

*Posted to web
Redacted
Version*

Amended Notice of Public Meeting Notice of Special Council Meeting

AGENDA
CITY COUNCIL - CITY OF FALLS CITY, OREGON
Meeting Location: 320 N. Main Street, Falls City
Thursday August 31, 2017 6:00p.m.
Posted on August 25, 2017

- 1) **Call to order**
A) Roll Call: Terry Ungricht, Mayor____ Dennis Sickles ____ Lori Jean Sickles ____
Jennifer Drill ____ Tony Meier ____ Charlie Flynn ____ Clifford Lauder ____
- 2) **Motion to adopt the entire agenda**
- 3) **New Business:**
A) Interview Recorder Candidates
- 4) **Adjourn**

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

AGENDA REPORT

TO: CITY COUNCIL
FROM: MAYOR UNGRICHT
SUBJECT: RECORDER INTERVIEWS
DATE: 8/03/2017

SUMMARY

Council moved to perform the interviews for the City Recorder position.

BACKGROUND

The City of Falls City contracted with Mid-Willamette Council of Governments to advertise, perform back ground checks, and to help with the interview process on hiring the City Recorder. We received a total of 4 applicants and have moved 3 forward for Council consideration.

Each candidate has a questionnaire with a list of questions that the Councilors will take turns asking. Under State law we have to ask each candidate the same questions, we are allowed to follow up to clarify an answer to our question. Director Sean O'Day will explain the process and answer any questions a Councilor might have on the process.

I set the packet up that each candidate will have the questionnaire, their cover letter, and resume. We ask each Councilor to score the questions and sign the bottom of the questionnaire. We will then add up the scores to choose the candidate with the highest score.

PREVIOUS COUNCIL ACTION

ALTERNATIVES/FINANCIAL IMPLICATIONS

STAFF RECOMMENDATION

EXHIBITS

PROPOSED MOTION

N/A

CITY RECORDER - CITY OF FALLS CITY
INTERVIEWS – August 2017

Candidate: Cody T. DeCamp

1. Please take a few minutes and tell us about yourself, explain why you are interested in the Recorder position, and explain your qualifications.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

2. What do you see as the primary responsibilities of a Recorder.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

3. What experience have you had working in smaller communities with limited staff?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

4. How would you describe your management/leadership style?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

5. Describe your experience with finances including but not limited to paying bills, checking budget to allow for expenditures, Quick Books?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

6. Describe your experience with utility billing systems.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

7. Describe your experience with keeping minutes under Oregon Public Meetings rules, experience with records retention, and handling records requests.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

8. Describe your experience with customer service.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

9. Do you have any experience writing or managing grants?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

10. Would you be willing to accept a promotion to City Manager?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

11. Do you have any questions for us?

ADDITIONAL COMMENTS

Signature of Rater

July 16, 2017

Recruitment Manager
City of Falls City
100 High Street SE, Suite 200
Salem, Oregon 97301

RE: City Recorder Job at the City of Falls City

Dear Mid-Willamette Valley Council of Governments:

I heard about the City Recorder job for the City of Falls City through the city webpage. I am interested in exploring opportunities in data entry for the local government of Falls City. Currently, I have finished all of my courses for my Bachelor's Degree in Public Policy & Administration, and have received my diploma at the end of this June. I am seeking a job in local government with the purpose of expanding my knowledge of data research while gaining invaluable public service experience.

My enclosed resume defines the qualifications, expertise, and experiences that I could bring to the City of Falls City. My strong academic performance in areas such as political science and sociology has given me the knowledge for a position focusing on critical analysis and public relations. From my work experience, I have learned leadership and critical thinking skills necessary to efficiently work with others in a professional environment. City Planning and Community Development are my primary interests, while research and data entry are my specializations.

I look forward to hearing from you about any jobs and would appreciate any feedback regarding my career goals. Please feel free to email at codydecamp@live.com. Thank you for your time and consideration.

Sincerely,

Cody T. DeCamp

Enclosure: Resume

CODY T. DECAMP

Phone:

EDUCATION

Western Oregon University, Monmouth, Oregon
B.S. in Public Policy with Social Science Minor, Expected June 2017

RELATED COURSES:

Introduction to Public Policy
Qualitative Research

Business/ Intensive Writing
Political Science Scopes and Methods

WORK EXPERIENCE

INTERN- ADAIR VILLAGE CITY HALL, Adair Village, Oregon- March 2017 to Present:
Meet with City Council to discuss city ordinance issues; informally survey other cities to see how they handle such ordinance issues; develop staff report with possible solutions; research complaints made regarding city code enforcement; assist City Manager in conflict resolution.

INTERN- INDEPENDENCE CITY HALL, Independence Civic Center, Independence, Oregon-
July 2016 to September: Develop template for Popular Annual Financial Report; update and improve city website information including historic location directory, create staff directory to be seen by the public, answer front desk and take messages for the department heads.

MANAGER- FAMILY RESTAURANT, Mendi's Pizza, Independence, Oregon – August
2014 to Present: Oversee that finished products get out in a timely manner; supervise employees to reduce mistakes; assemble and analyze financial data and profitability information; collect profit for end of night deposit; deal with unhappy customers in a respectful and professional manner; answer any questions employees may have and communicate any problems to owners of the business, practice conflict resolution on a daily basis while dealing with multiple conflicts at once.

RELEVANT SKILLS AND ABILITIES

ELECTRONIC COMMUNICATIONS: Thorough knowledge of word-processing, text-editing and file-formatting programs including Microsoft WORD and Excel.

EXTRACURRICULAR AND VOLUNTEER ACTIVITIES

SALEM CHURCH OF THE NAZERENE VOLUNTEER WORKER, Salem, Oregon 2007-
2009: Worked on landscaping jobs for 20 or more homes; served up to 30 people in soup kitchens; traveled for mission trip to help the homeless in Seattle, Washington by assisting in 2010 clothes drive.

REFERENCES- Furnished upon request

CITY RECORDER - CITY OF FALLS CITY
INTERVIEWS – August 2017

Candidate: Joshua I. Thornton

1. Please take a few minutes and tell us about yourself, explain why you are interested in the Recorder position, and explain your qualifications.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

2. What do you see as the primary responsibilities of a Recorder.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

3. What experience have you had working in smaller communities with limited staff?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

4. How would you describe your management/leadership style?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

5. Describe your experience with finances including but not limited to paying bills, checking budget to allow for expenditures, Quick Books?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

6. Describe your experience with utility billing systems.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

7. Describe your experience with keeping minutes under Oregon Public Meetings rules, experience with records retention, and handling records requests.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

8. Describe your experience with customer service.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

9. Do you have any experience writing or managing grants?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

10. Would you be willing to accept a promotion to City Manager?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

11. Do you have any questions for us?

ADDITIONAL COMMENTS

Signature of Rater

Hi Terry,

This email is to serve as my official application for Falls City's open position of City Recorder. I apologize if my application caught you by surprise as I didn't intended it to be that way.

As we had previously discussed when we met up for my interview, I'm searching for full time work alongside the Contract Code Enforcer position, as my first son is due in less than a month (August 7th). After further review of the job description for the City Recorder, I believe I possess many of these qualifications. However, I obtained these skills/knowledge through unconventional and impractical ways, which is why I don't use them as resume material. However, I'd be more than happy to discuss these qualifications as well as where I obtained them.

I was the Public Relations Chair for the WOU E-Sports Club for the academic year of 2014 to 2015. Many of my duties and responsibilities was to attend weekly meetings, write down and record what was discussed, and then share them online as well as in person to weekly club members during club activities. Other responsibilities included organization of documents and files, creating content every term for events, and co-hosting events with superiors, peers, and subordinates of the WOU E-Sports Club with 50+ attendees.

Also, many of my duties and responsibilities interning at the City of Monmouth in the Building Department are creating, updating, and filing Building Permits and other official documents with little to no supervision, as the only employee of Monmouth's Building Department is the Building Official himself. So, I have prior experience working in small jurisdictions as well as without needing other supervision. I could give other examples and scenarios of how I fit the qualifications for this position, however I'll wait to discuss them in person if you would like.

I understand that I'm younger than most other candidates, and perhaps less experienced. However with time and training I feel confident I could fulfill these duties for the citizens of Fall City. I would also be willing to absorb the responsibilities of Contract Code Enforcement Officer as well (since it is so part-time). I look forward to hear back with your reply.

Take care,
Josh Thornton

Joshua I. Thornton

Profile

Communication Studies graduate experienced in interpersonal & organizational communication. Experienced in customer service as cashier/stocker, as well as Customer Service Rep. Currently interning at the City of Monmouth, enforcing State of Oregon Building Codes. Experienced in teamwork orientated tasks and goals. Seeking position at American Red Cross. Wish to attend graduate school for Masters in Organizational Leadership.

Education

Winter 2015

B.S. Communication Studies with Psychology & Organizational Leadership Minor
Western Oregon University, Monmouth OR

High School Diploma

June 2011

Central High School, Independence, OR

Work Experience

Western Oregon University: Student Worker

Sept. 2012 – March 2016

First Call Resolution: Customer Service Rep.

April 2016 – January 2017

City of Monmouth: Internship (Building Inspection)

January 2017 - Present

P.R. Related Experience

Public Relations Chair for WOU E.Sports Club

Spring 2014 – Spring 2015

Created weekly email's inviting all students to participate

Created posters and info-brochures to spread awareness for the club

Co-coordinated term events managing computer stations in groups of 5 for 10+ groups

ASWOU Business Finances Internship

Spring 2015 – Summer 2015

Met weekly trained in spreadsheets and related task work

Documented hours signed by current business chair of ASWOU

Activities & Involvement

Member of WOU Communications Club

Spring 2014 – Winter 2015

Active blood donor for American Red Cross

Spring 2011 – Present

Joshua I. Thornton

Larry Thornton
Building Official
City of Monmouth
Monmouth, OR, 97361
503-851-5923

Julie Whitely
Former Valsets Dining Manager
Western Oregon University
Monmouth, OR 97361
503-838-8950

Dr. Nick Backus
Communications Studies Professor/Major Advisor
Western Oregon University
Falls City, Or, 97344
503-838-8851
Backus.wou@gmail.com

Michael Freeman
Former ASWOU Business Director
Western Oregon University
Monmouth, Oregon, 97361
503-784-3077

Brock Wallace
Supervisor
First Call Resolution
Independence, Oregon, 97351
541-229-9451

TJ Geise
Supervisor
First Call Resolution
Independence, Oregon, 97351
541-530-8308

Kyle Martineau
Co-worker/close friend

1-204-960-1125

Bryan Basquez
Co-worker/close friend
5593924622

CITY RECORDER - CITY OF FALLS CITY
INTERVIEWS – August 2017

Candidate: Megan George

1. Please take a few minutes and tell us about yourself, explain why you are interested in the Recorder position, and explain your qualifications.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

2. What do you see as the primary responsibilities of a Recorder.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

3. What experience have you had working in smaller communities with limited staff?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

4. How would you describe your management/leadership style?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

5. Describe your experience with finances including but not limited to paying bills, checking budget to allow for expenditures, Quick Books?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

6. Describe your experience with utility billing systems.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

7. Describe your experience with keeping minutes under Oregon Public Meetings rules, experience with records retention, and handling records requests.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

8. Describe your experience with customer service.

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

9. Do you have any experience writing or managing grants?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

10. Would you be willing to accept a promotion to City Manager?

Rating:	1	2	3	4	5	6	7	8	9	10
	Poor				Satisfactory					Excellent

11. Do you have any questions for us?

ADDITIONAL COMMENTS

Signature of Rater

Megan George

Terry Ungricht, Mayor
City of Falls City
299 Mill Street
Falls City, Oregon 97344

August 22, 2017

Dear Mr. Ungricht,

I am writing to submit my application for the City Recorder position with the City of Falls City. With my professional experience in general government – particularly in rural Oregon cities – and my educational background, I feel I am well-prepared to take on this role.

In reviewing the position description, I understand that there are several key responsibilities inherent to the position: written and verbal communication,

- Written and Verbal Communication
 - As the Assistant to the City Manager for the City of Carlton, I regularly prepare correspondence and formally present at City Council meetings on a variety of topics. I also worked directly with regular and ad hoc citizen advisory committees appointed by the Council for a variety of purposes.
 - As an Analyst for Portland Parks and Recreation, I worked with a five-member oversight committee to develop an annual report based on analysis of the Bureau's performance managing a \$68 million general obligation bond over a one-year period. The report is available online at: <https://www.portlandoregon.gov/parks/article/596503>
 - As a Research Assistant with the Center for Public Service, I prepared and distributed weekly e-newsletters and maintained the website for the College of Urban and Public Affairs Career Services program.
- Knowledge of Local Government
 - As a student at PSU, I was the Chair of the ICMA PSU Student Chapter. In this role, I worked to coordinate multiple events on and off campus during which students had the opportunity to engage with local government professionals on a variety of topics. This role allowed me to network and engage with OCCMA, ELGL, and others in the profession.
 - As the Assistant to the City Manager for the City of Carlton I worked on a variety of projects including the annual budget, performance management program, development of a new city hall and police station, grant writing, and public outreach and communication. Through these experiences, I gained knowledge in many of the responsibilities and challenges of local governments in Oregon.

- As a student at PSU, I took many courses specific to local government including contract management, intergovernmental relations, budgeting, finance, civil rights, executive leadership and decision making, and public works.

In addition, I have several other skills and experiences that would benefit me in this position:

- Human Resources – As the Assistant to the City Manager in Carlton, I ran the hiring process for a vacant Utility Worker position. This included providing notice, reviewing applications, hosting interviews, and sitting on the evaluation committee for applicants. As a Library Assistant at Danville Public Library, I was responsible for the training and onboarding of new employees.
- Evaluation & Audit – As a Research Assistant with the Center for Public Service, I worked as part of a team hired to conduct an evaluation of Portland Parks & Recreation’s Community Center Initiative. This included providing an analysis of the first year of programming and recommendations moving forward to PP&R staff.
- Contract Management – As the Assistant to the City Manager in Carlton, I am responsible for contract management, including the RFP process. This includes contracts for the design of a new city hall facility, asset management services, and geotechnical engineering services.
- Supervision of Others – As a Unit Lead with Campfire Columbia, I supervised between 4-6 temporary employees and provided excellent internal and external customer service serving as an interface between staff and clients. In addition, as an AmeriCorps volunteer, I supervised and provided support to up to twenty regular weekly volunteers.
- Finance & Budget – As the FY18 Budget Officer for the City of Carlton, I prepared and delivered the budget to the Budget Committee. To do this, I coordinated a priority setting session, facilitated department budget requests, and prepared revenue and expenditure forecasts for the short and long-term. Carlton’s FY18 Budget is just under \$8,000,000.

My experience and knowledge in public administration and municipal operations lends me the qualified experience to fill this position effectively. I am passionate about public service and crave the opportunity to learn more about this exciting profession. Thank you for considering my application and I look forward to hearing from you.

Kind Regards,

Megan George

MEGAN GEORGE

CONTACT

Phone:

Email:

LinkedIn:

EDUCATION

Master of Public Administration
Portland State University
Portland, Oregon | June 2017

- ICMA Student Chapter Board Chair
- Public Administration Student Association (PASA) Treasurer
- Pi Alpha Alpha Honor Society
- Relevant Coursework — Intergovernmental Relations, Public Works Admin., Budgeting, Finance, Project Management, Contract Management

Bachelor of Arts

Environmental Studies

Illinois Wesleyan University
Bloomington, IL | May 2013

- Senior Thesis in University Recycling Programs
- Sierra Student Coalition Chapter President
- Relevant Coursework — Grant Writing, Statistics

Danish Institute of Study Abroad

Copenhagen, Denmark
August 2011 - December 2011

- Sustainability Task Force Member

PROFILE

I am a recent Master of Public Administration (MPA) graduate specializing in local government. I am interested in using my skills in analysis, strategic planning, research, and community outreach to gain further experience in local government.

EXPERIENCE

Assistant to the City Manager & FY18 Budget Officer

City of Carlton | Carlton, Oregon | June 2016—Present

- Management of finance and budget responsibilities including facilitation of FY18 budget preparation and presentation, submittal of required financial statements for the Carlton Urban Renewal Area, applications to GFOA for distinguished budget preparation award, and grant applications for city infrastructure projects.
- Continuous coordination of performance management initiative, including bi-annual performance measurement report to Budget Committee and coordination of benchmarking effort with other Yamhill County small cities.
- Project manager for major infrastructure projects and ongoing contract management.
- Human resource responsibilities including coordination of recruitment process.
- Coordinate citizen engagement efforts including bi-annual town hall meeting, citizen advisory committees, web development, and annual reports available online at: <http://www.ci.carlton.or.us/page-images/documents/Annual%20Report%20FINAL.pdf>
- Provide administrative support to City Manager, Department Heads, and City Council on an ongoing basis.

Volunteer, Public Works Department

City of Sherwood | Sherwood, Oregon | April 2017—Present

- Conducted analysis of current asset management program including staff interviews, reviewing internal management documents, and review of the literature to provide recommendations for further development of the program.
- Delivered formal written report.

Research Assistant, Center for Public Service

Portland State University | Portland, Oregon | November 2015—Present

- Collaborated to conduct qualitative research including focus groups and review of the literature for Portland Parks and Recreation Teen Services programming.
- Developed web content and weekly e-newsletter for Career Services program.

Intern, Parks Replacement GO Bond

Portland Parks and Recreation | Portland, Oregon | June 2016—November 2016

- Supported five-member citizen oversight committee to conduct review and analysis of first year of \$68 million GO bond.
- Authored annual report available online at: <https://www.portlandoregon.gov/parks/article/596503>

HONORS & ACTIVITIES

- Award of Achievement: Professional Development at PSU | June 2017
- Volunteer, Oregon Food Bank | Oct. 2015—June 2016
- PSU Ron Cease Founders Award | April 2016
- Segal Education Award | August 2014
- IWU Alumni Scholarship Recipient | 2009—2013
- IWU Alumni Grant Recipient | 2009—2013
- Award for Commitment to Sustainability at IWU | May 2013
- Senior Award nomination in Cultural Leadership | May 2013

SKILLS

- Microsoft Office Suite
- Google Drive
- Survey Software: Qualtrics, SurveyMonkey, Google Forms
- Social Media: Facebook, Twitter, Instagram, Nextdoor
- Elementary proficiency in ASL and Spanish

EXPERIENCE

Administrative Assistant, College of Urban and Public Affairs

Portland State University Foundation | Portland, Oregon | January 2016—June 2016

- Regularly handled confidential information and provided administrative support to Director of Development related to scholarships, donors, and other initiatives.

Library Assistant, Outreach and Community Engagement

Danville Public Library | Danville, Illinois | October 2014—May 2015

- Implemented performance management initiative, including baseline assessment of services and library patrons, customer satisfaction survey, and goal setting.
- Designed and implemented library-wide social media policy and strategy, resulting in increased engagement with library patrons and collaboration with community partners.
- Provided customer service to diverse population including senior citizens, individuals with disabilities, at-risk youth, elected officials, and other city staff.

VOCAL AmeriCorps Member

Anixter Center | Chicago, Illinois | September 2013—August 2014

- Coordinated one-on-one tutoring program for adults with disabilities, facilitated new client intakes, maintained waitlist of 75+ individuals.
- Supervised volunteers and interns, recruited new volunteers, organized volunteer appreciation resulting in improved volunteer retention.
- Strengthened online resources, including development of e-newsletter resulting in increased communication between volunteers and staff.

Public Works Department Intern

City of Bloomington | Bloomington, Illinois | January 2013—May 2013

- Investigated neighborhoods with low recycling rates and designed outreach and programming specific to those neighborhoods, resulting in increased participation and visibility of city services.
- Assisted with long-term curbside recycling strategic plan, including research on strategies to increase community buy-in.

Library Assistant, Circulation Department

Bloomington Public Library | Bloomington, Illinois | May 2012—August 2012

- Provided customer service to library patrons.