97344
Ph. 503.787.3631

OFFICE OF THE MAYOR
JEREMY GORDON

May 23, 2019

Subject: Mayor's Resignation from Public Works Committee

To: City Council, The City of Falls City
Mac Corthell, City Manager
Chair, Public Works Committee
Members of the Public Works Committee

Dear Friends,

After extensive thought and consideration, I hereby resign my position as a member of the Falls City Public Works Committee. Though I will no longer be an official member, I am happy to attend meetings by invitation as the Committee sees fit. I have thoroughly enjoyed my time on the Committee and value the relationships formed with its membership.

I firmly believe that citizen advisory committees ought to function as true representations and extensions of the community. My departure will create a healthier mix of Council members and citizen appointees. The issues facing the Public Works Committee, and by extension the community, are significant and best served by citizen members as we all work together to solve problems and plan for the future. I am encouraged by and grateful for the addition of two new members and am looking forward to working with everyone in my capacity as Mayor.

I appreciate learning with all of you and look forward to continuing our work toward the future and stability of Falls City.

Sincerely,

Jeremy Gordon
Mayor, City of Falls City

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER & BUDGET OFFICER, MAC CORTHELL
SUBJECT: RESOLUTION 17-2019 ADOPT BUDGET, ELECT STATE REVENUE SHARING, MAKE APPROPRIATIONS, & LEVY TAXES
DATE: JUNE 10, 2019

SUMMARY

Adoption of the budget, appropriation of expenditures, adoption of tax levies, and election to accept state revenue sharing.

BACKGROUND

Oregon Local Budget Law requires cities to conduct certain hearings and take certain actions to adopt the annual budget.

1. The budget must be approved by the Budget Committee composed of the Mayor and City Council, and 7 members of the public, at a public meeting of the Budget Committee. The Budget Committee met on April 18, 2019 and approved the proposed budget outlined in resolution 17-2019.
2. The following public hearings and/or approvals must be conducted at least once by the budget committee:
 - a. A Public hearing for questions and comments on the budget;
 - b. A Public hearing on revenue sharing with opportunity for written and/or oral testimony regarding use of the funds and offset against taxes;
 - a. Approve the proposed Budget;
 - b. Approve each Ad Valorem Tax Rate or Amount;
 - c. Each of the foregoing must be reflected in the BC meeting minutes.

PREVIOUS COUNCIL ACTION

On April 18, 2019, the Budget Committee members approved the proposed budget, appropriations, taxes and state revenue sharing. Public hearings were held on the budget and state revenue sharing as required by law.

ALTERNATIVES/FINANCIAL IMPLICATIONS

Failure to adopt a budget before July 1, 2019 would render the City unable to operate.

STAFF RECOMMENDATION

Staff recommends the City Council adopt the Fiscal year 2018-2019 budget and appropriations, elect to receive state revenue sharing, and impose ad valorem taxes as recommended by the Budget Committee, and reflected in resolution 17-2019.

EXHIBIT

- A) Resolution 17-2019 Fiscal Year 2019-2020 Budget
- B) Budget work sheet
- C) LB 1
- D) Budget Committee Meeting Minutes for April 18, 2019 (see consent agenda)

PROPOSED MOTION

I move the City Council of the City of Falls City adopt resolution 17-2019, A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, LEVYING TAXES, AND ELECTING TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2019-2020.

RESOLUTION 17-2019

A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, LEVYING TAXES, AND ELECTING TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2019-2020.

Whereas, The City of Falls City is governed by Oregon Local Budgeting Law; and

Whereas, Oregon Local Budgeting Law requires the governing body of a municipality to adopt a budget, make appropriations, levy taxes, and elect state revenue sharing; and

Whereas, The City of Falls City Budget Committee approved the proposed budget, appropriations, taxes, and state revenue sharing on April 18, 2019.

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

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2019-2020.

Section 2. A public hearing before the Budget Committee was held on April 18, 2019, and a public hearing before the City Council was held on June 10, 2019 giving citizens an opportunity to comment on use of State Revenue Sharing.

Section 3. The City Council adopts the budget approved at the Budget Hearing on April 18, 2019 now on file in the office of the City located at City hall, 299 Mill Street Falls City, Oregon 97344, in the sum of \$2,323,974.

Section 4. The City of Falls City hereby imposes the taxes provided for in the adopted budget at the rate of \$2.9202 per \$1,000 of assessed value for operations and that these taxes are hereby imposed and categorized for tax year 2018-2019 upon the assessed value of all taxable property within the district.

Section 5. The City of Falls City hereby imposes the taxes provided for in the adopted budget at the rate of \$1.000 per \$1,000 of assessed value for Fire operations and equipment, and that these taxes are hereby imposed and categorized for tax year 2018-2019 upon the assessed value of all taxable property within the district.

Subject to General Government Limitation	Excluded from Limitation
Permanent Rate Levy \$2.9202 per \$1,000	\$0
Fire Equipment and Operations Levy \$1.000 per \$1,000	\$0

Section 5. The amounts for the fiscal year beginning July 1, 2019, for all the purposes shown are hereby appropriated as follows:

General Fund

Administration-----	\$223,605
Fire-----	\$68,209
Parks & Cemeteries-----	\$29,181
Council-----	\$1,000
Code Enforcement & Court-----	\$21,032
Other/ Debt-----	\$35,162
Contingency-----	\$60,000

Shared Services Fund

Materials & Services-----	\$94,157
Capital Outlay-----	\$6,170
Contingency-----	\$10,000

Streets Fund

Personnel Services-----	\$52,422
Materials and Services-----	\$33,296
Capital-----	\$500,000
Contingency-----	\$30,000

Sewer Fund

Personnel Services-----	\$85,581
Materials and Services-----	\$68,487
Capital-----	\$270,000
Contingency-----	\$40,000

Water Fund

Personnel Services-----	\$116,299
Materials and Services-----	\$115,372
Capitol-----	\$62,814
Contingency-----	\$50,000

Fire Levy Fund

Materials and Services-----	\$26,271
Capitol-----	\$23,000

Utility Reserve Fund

Capital-----	\$150,000
Contingency-----	\$231,000

Polk Community Development Fund

Transfers-----	\$23,500
Contingency-----	\$10,000

Wagner Library 80% Fund

Contingency-----	\$41,000
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TOTAL APPROPRIATIONS	\$ 2,477,558
TOTAL RESERVED/UNAPPROPRIATED	\$ 469,449
TOTAL ADOPTED BUDGET	\$ 2,947,007

Resolution 17-2019 Budget, Taxes, Rev Share, Appropriations
Effective 6/10/19

Vote:

AYE_____ NAY_____ ABSTAIN_____ ABSENT_____

Attest:

Jeremy Gordon, Mayor

JoHanna Birr, City Clerk

FUND: GENERAL

RESOURCES	ACTUAL 2016-2017	ACTUAL 2017 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted
Beginning Fund Balance	\$ 233,921	\$ 243,346	\$ 210,000	\$ 250,000	\$ 250,000	
Taxes						
Property Taxes- Current	\$ 110,750	\$ 113,560	\$ 108,000	\$ 115,000	\$ 115,000	
Property Taxes- Prior	\$ -	\$ 1,069	\$ 1,000	\$ 900	\$ 900	
State Revenue Sharing	\$ 11,213	\$ 13,911	\$ 7,500	\$ 11,200	\$ 11,200	
State Liquor Tax	\$ 14,285	\$ 14,136	\$ 15,000	\$ 14,000	\$ 14,000	
State Cigarette Tax	\$ 1,283	\$ 1,191	\$ 1,100	\$ 1,100	\$ 1,100	
Interest						
Interest on Investments	\$ 13,325	\$ 19,146	\$ 14,000	\$ 19,000	\$ 19,000	
Fees						
Business License & OLCC Fees	\$ 1,223	\$ 1,838	\$ 600	\$ 1,500	\$ 1,500	
Land Use and Permit Fees	\$ 6,358	\$ 4,940	\$ 1,000	\$ 4,500	\$ 4,500	
Comm Ctr & Parks User Fees				\$ 800	\$ 800	
Code Services Fines				\$ 500	\$ 500	
Lien Search Fees	\$ 1,125	\$ 1,330	\$ 500	\$ 850	\$ 850	
<i>Licenses and Fees</i>	\$ 1,988	\$ 1,514	\$ 1,200			
<i>Parks User Fees</i>	\$ 140	\$ 1,020	\$ 50			
<i>Community Center User Fees</i>	\$ 250	\$ 235	\$ 200			
Franchise Fees						
Pacific Power Franchise	\$ 44,492	\$ 46,298	\$ 35,000	\$ 41,000	\$ 41,000	
Consumer Power Franchise	\$ 79	\$ 80		\$ 50	\$ 50	
Republic Trash Franchise	\$ 3,008	\$ 3,396	\$ 3,000	\$ 3,200	\$ 3,200	
Charter Franchise	\$ 6,578	\$ 5,552	\$ 5,000	\$ 5,200	\$ 5,200	
Quest/Century Link Franchise	\$ 1,732	\$ 1,276		\$ 1,000	\$ 1,000	
Grants						
CLG Grant (Historical)				\$ 12,000	\$ 12,000	
Weyerhaeuser Grant (Fire)				\$ 9,800	\$ 9,800	
Historic Cemetery Grant				\$ 8,000	\$ 8,000	
Ford Family RARE Grant				\$ 10,000	\$ 10,000	
Pacific Power RARE Grant				\$ 10,000	\$ 10,000	
Assistance to Firefighters Grant				\$ 20,000	\$ 20,000	
Intergovernmental Grants	\$ 76,500	\$ 26,717	\$ 47,199			
Planning Grants	\$ -	\$ 1,000				
Miscellaneous						
Miscellaneous	\$ 14,516	\$ 8,926	\$ 1,000	\$ 2,080	\$ 2,080	
<i>Copies & Faxes</i>	\$ 347	\$ 90	\$ 50			
<i>Donations</i>	\$ 520	\$ 1,925	\$ 50			
<i>Parks Donations</i>	\$ -		\$ 50			
<i>Rural Fire</i>	\$ 22,400	\$ 14,050				
Non-Revenue Resources						
Transfer from Polk Comm Dev				\$ 23,500	\$ 23,500	
Transfer from Fire Levy			\$ 15,000			
Transfer from Water Fund	\$ 50,000	\$ 50,000	\$ 50,000			
Total Non-Revenue Resources	\$ 50,000	\$ 50,000	\$ 65,000	\$ 23,500	\$ 23,500	\$ -
Total Revenues	\$ 332,112	\$ 283,200	\$ 241,499	\$ 291,680	\$ 291,680	
TOTAL FUND RESOURCES	\$ 616,033	\$ 576,546	\$ 516,499	\$ 565,180	\$ 565,180	

FUND: GENERAL
Org Unit: Administration

REQUIREMENTS	ACTUAL 2016-2017	ACTUAL 2017 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted
PERSONNEL						
Full Time Equivalent	2.0	2.0	2.5	2.15	2.15	
Salaried	\$ 66,165	\$ 73,044	\$ 120,000	\$ 103,798	\$ 103,798	
Benefits/Retirement	\$ 30,214	\$ 32,542	\$ 54,000	\$ 42,745	\$ 42,745	
Payroll Expenses	\$ 5,442	\$ 9,431	\$ 14,000	\$ 8,127	\$ 8,127	
Worker's Comp	\$ -	\$ -	\$ -	\$ 170	\$ 170	
Total Personnel	\$ 101,821	\$ 115,017	\$ 188,000	\$ 154,840	\$ 154,840	
MATERIALS & SERVICES						
Professional Services	\$ 45,414	\$ 51,951	\$ 60,000	\$ 10,000	\$ 10,000	
Operational Supplies	\$ 8,172	\$ 6,280	\$ 6,000	\$ 400	\$ 400	
Trvl, Trng, Dues, Statutory	\$ 5,181	\$ 4,760	\$ 6,500	\$ 2,000	\$ 2,000	
Insurance				\$ 865	\$ 865	
RARE Dues				\$ 23,500	\$ 23,500	
Grants						
Ford Family RARE Grant				\$ 10,000	\$ 10,000	
Pacific Power RARE Grant				\$ 10,000	\$ 10,000	
CLG Historic Grant				\$ 12,000	\$ 12,000	
LEOF Grant			\$ 45,000			
<i>Equipment O & M</i>	\$ 619	\$ 1,104	\$ 2,500			
<i>Building Maintenance & Repair</i>	\$ 1,726	\$ 1,791	\$ 4,000			
<i>Utilities</i>	\$ 8,141	\$ 7,125	\$ 9,000			
<i>Council Projects</i>	\$ 850	\$ 653	\$ -			
<i>Adjustment to Audited Statement</i>	\$ 2,281	\$ -	\$ -	\$ -	\$ -	
Total Materials & Services	\$ 72,384	\$ 73,664	\$ 133,000	\$ 68,765	\$ 68,765	
PROGRAM TOTAL	\$ 174,205	\$ 188,681	\$ 321,000	\$ 223,605	\$ 223,605	

FUND: GENERAL

Org Unit: Fire

REQUIREMENTS	ACTUAL 2016-2017	ACTUAL 2017 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted
PERSONNEL						
Full Time Equivalent	.1	.1	.1	.3	.3	
Salaried	\$ 4,800	\$ 4,800	\$ 4,800	\$ 10,723	\$ 10,723	
Payroll Expenses	\$ 4,507	\$ 5,979	\$ 4,900	\$ 841	\$ 841	
Worker's Comp	\$ -	\$ -	\$ -	\$ 9,800	\$ 9,800	
Total Personnel	\$ 9,307	\$ 10,779	\$ 9,700	\$ 21,364	\$ 21,364	
MATERIALS & SERVICES						
Insurance	\$ 5,090	\$ -	\$ 4,800	\$ 10,045	\$ 10,045	
Equipment O & M	\$ 10,056	\$ 7,386	\$ 12,000	\$ 7,000	\$ 7,000	
Utilities	\$ 12,005	\$ 11,444	\$ 13,000			
Professional Services	\$ 1,416	\$ 9,374	\$ 5,000			
Operational Supplies	\$ 3,915	\$ 2,574	\$ 4,000			
Building O & M	\$ 860	\$ 2,451	\$ 3,000			
Equipment			\$ 1,750			
Uniforms & Protective Gear	\$ -	\$ 50	\$ 500			
Education, Training, Dues	\$ 155	\$ 218	\$ 500			
Intergovernmental Services	\$ 16,778	\$ 12,777	\$ 15,000			
Miscellaneous	\$ 484	\$ -	\$ 2,949			
Total Materials & Services	\$ 50,759	\$ 46,274	\$ 62,499	\$ 17,045	\$ 17,045	
Capital Outlay						
Fire Truck Princ & Inter	\$ 5,225	\$ 5,113				
Weyerhaeuser Grant (Fire)				\$ 9,800	\$ 9,800	
Assistance to Firefighters Grant	\$ -	\$ 18,002	\$ 6,800	\$ 20,000	\$ 20,000	
Total Capital Outlay	\$ 5,225	\$ 23,115	\$ 6,800	\$ 29,800	\$ 29,800	
NON-ALLOCATED						
Adjustment to Audited Statement	\$ -	\$ 12,053	\$ -	\$ -	\$ -	
Total Non-Allocated	\$ -	\$ 12,053	\$ -	\$ -	\$ -	
PROGRAM TOTAL	\$ 65,291	\$ 92,221	\$ 78,999	\$ 68,209	\$ 68,209	

FUND: GENERAL							
Org Unit: Parks & Cemeteries							
REQUIREMENTS	ACTUAL 2016-2017	ACTUAL 2017 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted	
PERSONNEL							
Full Time Equivalent	0	0	0	.15	.15		
Salaried				\$ 5,870	\$ 5,870		
Benefits/Retirement				\$ 3,981	\$ 3,981		
Payroll Expenses				\$ 460	\$ 460		
Worker's Comp	\$ 198	\$ 271	\$ 250	\$ 515	\$ 515		
Total Personnel	\$ 198	\$ 271	\$ 250	\$ 10,826	\$ 10,826		
MATERIALS & SERVICES							
Utilities	\$ 2,593	\$ 3,123	\$ 3,500	\$ 4,600	\$ 4,600		
Insurance				\$ 1,505	\$ 1,505		
Professional services	\$ 2,671	\$ 2,050	\$ 2,500	\$ 1,500	\$ 1,500		
Equipment O & M	\$ 856	\$ 134	\$ 1,000	\$ 250	\$ 250		
Building O & M	\$ 83	\$ 2,246	\$ 1,000	\$ 250	\$ 250		
Operational Supplies	\$ 617	\$ 1,326	\$ 1,000	\$ 250	\$ 250		
Parks Donations			\$ 50				
Events				\$ 2,000	\$ 2,000		
3rd of July	\$ 680	\$ 149	\$ 1,150				
Grants							
Historic Cemetery Grant				\$ 8,000	\$ 8,000		
Total Materials & Services	\$ 7,500	\$ 9,028	\$ 10,200	\$ 18,355	\$ 18,355		
PROGRAM TOTAL	\$ 7,698	\$ 9,299	\$ 10,450	\$ 29,181	\$ 29,181		

FUND: GENERAL							
Org Unit: Council							
REQUIREMENTS	ACTUAL 2016-2017	ACTUAL 2017 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted	
MATERIALS & SERVICES							
Worker's Comp				\$ 50	\$ 50		
Professional Services				\$ 100	\$ 100		
Operational Supplies	\$ -	\$ 45	\$ 250	\$ 100	\$ 100		
Council Projects	\$ 310	\$ 485	\$ 800	\$ 400	\$ 400		
Trvl, Trng, Dues, Statutory	\$ 83	\$ -	\$ 300	\$ 350	\$ 350		
Reimbursable Expense			\$ 100				
Total Materials & Services	\$ 393	\$ 530	\$ 1,450	\$ 1,000	\$ 1,000		
PROGRAM TOTAL	\$ 393	\$ 530	\$ 1,450	\$ 1,000	\$ 1,000		

FUND: GENERAL							
Org Unit: Code Enforcement & Court							
REQUIREMENTS	ACTUAL 2016-2017	ACTUAL 2017 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted	
PERSONNEL							
Full Time Equivalent	.20	.20	.20	.50	.50		
Salaried	\$ -	\$ 180	\$ 8,500	\$ 12,820	\$ 12,820		
Payroll Expenses	\$ 66	\$ 105	\$ 200	\$ 2,312	\$ 2,312		
Worker's Comp	\$ -	\$ -	\$ -	\$ 400	\$ 400		
Total Personnel	\$ 66	\$ 285	\$ 8,700	\$ 15,532	\$ 15,532		
MATERIALS & SERVICES							
Professional Services	\$ 348	\$ 364	\$ 10,000	\$ 3,500	\$ 3,500		
Operational Supplies	\$ -	\$ 72	\$ 500	\$ 1,000	\$ 1,000		
Uniforms & Protective Gear	\$ -	\$ 40	\$ -	\$ 500	\$ 500		
Travel, Training, Dues, Statutory	\$ -	\$ -	\$ 250	\$ 500	\$ 500		
Total Materials & Services	\$ 348	\$ 476	\$ 10,750	\$ 5,500	\$ 5,500		
PROGRAM TOTAL	\$ 414	\$ 761	\$ 19,450	\$ 21,032	\$ 21,032		
FUND: GENERAL							
Org Unit: Debt Service/Other							
REQUIREMENTS	ACTUAL 2016-2017	ACTUAL 2017 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted	
Debt Service							
Park Loan Principal (#????)	\$ -	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950		
Park Loan Interest (#????)	\$ -	\$ 568	\$ 575	\$ 575	\$ 575		
M/H Park Loan Principal	\$ -	\$ 1,686	\$ 1,686	\$ 1,686	\$ 1,686		
M/H Park Loan Interest	\$ -	\$ 556	\$ 556	\$ 556	\$ 556		
Total Debt Service	\$ -	\$ 4,760	\$ 4,767	\$ 4,767	\$ 4,767		
Other							
Transfer Out to Shared Fund				\$ 30,395	\$ 30,395		
Reserved for Cemetery Land Pur	\$ -	\$ -	\$ 3,000				
Total Other	\$ -	\$ -	\$ 3,000	\$ 30,395	\$ 30,395		
PROGRAM TOTAL	\$ -	\$ 4,760	\$ 7,767	\$ 35,162	\$ 35,162		
GENERAL FUND TOTALS							
TOTAL GENERAL FUND EXPENDITURES	\$ 248,001	\$ 296,252	\$ 439,116	\$ 378,189	\$ 378,189		
General Fund Contingency			\$ 77,383	\$ 60,000	\$ 60,000		
General Fund Ending Balance	\$ 368,032	\$ 280,294		\$ 126,991	\$ 126,991		
Total General Fund Non-Allocated	\$ 368,032	\$ 280,294	\$ 77,383	\$ 186,991	\$ 186,991		
TOTAL GENERAL FUND REQUIREMENTS	\$ 616,033	\$ 576,546	\$ 516,499	\$ 565,180	\$ 565,180		

FUND: SHARED SERVICES						
RESOURCES	ACTUAL 2016-2017	ACTUAL 2017 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer in-Sewer				\$ 19,125	\$ 19,125	
Transfer in-Water				\$ 49,322	\$ 49,322	
Transfer in-Streets				\$ 10,221	\$ 10,221	
Transfer in-General Fund				\$ 31,659	\$ 31,659	
Total Revenue	\$ -	\$ -	\$ -	\$ 110,327	\$ 110,327	
TOTAL FUND RESOURCES	\$ -	\$ -	\$ -	\$ 110,327	\$ 110,327	
REQUIREMENTS	ACTUAL 2016-2017	ACTUAL 2017 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted
MATERIALS & SERVICES						
Professional Services				\$ 56,137	\$ 56,137	
Operational Supplies				\$ 9,950	\$ 9,950	
Equipment O & M				\$ 9,320	\$ 9,320	
Building O & M				\$ 4,250	\$ 4,250	
Utilities				\$ 10,500	\$ 10,500	
Trvl, Trng, Dues, Statutory				\$ 4,000	\$ 4,000	
Total Materials & Services				\$ 94,157	\$ 94,157	
CAPITAL OUTLAY						
PW Truck Payment				\$ 6,170	\$ 6,170	
Total Capital Outlay	\$ -	\$ -	\$ -	\$ 6,170	\$ 6,170	
Non-Allocated						
Contingency				\$ 10,000	\$ 10,000	
Ending Fund Balance						
Total Non-Allocated	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	
TOTAL FUND REQUIREMENTS				\$ 110,327	\$ 110,327	

FUND: STREETS						
RESOURCES	ACTUAL 2016-2017	ACTUAL 2017- 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted
Beginning Fund Balance	\$ 79,641	\$ 150,631	\$ 90,000	\$ 120,000	\$ 120,000	
State Gas Tax	\$ 56,925	\$ 60,298	\$ 63,000	\$ 63,000	\$ 63,000	
FEMA Dutch Creek Grant	\$ 65,080	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	
SCAG (2018)	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	
SCAG (2019)	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	
SCAG (2020)				\$ 100,000	\$ 100,000	
SCAG	\$ 50,000		\$ 50,000			
Allocated Revenue	\$ 12,000	\$ 12,100	\$ 10,000			
Total Revenue	\$ 184,005	\$ 72,398	\$ 373,000	\$ 563,000	\$ 563,000	
TOTAL FUND RESOURCES	\$ 263,646	\$ 223,029	\$ 463,000	\$ 683,000	\$ 683,000	
REQUIREMENTS	ACTUAL 2016-2017	ACTUAL 2017- 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted
PERSONNEL						
Full Time Equivalent	0	0	0	0.45	0.45	
Salaried				\$ 28,779	\$ 28,779	
Benefits/Retirement				\$ 20,187	\$ 20,187	
Payroll Expenses				\$ 2,256	\$ 2,256	
Worker's Compensation	\$ 728	\$ 995	\$ 900	\$ 1,200	\$ 1,200	
Total Personnel	\$ 728	\$ 995	\$ 900	\$ 52,422	\$ 52,422	
MATERIALS & SERVICES						
Utilities	\$ 7,594	\$ 7,680	\$ 9,000	\$ 7,500	\$ 7,500	
Insurance				\$ 2,875	\$ 2,875	
Operational Supplies	\$ 8,832	\$ 13,901	\$ 14,000	\$ 2,500	\$ 2,500	
Professional Services	\$ 4,346	\$ 5,559	\$ 24,000	\$ 9,000	\$ 9,000	
Equipment O & M	\$ 10,554	\$ 6,054	\$ 8,000	\$ 1,000	\$ 1,000	
Miscellaneous	\$ -	\$ 1,500	\$ -	\$ 200	\$ 200	
Transfer to Shared Services				\$ 10,221	\$ 10,221	
Uniforms & Protective Gear	\$ 88		\$ 500			
Total Materials & Services	\$ 31,414	\$ 34,694	\$ 55,500	\$ 33,296	\$ 33,296	
TOTAL STREETS & PATHWAYS PROGRAM	\$ 32,142	\$ 35,689	\$ 56,400	\$ 85,718	\$ 85,718	
Capital Outlay						
FEMA Dutch Creek	\$ 24,472	\$ 13,429	\$ 280,000	\$ 250,000	\$ 250,000	
Building Improvements	\$ 5,273	\$ -	\$ -			
Equipment	\$ -	\$ 32,229	\$ 20,000			
SCA Grants	\$ 51,129	\$ -	\$ 85,000	\$ 250,000	\$ 250,000	
Total Capital Outlay	\$ 80,874	\$ 45,658	\$ 385,000	\$ 500,000	\$ 500,000	
Non-Allocated						
Contingency			\$ 21,600	\$ 30,000	\$ 30,000	
Ending Fund Balance	\$ 151,358	\$ 142,677	\$ 900	\$ 67,282	\$ 67,282	
Total Non-Allocated	\$ 151,358	\$ 142,677	\$ 22,500	\$ 97,282	\$ 97,282	
TOTAL FUND REQUIREMENTS	\$ 264,374	\$ 224,024	\$ 463,900	\$ 683,000	\$ 683,000	\$ -

FUND: SEWER						
RESOURCES	ACTUAL 2016-2017	ACTUAL 2017- 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted
Beginning Fund Balance	\$ 98,628	\$ 133,433	\$ 135,000	\$ 140,000	\$ 140,000	
Sewer User Fees	\$ 105,221	\$ 113,722	\$ 105,000	\$ 110,000	\$ 110,000	
Late Fees	\$ 4,426	\$ -	\$ 5,000	\$ 3,000	\$ 3,000	
Miscellaneous	\$ 2,820	\$ -	\$ -	\$ -	\$ -	
CDBG Grant (P17004)	\$ -	\$ -	\$ -	\$ 270,000	\$ 270,000	
Intergovernmental Grants	\$ 2,360	\$ -	\$ 330,000	\$ -	\$ -	
Allocated Revenue	\$ 20,000	\$ 20,000	\$ 15,000			
Total Revenue	\$ 134,827	\$ 133,722	\$ 455,000	\$ 383,000	\$ 383,000	
TOTAL FUND RESOURCES	\$ 233,455	\$ 267,155	\$ 590,000	\$ 523,000	\$ 523,000	
REQUIREMENTS	ACTUAL 2016-2017	ACTUAL 2017- 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted
PERSONNEL						
Full Time Equivalent	0	0	1.5	1.3	1.3	
Salaried	\$ 38,871	\$ 32,748	\$ 50,000	\$ 46,431	\$ 46,431	
Benefits	\$ 18,672	\$ 11,264	\$ 28,000	\$ 35,510	\$ 35,510	
Payroll Tax	\$ 3,326	\$ 3,011	\$ 7,000	\$ 3,640	\$ 3,640	
Worker's Comp	\$ -	\$ -	\$ -	\$ 1,530	\$ 1,530	
Total Personnel	\$ 60,869	\$ 47,023	\$ 85,000	\$ 85,581	\$ 85,581	
MATERIALS & SERVICES						
Utilities	\$ 4,977	\$ 4,563	\$ 6,500	\$ 5,000	\$ 5,000	
Insurance				\$ 5,100	\$ 5,100	
Operational Supplies	\$ 2,033	\$ 8,872	\$ 12,000	\$ 3,325	\$ 3,325	
Equipment O & M	\$ 2,959	\$ 14,664	\$ 12,000	\$ 1,125	\$ 1,125	
Facilities O & M				\$ 12,500	\$ 12,500	
Trvl, Trng, Dues, Statutory	\$ -	\$ -	\$ 2,000	\$ 3,000	\$ 3,000	
Professional Services	\$ 20,265	\$ 12,676	\$ 30,000	\$ 500	\$ 500	
Tank Pumping	\$ 8,694	\$ -	\$ 35,000	\$ 20,000	\$ 20,000	
Miscellaneous	\$ 137	\$ -	\$ 1,000	\$ 500	\$ 500	
Transfer to Shared Services				\$ 17,437	\$ 17,437	
Uniforms & Protective Gear	\$ 88	\$ -	\$ 500			
Total Materials & Services	\$ 39,153	\$ 40,775	\$ 99,000	\$ 68,487	\$ 68,487	
TOTAL SANITARY SEWER PROGRAM	\$ 100,022	\$ 87,798	\$ 184,000	\$ 154,068	\$ 154,068	\$ -
CAPITAL OUTLAY						
Equipment			\$ 15,000			
CDBG Grant (P17004)			\$ 330,000	\$ 270,000	\$ 270,000	
Total Capital Outlay	\$ -	\$ -	\$ 345,000	\$ 270,000	\$ 270,000	
Non-Allocated						
Contingency			\$ 61,000	\$ 40,000	\$ 40,000	
Ending Fund Balance	\$ 133,433	\$ 179,357	\$ -	\$ 58,932	\$ 58,932	
Total Non-Allocated	\$ 133,433	\$ 179,357	\$ 61,000	\$ 98,932	\$ 98,932	
TOTAL FUND REQUIREMENTS	\$ 233,455	\$ 267,155	\$ 590,000	\$ 523,000	\$ 523,000	\$ -

FUND: WATER

RESOURCES	ACTUAL	ACTUAL 2017	ADOPTED	2019-2020	2019-2020	2019-2020
	2016-2017	2018	2018-2019	Proposed	Approved	Adopted
Beginning Fund Balance	\$ 257,407	\$ 221,889	\$ 190,000	\$ 195,000	\$ 195,000	
Water User Fees	\$ 279,835	\$ 301,544	\$ 275,000	\$ 275,000	\$ 275,000	
Late Fees	\$ 4,426	\$ 4,176	\$ 5,000	\$ 3,000	\$ 3,000	
Backflow Testing Fee	\$ 10,985	\$ 11,248	\$ 11,000	\$ 11,000	\$ 11,000	
Water Connection Fee	\$ -	\$ -	\$ -	\$ 500	\$ 500	
Adjust Financial Statement	\$ 7,631	\$ -	\$ -	\$ -	\$ -	
Intergovernmental Grants	\$ -	\$ 20,000	\$ -	\$ -	\$ -	
Total Revenue	\$ 302,877	\$ 336,968	\$ 291,000	\$ 289,500	\$ 289,500	
TOTAL FUND RESOURCES	\$ 560,284	\$ 558,857	\$ 481,000	\$ 484,500	\$ 484,500	
REQUIREMENTS	ACTUAL	ACTUAL 2017	ADOPTED	2019-2020	2019-2020	2019-2020
	2016-2017	2018	2018-2019	Proposed	Approved	Adopted
PERSONNEL						
Full Time Equivalent	1.0	1.0	2.0	1.8	1.8	
Salaried	\$ 47,228	\$ 74,147	\$ 65,000	\$ 62,465	\$ 62,465	
Benefits/Retirement	\$ 24,075	\$ 43,071	\$ 49,000	\$ 45,938	\$ 45,938	
Payroll Expenses	\$ 5,021	\$ 7,230	\$ 10,000	\$ 4,896	\$ 4,896	
Worker's Comp	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	
Total Personnel	\$ 76,324	\$ 124,448	\$ 124,000	\$ 116,299	\$ 116,299	
MATERIALS & SERVICES						
Utilities	\$ 4,674	\$ 4,343	\$ 4,800	\$ 4,750	\$ 4,750	
Insurance				\$ 11,650	\$ 11,650	
Operational Supplies	\$ 28,623	\$ 28,593	\$ 30,000	\$ 19,000	\$ 19,000	
Equipment O & M	\$ 14,245	\$ 16,172	\$ 16,000	\$ 6,300	\$ 6,300	
Facilities O & M						
Trvl, Trng, Dues, Statutory	\$ 1,910	\$ 960	\$ 3,000	\$ 3,000	\$ 3,000	
Rebates & Incentives	\$ 1,500	\$ 206	\$ 300	\$ 150	\$ 150	
Professional Services	\$ 59,720	\$ 26,294	\$ 60,000	\$ 25,000	\$ 25,000	
Miscellaneous	\$ 236	\$ -	\$ 500	\$ 150	\$ 150	
Transfer to Shared Services				\$ 45,372	\$ 45,372	
Uniforms & Protective Gear	\$ 273	\$ 250	\$ 1,500			
Total Materials & Services	\$ 111,181	\$ 76,818	\$ 116,100	\$ 115,372	\$ 115,372	
TOTAL WATER PROGRAM	\$ 187,505	\$ 201,266	\$ 240,100	\$ 231,671	\$ 231,671	
CAPITAL OUTLAY						
Building Improvements	\$ 3,395	\$ -	\$ 12,000			
Equipment	\$ 23	\$ 248	\$ 10,000	\$ -	\$ -	
Total Capital Outlay	\$ 3,418	\$ 248	\$ 22,000	\$ -	\$ -	
Debt Service						
Water Bond Principal	\$ 20,860	\$ 20,860	\$ 50,000	\$ 35,000	\$ 35,000	
Water Bond Interest	\$ 44,613	\$ 43,076	\$ 15,000	\$ 27,814	\$ 27,814	
Total Debt Service	\$ 65,473	\$ 63,936	\$ 65,000	\$ 62,814	\$ 62,814	
Contingency	\$ -	\$ -	\$ 13,900	\$ 50,000	\$ 50,000	
Transfer to Sewer	\$ 20,000	\$ 20,000	\$ 15,000			
Transfer to Street	\$ 12,000	\$ 12,000	\$ 10,000			
Transfer to General Fund	\$ 50,000	\$ 50,000	\$ 50,000			
Reserved for Water Debt		\$ 65,473	\$ 65,000			
Ending Fund Balance	\$ 221,888	\$ 145,934	\$ -	\$ 140,015	\$ 140,015	
Total Non-Allocated	\$ 303,888	\$ 293,407	\$ 153,900	\$ 190,015	\$ 190,015	
TOTAL FUND REQUIREMENTS	\$ 494,811	\$ 494,921	\$ 481,000	\$ 484,500	\$ 484,500	

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FUND: FIRE LEVY (Equipment & Operations)							
RESOURCES	ACTUAL	ACTUAL 2017	ADOPTED	2019-2020	2019-2020	2019-2020	
	2016-2017	2018	2018-2019	Proposed	Approved	Adopted	
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000		
Property Tax Levy	\$ -	\$ -	\$ 42,000	\$ 40,000	\$ 40,000		
Total Revenue	\$ -	\$ -	\$ 42,000	\$ 40,000	\$ 40,000		
TOTAL FUND RESOURCES	\$ -	\$ -	\$ 42,000	\$ 50,000	\$ 50,000		
REQUIREMENTS	ACTUAL	ACTUAL 2017	ADOPTED	2019-2020	2019-2020	2019-2020	
	2016-2017	2018	2018-2019	Proposed	Approved	Adopted	
MATERIALS & SERVICES							
Utilities				\$ 14,360	\$ 14,360		
Professional Services				\$ 7,411	\$ 7,411		
Operational Supplies				\$ 1,000	\$ 1,000		
Building O & M				\$ 1,500	\$ 1,500		
Uniforms & Protective Gear				\$ 1,000	\$ 1,000		
Trvl, Trng, Dues, Statutory				\$ 1,000	\$ 1,000		
Equipment			\$ 27,000				
Transfer to General Fund			\$ 15,000	\$ -	\$ -		
Total Materials & Services			\$ 42,000	\$ 26,271	\$ 26,271		
Capital Outlay							
New Engine Payment				\$ 23,000	\$ 23,000		
Total Capital Outlay				\$ 23,000	\$ 23,000		
Non-Allocated							
Ending Fund Balance				\$ 729	\$ 729		
Total Non-Allocated				\$ 729	\$ 729		
TOTAL FUND REQUIREMENTS			\$ 42,000	\$ 50,000	\$ 50,000		
FUND: Utility Reserve							
RESOURCES	ACTUAL	ACTUAL 2017	ADOPTED	2019-2020	2019-2020	2019-2020	
	2016-2017	2018	2018-2019	Proposed	Approved	Adopted	
Beginning Fund Balance	\$ 242,531	\$ 271,594	\$ 280,000	\$ 335,000	\$ 335,000		
Utility Cap Improvement Fee	\$ 48,892	\$ 51,152	\$ 48,000	\$ 46,000	\$ 46,000		
Total Revenue	\$ 48,892	\$ 51,152	\$ 48,000	\$ 46,000	\$ 46,000		
TOTAL FUND RESOURCES	\$ 291,423	\$ 322,746	\$ 328,000	\$ 381,000	\$ 381,000		
REQUIREMENTS	ACTUAL	ACTUAL 2017	ADOPTED	2019-2020	2019-2020	2019-2020	
	2016-2017	2018	2018-2019	Proposed	Approved	Adopted	
Capital Outlay							
Water Projects	\$ 13,614		\$ 50,000	\$ 75,000	\$ 75,000		
Wastewater Projects	\$ 6,215		\$ 30,000	\$ 75,000	\$ 75,000		
Equipment-Operations		\$ 8,808					
Total Capital Outlay	\$ 19,829	\$ 8,808	\$ 80,000	\$ 150,000	\$ 150,000		
Non-Allocated							
Contingency			\$ 248,000	\$ 231,000	\$ 231,000		
Ending Fund Balance	\$ 271,594						
Total Non-Allocated	\$ 271,594	\$ 313,938	\$ 248,000	\$ 231,000	\$ 231,000		
TOTAL FUND REQUIREMENTS	\$ 291,423	\$ 322,746	\$ 328,000	\$ 381,000	\$ 381,000		

FUND: Polk CDC Community Development Fund						
RESOURCES	ACTUAL 2016-2017	ACTUAL 2017- 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted
Beginning Fund Balance	\$ -	\$ 91,885	\$ 80,000	\$ 100,000	\$ 100,000	
Interest-Revolving Loan	\$ 8,263	\$ -	\$ 9,000	\$ 9,000	\$ 9,000	
Miscellaneous	\$ 146,185	\$ 24,597	\$ 600			
Total Revenue	\$ 154,448	\$ 24,597	\$ 9,600	\$ 9,000	\$ 9,000	
TOTAL FUND RESOURCES	\$ 154,448	\$ 116,482	\$ 89,600	\$ 109,000	\$ 109,000	
REQUIREMENTS	ACTUAL 2016-2017	ACTUAL 2017- 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted
Materials & Services						
Professional Services	\$ 8,005	\$ 24,776	\$ 2,500			
Loans/Obligations	\$ 218,677	\$ -	\$ 35,000			
Total Materials & Services	\$ 226,682	\$ 24,776	\$ 37,500	\$ -	\$ -	
Non-Allocated						
Contingency				\$ 10,000	\$ 10,000	
Transfer to General Fund				\$ 23,500	\$ 23,500	
Ending Fund Balance		\$ 91,706	\$ 52,100	\$ 75,500	\$ 75,500	
Total Non-Allocated	\$ -	\$ 91,706	\$ 52,100	\$ 109,000	\$ 109,000	
TOTAL FUND REQUIREMENTS	\$ 226,682	\$ 116,482	\$ 89,600	\$ 109,000	\$ 109,000	
FUND: Wagner Library 80% Fund						
RESOURCES	ACTUAL 2016-2017	ACTUAL 2017- 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted
Beginning Fund Balance	\$ -	\$ 54,593	\$ 41,600	\$ 41,000	\$ 41,000	
Miscellaneous						
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL FUND RESOURCES	\$ -	\$ 54,593	\$ 41,600	\$ 41,000	\$ 41,000	
REQUIREMENTS	ACTUAL 2016-2017	ACTUAL 2017- 2018	ADOPTED 2018-2019	2019-2020 Proposed	2019-2020 Approved	2019-2020 Adopted
Materials & Services						
Professional Services			\$ 24,000			
Total Materials & Services	\$ -	\$ -	\$ 24,000	\$ -	\$ -	
Non-Allocated						
Contingency			\$ 17,600	\$ 41,000	\$ 41,000	
Ending Fund Balance		\$ 54,593				
Total Non-Allocated	\$ -	\$ 54,593	\$ 17,600	\$ 41,000	\$ 41,000	
TOTAL FUND REQUIREMENTS	\$ -	\$ 54,593	\$ 41,600	\$ 41,000	\$ 41,000	

A public meeting of the Falls City Council will be held on June 10, 2019 at 6:00pm at 320 N. Main St. Falls City, Oregon 97344. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the City of Falls City Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 299 Mill St. Falls City, OR 97344, between the hours of 10am and 4:30pm or online at www.fallscityoregon.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year. A public hearing will also be held on the use of State Revenue Sharing Funds at this meeting.

This notice and the budget document are also available at www.fallscityoregon.gov.

Contact: Mac Corthell, City Manager

Telephone: 503 787-3631

Email: info@fallscityoregon.gov

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2017-2018	Adopted Budget 2018-2019	Approved Budget 2019-2020
Beginning Fund Balance/Net Working Capital	1,202,221	1,073,899	1,191,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	629,519	508,300	507,100
Federal, State & all Other Grants, Gifts, Allocations & Donations	250,866	763,799	839,800
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	65,000	90,000	133,227
All Other Resources Except Current Year Property Taxes	104,398	54,000	160,280
Current Year Property Taxes Estimated to be Received	110,750	109,000	115,000
Total Resources	2,362,754	2,598,998	2,947,007

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	298,816	415,400	456,854
Materials and Services	309,778	992,449	478,542
Capital Outlay	74,514	424,500	860,000
Debt Service	9,873	69,767	36,131
Interfund Transfers	145,936	90,000	133,227
Contingencies	506,981	494,583	472,000
Special Payments	241	65,000	40,000
Unappropriated Ending Balance and Reserved for Future Expenditure	1,016,615	47,299	469,442
Total Requirements	2,362,754	2,598,998	2,947,007

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program FTE for that unit or program			
Name: Administration	188,681	321,000	223,600
FTE	2	2.5	2.1
Name: Fire	92,221	78,999	68,200
FTE	0.1	0.1	0
Name: Parks & Cemeteries	9,299	10,450	29,180
FTE	0	0	0.1
Name: Council	530	1,450	1,000
FTE	0	0	0
Name: Code & Court	761	19,450	21,000
FTE	0.2	0.2	0
Name: Debt/Other	4,760	7,767	95,160
FTE	0	0	0
Name: Shared Services Fund	0	0	110,320
FTE	0	0	0
Name: Utility Reserve Fund	322,746	328,000	381,000
FTE	0	0	0
Name: Polk Community Development Fund	116,482	89,600	33,500
FTE	0	0	0
Name: Wagner Library Fund	54,593	41,600	41,000
FTE	0	0	0
Name: Street Fund	224,024	463,900	515,710
FTE	0	0	0.4
Name: Sewer Fund	267,155	590,000	464,060
FTE	0	1.5	1
Name: Water Fund	494,921	481,000	344,180
FTE	1	2	1
Name: Fire Levy Fund	0	42,000	49,270
FTE	0	0	0
Not Allocated to Organizational Unit or Program	586,581	123,782	469,442
FTE			
Total Requirements	2,362,754	2,598,998	2,947,007
Total FTE			

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

Created shared services fund to more accurately account for resources shared between departments. Budgeted for remainder of Dutch Creek and CDBG Funds as well as SCAG 2018, 2019, and 2020 funds. Attempted to make "good faith" estimates more accurate in each area and eliminate interfund transfers to show clear financial picture of each fund.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2017-2018	Rate or Amount Imposed 2018-2019	Rate or Amount Approved 2019-2020
Permanent Rate Levy (rate limit \$2.9202 per \$1,000)	\$2.9202 per \$1,000	\$2.9202 per \$1,000	\$2.9202 per \$1,000
Local Option Levy	0	\$1.00 per \$1,000	\$1.00 per \$1,000
Levy For General Obligation Bonds	0	0	0

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$845,000	\$0
Other Borrowings	\$173,755	\$0
Total	\$1,018,755	\$0

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

AGENDA REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, MAC CORTHELL
SUBJECT: RESOLUTION 18-2019 AMENDMENT 1 TO MWVCOG SERVICE CONTRACT FOR CDBG GRANT ADMINISTRATION
DATE: JUNE 10, 2019

SUMMARY

An amendment to add \$5,000 to the Mid-Willamette Valley Council of Governments CDBG administration contract.

BACKGROUND

On May 18, 2018, Falls City and MWVCOG entered a contract for assistance in administration of certain portions of the awarded Community Development Block Grant. However, some work requiring the technical expertise of MWVCOG was not contemplated in the original agreement. As such, MWVCG wishes to amend the contract to add the work and corresponding payment.

PREVIOUS COUNCIL ACTION

5/18/18 Adopted contract with MWVCOG for CDBG grant administration services.

ALTERNATIVES/FINANCIAL IMPLICATIONS

The City would seek and likely receive the additional funds from the CDBG funds. This would be \$5,000 less available for the potential construction phase.

STAFF RECCOMENDATION

Staff is awaiting further information on the nature of the work contemplated by the amendment. At present it adds to the cost without specifying any addition to the scope of work. Additionally, City Staff has conducted the vast majority of the work related to land acquisition, so a specific accounting of the work to be performed in that area should be required to ensure the City is not billed for City Staff's work.

City Staff has requested a specific accounting. Until further information is received, City Staff recommends delaying deliberations on this amendment.

EXHIBIT

- A) Original Contract
- B) Proposed Amendment

PROPOSED MOTION

None.

AGREEMENT

between

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

and

CITY OF FALLS CITY

* * * *

WHEREAS, the Mid-Willamette Valley Council of Governments (COG) and the City of Falls City, Oregon (CITY), have long had interests in common; and

WHEREAS, the CITY has been awarded a 2017 Oregon Community Development Block Grant (P16005) for a wastewater system improvements final design project; and

WHEREAS, the CITY desires assistance with the administration of the Oregon Community Development Block Grant and the COG provides such service;

IN CONSIDERATION of the mutual benefits and obligations set out herein, the parties agree that from the date of this agreement's execution to the estimated completion date of [May 1, 2020, [r1]] the following provisions shall apply:

I. Description of Work to be provided by COG:

- A. Research and prepare all documentation for the environmental review record for activities funded by the Grant and prepare draft notices and environmental findings for final CITY action.
- B. Draft CITY resolutions and policies regarding excessive force, fair housing, Section 3, and others as may be necessary and appropriate; assist CITY staff with the establishment of record keeping and financial management systems for the project; assist with completion of the Self-Evaluation Checklist required by Section 504 of the Rehabilitation Act of 1973; and other activities that may be necessary to get the project started and eligible to receive funds.
- C. Manage procurement and contracting processes related to the Grant on behalf of the CITY as needed.
- D. Review all grant funded contracts for regulatory requirements, assist contractors and subcontractors with state and federal regulatory compliance problems emanating from this project and maintain all of the files and reports necessary to document the CITY'S

compliance with the federal and state requirements that apply to this project. Provide any other assistance that may be requested by the CITY regarding state or federal regulatory requirements that apply to the expenditure of Oregon Community Development Block Grant funds.

- E. Review all payment requests, prepare the necessary cash request forms for signature by authorized CITY representatives, assist as needed with financial record keeping and preparation of disbursement documents for approval by CITY authorities, prepare all project progress reports that may be required of the CITY by the State of Oregon or the U.S. Department of Housing and Urban Development, represent the CITY at monitoring visits by Oregon Business Development Department representatives and help resolve any such monitoring findings, prepare other necessary project documentation, and be available to meet with the CITY'S auditor during the annual audit to answer project regulatory compliance questions.
- F. Prepare CITY completion reports and other documentation required for closing out the Oregon Community Development Block Grant.

II. Method of Payment and Payment Schedule

The COG agrees to submit written invoices in amounts indicated and in accordance with the following schedule. The contract shall not exceed \$45,000. The CITY agrees to make full payment with project funds on a lump sum basis at the following milestones:

A.	When all first-draw requirements have been met and the first request for disbursement of grant funds is submitted.	\$ 10,000
B.	When the engineering contract is signed.	\$ 10,000
C.	Upon submission of grant close out reports.	\$ 5,000

For environment review record and wage monitoring activities described in I.A above, the COG shall submit invoices on a lump sum basis at the following milestones:

E.	Upon completion and publication of environmental review record.	\$ 15,000
F.	Upon close out of the environmental review record	\$ 5,000

Total Project Costs Not To Exceed: **\$45,000**

III. Conflict of Interest

No employee, agent, consultant, officer, elected official or appointed official of the city or county grant recipient or any of its sub-recipients (sub-grantees) receiving CDBG funds who exercise or have exercised any functions or responsibilities with respect to CDBG activities who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity or have an interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom that have family or business ties, during their tenure or for one year thereafter, in accordance with 24 CFR Part 570.489(h).

IV. Access to Records

The CITY, State of Oregon Business Development Department, the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the COG which are directly pertinent to this specific contract, for the purpose of making audit, examination, excerpts and transcriptions. All required records shall be maintained by the COG for three years after grantee makes final payments and all pending matters are closed.

V. Remedies

Each party shall be entitled to all remedies available at law and in equity to enforce rights under terms of this contract.

VI. Suspension or Termination

This contract may be suspended or terminated in accordance with 24 CFR 85.43, if the COG materially fails to comply with any term of this contract. This contract may also be terminated for convenience upon written notification by either party with a minimum notice of 30 calendar days. In the event of contract termination for convenience, COG shall be due payment for all work completed by the time of termination.

VII. Source of Funds

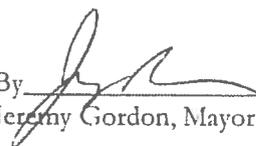
Work under this contract will be funded in its entirety with federal grant funds from the Oregon Community Development Block Grant program.

IN WITNESS WHEREOF, both parties have signed and executed the above agreement as of the 10 day of May, 2018.

MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS

CITY OF FALLS CITY

By _____
Sean O'Day, Executive Director

By  _____
Jeremy Gordon, Mayor

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements,) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signed (Contractor)

Executive Director, MWVCOG
Title/Firm

Date

Oregon Community Development Block Grant
Required Federal Contract Clauses
Use for **Non-Construction** Contracts Where the Grant Award Exceeds \$100,000

1. Source of Funds

"Work under this contract will be funded [in part/in its entirety] with federal grant funds from the Oregon Community Development Block Grant program."

2. Conflict of Interest

No employee, agent, consultant, officer, elected official or appointed official of the city or county grant recipient or any of its sub-recipients (sub-grantees) receiving CDBG funds who exercise or have exercised any functions or responsibilities with respect to CDBG activities who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity or have an interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom that have family or business ties, during their tenure or for one year thereafter, in accordance with 24 CFR Part 570.489(h).

3. Minority, Women and Emerging Small Business (Instruction: Include if contract is \$10,000 or more)

Before the final payment to Contractor is made, Contractor shall submit the attached "Minority, Women and Emerging Small Business Activity Report".

4. Section 3 - Economic Opportunities for Low- and Very Low-Income Persons (This clause is applicable only if the Community Development Block Grant exceeds \$200,000 and the construction contract exceeds \$100,000)

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations in 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD-assisted contracts.
- G. Contractor shall complete the required Section 3 report form 60002, included as Exhibit 5C of the CDBG Grant Management Handbook and submit the completed form to the city/county grant recipient with the final construction pay estimate for the project.

Minority, Women and Emerging Small Business Activity Report

The report on the following page is to be completed by grantees, developers, sponsors, builders, agencies, and/or project owners for reporting contract and subcontract activities of \$10,000 or more under the following programs: Community Development Block Grants (entitlement and small cities); Urban Development Action Grants; Housing Development Grants; Multi-family Insured and Noninsured; Public and Indian Housing Authorities; and contracts entered into by recipients of CDBG rehabilitation assistance.

Contracts/subcontracts of less than \$10,000 need be reported only if such contracts represent a significant portion of your total contracting activity. Include only contracts executed during this reporting period.

This form has been modified to capture Section 3 contract data in columns 7g and 7i. Section 3 requires that the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. Recipients using this form to report Section 3 contract data must also use Part I of form HUD-60002 to report employment and training opportunities data. Form HUD-2516 is to be completed for public and Indian housing and most community development programs. Form HUD-60002 is to be completed by all other HUD programs including State administered community development programs covered under Section 3.

A Section 3 contractor/subcontractor is a business concern that provides economic opportunities to low- and very low-income residents of the metropolitan area (or non-metropolitan county), including a business concern that is 51 percent or more owned by low- or very low-income residents; employs a substantial number of low- or very low-income residents; or provides subcontracting or business development opportunities to businesses owned by low- or very low-income residents. Low- and very low-income residents include participants in Youth build programs established under Subtitle D of Title IV of the Cranston-Gonzalez National Affordable Housing Act.

The terms "low-income persons" and "very low-income persons" have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. Low-income persons mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families. Very low-income persons means low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

Explanation of Codes

- 1. Grantee:** Enter the name of the unit of government submitting this report.
- 3. Contact Person:** Enter name and phone of person responsible for maintaining and submitting contract/subcontract data.
- 7a. Grant Number:** Enter the HUD Community Development Block Grant Identification Number (with dashes). For example: B-32-MC-25-0034. For Entitlement Programs and Small City multi-year comprehensive programs, enter the latest approved grant number.
- 7b. Amount of Contract/Subcontract:** Enter the dollar amount rounded to the nearest dollar. If subcontractor ID number were provided in 7f, the dollar figure would be for the subcontract only and not for the prime contract.
- 7c. Type of Trade:** Enter the numeric codes which best indicates the contractor's/subcontractor's service. If subcontractor ID number were provided in 7f, the type of trade code would be for the subcontractor only and not for the prime contractor. The "other" category includes supply, professional services and all other activities except construction and education/training activities.
- 7d. Business Racial/Ethnic Code:** Enter the numeric code, which indicates the racial/ethnic character of the owner(s) and controller(s) of 51% of the business. When 51% or more is not owned and controlled by any single racial/ethnic category, enter the code that seems most appropriate. If the subcontractor ID number were provided, the code would apply to the subcontractor and not to the prime contractor.
- 7e. Woman Owned Business:** Enter Yes or No.
- 7f. Contractor Identification (ID) Number:** Enter the Employer (IRS) Number of the Prime Contractor as the unique identifier for prime recipient of HUD funds. Note that the Employer (IRS) Number must be provided for each contract/subcontract awarded.
- 7g. Section 3 Contractor:** Enter Yes or No.
- 7h. Subcontractor Identification (ID) Number:** Enter the Employer (IRS) Number of the subcontractor as the unique identifier for each subcontract awarded from HUD funds. When the subcontractor ID Number is provided, the respective Prime Contractor ID Number must also be provided.
- 7i. Section 3 Contractor:** Enter Yes or No.
- 7j. Contractor/Subcontractor Name and Address:** Enter this information for each firm receiving contract/subcontract activity only one time on each report for each firm.

AGREEMENT
between
MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
and
CITY OF FALLS CITY

WHEREAS, on the 10th day of May, 2018 the Mid-Willamette Valley Council of Governments (COG) and City of Falls City (CITY) entered into an agreement for COG assistance with the administration of a 2017 Oregon Community Development Block Grant (P17004) for a Wastewater Systems Improvements Final Design project; and

WHEREAS, the agreement did not provide for the potential of COG assistance in the negotiation of easements and/or property acquisitions in compliance with Uniform Relocation Act (URA) requirement; and

NOW THEREFORE, BE IT AGREED by COG and CITY that the agreement of May 10, 2017, is amended as follows:

- A. Page 2, under Section II. Method of Payment and Payment Schedule, is amended to read:

“The contract shall not exceed ~~\$45,000~~ **\$50,000.**”

“Total Project Costs Not To Exceed: ~~\$45,000~~ **\$50,000**

- B. Page 2 under Section II. Method of Payment and Payment Schedule, add

II.D. Upon execution of a purchase option for applicable land acquisition and/or easements related to the Wastewater Improvements Project (P17004) \$5,000

And, BE IT FURTHER AGREED that, except as specifically amended herein, all provisions of the agreement shall remain in full force and effect as originally written.

IN WITNESS OF WHEREOF, the parties hereto have caused this agreement to be signed in their respective names by their duly authorized representatives.

MID-WILLAMETTE VALLEY COUNCIL
OF GOVERNMENTS

CITY OF FALLS CITY

By _____
Sean O’Day
Executive Director

By _____
Jeremy Gordon
Mayor

Date _____

Date _____



City Manager's
Office

City Manager's Report June 10, 2019

Dear Falls City,

I've been foreshadowing some budgetary and organizational concerns that would need to be addressed once they could be measured. After one year managing the City's operations I have had ample time to measure those concerns and am convinced that we have identified the path forward and are prepared to undertake the journey that lies ahead.

As is the case for all Cities like ours, the path ahead is not an easy one. However, with proper planning, management, community support, and togetherness, our path need not be as rough as it once was. In the paragraphs ahead I will briefly list the City's recent accomplishments, current undertakings, and a process for righting our financial and organizational ships!

Recent Accomplishments

- Let Freedom Ring! Memorial Sunday Event. With less than 3 months of planning, the community pulled off an event that would make Arlington envious. Great work by our City Staff, Volunteers (Dani Haviland, Creekmore Family), and everyone who supported this, now annual, event.
 - Let's see what our Community can do with 10 months to plan and prepare!
- City-Wide Garage Sale. We broadened this to include the Sunday of Let Freedom Ring! Next year we'll advertise them together, hopefully we'll add the barbecue cook off too!
- Big Spring Clean. Another big success, this event went off without a hitch and better than any year in the past. We had a ton of volunteers, and ton of pizza, and who knows how many tons of garbage (we'll get those numbers later)! Great job once again to City Staff, Volunteers, and our Community Partners.
- Supplemental Environmental Protection Project. City Staff got approval of the Final Completion Report in May. Completion of the project solidifies a \$2,800 savings on penalty funds that were instead used to get the car and bushes out of our Mill Lot Riparian (Riverside) area.
- Vehicle Surplus Project. City Staff was able to sell the old Ford Ranger, and donate the '65 Fire truck to the Polk Historical Society. This added \$2,000 to the general fund, and mitigated \$500 per year in insurance costs, as well as upkeep associated with both vehicles.
- IT Overhaul. The City's server and workstations had become obsolete to the point that the software and/or hardware manufacturer(s) are no longer supporting the products. This means they no longer produce patches, security updates, integration with new/updated applications, and so on. Naturally, this was a grave concern.
 - The City was able to overhaul the entire network and all workstations for under \$8,000. This is approximately 1/3 of the quote price for an equivalent overhaul from other contractors.
- Credit Card Payments. The upgraded server provided the upgraded capacity to take credit card payments online. The City's credit card payment portal went live on 5/28/19! The service is free of charge to the cities, but users must pay the greater of \$2.50 or 3% fee per transaction, the City does not receive any of these funds.
- New Fire Truck! The City took possession of the chassis for it's new Class 6 Fire Engine in mid-May. The truck is being outfitted at present and should be home to Falls City sometime within the next couple of months. We're hoping to have a bit of a celebration when it's received and hope you will all be there to support it.

Current Undertakings

- CDBG Wastewater Project. The City will conduct a Town Hall information session on this project 6/19/19 at 6pm in the Community Center.
- Dutch Creek Bridge Replacement/FEMA Grant. This project should enter the construction phase this Summer to replace the culvert with a bridge.
- Special City Allotment Grants (2018 & 2019). The paving contract has been awarded and will take approximately one week. The roads being paved are 5th St. from Mitchell St. to Fair Oaks St.; Fair Oaks St. from Wood St. to Ellis St.; and Boundary St. from Fair Oaks St. to Prospect St. The contractor's window to perform is June-August, I will provide better dates when they are provided to us.
- RDI Community Visioning Project/LEOF Grant. The project is going quite well. A steering committee has been identified and is meeting regularly. A ton of input was received from over 10% of the population and is being culled into a vision and corresponding action plans. The final meeting was on June 1st, and we'll get you more information as it becomes available on next steps.
- RARE Program/Ford Family Grant/Pacific Power Grant. The City has submitted an application for a RARE participant to work for 11 months full-time here in the City, and has been moved along in the process to the final selection phase. This means we are one step away from being awarded a RARE participant. We will have to submit a final application with a more detailed work plan, but fingers are crossed and things are looking good!
 - The Ford Family Grant Application to offset RARE costs was submitted and awards will be announced in conjunction with RARE application announcements.
 - The Pacific Power Foundation Grant Application is due June 15th and is nearly complete and ready for submission.
- Land Use. Partition, Property Line Adjustment, and Building Permit Applications seem to be coming in at a very steady rate. I estimate the City will experience 10-15 new builds this season, a substantial bit of growth for our community.
- Polk Cemetery Savers-Lower Cemetery Cleanup. These folks and some volunteers have been hard at making the lower cemetery shine with clean and plumbed stones.
- Certified Local Government Grant. This has been awarded and we are budgeting and outlining it to get the action started! We should have a historic buildings app before too long.
- Dr. Clinic. Negotiations continue, and new community partners are expressing interest. I'll keep everyone posted on this, but a nice new wellness center sure would be great!
- Historic Cemeteries Grant. The application has been submitted and we should hear back by July whether we got it. This money would go to repairing the roads and facades of the Cemeteries.

Righting the Financial and Organizational Ships

As you just learned, when adjusted for grants and transfers, the City brings in about \$750k per year in revenues with \$40,000 set to expire in 4 years (Fire Levy). This means we have about \$710k to work with in order to balance the budget against revenues long-term.

One of the difficulties I've had in assessing our budgetary woes is that grant expenditures were not set out from regular operations in many cases, which led to inaccurate estimations of grant adjusted expenditures. While this year's budget sets grants out from other operational expenses, my best estimate for grant and transfer adjusted expenses is about \$900k with \$90k of that being in debt service and capital outlay.

The City can continue to operate at these levels for approximately 10 year before we will become insolvent. This means we must find a way to make up the nearly \$150k difference between revenues and operational expenses in order to avoid completely depleting reserves. This budget year, our number one priority should be correction of the operating deficit. As such, **I am recommending a freeze on adding any new staff,**

task, project, or program, other than those already in-work and/or in planning, until completion of the recommended process below:

1. Ensure all existing resources are operating at peak efficiency.
 - a. Issue #1- Lack of defined organization systems, high staff turnover, and uncertainty as to role and responsibilities has caused inefficiency in the form of duplicated work, unassigned responsibilities, overdependence on individuals, and disorganization.
 - i. Corrective Action - to ensure the City is getting maximum productivity from its most expensive and important resource, City Staff.
 - ii. Uncertainty as to Role and Responsibilities. City Staff will conduct a workload assessment, distribution, and job description exercise, starting with City Hall and continuing to Public Works.
 1. Measure & Report
 - a. City Staff will produce an organizational workload document.
 - b. City Staff will produce updated and accurate job descriptions.
 - c. City Staff will create a calendaring and task list system to ensure maximum efficiency and productivity.
 - d. City Staff will produce a capacity report assessing the current workload and ability to add, or need to subtract responsibilities.
 - iii. High Staff Turnover. This can be largely attributed to the technical abilities needed to work in City Hall compared to the wages the City is paying. This issue was raised by a Budget Committee member, and has been an ongoing issue in the City for some time. At the conclusion of the capacity report, City Staff will conduct a wage comparison for each position based on the newly produced job description.
 1. Measure & Report
 - a. City Staff will produce a wage comparison report.
 - b. City Staff will produce a wage correction proposal for substantially inequitable wages.
 - c. City Council may pass, modify, or deny the proposal.
 - iv. Lack of defined organization systems. This feeds into turnover and uncertainty, but causes its own set of inefficiencies. City Staff has been hard at work purging unnecessary items, cleaning, restoring, and organizing City Hall. But the task needs to be a focal point so we can complete it, and is important enough to be one as well.
 1. Measure & Report
 - a. City Staff will implement a digital and paper filing system and process all City files into it.
 - b. City Staff will purge the remainder of unused items through surplus, trash, or donation as appropriate.
 - c. City Staff will organize all sections of City Hall.
 - b. Issue #2 (to be addressed in conjunction with Issue #1)– Untapped potential sources of Revenue in conjunction with a low permanent property tax rate, and failure to pin systems development to growth have led to extremely impaired revenue streams and inability to develop systems for the City.
 - i. Corrective Action – to ensure the City is exhausting all available and appropriate sources of revenue and appropriately pinning systems development to growth.
 - ii. Untapped potential sources of Revenue.
 1. Franchise Fees. The City is not reaping all of the franchise fees it could due to our lack of a Master Right of Way Ordinance. Such an ordinance would ensure the City receives the appropriate fees for all uses of its' rights of way.
 - a. Measure & Report
 - i. City Staff will conduct a work session to discuss a master right of way ordinance with the Council.

- ii. As directed, City Staff will engage the City Attorney to draft a Master ROW Ordinance for Falls City.
 - iii. City Staff will develop a policy and procedure to manage Franchise fees and licenses in accordance with the ordinance.
 - iv. City Staff will engage all franchises utilizing the ROW to enter an agreement under the terms of the new ordinance.
- 2. Sewer Rate Level. The sewer system currently runs at a revenue deficit of approximately \$40,000 per year. This has been softened through interfund transfers over the years, but must be addressed. Additionally, CDBG requirements dictate that the user fees must be at 1.25% of median household income, which at present would be approximately \$57 per month.
 - a. Measure & Report
 - i. City Staff will conduct a local rate comparison and present the findings, along with the rate recommendation from the wastewater plan and supporting information, to the Public Works Committee for recommendation.
 - ii. City Staff will publish the recommendation on the website, and in the utility bills, and newsletter, along with the rate comparison and supporting information.
 - iii. City Staff will present a rate recommendation to the City Council for approval, modification, or denial.
- 3. Sewer Rate Structure. We currently charge a flat rate for sewer regardless of how often one's tank needs to be pumped. The city is required to provide a certain amount of pumping per its wastewater permit, however some tanks require more pumping than others due to use rather than permit timelines.
 - a. Measure and Report
 - i. City Staff will investigate and present options to the public works committee for various rate structures to account for disparities in pumping, and shared tanks.
 - ii. City Staff will present the recommendation to the City Council in conjunction with any suggested rate change.
 - 1. Changing the rate structure may mitigate some of the need for a rate increase.
 - iii. Pinning system development to growth. When growth occurs in a City, the systems (roads, parks, water, sewer) must grow and/or modernize to support the population, or they will degrade and fall apart. Low property tax rates in Oregon have caused the need for System Development Charges, Local Improvement Districts, and other alternative funding options like bonds and bill assessments.
 - 1. Measure & Report
 - a. City Staff will bring local experts to speak with Council in a work session about these various financing tools.
 - b. City Staff will seek Council approval to develop the tools Council deems appropriate.
 - c. City Staff will seek assistance in developing tools from community partners and the City Attorney.
 - d. City Staff will present developed tools to the City Council for approval, modification, or denial.
 - e. City Staff will create policies and procedures to implement the tools adopted by Council.

- f. City Staff will consult with other local leaders to determine what other sources of revenue may be overlooked.
2. Near or at completion of the above resource efficiency enhancement project, City Staff will reassess current operational expenses against enhanced revenues and present a report as to the state of affairs. At that time, the City must consider what programs it may be capable of adding or in need of subtracting to balance expenses against enhanced revenues and maintain operational solvency and compliance.

Sincerely,

Mac Corthell
City Manager