



CITY OF SWEET HOME CITY COUNCIL AGENDA

May 28, 2019, 6:30 p.m.
Sweet Home Police Department, 1950 Main Street
Sweet Home, OR 97386

WIFI Passcode:
guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

A. Call to Order and Pledge of Allegiance

B. Roll Call:

Councilor Coleman
Councilor Gerson
Councilor Goble
Councilor Gourley

Mayor Mahler
Councilor Nash
Councilor Trask

C. Consent Agenda:

- a) Approval of Minutes: April 29, 2019 City Council Executive Session (pg. 3)
May 14, 2019 City Council Meeting (pg. 4-7)

D. Recognition of Visitors and Hearing of Petitions:

- a) Recognition of Budget Committee Chairman Dave Holley

E. Old Business:

- a) Memorandum of Understanding between Regional Accelerator and Innovation Network and the Linn-Benton Collaborative (pg. 8-18)

F. New Business:

- a) Proclamation: Older American's Month – May 2019 (pg. 19)
- b) **Public Hearing: 2019 Community Development Block Grant from the Oregon Business Development Department for the Linn County Housing Rehabilitation Partnership Program.**
- c) **Public Hearing: A Public Hearing to Consider Water Rates for the City of Sweet Home.**
- d) **Public Hearing: A Public Hearing to Consider Storm Utility Fees for the City of Sweet Home.**
- e) Request for Council Action – Resolution No. 11 for 2019 - A Resolution Adopting a 2019-2020 Budget, Making Appropriations and Levying Taxes. (pg. 20-24)
- f) Request for Council Action – Resolution No. 12 for 2019 A Resolution Certifying Four or More Services in Order to Receive State Revenues. (pg. 25-27)
- g) Request for Council Action – Resolution No. 13 for 2019 A Resolution Declaring the City's Election to Receive State Revenues. (pg. 28-30)

- h) Request for Council Action – Resolution No. 14 for 2019 2019 Water Utility Rates (pg. 31-42)
- i) Request for Council Action – Resolution No. 15 for 2019 2019 Storm Utility Fees (pg. 43-48)
- j) Request for Council Action – Resolution No. 16 for 2019 – Amendments to the 2019 Personnel Policies (pg. 119)
- k) Request for Council Action – Resolution No. 17 for 2019 – Amendments to the Youth Advisory Council Bylaws (pg. 120-129)

G. Ordinance Bills

- i. **Introduction and Request for Ordinance**
- ii. **First Reading of Ordinance Bills**
- iii. **Second Reading of Ordinance Bills**
- iv. **Third Reading of Ordinance Bills (Roll Call Vote Required)**

H. Reports of Committees:

Administrative & Finance/Property	Goble
Park and Tree Committee	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Coleman
Council of Governments (Written Report pg. 130)	Gerson
Area Commission on Transportation	Mahler
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health	Gourley
Legislative Committee	Gerson

I. Reports of City Officials:

- a) Mayor’s Report
- b) City Manager’s Report
- c) Department Director’s Reports: (1st Meeting of the Month)
 - i. Library Services Director
 - ii. Community and Economic Development Director
 - (1) Planning Commission Minutes 04-15-19 (pg. 131-136)
 - iii. Public Works Director
- d) Department Director’s Reports: (2nd Meeting of the Month)
 - i. Finance Director
 - (1) Finance Report (pg. 137)
 - (2) Finance Quarterly Report (pg. 138)
 - (3) Checks by Date (pg. 142)
 - ii. Police Chief
 - (1) Police Department Report – May 2019 (pg. 146)
 - iii. City Attorney’s Report

J. Council Business for Good of the Order:

K. Adjournment

SWEET HOME CITY COUNCIL
EXECUTIVE SESSION MEETING MINUTES

April 29, 2019

The City Council Executive Session was opened at 5:00 p.m. in the Sweet Home Police Department.

Roll Call:	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Nash	P
	Councilor Goble	P	Councilor Trask	P
	Councilor Gourley	P		

Staff: City Manager Ray Towry, City Attorney Robert Snyder, Public Works Director Greg Springman, Finance Director Brandon Neish, City Engineer Tech Trish Rice and Recording Secretary Julie Fisher.

Media: Sean Morgan, The New Era

Mayor Mahler read the Executive Session Announcement.

The purpose of the meeting was an Executive Session pursuant to ORS 192.660 (2) (f), which allows the Council to meet in executive session to consider information or records that are exempt by law from public inspection.

There was time for questions and comments, no official decisions were made.

The foregoing is a true copy of the proceedings of the City Council at the April 29, 2019 Executive Session City Council Meeting.

Mayor

ATTEST:

City Manager– Ex Officio City Recorder

SWEET HOME CITY COUNCIL
MEETING MINUTES

May 14, 2019

Mayor Mahler called the meeting to order at 6:30 p.m. in the Sweet Home Police Department. The Pledge of Allegiance was recited.

Staff Present: City Manager Ray Towry, City Attorney Robert Snyder, Public Works Director Greg Springman, Police Chief Jeff Lynn, Library Services Director Rose Peda, Finance Director Brandon Neish and Recording Secretary Julie Fisher.

Visitors Registered to Speak: Charlene Adams, Don and Marilyn Schlim, Gary Jarvis, Roger White, Sheila Kent, Chase Boyd and Bonnie Neal.

Media: Sean Morgan, The New Era and Alex Paul, Albany Democrat

Roll Call:	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Nash	P
	Councilor Goble	AB	Councilor Trask	P
	Councilor Gourley	P		

Motion to excuse Councilor Goble (Trask/Gerson). Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Goble)

Consent Agenda: Motion was made to approve the Consent Agenda as submitted (Gerson/Coleman). Motion passed with 6 Ayes, 0 Opposed, 1 Absent (Goble).

Items on the consent agenda are as follows:
Approval of Minutes: April 4, 2019 Special Meeting
April 9, 2019 City Council

Recognition of Visitors & Hearing of Petition:

If I Were Mayor Contest Winners:

Payton Lindsey
Payton Messmer

Mayor Mahler awarded both Payton Lindsey and Payton Messmer for winning the If I Were Mayor local contest. Their entries have advanced to the statewide contest.

Sheila Kent
1874 Grape Loop
Sweet Home, OR 97386

Sheila Kent addressed the Council on the condition of Grape Loop which she would like improved. Council directed her to meet with staff.

Youth Advisory Council

Members of the Youth Advisory Council reported of recent activities to the Council.

Old Business: None

New Business:

Public Hearing: 2019-2020 City of Sweet Home Budget

Mayor Mahler opened the Public Hearing at 6:40pm. Mayor Mahler explained the Public Hearing Process.

Personal Bias
Conflict of Interest
Ex-parte Information

Mayor Mahler asked each Councilor if they had any Personal Bias, Conflict of Interest, Ex-parte Information. They had none.

Staff Report

Finance Director Neish presented Council with an overview of the budget process and explained Internal Service Funds.

Question of Staff:

Kristen Adams
Bob Burford
Bonnie Neal
Darren Shultz
Marilyn Schlim
Trisha Van Eck
Larry Angland

There were many members of the Public with questions regarding Internal Service Funds. The questions included process, including payroll and voucher process for the police and library, clarification on Internal Service Funds, methodology for calculating charges to the police and library, additional cuts or other options. It was clear the comments were opposed to the Internal Service Funds being charged toward the levies.

Testimony in Favor

Dave Holley
607 7th Avenue
Sweet Home, OR 97386

Budget Committee Chairman Dave Holley, in favor of the proposal, spoke towards misconceptions regarding the Budget, specifically addressing the Internal Service Fund.

Testimony in Opposition

Lois Jarvis
Roger White
Charlene Adams
Gary Jarvis

Members of the Public spoke in opposition of Adoption of the 2019-2020 Budget which includes Internal Service Fund charges to the Police and Library. There was a concern from the public that the levies might not pass again as voters may feel the charges are a misuse of levied funds. It was suggested to not make the changes until the next election and add language to the ballot that notifies voters that administrative fees will be charged to the levies. It was also suggested to charge a flat percent like that of many nonprofit agencies.

Neutral Testimony

Bonnie Neal
Susan Coleman, Councilor
Bob Burford
Geoff Hamlin
Unknown Person
Brandon Neish, Finance Director
Dave Trask, Councilor

Comments neither for nor against the matter included members of the Council, staff and members of the Public. Members of the Council and staff thanked the public for their comments and participation noting that their comments have been heard and are being considered.

Public comments suggested Council and staff address the perception of fund misappropriation and better inform the public and voters on how Internal Service Funds work. It was noted by the public the funding method was poorly presented, and during a time of increased utility rates, wage increases, and City Hall renovation, gave the public a “money trap” perception.

Close Public Hearing:

The Public Hearing was closed at 8:10 pm

Discussion Only: Water Rates

Finance Director Brandon Neish presented for information only annual review of the utility rates. FD Neish proposed modest increases. A Public Meeting Notice for May 28th will be published to review and potentially adopt new water rates.

Discussion Only: Storm Utility Rate Fee

Finance Director Brandon Neish introduced Storm Utility Fees noting rates have not been revised since 2006. Staff proposed a

\$2 per EDU increase, which was the increase suggested but not implemented in 2006.

Request for Council Action and First Reading of Ordinance Bills: None

Second Reading: None

Third and Final Reading of Ordinance Bills:

Ordinance Bill No. 1 for 2019 – Ordinance Bill No. 1274 - Sweet Home Ordinance Pertaining to Dissolution of Public Safety and Traffic Committee.

City Attorney Robert Snyder read by title only Ordinance No. 1 for 2019 – Ordinance Bill No. 1274 - Sweet Home Ordinance Pertaining to Dissolution of Public Safety and Traffic Committee.

Motion to approve Ordinance No. 1 for 2019 – Ordinance No. 1274 - Sweet Home Ordinance Pertaining to Dissolution of Public Safety and Traffic Safety Committee. (Trask/Gerson)

Roll Call Vote:

Councilor Goble	Absent
Councilor Gourley	Aye
Mayor Mahler	Aye
Councilor Nash	Aye
Councilor Trask	Aye
Councilor Coleman	Aye
Councilor Gerson	Aye

Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Goble).

Reports of Committees:

Administration & Finance/
Property Committee No Report

Park & Tree Commission No Report

Youth Advisory Council Councilor Gourley reported Senator Jeff Merkley will be the keynote speaker during the YAC Leadership Summit.

Chamber of Commerce No Report

Council of Governments (COG) No Report

Area Commission on Transportation No Report

Solid Waste Advisory Council
(SWAC) No Report

Ad Hoc Committee on Health Councilor Gourley reported the Committee will meet on May 20th to discuss committee goals.

Legislative Committee

No Report

Reports of City officials

Mayor's Report

The Mayor made the following Council Representative appointments:
Administrative, Finance and Property – Goble (Chair), Trask, Mahler
Park and Tree Committee - Trask
Youth Advisory Council – Gourley, Mahler
Chamber of Commerce - Coleman
Council of Governments - Gerson
Area Commission on Transportation - Mahler
Solid Waste Advisory Council - Goble
Ad Hoc Committee on Health – Gourley, Trask, Mahler
Legislative Committee - Gerson

City Manager's Report

City Manager Ray Towry reported on the OCCMA NW City Manager's Conference he recently attended.

Department Directors Reports

Written reports were submitted by the following Departments: Library, Community and Economic Development and Public Works. There were no questions from Council.

City Attorney

No Report.

Council Business for Good of the Order:

Councilor Trask reported that Walmart will be closed for a few days due to a fire.
Councilor Coleman stated she valued City staff and leadership.

Adjournment:

With no further business the meeting adjourned at 8:42pm.

The foregoing is a true copy of the proceedings of the City Council at the May 14, 2019 regular City Council Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: May 28, 2019 SUBMITTED BY: R. Towry, City Manager REVIEWED BY: R. Towry, City Manager	TITLE: Economic Development Strategy ATTACHMENTS: Regional Accelerator and Innovation Network and the Linn-Benton Collaborative MOU	TYPE OF ACTION: <input checked="" type="checkbox"/> MOTION <input type="checkbox"/> RESOLUTION <input type="checkbox"/> OTHER
RELEVANT CODE/POLICY: SH Financial Policy	TOWARD COUNCIL GOAL: 4.3 Develop economic and business education opportunities w/ regional partners	

PURPOSE OF THIS RCA:

To approve a MOU between Regional Accelerator and Innovation Network and the Linn-Benton Collaborative.

BACKGROUND/CONTEXT:

The City started meeting regularly with small cities in the region to coordinate economic development efforts in 2016. These regional partners include Philomath, Harrisburg, Halsey, Brownsville, Lebanon, Adair Village, and Monroe. These cities secured a \$70,000 Business Oregon Grant to support RAIN with a venture catalyst.

Through this MOU, the Linn-Benton Collaborative agrees to provide \$60,000 to Oregon RAIN over the 2019-21 Biennium: **\$30,000 in FY 2019-20 and \$30,000 in FY2020-21**. Funds will be contributed *annually* by the cities that comprise the Linn-Benton Collaborative, as follows:

- Adair Village** - \$666.23
- Brownsville** - \$1,336.38
- Halsey** - \$725.02
- Harrisburg** - \$2,864.79
- Lebanon** - \$13,105.16
- Monroe** - \$485.96
- Philomath** - \$3,691.70
- Sweet Home** - \$7,124.76

These funds will be allocated to Oregon RAIN for Rural Venture Catalyst support and resources for entrepreneurs and innovators in the cities that comprise the Linn-Benton Collaborative and for creating a culture of entrepreneurship through ecosystem-building.

THE CHALLENGE/PROBLEM:

Does the City Council support the use of City funds towards RAIN?

STAKEHOLDERS:

- City of Sweet Home Residents – Residents provide City funds directly and indirectly through taxes and fees.
- Business Owners – Business owners may benefit from these programs.

- Local and Regional Economic Development Groups (Regional Accelerator and Innovation Network (RAIN); Business Oregon) – Funding will enable RAIN to better meet their economic development objectives.

ISSUES & FINANCIAL IMPACTS:

1. Financial Impacts: The adopted 2019-2020 Budget allocates \$457,531 for economic development projects. If Council provides consent to the attached MOU, staff would direct funds towards these programs.

ELEMENTS OF A STABLE SOLUTION:

The City Council should consider whether the expenditure of economic development funds as proposed by staff adequately meets the Council's economic development objectives.

OPTIONS:

1. Do Nothing.
2. Approve the MOU between Regional Accelerator and Innovation Network and the Linn-Benton Collaborative.
3. Recommend changes to the MOU between Regional Accelerator and Innovation Network and the Linn- Benton Collaborative.

RECOMMENDATION:

1. Staff recommends option 2, Motion to Approve the MOU between Regional Accelerator and Innovation Network and the Linn-Benton Collaborative.

MEMORANDUM OF UNDERSTANDING

Between Regional Accelerator & Innovation Network and the Linn-Benton Collaborative

1. Purpose

1.1. The purpose of this Memorandum of Understanding (MOU) is to set out the terms by which Regional Accelerator & Innovation Network (Oregon RAIN) and the Linn-Benton Collaborative (*comprised of the Cities of Adair Village, Brownsville, Halsey, Harrisburg, Lebanon, Monroe, Philomath, and Sweet Home*) will work together to scale up the Oregon RAIN Rural Entrepreneurial Development Model in the eight (8) cities that comprise the Linn-Benton Collaborative.

1.2. The key contacts for this project will be **Caroline Cummings** (Executive Director) for Oregon RAIN and **Alysia Rodgers** (Economic Development Catalyst, City of Lebanon) for the Linn-Benton Collaborative. The key contacts are responsible for ensuring performance of the activities and duties described in this MOU. Changes to key contacts shall be made in writing to the following addresses.

Oregon RAIN

Caroline Cummings
Executive Director
942 Olive Street
Eugene, OR 97401
541.968.2982
caroline@oregonRAIN.org

Linn-Benton Collaborative

Alysia Rodgers
Economic Development Catalyst,
City of Lebanon
925 Main Street
Lebanon, OR 97355
541.258.4256
arodgers@ci.lebanon.or.us

1.3. Through this MOU, the Linn-Benton Collaborative agrees to provide \$60,000 to Oregon RAIN over the 2019-21 Biennium: **\$30,000 in FY 2019-20 and \$30,000 in FY 2020-21.**

1.3.1. Funds will be contributed *annually* by the cities that comprise the Linn-Benton Collaborative, as follows:

Adair Village - \$666.23
Brownsville - \$1,336.38
Halsey - \$725.02
Harrisburg - \$2,864.79

Lebanon - \$13,105.16
Monroe - \$485.96
Philomath - \$3,691.70
Sweet Home - \$7,124.76

1.3.2. These funds will be allocated to Oregon RAIN for Rural Venture Catalyst support and resources for entrepreneurs and innovators in the cities that comprise the Linn-Benton Collaborative and for creating a culture of entrepreneurship through ecosystem-building.

1.3.3. Payment for FY 2020-21 shall be contingent on satisfactory progress toward performance of the agreed-upon metrics named in Section 3.4. of this MOU.

1.4. Oregon RAIN and the Linn-Benton Collaborative recognize that \$60,000 is a significant investment in advancing the innovation economy in the cities that comprise the Linn-Benton Collaborative and further recognize that **more investment will be required to fully implement and sustain the program**. The Linn-Benton Collaborative will support Oregon RAIN's efforts to advance additional funding opportunities (e.g., foundations, county, private corporations, state and federal).

1.5. Oregon RAIN's Rural Venture Catalyst shall bring entrepreneurs and potential entrepreneurs together, providing them with increased access to **people** (mentors and accomplished entrepreneurs), **programs** (workshops and accelerators), **physical assets** (space and equipment), and **capital** (access to statewide funding sources, including Oregon RAIN's Seed Fund and crowdfunding).

2. Goals

2.1. Continue elevating the regional entrepreneurial ecosystem.

2.2. Raise additional funds for Rural Venture Catalyst activities in the cities that comprise the Linn-Benton Collaborative.

2.3. Support and expand mentoring, meetups, and other events to help gather, educate, and support entrepreneurs and innovators.

2.4. Continue to activate capital in the region.

2.5. Track overall budget and report progress to funders and partners.

2.6. Maintain and expand established database of entrepreneurs, mentors, and ecosystem stakeholders.

2.7. Continue launching and supporting previously identified and assisted startups. .

2.8. Deliver wrap-around mentoring services to startups with the best potential in the cities that comprise the Linn-Benton Collaborative.

2.9. Meet other goals, as mutually agreed-upon between Oregon RAIN and the Linn-Benton Collaborative.

3. Oregon RAIN's Responsibilities

3.1. Oregon RAIN shall provide ongoing training, support, and supervision to the Rural Venture Catalyst(s) and other staff serving the Linn-Benton Collaborative.

3.2. Oregon RAIN shall work collaboratively with the Linn-Benton Collaborative to continue implementing its "Rural Entrepreneurial Development Model," which includes tracking and supporting ecosystem partners and key stakeholders, asset-mapping, community outreach, surveying, and other investigative activities to assess culture and climate as it relates to entrepreneurship and overall community readiness to continue building and sustaining the region's entrepreneurial ecosystem.

3.3. Oregon RAIN shall monitor the overall budget and metrics for this program and report progress to the Linn-Benton Collaborative and other funders. Metrics tracked and reported shall include: number of entrepreneurs identified and assisted, revenue generated by startups assisted, capital raised and sought by startups assisted, jobs created by startups assisted, number and type of activities hosted, mentors engaged, and investors engaged.

3.4. Oregon RAIN shall work collaboratively with the Linn-Benton Collaborative to create and implement specific strategies to develop an entrepreneurial ecosystem in the cities that comprise the Linn-Benton Collaborative.

3.4.1. Over the 2019-21 Biennium, Oregon RAIN shall conduct 80-108 activities.* Number of activities will be adjusted based on Oregon’s RAIN’s ability to leverage the Linn-Benton Collaborative’s funds with county, state, federal, foundation, and private funds.

City	% of Funding	Min # of Activities	Max # of Activities
Adair Village	2%	4	6
Brownsville	4%	6	10
Halsey	2%	4	6
Harrisburg	10%	10	14
Lebanon	44%	24	30
Monroe	2%	4	6
Philomath	12%	12	16
Sweet Home	24%	16	20
Total	100%	80	108

**Activities include meetups, seminars, mentor hours, pitch events, exhibits, pre-accelerators, speaking engagements, council presentations, etc.*

3.4.2. Find and educate 2-4 new angel investors for entrepreneurs in the cities that comprise the Linn-Benton Collaborative.

3.4.3. Recruit and develop 5-10 new mentors for entrepreneurs in the Linn-Benton Collaborative.

3.4.4. Survey entrepreneurs in the cities that comprise the Linn-Benton Collaborative at least 2 times per year to gather metrics and feedback.

3.5. Oregon RAIN shall provide assistance to entrepreneurs in the cities that comprise the Linn-Benton Collaborative, including mentoring and connecting them to the people, programs, physical assets, and capital needed to grow their startups.

3.6. Oregon RAIN shall continue building a network of stakeholders who have a shared vision for building an entrepreneurial ecosystem in the cities that comprise the Linn-Benton Collaborative.

3.7. Oregon RAIN shall provide communication and public relations support for this program.

3.8. Oregon RAIN shall work with the Linn-Benton Collaborative to develop strategies for a sustainable program, including collaborative fundraising, grant writing efforts, and joint financial “asks,” where appropriate.

3.9. Oregon RAIN shall work collaboratively with the Linn-Benton Collaborative to gather case study documentation, including videos, interviews, quotes, stories, and “essential questions” at community events, town halls, and forums.

4. The Linn-Benton Collaborative’s Responsibilities

4.1. The Linn-Benton Collaborative shall work collaboratively with Oregon RAIN to create and implement specific strategies to continue assessing, supporting, and building an entrepreneurial ecosystem in the cities that comprise the Linn-Benton Collaborative, including strategies that are innovative.

4.2. The Linn-Benton Collaborative shall work with Oregon RAIN to develop strategies for a sustainable program, including collaborative fundraising, grant writing efforts, and joint financial “asks,” where appropriate.

4.3. The Linn-Benton Collaborative shall help Oregon RAIN track metrics for this program, providing this data to Oregon RAIN no fewer than ten (10) business days before progress reports are due.

4.4. The Linn-Benton Collaborative shall help Oregon RAIN promote outreach and activities for this program by encouraging staff and economic development partners to increase engagement and work collaboratively with Oregon RAIN in the ecosystem.

4.5. The Linn-Benton Collaborative shall support Oregon RAIN’s communication and public relations activities for this program, as needed.

4.6. The Linn-Benton Collaborative shall work collaboratively with Oregon RAIN to gather case study documentation, including videos, interviews, quotes, stories, and “essential questions” at community events, town halls, and forums.

4.7. The Linn-Benton Collaborative shall work collaboratively with Oregon RAIN to develop and submit a sustainability plan that identifies potential sources of support and a timeline and action plan for accessing or applying to those sources.

4.8 The Linn-Benton Collaborative shall engage with the Oregon RAIN Venture Catalyst and actively support the program to foster maximum program results.

5. Payment Schedule

5.1. The Linn-Benton Collaborative shall provide \$60,000 to Oregon RAIN to continue building an entrepreneurial ecosystem in the cities that comprise the Linn-Benton Collaborative, with a focus on helping startups launch and thrive.

5.2. The funds shall be paid to Oregon RAIN in two (2) installments:

- The first installment of \$30,000 shall be paid on or before July 15, 2019.
- The second installment of \$30,000 shall be paid on or before July 15, 2020.

5.3. Payment of installment two (2) shall be contingent on satisfactory progress toward the performance of the agreed-upon metrics named in Section 3.4. of this MOU.

6. Duration of Agreement

6.1. This MOU will be in effect from **July 1, 2019 to June 30, 2021** and may be updated at any time through mutual written agreement of the parties.

6.2. Neither party may assign or transfer all or any portion of this MOU without the prior written consent of the other party.

7. Diversity, Equity, and Inclusion

7.1. Just as biodiversity strengthens natural systems, the diversity of human experience strengthens our entrepreneurial ecosystem building efforts. Oregon RAIN represents and reflects that human diversity, embracing it in all the communities where we work, in order to achieve our goals. To that end, we are committed to increasing the diversity of our staff, board, volunteers, mentors, and partners, and to fostering an inclusive network of stakeholders and partners in all kinds of communities, from rural to urban.

7.2. Equity, diversity, and inclusion is not only a best practice for business, it's a strategic imperative. Our business and strategies are enriched and made stronger by the contribution of the experiences, perspectives, and values of diverse individuals and communities. Creating an innovation economy transcends political, cultural, and social boundaries, and so must Oregon RAIN in order to expand our reach and engage more people in Oregon's entrepreneurial ecosystem.

7.3. Oregon RAIN is dedicated to providing a work environment that prioritizes fairness and respect. At Oregon RAIN, everyone is treated equally and is encouraged to achieve their fullest potential. We respect the individuality of each member of our community, and we are committed to a workplace free of any kind of discrimination based on race, color, religion, sex, age, sexual orientation, gender identity and expression, disability, national or ethnic origin, politics, or veteran status.

7.4. With a plurality of voices, Oregon RAIN will inspire more entrepreneurs and help create more jobs and revenue in Oregon. Respect, inclusion, and opportunity for people of all backgrounds, lifestyles, and perspectives will attract the best ideas and harness the greatest passion to shape a more vibrant future for all Oregonians. By honoring and celebrating the remarkable diversity of the human species, Oregon RAIN will bring new creativity, effectiveness, and leadership to our work.

8. Intellectual Property

8.1. Oregon RAIN and the Linn-Benton Collaborative agree that any intellectual property that is jointly-developed by the two parties to this MOU may be used by both parties for non-profit, non-commercial purposes without obtaining consent from the other and without any need to account to the other.

8.2. All intellectual property that was developed independently by one party to this MOU shall be the sole property of that party, requiring written consent before it could be used by the other party.

9. Association

9.1 Oregon RAIN and the Linn-Benton Collaborative are not entering into a legal partnership, joint venture, commercial undertaking for monetary gain, or other such business arrangement.

9.2. Oregon RAIN and the Linn-Benton Collaborative shall not refer to this MOU or treat the arrangements of this MOU as a legal partnership, joint venture, commercial undertaking for monetary gain, or other such business arrangement.

9.3. Oregon RAIN and the Linn-Benton Collaborative shall not take any actions that would be inconsistent with the intentions of this paragraph.

10. Dispute Resolution

10.1. Oregon RAIN and the Linn-Benton Collaborative agree that, in the event of any dispute between them relating to this MOU, they shall first seek to resolve the dispute through informal discussions, which shall be initiated in writing.

10.2. In the event any dispute cannot be resolved informally within sixty (60) calendar and consecutive days from the written notice of dispute, Oregon RAIN and the Linn-Benton Collaborative agree to attempt to resolve the dispute by mediation.

10.3. Oregon RAIN and the Linn-Benton Collaborative agree that their respective good faith participation in mediation is a condition precedent to pursuing any other available legal or equitable remedy, including litigation, arbitration, or other dispute procedures.

10.4. Either party may commence the mediation process by providing to the other party written notice (Initial Mediation Notice) setting forth the subject of the dispute, claim, or controversy and the relief requested.

10.5. Within ten (10) days after receipt of the Initial Mediation Notice, the other party shall deliver a written response to the initiating party's notice.

10.6. The initial mediation session shall be held within thirty (30) days after the Initial Mediation Notice.

10.7. The costs of mediation shall be shared equally by Oregon RAIN and the Linn-Benton Collaborative.

10.8. Oregon RAIN and the Linn-Benton Collaborative do not waive their legal right to adjudicate this MOU in a legal forum.

11. Entirety

11.1. This MOU constitutes the entire agreement between Oregon RAIN and the Linn-Benton Collaborative concerning the subject matter thereof.

11.2. All prior agreements, discussions, representations, warranties, and covenants are merged herein.

11.3. There are no warranties, representations, covenants, or agreements (expressed or implied) between the parties except those expressly set forth in this agreement.

11.4. Any amendments or modifications of this agreement shall be in writing and executed by both Oregon RAIN and the Linn-Benton Collaborative.

11.5. Electronic signatures are valid and binding.

11.6. Each person signing this MOU represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this agreement.

11.7. Each party represents and warrants to the other that the execution and delivery of this MOU and the performance of each party's responsibilities and obligations hereunder have been duly authorized and that this MOU is a valid and legal agreement binding on each party and enforceable in accordance with its terms.

For Oregon Oregon RAIN



Signature

Caroline Cummings
Name

Executive Director
Title

Date

For Linn-Benton Collaborative

Signature

Gary Marks
Name

City Manager, Lebanon
Title

Date



PROCLAMATION
OLDER AMERICAN'S MONTH
OLDER AMERICANS: CONNECTING THE COMMUNITY
MAY 2019

Whereas, The City of Sweet Home includes older Americans who richly contribute to our community; and

Whereas, the older adults in Sweet Home are the roots from which our community grows, who bestow gifts of wisdom and insight upon younger generations, and strengthen the bonds between neighbors to create a better place to live; and

Whereas, our society can be enhanced by older adults aging peacefully in their communities; and

Whereas, the older adults in Sweet Home should be commended for their role in creating and bolstering the fiber of our community and nation; and

Whereas, our community can provide that recognition and respect by enriching the quality of life for older Americans by:

Increasing their opportunities to remain in their communities as active and engaged citizens

Providing services, technologies, and support systems that allow seniors to foster and maintain connections within the community

Emphasizing the value of elders by publically recognizing their contributions to the diversity, strength, and unity of our community

Now Therefore, I, Mayor Greg Mahler, do hereby proclaim May 2019 to be Older American's Month. I urge every citizen to take time this month to honor our older adults and the professionals, family members, and volunteers who care for them. Our recognition of older Americans and their involvement in our lives can help us achieve stronger and more meaningful connections with each other and enrich our community's quality of life.

PROCLAIMED this 28th day of May 2019

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: May 28, 2019	TITLE: Adoption of 2019-2020 Operating Budget	TYPE OF ACTION: <input checked="" type="checkbox"/> RESOLUTION
SUBMITTED BY: B. Neish, City Manager	ATTACHMENTS: 2019-2020 Approved Budget	<input type="checkbox"/> MOTION
REVIEWED BY: R. Towry, City Manager	Resolution 11 for 2019	<input type="checkbox"/> OTHER
RELEVANT CODE/POLICY: SH Charter Chapter 6; Sec. 20(8) SH Financial Policy ORS Chapter 294	TOWARD COUNCIL GOAL: 1.2: Increase community awareness of infrastructure needs and appropriate planning documents. 2.0: Be an effective and efficient government 3.2: Look for methods to improve community safety, Police, Community Design, etc. 4.2: Support future economic development efforts within City Hall	

PURPOSE OF THIS RCA:

To review and adopt the 2019-2020 Budget for the City of Sweet Home.

BACKGROUND/CONTEXT:

The City of Sweet Home Budget Committee met on April 4, 2019 to receive the Budget Message from the City Budget Officer and begin deliberations on the 2019-2020 Proposed Budget. The committee met three additional times on April 25th, April 29th and April 30th to discuss appropriations and state shared revenues for the upcoming fiscal year. The committee approved an amended budget and approved the property tax rates for 2019-2020 at their April 30th meeting. The LB-1 form was published in The New Era on May 8th and a public hearing was held during the May 14, 2019 City Council meeting. With the completion of the Public Hearing, all steps for the adoption of the 2019-2020 budget have been completed per Oregon Local Budget Law (ORS Chapter 294).

THE CHALLENGE/PROBLEM:

Will the City Council adopt the 2019-2020 Budget in the amount of \$19,761,739.00 with transfers and contingencies, make appropriations and levy taxes for the city to continue operating after June 30, 2019?

STAKEHOLDERS:

- State of Oregon – State law requires most local government entities to adopt a budget prior to the start of each fiscal year. Additional resolutions are also necessary to receive State Revenue Sharing funds each fiscal year.
- City of Sweet Home residents – Citizens are provided essential services as a result of the adopted budget and expect those services will continue annually.
- City of Sweet Home City Council – Adopting the budget is required annually per ORS Chapter 294 which necessitates the approval of spending and priorities contained therein by Council members.
- City of Sweet Home City Staff – Staff is responsible for compiling the budget annually based on the goals established by the City Council and priorities for citizens. An adopted budget allows staff to continue operations in their departments each year after June 30.

ISSUES & FINANCIAL IMPACTS:

Without a budget for the new fiscal year in place, the City's authority to spend money or incur obligations expires on June 30, 2019. The City's ability to impose a property tax is also contingent on following the budgeting process outlined in ORS. Compliance with Oregon Local Budget Law is critical for local governments.

ELEMENTS OF A STABLE SOLUTION:

ORS Chapter 294 outlines the processes local governments must follow in Oregon to prepare and adopt a budget. The supplied Resolution complies with Oregon Local Budget Law and needs to be adopted by the City Council to ensure continued operations for the 2019-2020 fiscal year beginning July 1, 2019.

OPTIONS:

1. Do Nothing. Council could choose to move forward without adopting a budget for the coming fiscal year.
2. Amend the 2019-2020 Approved Budget. The document presented to the Council was approved by the Budget Committee during their April 30th meeting. The Council could choose to revise the approved budget by increasing any expenditure, transfer out or contingency \$5,000 or 10% (whichever is greater) in any fund. Increases in fund expenditures, transfers out and/or contingency by more than the aforementioned increase would require republishing the LB-1 form and holding a second public hearing before July 1. Council can reduce the approved budget with no such limitations.
3. Adopt Resolution No. 11 for 2019, Adopting a Budget for 2019-2020, Making Appropriations and Levying Taxes. Council could choose to adopt Resolution No. 11 completing the budget process for the 2019-2020 fiscal year.

RECOMMENDATION:

Staff recommends option 3, Adopt Resolution No. 11 for 2019, Adopting a Budget for 2019-2020, Making Appropriations and Levying Taxes. The Budget Committee reviewed the budget and heard from the public regarding the proposed budget and chose to move the document forward to the City Council for adoption. The Approved Budget provided meets various Council goals and includes staff best efforts to provide "real numbers" and demonstrate, through allocation, its plans and priorities for the coming fiscal year.

Resolution No. 11 for 2019

A RESOLUTION ADOPTING A BUDGET FOR 2019-2020, MAKING APPROPRIATIONS AND LEVYING TAXES.

WHEREAS, the Budget Committee of the City of Sweet Home reviewed and recommended for adoption the budget estimates and appropriations for the City of Sweet Home for the fiscal year beginning July 1, 2019 and ending June 30, 2020;

NOW, THEREFORE, THE CITY OF SWEET HOME RESOLVES

That the City Council of the City of Sweet Home hereby imposes the taxes provided for in the adopted budget at the rate of \$1.4157 per \$1,000 of assessed value for General Fund operations, the rate of \$7.85 per \$1,000 of assessed value for the Police Local Option Levy, the rate of \$1.17 per \$1,000 of assessed value for the Library Services Local Option Levy and non-advalorem – customer sewer usage charges not to exceed \$44,017.36 and that these taxes are hereby imposed and categorized for tax year 2019-2020 upon the assessed value of all taxable property within the district.

	General Government	
Permanent Tax Rate	\$1.4157 per \$1,000	
Local Option Levies	\$9.0200 per \$1,000	
Customer Sewer Usage Charges		\$44,017.36

Be it further resolved that the City Council adopts the 2019-2020 budget approved by the Budget Committee in the total sum of \$19,761,737 now on file at City Hall and hereby provides that appropriations are made for the fiscal year beginning July 1, 2019 as follows:

<u>General Fund</u>		
Municipal Court	280,803	
Community & Economic Development	661,367	
Parks & Facilities	613,364	
Materials & Services	382,945	
Operating Contingency	75,579	
Transfers to Other Funds	393,273	\$ 2,407,331.00
<u>Special Revenue Funds</u>		
Public Safety:		
Police Department	2,782,850	
Operating Contingency	129,451	
Transfers to Other Funds	190,098	\$ 3,102,399.00
Library Services:		
Library	487,195	
Operating Contingency	19,211	
Transfers to Other Funds	60,343	\$ 566,749.00

Internal Services:		
Executive & Legislative	324,827	
Finance	514,318	
Public Works Administration	551,530	
Personnel Services	106,239	
Materials & Services	8,255	
Operating Contingency	56,049	\$ 1,561,218.00
State Gas Tax:		
Streets	630,616	
Operating Contingency	18,988	
Transfers to Other Funds	83,316	\$ 732,920.00
Street Maintenance & Improvements:		
Streets	75,000	
Transfers to Other Funds	68,799	\$ 143,799.00
Project & Equipment Reserve:		
Police Department	153,233	
Public Works	230,000	\$ 383,233.00
Path Program:		
Streets		\$ 75,000.00
Weddle Bridge:		
Parks & Facilities		\$ 4,893.00
Special Events:		
Materials & Services		\$ 8,007.00
Economic & Community Development:		
Economic Development		\$ 457,531.00
Community Center Operations:		
Materials & Services		\$ 46,030.00
Parks & Recreation:		
Parks & Facilities		\$ 17,422.00
Police/Emergency Dispatch Facility G.O. Bond:		
Transfers to Other Funds		\$300.00
Special Assessments:		
Transfers to Other Funds		\$280.00
<u>Reserve Funds</u>		
Narcotic Enforcement Reserve:		
Police Department		\$ 45,000.00

Capital Project Funds

Water Capital:

Water Operations	143,750.00	
Transfers From Other Funds	-120,000.00	\$ 23,750.00

Water Depreciation Reserve:

Water Operations		\$ 300,000.00
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Wastewater Capital:

Wastewater Operations		\$ 65,000.00
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Wastewater Depreciation Reserve:

Wastewater Operations		\$ 4,391,673.00
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Enterprise Funds

Water Fund:

Water Treatment	620,701	
Water Operations	536,768	
Debt Service	498,186	
Operating Contingency	55,817	
Transfers to Other Funds	798,096	\$ 2,509,568.00

Wastewater Fund:

Wastewater Treatment	637,663	
Wastewater Operations	340,386	
Debt Service	874,296	
Operating Contingency	58,175	
Transfers to Other Funds	902,583	\$ 2,813,103.00

Storm Water Fund:

Storm Water		\$ 106,533
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Total Appropriations **\$ 19,761,739.00**

PASSED by the Council and approved by the Mayor this 28th day of May, 2019.

Mayor

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: May 28, 2019	TITLE: Certification of Eligibility to receive State Revenue	TYPE OF ACTION: <input checked="" type="checkbox"/> RESOLUTION
SUBMITTED BY: B. Neish, City Manager	Sharing funds	<input type="checkbox"/> MOTION
REVIEWED BY: R. Towry, City Manager	ATTACHMENTS: Resolution No. 12 for 2019	<input type="checkbox"/> OTHER
RELEVANT CODE/POLICY: ORS 221.760	TOWARD COUNCIL GOAL: 2.0: Be an effective and efficient government 3.2: Look for methods to improve community safety, Police, Community Design, etc.	

PURPOSE OF THIS RCA:

To certify the City provides four or more services as required by ORS 221.760.

BACKGROUND/CONTEXT:

To receive State Revenue Sharing funds in 2019-2020, Sweet Home must have levied property taxes in the preceding year and pass an ordinance or adopt a resolution approving participation in the program by July 1. Public hearings must be held with the budget committee to discuss possible uses of the funds and before City Council on the proposed uses of the funds in relation to the entire budget.

Copies of the provided resolutions must be filed with the Department of Administrative Services (DAS) Operations Division by July 31.

THE CHALLENGE/PROBLEM:

Will the City Council adopt Resolution No. 12 for 2019 certifying the city provides four or more services as required by ORS 221.760?

STAKEHOLDERS:

- State of Oregon – State law requires cities who wish to receive State Revenue Sharing funds must submit resolutions authorizing such receipt to DAS by July 31.
- City of Sweet Home residents – Adopting this resolution ensures residents receive the taxes they pay when purchasing liquor, cigarettes, gasoline and marijuana back as revenue for Sweet Home services.
- City of Sweet Home City Council – Adopting these resolutions allows for diversification of revenue for the city and ensures state support for the City of Sweet Home.
- City of Sweet Home City Staff – Adoption of these resolutions allows staff to continue operations in their departments.

ISSUES & FINANCIAL IMPACTS:

If Resolution No. 12 for 2019 is not heard by the public in the form of a Public Hearing nor adopted, the City will lose \$344,846 in resources resulting in budgetary reductions likely impacting service offerings.

ELEMENTS OF A STABLE SOLUTION:

ORS 221.760 establishes processes for cities to request State Revenue Sharing funds. Adoption of the included resolution complies with Oregon Law and need to be adopted by the City Council to ensure funding for the 2019-2020 fiscal year.

OPTIONS:

1. Do Nothing. Council could choose to move forward without adopting the resolution and forgoing State Revenue Sharing funds.
2. Adopt Resolution No. 12 for 2019.

RECOMMENDATION:

Staff recommends option 2, Adopt Resolution No. 12 for 2019. Inaction on these resolutions results in the loss of \$344k in budgeted resources which would require matching reductions in expenses, transfers and/or contingencies. This puts the City at an increased financial risk (reducing contingencies) should unanticipated expenditures arise during the year or requires tough choices to be made regarding which programs will see cuts to their budgets.

Resolution No. 12 for 2019

A RESOLUTION CERTIFYING THE CITY PROVIDES FOUR OR MORE SERVICES IN ORDER TO RECEIVE STATE REVENUES.

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning and Subdivision Control
- (7) One or more Utility Services

and;

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

NOW, THEREFORE, BE IT RESOLVED, that the City of Sweet Home hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

Police Protection
Street Construction, Maintenance and Lighting
Sanitary Sewer
Storm Sewers
Planning, Zoning and Subdivision Control
One or more Utility Services

This resolution shall be effective July 1, 2019.

PASSED by the Council and approved by the Mayor this 28th day of May, 2019.

Mayor

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: May 28, 2019	TITLE: Certification of Eligibility to receive State Revenue	TYPE OF ACTION: <input checked="" type="checkbox"/> RESOLUTION
SUBMITTED BY: B. Neish, City Manager	Sharing funds	<input type="checkbox"/> MOTION
REVIEWED BY: R. Towry, City Manager	ATTACHMENTS: Resolution No. 13 for 2019	<input type="checkbox"/> OTHER
RELEVANT CODE/POLICY: ORS 221.770	TOWARD COUNCIL GOAL: 2.0: Be an effective and efficient government 3.2: Look for methods to improve community safety, Police, Community Design, etc.	

PURPOSE OF THIS RCA:

To declare the City’s election to receive state revenues as required by ORS 221.770.

BACKGROUND/CONTEXT:

To receive State Revenue Sharing Funds in 2019-2020, Sweet Home must have levied property taxes in the preceding year and pass an ordinance or adopt a resolution approving participation in the program by July 1. Public hearings must be held with the Budget Committee to discuss possible uses of the funds and before City Council on the proposed uses of the funds in relation to the entire budget.

The City must also certify by resolution that it provides four or more services outlined in Resolution No. 12 for 2019.

Copies of the provided resolutions must be filed with the Department of Administrative Services (DAS) Operations Division by July 31.

THE CHALLENGE/PROBLEM:

Will the City Council adopt Resolution No. 13 for 2019 declaring the City’s election to receive state revenues as required by ORS 221.770?

STAKEHOLDERS:

- State of Oregon – State law requires cities who wish to receive State Revenue Sharing Funds must submit resolutions authorizing such receipt to DAS by July 31.
- City of Sweet Home residents – Adopting these resolutions ensures residents receive the taxes they pay when purchasing liquor, cigarettes, gasoline and marijuana back as resources for Sweet Home services.
- City of Sweet Home City Council – Adopting these resolutions allows for diversification of revenue for the City and ensures State support for the City of Sweet Home.
- City of Sweet Home City Staff – Adoption of these resolutions allows staff to continue operations in their departments.

ISSUES & FINANCIAL IMPACTS:

If Resolution No. 13 for 2019 is not heard by the public in the form of a Public Hearing nor adopted, the City will lose \$344,846 in resources resulting in budgetary reductions likely impacting service offerings.

ELEMENTS OF A STABLE SOLUTION:

ORS 221.760 establishes processes for cities to request State Revenue Sharing Funds. Adoption of the included resolution complies with Oregon Law and needs to be adopted by the City Council to ensure funding for the 2019-2020 fiscal year.

OPTIONS:

1. Do Nothing. Council could choose to move forward without adopting this resolution and forgoing State Revenue Sharing Funds.
2. Adopt Resolution No. 13 for 2019.

RECOMMENDATION:

Staff recommends option 2, Adopt Resolution No. 13 for 2019. Inaction on this resolution results in the loss of \$344k in budgeted resources which would require matching reductions in expenses, transfers and/or contingencies. This puts the City at an increased financial risk (reducing contingencies) should unanticipated expenditures arise during the year or requires tough choices to be made regarding which programs will see cuts to their budgets.

Resolution No. 13 for 2019

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.

The City of Sweet Home ordains as follows:

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

PASSED by the Council and approved by the Mayor this 28th day of May 2019.

Mayor

City Manager – Ex Officio City Recorder

* I certify that a public hearing before the Budget Committee was held on April 25th, 2019, April 29th, 2019 and April 30th, 2019 and a public hearing before the City Council was held on May 14th, 2019, giving citizens an opportunity to comment on use of State Revenue Sharing.

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: May 28, 2019	TITLE: Water Utility Fee Review	TYPE OF ACTION: <input checked="" type="checkbox"/> RESOLUTION
SUBMITTED BY: B. Neish, Finance Director	ATTACHMENTS: Resolution No. 14 for 2019	<input type="checkbox"/> MOTION
REVIEWED BY: R. Towry, City Manager	Water Rate Proposals Rates by Consumption Water Enterprise Budget	<input type="checkbox"/> OTHER
RELEVANT CODE/POLICY: SHMC 13.04.050 Resolution No. 7 for 2018	TOWARD COUNCIL GOAL: 1.2(a): Increase community awareness of infrastructure needs (Water)	

PURPOSE OF THIS RCA:

To review the proposed 2019-2020 budget for the Water Fund and determine appropriate rates charged to users for use of City water.

BACKGROUND/CONTEXT:

ORS 294.388(1) states that “each municipal corporation shall prepare estimates of expenditures and other requirements for the ensuing year or budget period. The estimates must be reconciled so that the total amount of expenditures and other requirements in each fund equals the total amount of resources in the fund for the same period.” Projected expenses for the 2019-2020 fiscal year in the Water Fund total \$2.5 million while projected resources with no change to current utility rates totals \$2.3 million. Pursuant to Oregon State Statutes, the City must choose to revise its current rate schedule to generate additional revenue or reduce proposed expenses to match current revenue projections. Staff has prepared three options for water rates to present to Council to best meet operational needs while balancing the impact of rates on City residents.

THE CHALLENGE/PROBLEM:

How do we approach utility rates in a way that addresses operational needs in alignment with Council goals while ensuring that users are not priced out of the system?

STAKEHOLDERS:

- City of Sweet Home residents and businesses – Residents and commercial businesses are the sole users of water and therefore pay for the distribution and usage. All water users expect that the City is using resources appropriately and accurately billing them for necessary expenditures that will deliver clean, consistent water when they need it.
- City of Sweet Home City Council – Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible for the best possible price. They must balance leadership with representation.
- Sweet Home Public Works staff – Public Works staff ensures utilities are maintained in a manner which benefits all in the city. Appropriate rates provide necessary resources used to maintain a level of service expected by utility users.
- Jacobs. Jacobs (CH2M) is our contract water plant operators. Their fees are calculated into our expenses and utilized to determine the budget and rates
- Sweet Home Community & Economic Development – Regular review of expenditures within utility funds and, subsequently, utility rates ensure that Sweet Home is comparable to other cities of similar size which can attract new rate payers to the

system. New citizens or businesses affect the community in a positive manner and affects livability within the city.

ISSUES & FINANCIAL IMPACTS:

1. Increasing utility rates – Citizens have many utility bills to pay including the city's utilities. Increases to utility rates can have a negative impact on citizens even though the city must operate with enough resources to back necessary expenditures. Under scenarios one and three, the average residential water consumer would see an increase of \$1.25 or \$2.03 respectively per month. The difference in the proposals is a difference in philosophy. It is up to the elected officials to determine what is best for the citizenry of Sweet Home.
2. Oregon Revised Statutes – As previously explained, the ORS requires that the City maintain a zero or positive fund balance at the end of a given fiscal year. This requires the City and the Council to act accordingly. The decision then becomes one of raising rates or reducing expenses. When managing a fund in which nearly 62% of its resources come from the user fees generated, options are limited in decision-making.
3. Division resources – When Public Works/Jacobs is left with diminishing resources, tough decisions must be made regarding service offerings to customers. Stability in these fees provides the Department and Divisions the ability to plan and attempt to mitigate other factors that contribute to the increasing expenses such as fixing leaking pipes and inspecting reservoirs.

ELEMENTS OF A STABLE SOLUTION:

Reviewing the rates annually and making revisions at the time rather than shelving rate adjustments for another year ensures overall stability of the Water Fund and ensures rate payers are not saddled with significant increases at one time.

OPTIONS:

1. Do Nothing. Rates would remain the same with a base rate (paid by all customers regardless of consumption and based on meter size) and a commodity rate applied per 100 cubic feet of water used over 300 cubic feet. This results in a projected budgeted deficit of \$206,062 which would require making expenditure reductions to comply with ORS 294.388(1). Reducing budgeted expenditures would impact services delivered to customers.
2. Adopt Resolution No. 14 for 2019. The City Council voted last year to change the structure of the water rate calculation based on what they determined to best fit the needs and desires of the community. This proposal would not change the methodology and would result in an increased utility bill to residential customers averaging \$1.25 per month, \$17.24 per month for commercial users and \$93.08 per month for industrial/bulk users.
3. Decrease the base rate and increase the commodity while increasing included consumption from 300 to 400 cubic feet using current methodology. The City Council may determine, after reviewing the attached documentation, that it is appropriate to revise the included consumption in the base rate for residential customers.
4. Revert to former calculation methodology. The City Council may determine, after reviewing the attached documentation, that it is appropriate to change the current methodology. This option would revert the rate calculation back to the 2017-2018 rate calculation method in which the residential commodity rate is higher than the commercial and bulk rates.
5. Recommend an alternate scenario based on revised methodology or total budget. The City Council could request to see additional scenarios that would impact the calculation of the water utility rate. Staff would run the additional scenario(s) and return at a future meeting to set the new rates.

RECOMMENDATION:

Staff recommends option 2, Adopt Resolution No. 14 for 2019. This option adjusts the rates to maintain an adequate fund balance at the end of the 2019-2020 fiscal year.

Resolution No. 14 for 2019

A RESOLUTION SETTING RATES AND FEES FOR WATER SERVICES.

WHEREAS, the Sweet Home City Council has provided that Water User Rates should be established by resolution, in accordance with Ordinance No. 1174; and

WHEREAS, the Water User Rates were last adjusted June 2018 and need to be adjusted herein to ensure adequate funds are received to cover the annual cost of operation and maintenance, replacement, and other administrative costs of the Water Utility.

NOW, THEREFORE, BE IT RESOLVED BY THE SWEET HOME CITY COUNCIL that effective June 19, 2019, the water user fees shall be as follows:

Section 1 - The rates for water use to be charged for each billing period are as follows:

A minimum charge for each water service inside the city limits will be made according to the meter sizes as follows.

<u>Meter Size</u>	<u>Monthly Base Charge</u>
3/4 inch	19.99
1 inch	25.27
1-1/2 inch	32.31
2 inch	51.67
3 inch	194.23
4 inch	247.03
6 inch	370.23
8 inch	511.03

Residential Users (inside the City Limits): The monthly base charge is to include the first 300 cubic feet of water consumed for all residential customers only. A consumption charge of \$9.25 per 100 cubic feet for water used, over 300 cubic feet, shall be made in addition to the Monthly Base Charge for all meter sizes for all residential customers only.

Commercial Users (inside the City Limits): A consumption charge of \$9.22 per 100 cubic feet for all water used shall be made in addition to the Monthly Base Charge for all commercial customers per meter size.

Bulk Users (inside the City Limits): A consumption charge of \$9.14 per 100 cubic feet for all water used shall be made.

Water Users (outside the City Limits): Monthly charges will be computed at 1.5 times the inside city rate as stated above for residential, commercial and bulk users.

The Monthly Base Charge for a meter on a water line installed solely for the purpose of providing fire protection shall be the 3/4 inch rate charged for a residence. If the monthly reading of the meter indicates any usage, the Monthly Base Charge will be the normal charge for the meter size installed as shown above in addition to the charge for consumption.

For purposes of this resolution, the City Council shall annually review Water Rates before May of each year and set the new monthly rate for bills sent out each July.

Section 2 - Miscellaneous water service fees are established by resolution and contained in the city's Public Information, Records, Research and Miscellaneous Fees schedule.

Section 3 – Other associated fees, practices and charges for water and sewer installation and hookup are described in the city’s code of ordinances.

It has been determined that these rates and fees are classified as not being subject to Oregon Constitution, Article XI, Section 11b limitations.

This Resolution supersedes all prior resolutions on water rates including Resolution No. 11 for 2018.

PASSED by the City Council and approved by the Mayor this 28th day of May, 2019

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

Projected Revenue for Water Fund (full base change with rate increase)

Commodity Charges

		current 300 cu. ft included		proposal #1 300 cu. ft included Adjust per "magic spreadsheet"		proposal #2 400 cu. ft included Adjust per "magic spreadsheet"		proposal #3 300 cu. ft included Revert to former structure	
Meter Size	Customers	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue
3/4"	2,827	\$ 22.91	777,199	\$ 19.99	678,141	\$ 19.99	678,141	\$ 22.12	750,399
1"	46	28.98	15,997	25.27	13,949	25.27	13,949	27.98	15,445
1 1/2"	19	37.08	8,454	32.31	7,367	32.31	7,367	35.80	8,162
2"	10	59.35	7,122	51.67	6,200	51.67	6,200	57.29	6,875
3"	3	223.34	8,040	194.23	6,992	194.23	6,992	215.53	7,759
4"	1	284.08	3,409	247.03	2,964	247.03	2,964	274.14	3,290
6"	-	425.79	-	370.23	-	370.23	-	410.89	-
8"	-	587.76	-	511.03	-	511.03	-	567.18	-
Base Revenue		\$	820,221.24	\$	715,613.52	\$	715,613.52	\$	791,929.80
charge per 100 CF			\$7.86		\$9.25		\$11.64		\$8.80
Use per year (in 100 CF)			115,516		115,516		80,644		115,516
			\$907,956		\$1,068,523		\$938,696		\$1,016,541

Residential Water Revenue **\$1,728,177.00** **\$1,784,136.52** **\$1,654,309.68** **\$1,808,470.60**

Commercial

Meter Size	Customers	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue
3/4"	188	\$ 22.91	51,685	\$ 19.99	45,097	\$ 19.99	45,097	\$ 22.12	49,903
1"	38	28.98	13,215	25.27	11,523	25.27	11,523	27.98	12,759
1 1/2"	19	37.08	8,454	32.31	7,367	32.31	7,367	35.80	8,162
2"	7	59.35	4,985	51.67	4,340	51.67	4,340	57.29	4,812
3"	1	223.34	2,680	194.23	2,331	194.23	2,331	215.53	2,586
4"	4	284.08	13,636	247.03	11,857	247.03	11,857	274.14	13,159
6"	3	425.79	15,328	370.23	13,328	370.23	13,328	410.89	14,792
8"	1	587.76	7,053	511.03	6,132	511.03	6,132	567.18	6,806
Base Revenue		\$	117,036.96	\$	101,976.36	\$	101,976.36	\$	112,979.64
Charge per 100 CF			\$7.78		\$9.22		\$11.61		\$8.69
Use per year (in 100 CF)			42,570		42,570		42,570		42,570
			\$331,195		\$392,495		\$494,238		\$369,933

Commercial Water Revenue **\$448,231.56** **\$494,471.76** **\$596,214.06** **\$482,912.94**

Industrial & Bulk

Meter Size	Customers	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue	Rate	Total Revenue
3/4"	5	\$ 22.91	1,375	\$ 19.99	1,199	\$ 19.99	1,199	\$ 22.12	1,327
1"	4	28.98	1,391	25.27	1,213	25.27	1,213	27.98	1,343
1 1/2"	2	37.08	890	32.31	775	32.31	775	35.80	859
2"	4	59.35	2,849	51.67	2,480	51.67	2,480	57.29	2,750
3"	1	223.34	2,680	194.23	2,331	194.23	2,331	215.53	2,586
4"	-	284.08	-	247.03	-	247.03	-	274.14	-
6"	-	425.79	-	370.23	-	370.23	-	410.89	-
8"	-	587.76	-	511.03	-	511.03	-	567.18	-
Base Revenue		\$	9,184.44	\$	7,998.72	\$	7,998.72	\$	8,865.72
Charge per 100 CF			\$7.54		\$9.14		\$11.51		\$7.87
Use per year (in 100 CF)			11,565.00		11,565.00		11,565.00		11,565.00
			\$87,199		\$105,703		\$133,112		\$91,016

Industrial/Bulk Water Revenue **\$96,383.54** **\$113,701.82** **\$141,110.87** **\$99,881.27**

Utility Fee Revenue	\$2,272,792	\$2,392,310	\$2,391,635	\$2,391,265
Add'l Fund Revenues	\$30,712	\$30,712	\$30,712	\$30,712
Expense	-\$2,509,566	-\$2,509,566	-\$2,509,566	-\$2,509,566
	(\$206,062)	(\$86,544)	(\$87,219)	(\$87,589)

Residential Rates

Cubic Feet	Current Water		300 cf incl. in base		400 cf incl. in base		300 cf incl. in base	
	Rates	Total w/WW+Storm	Proposal #1 (current structure)	Water Rate	Proposal #2 (current structure)	Water Rate	Proposal #3 (former structure)	Water Rate
100	\$ 22.91	\$ 64.78	\$ 19.99	\$ 61.86	\$ 19.99	\$ 61.86	\$ 22.12	\$ 63.99
200	22.91	64.78	19.99	61.86	19.99	61.86	22.12	63.99
300	22.91	64.78	19.99	61.86	19.99	61.86	22.12	63.99
400	30.77	82.42	29.24	80.89	19.99	71.64	30.92	82.57
500	38.63	100.06	38.49	99.92	31.63	93.06	39.72	101.15
600	46.49	117.70	47.74	118.95	43.27	114.48	48.52	119.73
700	54.35	135.34	56.99	137.98	54.91	135.90	57.32	138.31
800	62.21	152.98	66.24	157.01	66.55	157.32	66.12	156.89
900	70.07	170.62	75.49	176.04	78.19	178.74	74.92	175.47
1000	77.93	188.26	84.74	195.07	89.83	200.16	83.72	194.05
1100	85.79	205.90	93.99	214.10	101.47	221.58	92.52	212.63
1200	93.65	223.54	103.24	233.13	113.11	243.00	101.32	231.21
1300	101.51	241.18	112.49	252.16	124.75	264.42	110.12	249.79
1400	109.37	258.82	121.74	271.19	136.39	285.84	118.92	268.37
1500	117.23	276.46	130.99	290.22	148.03	307.26	127.72	286.95
1600	125.09	294.10	140.24	309.25	159.67	328.68	136.52	305.53
1700	132.95	311.74	149.49	328.28	171.31	350.10	145.32	324.11
1800	140.81	329.38	158.74	347.31	182.95	371.52	154.12	342.69
1900	148.67	347.02	167.99	366.34	194.59	392.94	162.92	361.27
2300	180.11	388.24	204.99	413.12	241.15	449.28	198.12	406.25
2500	195.83	413.74	223.49	441.40	264.43	482.34	215.72	433.63
2600	203.69	431.38	232.74	460.43	276.07	503.76	224.52	452.21
Average Rate	\$ 37.52	\$ 97.53	\$ 37.19	\$ 97.20	\$ 34.80	\$ 94.81	\$ 38.48	\$ 98.49
Base Rate	\$ 22.91		\$ 19.99		\$ 19.99		\$ 22.12	
Commodity	\$ 7.86		\$ 9.25		\$ 11.64		\$ 8.80	

= Annual average consumption (2018)

Commercial Rates

Cubic Feet	Current Water		300 cf incl. in base		400 cf incl. in base		300 cf incl. in base	
	Rates	Total w/WW+Storm	Proposal #1 (current structure)		Proposal #2 (current structure)		Proposal #3 (former structure)	
			Water Rate	Total w/WW+Storm	Water Rate	Total w/WW+Storm	Water Rate	Total w/WW+Storm
100	\$ 30.69	\$ 82.34	\$ 29.21	\$ 80.86	\$ 31.60	\$ 83.25	\$ 30.81	\$ 82.46
200	38.47	99.90	38.43	99.86	43.21	104.64	39.50	100.93
300	46.25	117.46	47.65	118.86	54.82	126.03	48.19	119.40
400	54.03	135.02	56.87	137.86	66.43	147.42	56.88	137.87
500	61.81	152.58	66.09	156.86	78.04	168.81	65.57	156.34
600	69.59	170.14	75.31	175.86	89.65	190.20	74.26	174.81
700	77.37	187.70	84.53	194.86	101.26	211.59	82.95	193.28
800	85.15	205.26	93.75	213.86	112.87	232.98	91.64	211.75
900	92.93	222.82	102.97	232.86	124.48	254.37	100.33	230.22
1000	100.71	240.38	112.19	251.86	136.09	275.76	109.02	248.69
1100	108.49	257.94	121.41	270.86	147.70	297.15	117.71	267.16
1200	116.27	275.50	130.63	289.86	159.31	318.54	126.40	285.63
1300	124.05	293.06	139.85	308.86	170.92	339.93	135.09	304.10
1400	131.83	310.62	149.07	327.86	182.53	361.32	143.78	322.57
1500	139.61	328.18	158.29	346.86	194.14	382.71	152.47	341.04
1600	147.39	345.74	167.51	365.86	205.75	404.10	161.16	359.51
1700	155.17	363.30	176.73	384.86	217.36	425.49	169.85	377.98
1800	162.95	380.86	185.95	403.86	228.97	446.88	178.54	396.45
1900	170.73	398.42	195.17	422.86	240.58	468.27	187.23	414.92
2300	201.85	439.32	232.05	469.52	287.02	524.49	221.99	459.46
2500	217.41	464.66	250.49	497.74	310.24	557.49	239.37	486.62
2600	225.19	482.22	259.71	516.74	321.85	578.88	248.06	505.09
Base Rate	\$ 22.91		\$ 19.99		\$ 19.99		\$ 22.12	
Commodity	\$ 7.78		\$ 9.22		\$ 11.61		\$ 8.69	

= Annual average consumption (2018)

Industrial/Bulk Rates

Cubic Feet	Current Water		300 cf incl. in base		400 cf incl. in base		300 cf incl. in base	
	Rates	Current Rate Total w/WW+Storm	Proposal #1 (current structure)		Proposal #2 (current structure)		Proposal #3 (former structure)	
			Water Rate	Total w/WW+Storm	Water Rate	Total w/WW+Storm	Water Rate	Total w/WW+Storm
1000	\$ 98.31	\$ 237.98	\$ 111.39	\$ 251.06	\$ 135.09	\$ 274.76	\$ 100.82	\$ 240.49
2000	173.71	411.18	202.79	440.26	250.19	487.66	179.52	416.99
3000	249.11	584.38	294.19	629.46	365.29	700.56	258.22	593.49
4000	324.51	757.58	385.59	818.66	480.39	913.46	336.92	769.99
5000	399.91	930.78	476.99	1,007.86	595.49	1,126.36	415.62	946.49
6000	475.31	1,103.98	568.39	1,197.06	710.59	1,339.26	494.32	1,122.99
7000	550.71	1,277.18	659.79	1,386.26	825.69	1,552.16	573.02	1,299.49
8000	626.11	1,450.38	751.19	1,575.46	940.79	1,765.06	651.72	1,475.99
9000	701.51	1,623.58	842.59	1,764.66	1,055.89	1,977.96	730.42	1,652.49
10000	776.91	1,796.78	933.99	1,953.86	1,170.99	2,190.86	809.12	1,828.99
11000	852.31	1,969.98	1,025.39	2,143.06	1,286.09	2,403.76	887.82	2,005.49
12000	927.71	2,143.18	1,116.79	2,332.26	1,401.19	2,616.66	966.52	2,181.99
13000	1,003.11	2,316.38	1,208.19	2,521.46	1,516.29	2,829.56	1,045.22	2,358.49
14000	1,078.51	2,489.58	1,299.59	2,710.66	1,631.39	3,042.46	1,123.92	2,534.99
15000	1,153.91	2,662.78	1,390.99	2,899.86	1,746.49	3,255.36	1,202.62	2,711.49
16000	1,229.31	2,835.98	1,482.39	3,089.06	1,861.59	3,468.26	1,281.32	2,887.99
17000	1,304.71	3,009.18	1,573.79	3,278.26	1,976.69	3,681.16	1,360.02	3,064.49
18000	1,380.11	3,182.38	1,665.19	3,467.46	2,091.79	3,894.06	1,438.72	3,240.99
19000	1,455.51	3,355.58	1,756.59	3,656.66	2,206.89	4,106.96	1,517.42	3,417.49
20000	1,530.91	3,528.78	1,847.99	3,845.86	2,321.99	4,319.86	1,596.12	3,593.99
21000	1,606.31	3,701.98	1,939.39	4,035.06	2,437.09	4,532.76	1,674.82	3,770.49
22000	1,681.71	3,875.18	2,030.79	4,224.26	2,552.19	4,745.66	1,753.52	3,946.99
Base Rate	\$ 22.91		\$ 19.99		\$ 19.99		\$ 22.12	
Commodity	\$ 7.54		\$ 9.14		\$ 11.51		\$ 7.87	

= Annual average consumption (2018)

2019-2020 Proposed Budget

Budget Detail by Fund



Account Number	Description	2016-2017 Actual	2017-2018 Actual	2018-2019 Adopted Budget	2019-2020 Requested Budget	2019-2020 Proposed Budget	2019-2020 Approved Budget	2019-2020 FTE
Fund: 500	Water							
000	Revenue							
500-000-300-000	Beg. Working Capital	239,568	200,149	82,540	287,702	287,702	287,702	
500-000-340-001	Water User Fees	2,038,334	2,109,906	2,196,431	2,392,311	2,392,311	2,392,311	
500-000-340-002	Water Connection Fees	26,164	19,852	-	20,000	20,000	20,000	
500-000-361-000	Interest	2,318	4,106	2,000	3,212	3,212	3,212	
500-000-390-001	Misc. Revenues	12,430	14,936	7,500	7,500	7,500	7,500	
000	Revenue	2,318,814	2,348,948	2,288,471	2,710,725	2,710,725	2,710,725	
009	Public Works							
<i>009-333</i>	<i>Water Treatment</i>							
500-009-333-110	Staff Pay	56,487	36,078	20,829	-	-	-	
500-009-333-130	Overtime	240	64	-	-	-	-	
500-009-333-210	Group Insurance	18,440	9,640	5,620	-	-	-	
500-009-333-220	FICA/Medicare	4,175	2,712	1,587	-	-	-	
500-009-333-230	Retirement	8,114	5,305	2,992	-	-	-	
500-009-333-250	Unemployment Contribution	55	36	-	-	-	-	
500-009-333-260	Workers' Compensation	1,078	865	337	-	-	-	
	Personnel Services	88,591	54,701	31,365	-	-	-	-
500-009-333-310	Memberships/Dues	69	-	300	-	-	-	
500-009-333-320	Professional Services	522,827	625,591	530,640	546,560	596,559	596,559	
500-009-333-340	Technical Services	12,337	10,435	15,000	-	-	-	
500-009-333-430	Equipment Repair & Maintenance	-	-	10,000	10,000	10,000	10,000	
500-009-333-520	Insurance	-	-	-	-	-	14,141	
500-009-333-540	Advertising	865	-	-	-	-	-	
500-009-333-580	Training/Travel	25	-	-	-	-	-	
500-009-333-610	Office Supplies	406	411	-	-	-	-	
500-009-333-613	Uniforms/Clothing	-	-	-	-	-	-	
500-009-333-614	Tools & Small Equipment	-	-	-	-	-	-	
500-009-333-620	Utilities	-	83	-	-	-	-	
	Materials & Services	536,529	636,519	555,940	556,560	606,559	620,701	
500-009-333-730	Projects & Improvements	-	-	5,000	-	-	-	
500-009-333-741	Machinery	-	-	4,000	-	-	-	
	Capital Outlay	-	-	9,000	-	-	-	
009-333	Water Treatment Expense	625,120	691,220	596,305	556,560	606,559	620,701	-

2019-2020 Proposed Budget

Budget Detail by Fund



Account Number	Description	2016-2017 Actual	2017-2018 Actual	2018-2019 Adopted Budget	2019-2020 Requested Budget	2019-2020 Proposed Budget	2019-2020 Approved Budget	2019-2020 FTE
009	Public Works							
009-433	Water Operations							
500-009-433-110	Staff Pay	223,879	177,285	254,189	187,548	187,548	187,548	4.00
500-009-433-130	Overtime	2,444	1,832	2,500	2,500	2,500	2,500	
500-009-433-210	Group Insurance	73,418	60,623	98,797	74,984	74,984	74,984	
500-009-433-220	FICA/Medicare	16,969	13,515	19,011	14,346	14,346	14,346	
500-009-433-230	Retirement	26,508	22,747	31,469	22,508	22,508	22,508	
500-009-433-250	Unemployment Contribution	236	180	252	191	191	191	
500-009-433-260	Workers' Compensation	4,734	4,554	7,448	5,269	5,269	5,269	
	Personnel Services	348,188	280,736	413,666	307,346	307,346	307,346	4.00
500-009-433-310	Memberships/Dues	1,059	544	1,000	1,000	1,000	1,000	
500-009-433-320	Professional Services	36,178	24,555	25,000	25,000	25,000	25,000	
500-009-433-340	Technical Services	18,904	11,520	33,000	33,000	33,000	33,000	
500-009-433-400	Easements	1,158	1,158	1,200	1,200	1,200	1,200	
500-009-433-430	Equipment Repair & Maintenance	1,984	2,806	3,000	7,000	7,000	7,000	
500-009-433-431	Building Repair & Maintenance	-	-	2,500	2,000	2,000	2,000	
500-009-433-432	Grounds Maintenance	1,308	4,516	-	100	100	100	
500-009-433-442	Equipment/Vehicle Rental	-	-	2,000	2,000	2,000	2,000	
500-009-433-520	Insurance						6,122	
500-009-433-540	Advertising	1,007	1,315	1,000	1,000	1,000	1,000	
500-009-433-580	Training/Travel	2,280	2,398	4,500	4,500	4,500	4,500	
500-009-433-610	Office Supplies	4,405	3,483	7,000	7,000	7,000	7,000	
500-009-433-612	Operating Supplies	97,947	75,919	105,000	115,500	115,500	115,500	
500-009-433-613	Uniforms/Clothing	3,623	2,648	3,000	3,000	3,000	3,000	
500-009-433-614	Tools & Small Equipment	781	1,352	2,000	5,000	5,000	5,000	
500-009-433-617	Furniture	317	525	1,500	1,000	1,000	1,000	
500-009-433-620	Utilities	16,206	18,766	10,000	15,000	15,000	15,000	
500-009-433-622	Electricity							
	Materials & Services	187,158	151,505	201,700	223,300	223,300	229,422	
500-009-433-720	Buildings	352	-	-				
500-009-433-730	Projects & Improvements	-	-	-				
500-009-433-741	Machinery	-	1,174	-				
500-009-433-742	Vehicles				57,500			
	Capital Outlay	352	1,174	-	57,500	-	-	
009-433	Water Operations Expense	535,698	433,415	615,366	588,146	530,646	536,768	4.00

2019-2020 Proposed Budget

Budget Detail by Fund



Account Number	Description	2016-2017 Actual	2017-2018 Actual	2018-2019 Adopted Budget	2019-2020 Requested Budget	2019-2020 Proposed Budget	2019-2020 Approved Budget	2019-2020 FTE
009-470	Debt Service							
500-009-470-801	Debt Service - Principal	335,228	337,821	345,539	348,361	348,361	348,361	
500-009-470-802	Debt Service - Interest	165,263	160,770	155,677	149,824	149,824	149,824	
009-470	Debt Service	500,491	498,591	501,216	498,186	498,186	498,186	
	Revenue	\$ 2,318,814	\$ 2,348,948	\$ 2,288,471	\$ 2,710,725	\$ 2,710,725	\$ 2,710,725	
	Expense	1,661,309	1,623,226	1,712,887	1,642,892	1,635,391	1,655,654	4.00
	Net from Operations	657,505	725,723	575,584	1,067,834	1,075,334	1,055,071	4.00
010	Transfers							
500-010-491-020	Transfer Out for Services	417,356	452,356	162,252	401,339	381,480	373,169	
500-010-491-040	Transfer Out for Capital	40,000	115,000	351,677	459,536	424,927	424,927	
010	Transfers	457,356	567,356	513,929	860,875	806,407	798,096	
500-2xx-490-001	Contingency			56,309	55,434	55,209	55,817	
500-010-490-002	Unappropriated Ending Fund Balance							
500	Water Fund	\$ 200,149	\$ 158,367	\$ 5,346	\$ 151,525	\$ 213,719	\$ 201,159	4.00
	Months of Expenditures Available	1.00	1.00	-	2.00	2.00	2.00	



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: May 28, 2019 SUBMITTED BY: B. Neish, Finance Director REVIEWED BY: R. Towry, City Manager	TITLE: Storm Water Utility Fee Review ATTACHMENTS: Resolution No. 15 for 2019 Storm Water Enterprise Budget	TYPE OF ACTION: <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> MOTION <input type="checkbox"/> OTHER
RELEVANT CODE/POLICY: SHMC 13.09.050(D) Resolution No. 15 for 2008	TOWARD COUNCIL GOAL: 1.1(b): Develop specific steps for implementation of the adopted master plans (Sewer) 1.2(b): Increase community awareness of infrastructure needs (Sewer)	

PURPOSE OF THIS RCA:

To review the proposed 2019-2020 budget for the Storm Water Fund and determine appropriate rates charged to users for use of City storm water utility.

BACKGROUND/CONTEXT:

ORS 294.388(1) states that “each municipal corporation shall prepare estimates of expenditures and other requirements for the ensuing year or budget period. The estimates must be reconciled so that the total amount of expenditures and other requirements in each fund equals the total amount of resources in the fund for the same period.” Projected expenses for the 2019-2020 fiscal year in the Storm Water Fund, projected expenses for the coming fiscal year total \$106k with resources totaling \$62k with no change to current rates. Pursuant to Oregon State Statutes, the City must choose to revise its current rate schedule to generate additional revenue or reduce proposed expenses to match current revenue projections. Staff has prepared a recommendation for Council regarding the Storm Water fee.

The Storm Water drainage utility, implemented by Ordinance 1196 in 2006 was established “for the purpose of providing funds for the management, maintenance, extension and construction of public stormwater drainage facilities within the city.” At the time of implementation, an analysis concluded that an appropriate rate for the Storm Water drainage utility would be \$4 per EDU per month. After public input and Council review, the utility fee was set at \$1 per EDU per month. The rate has not been revised since its implementation. In its five-year Capital Improvement Plan, Public Works identified two projects totaling \$165k to increase capacity in the Storm Water system and develop a master plan in accordance with Council goal #1.

THE CHALLENGE/PROBLEM:

How do we approach utility rates in a way that addresses operational needs in alignment with Council goals while ensuring that users are not priced out of the system?

STAKEHOLDERS:

- City of Sweet Home residents and businesses – Residents and businesses benefit from the Storm Water drainage system which mitigates flooding in streets, residences and businesses. Without the storm water system, water would run along surfaces with no impedance potentially resulting in damages and other flooding concerns. The storm water system collects the rainwater and water from other sources and routes it to the

South Santiam through storm drains and pipes. The fee supporting the operations and maintenance of this system is the Storm Water fee currently imposed on utility bills as \$1.00/EDU.

- City of Sweet Home City Council – Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible for the best possible price. They must balance leadership with representation.
- Sweet Home Public Works staff – Public Works staff ensures utilities are maintained in a manner which benefits all in the city. Appropriate rates provide necessary resources used to maintain a level of service expected by utility users.
- Sweet Home Community & Economic Development – Regular review of expenditures within utility funds and, subsequently, utility rates ensure that Sweet Home is comparable to other cities of similar size which can attract new rate payers to the system. New citizens or businesses affect the community in a positive manner and affects livability within the city.

ISSUES & FINANCIAL IMPACTS:

1. Increasing utility rates – Citizens have many utility bills to pay including the city's utilities. Increases to utility rates can have a negative impact on citizens even though the city must operate with enough resources to back necessary expenditures. An additional \$2 per EDU per month increase in the Storm Water rate is being proposed by staff to stabilize the Storm Water fund and provide capital funding for future projects. It is up to the elected officials to determine what is best for the citizenry of Sweet Home.
2. Oregon Revised Statutes – As previously explained, the ORS requires that the City maintain a zero or positive fund balance at the end of a given fiscal year. This requires the City and the Council to act accordingly. The decision then becomes one of raising rates or reducing expenses. When managing a fund in which nearly 62% of its resources come from the user fees generated, options are limited in decision-making.
3. Division resources – When Public Works is left with diminishing resources, tough decisions must be made regarding service offerings to customers. Stability in these fees provides the Storm Water division the ability to plan and attempt to mitigate other factors that contribute to the increasing expenses such as fixing leaking pipes.

ELEMENTS OF A STABLE SOLUTION:

Reviewing the rates annually and making revisions at the time rather than shelving rate adjustments for another year ensures overall stability of the Storm Water fund and ensures rate payers are not saddled with significant increases at one time.

OPTIONS:

1. Do Nothing. Rates would remain the same at \$1.00 per EDU. This results in a projected budgeted deficit of \$19,190 which would require making expenditure reductions to comply with ORS 294.388(1). Reducing budgeted expenditures would impact services delivered to customers.
2. Adopt Resolution No. 15 for 2019. The Storm Water Utility Fee would increase from the current \$1.00 per EDU to \$3.00 per EDU.
3. Recommend an alternate rate. The City Council may determine, after reviewing the attached documentation, that it is appropriate to charge a different rate. Staff would return with a revised resolution at the next Council meeting.

RECOMMENDATION:

Staff recommends option 2, Adopt Resolution No. 15 for 2019. This option allows the City to move forward with planned Storm Water projects in the coming years and begins to establish a necessary reserve for capital needs in the future.

RESOLUTION NO. 15 FOR 2019

A RESOLUTION SETTING RATES AND FEES FOR STORMWATER DRAINAGE UTILITY SERVICES.

WHEREAS, the City of Sweet Home provides a valuable public service by providing Stormwater Drainage facilities for the collection and disposal of Stormwater discharged from properties and public right-of-ways within the City; and

WHEREAS, the utility exists for the benefit of any person within the City who wants to have the public Stormwater Drainage facilities available for the diversion, collection and/or disposal of Stormwater Drainage and other runoff water from the person's property and represents a municipal service in a developed urban environment which is essential to the public health, safety and welfare; and

WHEREAS, Persons who use the public Stormwater Drainage facilities need the appropriate charges and/or fees that reflect the cost of the management, maintenance, extension and construction of the public Stormwater Drainage facility as a public utility in the City; and

WHEREAS, the Sweet Home City Council has provided that Stormwater Drainage Utility Fees shall be established by resolution in accordance with Ordinance No. 1196; and

WHEREAS, the City Council shall annually review Stormwater Drainage Utility fees in conjunction with the Water and Wastewater Sewer User Rates before May of each year.

NOW, THEREFORE, BE IT RESOLVED BY THE SWEET HOME CITY COUNCIL that effective June 19, 2019, the Stormwater drainage utility fees shall be as follows:

Section 1 The fees for Stormwater drainage utility to be charged for each billing period are as follows:

Equivalent Dwelling Unit (EDU): The amount of impervious surface that shall constitute One (1) EDU is 3,200 square feet, Two (2) EDU's equal 6,400 square feet, Three (3) EDU's equal 9,600 square feet, etc.

Each single-family "Residential" property shall equal One (1) EDU regardless of actual amount of impervious surface.

All properties other than single-family "Residential", (i.e. multi family properties such as duplex and/or triplex, commercial properties, industrial properties, schools, government, etc.) shall be assigned EDU's equal to the actual amount of impervious surface with a minimum of 3,200 square feet. Impervious surfaces shall be calculated in increments of no less than 100 square feet.

Customer Charge: The monthly base charge per EDU for the cost of draining rights-of-way and providing other common surface water programs shall be \$0.60 per EDU.

Commodity Charge: The monthly charge per each EDU of impervious surface that drains directly or indirectly to public infrastructure shall be \$2.40 per EDU.

Charges for properties Outside the City Limits: Monthly charges as described above shall be computed at 1.5 times the rates as stated above for properties outside the City limits that are served with City water and/or wastewater sewer service.

Section 2 Miscellaneous Stormwater Drainage Utility fees to be established as follows:

- A) Interest Rate: 1 ½% outstanding delinquent account balance including all interest, service charge, or other relevant fee/charges.
- B) Refunds will not be made for amounts less than \$10.00

It has been determined that these rates and fees are classified as not being subject to Oregon Constitution, Article XI, Section 11b limitations.

This resolution supersedes any/all prior resolutions on Stormwater drainage utility fees, including Resolution No. 15 for 2008.

PASSED by the Council and approved by the Mayor this 28th day of May, 2019.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

2019-2020 Proposed Budget

Budget Detail by Fund



Account Number	Description	2016-2017 Actual	2017-2018 Actual	2018-2019 Adopted Budget	2019-2020 Requested Budget	2019-2020 Proposed Budget	2019-2020 Approved Budget	2019-2020 FTE
Fund: 560	Storm Water							
000	Revenue							
560-000-300-000	Beginning Fund Balance	153,405	25,372	6,995	25,131	25,131	25,131	
560-000-340-001	Storm Water User Fees	61,418	61,951	61,962	185,886	185,886	185,886	
560-000-361-000	Interest	889	251	529	250	250	250	
000	Revenue	215,713	87,575	69,486	211,267	211,267	211,267	
009	Public Works							
<i>009-434</i>	<i>Storm</i>							
560-009-434-110	Staff Pay	46,413	46,788	38,431	23,614	23,614	23,614	0.50
560-009-434-130	Overtime	698	109	-	-	-	-	
560-009-434-210	Group Insurance	16,187	17,044	15,136	9,184	9,253	9,253	
560-009-434-220	FICA/Medicare	3,547	3,527	3,246	1,807	1,807	1,807	
560-009-434-230	Retirement	5,653	5,628	5,489	2,834	2,834	2,834	
560-009-434-250	Unemployment Contribution	36	47	55	24	24	24	
560-009-434-260	Workers' Compensation	943	1,260	1,534	651	651	651	
	<i>Personnel Services</i>	<i>73,477</i>	<i>74,402</i>	<i>63,891</i>	<i>38,114</i>	<i>38,183</i>	<i>38,183</i>	<i>0.50</i>
560-009-434-320	Professional Services	980	1,009	1,000	1,000	1,000	1,000	
560-009-434-340	Technical Services	-	-	1,000	1,000	1,000	1,000	
560-009-434-430	Equipment Repair & Maintenance	-	-	600	600	600	600	
560-009-434-612	Operating Supplies	31	3,481	750	750	750	750	
	<i>Materials & Services</i>	<i>1,011</i>	<i>4,490</i>	<i>3,350</i>	<i>3,350</i>	<i>3,350</i>	<i>3,350</i>	
560-009-434-730	Projects & Improvements	1,852	-	-	65,000	65,000	65,000	
	<i>Capital Outlay</i>	<i>1,852</i>	<i>-</i>	<i>-</i>	<i>65,000</i>	<i>65,000</i>	<i>65,000</i>	
009-434	Storm Water Expense	76,340	78,892	67,241	106,464	106,533	106,533	0.50
	Revenue	\$ 215,713	\$ 87,575	\$ 69,486	\$ 211,267	\$ 211,267	\$ 211,267	
	Expense	76,340	78,892	67,241	106,464	106,533	106,533	0.50
	Net from Operations	139,372	8,682	2,245	104,803	104,734	104,734	0.50

2019-2020 Proposed Budget

Budget Detail by Fund



Account Number	Description	2016-2017 Actual	2017-2018 Actual	2018-2019 Adopted Budget	2019-2020 Requested Budget	2019-2020 Proposed Budget	2019-2020 Approved Budget	2019-2020 FTE
010	Transfers							
560-010-491-040	Transfer Out for Capital	114,000	-	-	-	-	-	
010	Transfers	114,000	-	-	-	-	-	
560	Storm Water Fund	\$ 25,372	\$ 8,682	\$ 2,245	\$ 104,803	\$ 104,734	\$ 104,734	0.50
	Months of Expenditures Available	4.00	1.00	-	12.00	12.00	12.00	



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: May 28, 2019	TITLE: 2019 Personnel Policies Revisions	TYPE OF ACTION: <input checked="" type="checkbox"/> RESOLUTION
SUBMITTED BY: J. Fisher, Admin Assistant	ATTACHMENTS: Resolution No. 16 for 2019	<input type="checkbox"/> MOTION
REVIEWED BY: R. Towry, City Manager		<input type="checkbox"/> OTHER
RELEVANT CODE/POLICY: 2019 Personnel Policy SHMC 2.48.030	TOWARD COUNCIL GOAL: 2.1: Update & streamline process 2.3: Invest in long term staff stability & training 2.5: Continue to implement best financial practices	

PURPOSE OF THIS RCA:

Revisions to the 2019 Personnel Policies for the City of Sweet Home.

BACKGROUND/CONTEXT:

The City of Sweet Home respects and appreciates its employees and recognizes the important role they play in the organization and community’s success. In an effort to bring personnel policies up to date, staff proposed, and Council adopted revisions to the 2019 Personnel Policies effective January 1, 2019. Additional necessary amendments have been discovered to include updates to the Healthcare Benefits for new hires coming from another CIS Benefits-covered employer. This change would allow the employee to retain coverage without the 30-day waiting period. The second amendment would restore language left out of the 2019 policy that clarified procedure on salary data studies. The language proposed is the exact copy from the adopted 2017 policy that was inadvertently removed.

THE CHALLENGE/PROBLEM:

Needed updates to the 2019 Personnel Policies.

STAKEHOLDERS:

- City of Sweet Home Staff – These changes aim to improve policies regarding Healthcare Benefits and Salary Schedules. Both updates are advantageous to recruit and retain skilled employees.
- City of Sweet Home City Council – Charter, SHMC 2.48.030, past policies, and past practice dictates that the Council is responsible for personnel rules including salary administration.

ISSUES & FINANCIAL IMPACTS:

None known

ELEMENTS OF A STABLE SOLUTION:

Sweet Home must have up-to-date policies to recruit and retain employees.

OPTIONS:

1. Do Nothing. There would be no revisions to the 2019 Personnel Policies.
2. Approve Resolution 16 for 2019 as presented.

3. Recommend additional revisions. Council could review these proposed changes and recommend additional revisions. Staff would take these recommendations and revise the proposed policy for review at a future Council meeting.

RECOMMENDATION:

Staff recommends option 2, Motion to approve Resolution No.16 for 2019.



City of Sweet Home Employee Handbook

PERSONNEL POLICIES MANUAL /Effective January 1, 2019

Revised May 28, 2019

3) Classification, Compensation and Benefits

a) Probationary Period

Every new employee hired shall serve a probationary period of six (6) months. The City may terminate probationary employees for any reason, with or without cause.

In lieu of termination at six (6) months, the City may extend an employee's probationary period in writing, which summarizes the City's concerns about the employee's performance and suggests ways for the employee to improve. The extension of the probationary period shall not exceed ninety (90) days, absent mutual consent between the City and employee. This extension may be revoked by the City at any time if, in its sole opinion, the employee is unable or unwilling to meet the requirements of the position.

b) Employee Classification

The City classifies employees as follows:

- Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in the City's benefit programs.
- Regular Part-time: Employment requiring less than 40 hours, of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, Part-time employees are not eligible for benefits except those mandated by applicable law or as otherwise noted in this policy
- Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary employment can either be full-time or part-time. Temporary employees are not eligible for benefits other than those mandated by applicable law.

Additionally, all employees are defined by federal and Oregon law as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all City rules and procedures.

c) Salary Studies

To ensure that the City's salary ranges and pay plan are as competitive as possible, salary data studies may be done approximately every three (3) years. Salary information from equivalent cities, as well as public and private employers will be compared with the City's salary schedule and pay plan. Department Heads should notify the City Manager when conditions warrant a study of

certain positions. The City Manager shall conduct or have conducted the appropriate studies and, if feasible, submit a recommendation to the City Council. Any adjustments to the pay plan must be approved by the City Council

e)d) _____ Salary Eligibility Date

The salary eligibility date (SED) is used to determine benefit accrual and merit increases of an employee. Employees will be assigned a SED equal to the first of the month immediately following hire date, position reclassification or promotion.

e)e) _____ Duration of Employment

All employees, except temporary employees, are hired for an unspecified duration. None of the classifications guarantee employment for any specific length of time.

e)f) Job Sharing

Job Share Definition. A job sharing position is a regular full-time or part-time position that is held by two individuals on an interdependent, shared-time basis. The duties and responsibilities of the single position will be divided so as to provide complete and coordinated coverage by the two partners. The partners will normally divide the required working hours, not to exceed a total of 40 hours per week, within a pay period.

Each partner in a job sharing position must have, or be capable of having, all the knowledge, skills, and abilities necessary to perform the job. In addition, partners must communicate with one another to ensure that their efforts are coordinated effectively. Each job share partner must be willing to cover the absences of the other.

Benefits. Job share partner's benefits are determined as if each were a part-time employee; however, the City shall not be required to contribute to either more than half cost of health insurance for a full family. Vacation, sick leave and holiday benefits will be pro-rated on the basis of hours worked.

Approval and Termination of Job Share Positions. Job sharing shall be implemented, continued or terminated at the discretion of the City based on operational efficiency. Specific scheduling arrangements shall be determined by the Department Head and should be a function of the needs of the department, the nature of the job and the desires of the job share partners.

Employees may not intentionally withhold information from the City about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, the City may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

h)j) Healthcare Benefits

The City currently offers group medical, vision, dental, long-term disability and life insurance plans for eligible employees. Coverage begins on the first day of the month following the employee's completion of thirty (30) days of employment. For example, an employee hired on January 15 would have coverage beginning March 1.

The City may waive the 30 day waiting period when allowable per policy of our benefit provider.

i) Summary Plan Description

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by the City. These documents govern all issues relating to employee health insurance.

ii) Continuation Coverage under COBRA

Information regarding specific benefits or continuation of coverage is available from the Finance Director.

h)j) Workers' Compensation and Safety on the Job

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

i) Steps to Take if You Are Injured on the Job

To ensure you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

- Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, and no later than 24 hours after injury;
- Seek medical treatment and follow-up care if required; and
- Promptly complete a written Employee's Claim Form (Form 801) and return it to the City Manager's office.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

RESOLUTION NO. 16 FOR 2019

A RESOLUTION ADOPTING REVISED PERSONNEL POLICIES FOR EMPLOYEES, INTERNS AND VOLUNTEERS OF THE CITY OF SWEET HOME.

WHEREAS, it is in the best interest of the citizens of the City of Sweet Home and the employees of the City of Sweet Home that certain policies relating to employment by the City of Sweet Home be clearly set forth; and

WHEREAS, the City Manager of the City of Sweet Home, has prepared and presented to the City Council a manual of personnel policies for City employees, interns and volunteers; and

WHEREAS, the adoption of these policies appear to be in the best interest of the City of Sweet Home and its employees, interns and volunteers, and as authorized by Sweet Home Municipal Code Chapter 2.48 - PERSONNEL SYSTEM;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SWEET HOME:

That the personnel policies presented to the City Council by the City Manager of the City of Sweet Home effective May 28, 2019 are hereby approved and adopted as the policies for all employees, interns and volunteers of the City of Sweet Home, Oregon.

This Resolution supersedes and replaces Resolution No. 20 for 2018 and shall become effective immediately upon passage by the City Council and signature of the Mayor.

PASSED by the Council and approved by the Mayor this 28th day of May 2019.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder



City of Sweet Home Employee Handbook

PERSONNEL POLICIES MANUAL /Effective January 1, 2019

Revised May 28, 2019

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1) Introduction and Employment Policies

a) Introduction

Welcome to the City of Sweet Home. We are glad to have you on our team. In Sweet Home, we believe our employees are our most valuable asset. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We know that during your employment with the City of Sweet Home, you will become a productive and successful member of our team.

This employee handbook describes, in summary, the personnel policies and procedures which govern the employment relationship between the City and its employees, other than those found in applicable collective bargaining agreements. The policies stated in this handbook are subject to change at any time at the sole discretion of the City with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City inconsistent with its provisions. It does not, however, supersede collective bargaining agreement provisions. To the extent that a provision in a valid collective bargaining agreement may contradict or be inconsistent with this handbook, the collective bargaining agreement provision prevails.

This handbook does not create a contract of employment between the City of Sweet Home and its employees. With the exception of employees subject to a collective bargaining agreement, all employment at the City is "at will." This means either you or the City may terminate this relationship at any time, for any reason, with or without cause or notice (barring a written contract of employment). No supervisor, manager, or representative of the City other than the City Manager has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is outlined in writing and signed by the City Manager (or is included in a collective bargaining agreement).

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies issued after the handbook, please ask the City Manager.

b) Applicability to Employees

These policies and procedures shall apply to all employees, interns and volunteers of the City of Sweet Home. The City-provided benefits described in this handbook varies by classification as spelled out in this policy and applies only to regular employees and not to casual, seasonal, temporary, interns or volunteers.

c) Personnel Administration

Council Responsibility. The Mayor and City Council shall have authority over all matters of personnel administration through adoption and implementation of the City budget, pay plans, collective bargaining agreements, ordinances, and resolutions adopting and/or amending the personnel policies.

City Manager Responsibility. The City Manager is charged with responsibility for the interpretation and administration of the City's personnel policies. The City Manager may delegate, in writing, authority for the enforcement and administration of personnel policies.

The City Manager shall be responsible for ensuring the effective implementation of these policies and may further establish, amend, or otherwise modify administrative policies, rules and regulations pursuant to City Council policies and shall advise the City Council of any changes concerning these policies. The Council delegates to the City Manager broad discretion in all aspects of personnel and labor relations, subject to the advice and concurrence of the Council.

Variations. The City Manager shall have the authority to vary or modify any City personnel policy, in writing, on a case-by-case basis, if it is found that strict interpretation of the policy will result in practical difficulties or unnecessary hardships. Exceptions granted in any instance will not be binding in the future. No other employee or representative of the City has the authority to enter into an agreement for employment or to make any agreement contrary to these policies.

Amendments. Amendments to these personnel policies must be adopted by the Council, by resolution, with or without prior notice to employees.

d) Violation of Provisions

If you violate any provision of these policies and procedures, you may be subject to discipline up to and including termination.

e) Equal Employment Opportunity (EEO)

The City of Sweet Home is committed to the principles of equality and honoring diversity. In accordance with this commitment, the City has adopted policies, procedures and ordinances aimed at protecting the civil rights of the employees and residents of Sweet Home. The Affirmative Action Plan for the City of Sweet Home is available to all employees, applicants and members of the community and can be found on the City's website.

Employees are recruited, selected and promoted on the basis of abilities and performance; consideration is given to factors such as education, training, experience, ethical conduct, judgment, communication, problem solving, demonstrated commitment to diversity, commitment

to sustainability, veteran status, disabled veteran status and customer service skills. All terms, conditions, benefits and privileges of employment with the City apply to all employees regardless of race, color, national origin, citizenship status, religion, religious observance, sex, sexual orientation, gender identity or expression, age, source or level of income, political affiliation, physical or mental disability, medical condition, pregnancy, veteran or military status, marital status, non-supervisory family relationships, association with members of a protected class, injured worker status, union participation or any other protected class.

i) Disability Accommodation Policy

The City is committed to complying fully with the Americans with Disabilities Act (ADA), as amended, and Oregon's disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

ii) Accommodations

The City will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the operation of the City.

iii) Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, the City) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations, modifying training materials or policies, providing readers and interpreters or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with the Department Head and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of the need for a reasonable accommodation.

f) Employment Eligibility

All employees must be legally authorized to work in the United States. As a new employee you must complete and sign an I-9 form on your first day of employment and provide proof of identity and work authorization as required by law.

i) Employment of Relatives

The City may hire relatives of employees only if individuals concerned do not work in a direct supervisory relationship. "Relatives" are defined the same as "family member" under the Bereavement Leave Policy. Present employees who marry will be permitted to continue to work if they do not work in a direct supervisory relationship with one another. Employees may be allowed to accept a transfer to an available and suitable position, for which the employee is qualified, to avoid direct supervision by a relative. If this cannot be accomplished, the least senior employee may be terminated.

ii) Pre-Employment Testing

All positions with the City require a background check which may include a criminal history, sex offender registry, verification of validity of social security number if provided by the applicant, education and employment verification. Police candidates go through a more extensive pre-employment background process as determined by the Chief of Police. A candidate who possesses an unfavorable background, after determining job-relatedness, will not be considered for employment in the specific position in accordance with the requirements set forth in the Fair Credit Reporting Act.

Physical and medical evaluations and driving record checks may be required for some positions.

g) Veteran Hiring Preference

i) Qualifying Veterans

The City of Sweet Home provides qualifying veterans and disabled veterans preference in promotional and employment opportunities. For the preference to be applied, veterans must have received an honorable discharge from military service, successfully complete the initial application screening and meet the minimum qualifications of the applied-for position. Preference is not intended to help an applicant pass minimum requirements but only to provide greater consideration or weight for positions for which the veteran is qualified. To qualify for veterans' preference, applicants must submit proof of veteran status (DD214/DD215) *and*, if applicable, proof of the veteran's disability rating from the Department of Veterans Affairs at the time the application is submitted.

For selection processes, the City will provide preference to eligible veterans. The details of how the City will apply the preference will vary based on the type of process used to select a candidate for the position.

h) Personnel Files

Each employee has one official personnel file kept in the Executive Department. Your file is available for review by yourself, your supervisor, or others whom you have given written authorization and as required under the Oregon Public Records Law or for documented internal investigation or law enforcement purposes. Medical records and background check information are not considered to be part of this personnel file and will be released only as required by federal and state law.

Records pertaining to I-9 verification, medical records, results of drug tests and victims of domestic violence documentation are considered confidential and shall be maintained by the Executive Department in confidential files separate from the personnel file.

i) Change of Employee Information

If you change your name, address, telephone or emergency contact information, you are required to provide written notice of those changes to the City Manager's office, Payroll and your supervisor.

j) Confidential Information

Your position may give you access to sensitive and confidential information. You must always maintain confidentiality and exercise discretion and judgment when dealing with sensitive or confidential information. You may not discuss confidential information concerning the property, government, personnel or affairs of the City without the express approval of the City Manager. You may not disclose any matter subject to litigation, either pending or likely to be filed, without the approval of the City Manager. Furthermore, you may not use such information to advance your financial or other private interests.

Citizen requests for public records are processed according to the City's Request for Information Policy. Consult the City Manager before releasing City records. Generally, information about your employment such as salary, benefits and job descriptions are considered to be a public record and will be disclosed when requested.

k) The Work Week

Work weeks are recognized as beginning at midnight Sunday morning. The work week is defined as a fixed and regularly reoccurring period of 7 consecutive 24-hour periods. Work schedules are the work days, days off and hours of work identified within the work week. Within the work week, the standard work schedule for regular full-time employees is 40 hours

hours of work for most City employees are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, with City Manager approval, Department Directors may adjust, change or set work hours as departmental conditions dictate with regard to the efficient completion of work and to conveniently serve the needs of the citizens of Sweet Home. Some employees may work rotating or irregular shifts. However, the City makes no guarantee of a 40-hour work schedule, and nothing in this handbook is intended as a guarantee of hours worked per day or per week. If you are a represented employee, consult your collective bargaining agreement for specific provisions.

l) Alternative Work Schedules

Every department may, upon approval of their Department Director, provide alternative work schedules to employees. Participation in the City's Alternative Work Schedules Program is at the sole discretion of the City and is not an employee entitlement. Each participating department shall determine which alternative work schedules, if any, are available. Such determinations shall be made based upon the business needs, staffing requirements, coverage requirements and hours of operation. Any alternative work schedule must further the City's commitment to excellence in public service and meet the business needs of the department. All alternative work schedules must have written department approval, and a copy must be sent to the City Manager's office.

m) Meal Periods and Rest Periods

Nonexempt employees are required to take a paid, uninterrupted 15-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Nonexempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform his or her supervisor before the end of the shift so the City may pay the employee for that work.

Meal periods and rest breaks are mandatory not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" in order to come in late or leave early. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available to him or her should contact their Department Head or designee.

<u>Length of Work Period</u>	<u>Requirement</u>	
	<u>Rest Breaks</u>	<u>Meal Periods</u>
2 hours or less	0	0
2 hrs. & 1 min – 5 hrs. & 59 min	1	0
6 hrs.	1	1
6 hrs. & 1 min – 10 hrs.	2	1
10 hrs. & 1 min – 13 hrs. & 59 min	3	1

i) Rest Breaks for Expression of Breast Milk

The City will provide reasonable rest periods to accommodate an employee who needs to express milk for her child eighteen (18) months of age or younger. If possible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods otherwise provided to the employee. If not possible, the employee is entitled to take reasonable time as needed to express breast milk.

The City will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the City is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

If an employee takes unpaid rest breaks, the City may, at the discretion of the employee’s supervisor, allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid rest periods. The City will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this rule.

The City will make a reasonable effort to provide the employee with a private location within close proximity to the employee’s work area to express milk. For purposes of this policy, “close proximity” means within walking distance from the employee’s work area that does not appreciably shorten the rest or meal period. A “private location” is a place, other than a public restroom or toilet stall, in close proximity to the employee’s work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

If a private location is not within close proximity to the employee’s work area, the City will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee’s break period.

Notice: An employee who intends to express milk during work hours must give the Department Head or designee reasonable oral or written notice of her intention to do so in order to allow the City time to make any preparations necessary for compliance with this rule.

Storage: Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

n) Required Education/Training

The City supports and advocates continued education and training for every employee in order to enhance job performance. The City will continue to encourage and provide training and education for its employees based on the availability of funds and operational necessity. Education and training opportunities shall be addressed below or as provided by applicable City and departmental policies. All travel and training must be pre-approved on a Travel/Training reimbursement form.

All costs of initially acquiring required credentials of a job classification shall be borne by the employee.

All associated costs with required and pre-approved education, training, and testing to renew or maintain required credentials of the job classification occupied by the employee will be paid by the City, including the Employee's wages and travel costs.

Travel time to and from an approved required education or training in excess of the regular workday (8- or 10-hours) shall be flexed on an hour for hour basis, whenever possible.

In-service Training. The City encourages "In-service" training by utilizing the training skills and resources of its employees to train employees in other departments and by providing outside trainers, video/audio tapes, and other resources available.

Professional Conferences. The City will pay for the registration, meals, lodging and related expenses for an employee to attend conferences during work hours when the conference or training program is directly related to the employee's job duties, funds are available and budgeted, and it is approved in advance by the Department Head.

Higher Education Opportunities. The City encourages employees to take advantage of continuing education that is beneficial to the delivery of service and that enhances an employee's knowledge and productivity. Therefore, upon City approval of a specific course of study proposed or agreed to by an employee, the City will provide reimbursement for college level courses, up to a maximum of 6 credits per term, offered by institutions of higher education in the State of Oregon.

For approved courses or training opportunities listed above, the City will reimburse an employee for the amount of registration or tuition for courses within budgetary restraints as determined solely by the City, seminars and conferences directly related to the employee's work and conducted outside the employee's regular working hours when:

- A. The Department Head has recommended, and the City Manager approved the reimbursement for the class prior to enrollment or participation.
- B. The funds for such expenditure are available in the current budget.
- C. The employee submits a reimbursement request including satisfactory evidence of completion of the course with a passing grade of "C" or better.
- D. The employee is not receiving reimbursement for tuition from any other source.
- E. The cost of textbooks and technical publications required for such courses shall be the responsibility of the employee, unless the purchase of the textbook has been approved by the employee's supervisor and it becomes the property of the City. The City will not pay for any higher educational courses or training in advance.

Education / Training outside current job description. The City encourages employees to take advantage of continuing education, conferences and training activities outside of the City, which may be beneficial to the employee and his/her career development, job knowledge, and productivity, and not otherwise identified in this section. Therefore, the City may provide reimbursement upon consideration of employee's written application which must include the following: the type of training, classes or seminar; The location of the training, classes, or seminars; The cost of tuition; and Sponsoring entity of the training, classes, or seminars

o) Travel Policy

Occasionally, an employee will be required to travel out of town on official, work-related business. All employees of the City are expected to use good judgment regarding the expenditure of the funds for travel expenses. All travel expenses must be pre-approved by an employee's department head, or designee, prior to traveling.

i) Mileage

If an employee is required to use his/her vehicle (because a City vehicle is not available) for job related travel, mileage reimbursement will be paid at the current IRS reimbursement rate. Online mapping is required for mileage reimbursement. The City credit card is not to be used for the purchase of fuel for privately owned vehicles.

ii) Advances for Travel Expenses

Reasonable lodging, meals and other expenses may be paid in advance by the City. Prior to a trip, an employee should submit a completed REQUEST FOR EXPENSES form, approved by the Department Head, in order to obtain an advance of funds.

iii) Meals

Meals are not to be purchased on the City's credit card. If meals are provided in the registration fee, there will be no reimbursement for separate meals. Meals will be reimbursed according to the following schedule:

Breakfast	\$10.00	if gone from City before 6:00 a.m.
Lunch	\$15.00	if gone from City between 11:00 a.m. and 3:00 p.m.
Dinner	\$20.00	if gone from City after 6:00 p.m.

Meal reimbursements are taxable unless an employee is away from their tax home overnight on official city business in accordance with IRC Section 162(a)(2).

iv) Reimbursement Request

Within one week after the travel has been completed, the employee must submit receipts for lodging and other expenses (excluding meals), which are reimbursed on an actual basis. Meals will be reimbursed in accordance with the schedule above. Employees who obtained pre-travel funds must pay back any unused funds, as determined by travel receipts, within one week of travel.

v) Fines and Fees

Any traffic citations, including parking tickets incurred during the conduct of City business either in a City or personal vehicle, are the responsibility of the employee and will not be reimbursed by the City.

vi) Travel Time

Travel time is paid in accordance with state and federal laws and collective bargaining agreements. Home-to-work and work-to-home travel is unpaid time. Travel time that occurs during the course of a work shift will be paid. On overnight trips, travel time that falls within your regular work hours on days off is considered hours worked.

For more information, see the BOLI website <http://www.oregon.gov/BOLI/Pages/index.aspx>.

2) Code of Conduct on the Job

The following policies apply to all employees. Members of management, elected officials and employees alike are expected to adhere to and enforce these policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these policies with the City Manager at any time if they have questions relating to the issues of harassment, discrimination or bullying.

a) Code of Conduct and Work Ethics

It is the policy of the City of Sweet Home that all employees, customers, contractors and visitors to the City's worksites enjoy a positive, respectful and productive work environment free from behavior, actions or language constituting workplace disrespect. The following are expected from City of Sweet Home Employees:

- Loyalty
- Subordination
- Competence
- Attendance
- Productivity
- Adaptability
- Responsibility
- Respectfulness

b) No-Harassment Policy

The City prohibits harassment of any kind in the workplace, or harassment outside of the workplace which violates its employees' right to work in a harassment-free workplace.

This policy applies to and prohibits sexual or other forms of harassment during working hours, City related or sponsored trips (such as conferences or work-related travel), and off-hours when that off-duty conduct creates an unlawful hostile work environment for any of the City's employees. ***Such harassment is prohibited whether committed by City employees or by non-employees, such as elected officials, members of the community, and vendors.***

i) Sexual Harassment

Sexual harassment has been defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct which may give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or deficiency; leering, whistling, touching, assault, sexually suggestive, insulting, or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; or discriminatory treatment based on sex. This is not a complete list.

ii) Other Forms of Prohibited Harassment

City policy also prohibits harassment against an individual based on the individual's race, color, religion, national origin, age, sexual orientation, marital status, disability, protected activity, and any other status protected by applicable law.

Such harassment may include verbal, written or physical conduct denigrating or showing hostility towards an individual because of any protected status, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Threatening, intimidating, or hostile acts that relate to a protected class; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

iii) Bullying

The City strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing or maligning a person or their family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.

4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on web sites for co-workers, managers or supervisors or elected officials.

iv) Reporting/Investigation Procedure

All Employees are responsible for respecting the rights of other employees and should give careful consideration to what constitutes harassment and discrimination. Anyone needing assistance with terms or charges that could be brought against another person should consult Human Resources, or the City Manager for clarification purposes. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or the City Manager, at any time if they have questions relating to the issues of discrimination, harassment, or bullying. In addition, any employee who observes any conduct that he or she believes constitutes harassment, discrimination, or bullying, or who receives information about these types of incidents that may have occurred, must immediately report the matter to the City Manager.

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City's need to investigate the complaint and address the situation. Employees are required to fully cooperate in all workplace investigations deemed necessary by the City. Full cooperation entails complete disclosure to the City's investigator or all relevant information. Failure to cooperate, or any attempt to sabotage an investigation, is grounds for disciplinary action up to and including termination. The City respects the right/responsibility of its employees to raise harassment concerns and participate in investigations. If conduct in violation of this policy is found to have occurred, the City will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

c) Reporting Improper or Unlawful Conduct – No Retaliation

Employees may report reasonable concerns about the City's compliance with any law, regulation or policy, using one of the methods identified in this policy. The City will not retaliate against employees who disclose information the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the City;
- Mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health resulting from action of the City;

- A substantial and specific danger to public health and safety resulting from actions of the City; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the City will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

i) Employee Reporting Options

In addition to the City's Open-Door Policy (see below), employees who wish to report potential improper or unlawful conduct should first talk to their supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with the City Manager. Supervisors and managers are required to inform the City Manager about reports of improper or unlawful conduct.

Complaints against the City Manager should be reported to the City Attorney or Mayor who will collaborate to determine the validity of the complaint. Once determined, the Mayor will communicate to the complainant, in a timely manner, the course of action.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

ii) Additional Protection for Reporting Employees

Oregon law provides in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the disclosure must relate to the conduct of a coworker or supervisor acting within the course and scope of their employment. The disclosure must have been made to either:

- 1) A state or federal regulatory agency;
 - 2) A law enforcement agency;
 - 3) A manager with the City; or
 - 4) An Oregon-licensed attorney who represents the employee making the report/disclosure.
- The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

d) Open-Door Policy

The City's Open-Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. The City's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are surfaced early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in the City, raise them first with your Department Head or designee. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by the City Manager.

e) Attendance, Punctuality and Reporting Absences

Punctual and regular attendance is an essential responsibility of every City employee. Employees are expected to report to work as scheduled, on time and fully prepared to start work at the beginning of their shift. Employees are also expected to remain at work for their entire work schedule, except for unpaid break periods or when required to leave on authorized City business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Employees who are absent from work for any reason must inform their supervisor via a telephone call at least ninety minutes prior to the start of their shift or as specified in department policy. Employees who will not show up for work on time, must inform their supervisor via a telephone call as soon as possible. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. Unless excused by applicable law, a no call/no show lasting three days is considered job abandonment and may be deemed an employee's voluntary resignation of employment.

f) Emergency and Inclement Weather

Except for regularly scheduled holidays, the City of Sweet Home will be open for business Monday – Friday during normal business hours. The City recognizes there may be circumstances beyond its control, such as inclement weather, national crisis, or other emergencies making one or more of the City work locations inaccessible. On such occasions, one or more of the City work locations may be closed for all or part of a regularly scheduled work day. In such an event, the City Manager or designee will make a decision and will endeavor to notify all managers for the purpose of contacting employees; you may also contact your immediate Department supervisor.

In the event of extreme inclement weather conditions, each staff member's ability to safely reach their work location may be different. Staff who cannot report to work in such circumstances should contact their Department supervisor and notify them of their inability to report to work. Employees unable to report to work due to inclement weather shall use eligible accrued leave (excluding sick leave) and or compensatory time to account for time off.

i) Emergency Response Duties

All City employees may be considered essential emergency staff. As a City employee, you may be called upon to return to, or remain at work during an emergency situation (inclement weather, earthquake, etc.) and to perform duties not normally part of your job. Each Department Director shall determine which staff is essential. Emergency and/or disaster situations may alter the normal job-related activities of departments. Some job-related activities may temporarily become non-essential, and others may become critical. Employees may temporarily be reassigned to support critical activities. During an emergency, your work schedule may change, as necessary (including without prior notice), from your normal hours and/or normal shift.

For emergency purposes, the City will endeavor to provide a means for contacting spouses, domestic partners, children at school or in daycare situations, and next of kin to the extent that employees have provided current and accurate contact information including as appropriate: addresses, regular phone, cell phone, pager, fax numbers and/or e-mail addresses. To the extent allowable by law, such information will be held confidential by the City Manager's office. Further information regarding emergency response will be available in the City of Sweet Home Emergency Response Plan.

g) Workplace Violence

The City recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the public. A safe and comfortable work environment enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee or member of the public against another person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner.

All employees have an obligation to report any incidents pose a real or potential risk of harm to employees or others associated with the City, or that threaten the safety, security or financial interests of the City. Employees should make such reports directly to City Manager.

The City also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. See policy on "Workplace Inspections."

h) Workplace Safety

Nothing is of greater concern to the City than the safety of its employees and of the public. For the employee's protection, job-related injuries or illnesses must be reported immediately in accordance with the City's safety and accident policy and with the requirements of our Workers' Compensation Insurance carrier. Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the immediate attention of a supervisor.

Safe work practice includes, but is not limited to:

- Use the safety equipment, which has been provided for use.
- Do not operate equipment while under the influence of drugs, alcohol or while using any medication, which may impair the employee's ability to safely perform job duties.
- Only operate equipment for which training or orientation has been received.
- Warn co-workers of unsafe conditions or practices. Accept with appreciation the warning of a co-worker as an expression of concern for your well-being.
- Immediately report dangerous or unsafe conditions that you observe at work.
- Refrain from horseplay at all times.

i) UNSAFE CONDITIONS

Employee Responsibility. Every employee is responsible for safety. To achieve the City's goal of providing a safe work place, everyone must be safety conscious. Employees should immediately report any unsafe or hazardous condition directly to a supervisor, if the problem cannot be corrected independently by the employee. Every effort must be made to remedy safety problems quickly.

Management Responsibility. Each department shall consider the need for adopting safety practices, policies and procedures as warranted by the hazards its employees encounter. Consideration shall be ongoing. Each accident is cause for review. A copy of such policies shall be delivered to all department employees. Department Heads are encouraged to involve employees and union representatives in the process. The need for periodic training should be considered and arranged when appropriate in the judgment of the Department Head.

Managing Unsafe Conditions. It is every employee's responsibility to identify conditions, which could pose a hazard to employees or to the general public. After identifying the problem, employees at the scene are expected to follow departmental safety procedures or emergency response plan(s), which may include, but are not limited to, the following actions:

- Eliminate the hazard or obtain whatever assistance is necessary.
- Control the hazard by enclosure or guard.
- Employ avoidance procedures.
- Use personal protective equipment as appropriate.

Risk Management. The City shall work with its insurance providers to develop a Risk Management Program for all departments. The goal of the Risk Management Program is to eliminate hazards, lower the City's risks of injury or damage, and create a safer work environment for all employees and the public. The City Manager currently serves as the City's Risk Manager.

i) Ethics Policy

At the City, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations which compromise their reputation or integrity, or might cause their personal interests to conflict with the interests of the City or the City's citizens.

We at the City are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. If you are coming to the City from work in the private sector, you may find some common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

If you have questions about whether an activity meets the City's or Oregon's ethical standards, please talk with your Department Head or designee. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

i) Gifts and Gratuities

Occasionally City employees are offered personal gifts, discounts or gratuities in connection with their City employment. While such offers may be made in good faith, it is important everyone representing the City avoid any appearance of impropriety or conflict of interest. You are expected to exercise good judgment and politely refuse such personal gifts, discounts or gratuities offered in connection with your employment with the City. Exceptions would be acceptance of gifts of insignificant value of less than \$50, such as pens, pencils, calendars, etc. offered on infrequent occasions in the ordinary course of business.

Gifts, gratuities, loans, fees or any other items of significant value may not be solicited by City of Sweet Home employees, agents or volunteers or accepted either directly or indirectly if the acceptance could be considered to influence directly or indirectly the actions of said personnel or any other person in any matter of City business. Significant value is any gift with a market value of \$50 or more. Under no circumstances may gifts exceed \$50 per calendar year from any one source.

j) Substance Abuse

The City of Sweet Home has a strong commitment to providing a safe workplace for its employees, and to establish programs promoting high standards of employee productivity. Consistent with that commitment, the City and Union have agreed to this Drug and Alcohol Policy to establish and maintain a safe and productive work environment. "Drugs" refers to all controlled substances as defined by law. Employees who engage in any prohibited conduct will be subject to discipline, including discharge.

i) Prohibited Conduct

The following conduct is strictly prohibited:

1. Buying, selling, transporting, distributing, or possessing drugs (excluding the possession of the employee's prescription medication in accordance with this policy) or alcohol while on City property *or* while off City property performing work duties. "City property" includes all property owned, rented, leased or controlled by the City, including parking lots. It also extends to City equipment and vehicles on or off City property.
2. Reporting for work or returning to duty under the influence of alcohol or drugs, excluding prescribed medications. An employee is considered to be "under the influence" if a prohibited substance is present in his/her body or, for substances measured by volume, is present beyond the agreed upon threshold limits set for in the Department of Transportation "DOT" regulations.
3. Failing to promptly report convictions and/or plea-bargains for an alcohol or drug related criminal offense to the extent it impacts the employee's ability to perform his/her job. All drug and alcohol related convictions and plea bargaining agreements must be promptly reported to the City Manager. This obligation to disclose applies to all convictions or plea bargains, which occur after the effective date of this Agreement.
4. Failing to comply with City directives regarding enforcement of this policy, including but not limited to refusing to promptly submit to required testing.
5. Giving false, diluted, or altered urine samples and failure to comply with rehabilitation conditions imposed by the City or rehabilitation counselors.
6. Failing to comply with DOT or other applicable laws or regulations for those employees covered by such laws and regulations

ii) Mandatory Testing

The City may require an employee to immediately submit to blood, urine, or Breathalyzer testing to detect drugs or alcohol where:

1. The City has reasonable suspicion to believe that an employee has reported to work or returned to duty with alcohol and/or drugs present in his/her body.
2. Reasonable suspicion shall be defined as suspicion based on observations that the City can describe concerning the appearance, unusual behavior, speech, breath odor, body symptoms or other reliable indicators that an employee has consumed drugs and/or

alcohol in violation of this policy. The City will prepare an incident report describing the circumstances that prompted the request for an alcohol and/or drug test, which will be made available to the employee and/or the Union upon request. In the event the City requires an employee to be tested in accordance with the reasonable suspicion testing rule, and the employee tests positive for any amount of drugs or alcohol present in his/her body, the test results shall be deemed conclusive evidence that a reasonable suspicion existed for the City to require the employee to submit to the test.

3. An employee involved in any work related accident which results in death or bodily injury to the employee, a coworker or another person or which results in any property damage beyond damage which is determined by the City to be de minimis. In the event an employee is injured and is therefore unable to promptly consent to testing, the employee will be required to authorize a release of medical records to reveal whether drugs and/or alcohol were in his/her system at the time of the accident.
4. Required by DOT or other applicable laws or regulations.
5. Required pursuant to a rehabilitation agreement imposed by the City.

iii) Searches

The City reserves the right to conduct searches of its vehicles, property or equipment at any time. The City reserves the right to require an employee to submit to a search of his/her possessions carried into the workplace or brought onto City property, if the City has reason to believe the employee is concealing drugs and/or alcohol in the item(s) being searched. If the employee desires, he/she may request that a union representative be present during a search of the employee's personal belongings. The City will not request or require any employee to submit to a search of his/her body.

iv) Safeguards

All testing will be done by a laboratory designated by the City, which is certified in accordance with the standards disseminated by the National Institute of Drug Abuse and the Department of Transportation. Positive drug test results will be reported to the City Manager. All positive drug test results will be confirmed using GCMS methodology. Drug test results will be considered medical records and treated as confidential to the extent required by law. The City will pay for the cost of any required testing and any required evaluation for drug and/or alcohol dependencies, which are not covered by the group insurance policy. Employees who question the validity of the controlled substances test may request in writing a retest or a split sample test within seventy-two (72) hours of the results of the original test.

v) Rehabilitation

The City encourages employees who have drug and/or alcohol dependencies or think they may have such dependencies to seek assistance voluntarily. When an employee voluntarily reports a drug or alcohol dependency and seeks assistance, that employee will be placed on a leave of absence or adjusted working hours to allow for inpatient rehabilitation treatment as recommended by the rehabilitation counselors.

The employee will not be permitted to work until such time as a competent medical authority, approved by the City, has certified that the employee has controlled the problem and is able to safely perform his/her job duties. However, if an employee claims drug or alcohol dependencies after violating this policy, the employee will be subject to immediate discharge, irrespective of such dependencies.

The time an employee is off work undergoing rehabilitation is unpaid. However, employees may draw their unused, accumulated sick leave and/or vacation pay. Also, employees who are receiving health insurance coverage will be eligible for continuation of health insurance benefits with standard City contributions as required by the Family and Medical Leave Act.

In order to continue working for the City, an employee seeking assistance must agree to all treatment, rehabilitation, after-care and follow-up testing as set forth in a written rehabilitation and return to work agreement required by the City.

vi) Level of Discipline to be Imposed

Any employee who is found to be in violation of this policy, or who refuses to submit to testing as required, or who refuses to cooperate or attempts to subvert the testing process will be subject to disciplinary action which could include immediate termination of employment. The City also reserves the right to involve law enforcement officials for any conduct that it believes might be in violation of state or federal law.

As a result of disciplinary action arising from a drug or alcohol problem, an employee may be required to participate in a drug or alcohol treatment program. An employee who is so required will normally be evaluated for drug and alcohol use by a professional in this field. Where such an evaluation is scheduled and required by the City, the City will pay the cost and the employee must cooperate. An employee may also be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program. Depending upon the nature of the conduct which led to the employee's mandated participation in an alcohol and drug treatment program, the employee may be required to submit to random or unannounced screening for alcohol and/or drugs for a specified period of time and to meet various performance standards which are imposed as a condition of continuing employment.

vii) Definitions

For the purpose of this policy the following definition of terms is provided:

Reasonable suspicion is specific, describable observations by a supervisory employee concerning the work performance, appearance (including noticeable odor of an alcoholic beverage), behavior, or speech of the employee. Any accident or incident involving physical injury to any person may be considered as constituting reasonable suspicion for discovery testing for drugs and alcohol where human factors contribute to the incident and a question of sobriety short of reasonable suspicion exists.

Under the influence is defined as any detectable level of alcohol and/or drugs (in excess of trace amounts which can be attributable only to secondary exposure) in

an employee's blood or urine or any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled substances are defined as all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, the sale, purchase, transfer, use or possession of which is prohibited or restricted by law.

Over-the-counter drugs are those, which are generally available without a prescription from a medical doctor and are limited to those drugs, which are capable of impairing the judgment of an employee to safely perform his or her duties.

Prescription drugs are defined as those drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

viii) Medical Marijuana

In addition to the above Substance Abuse Policy agreed upon by AFSCME and the City, as used in this policy "drugs" includes marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law. Employees who use medical marijuana in connection with a disability should discuss with their supervisor other means of accommodating the disability in the workplace, as the City will not allow an employee to use medical marijuana as an accommodation.

k) Reports of Drug Conviction

Each employee must report facts and circumstances to the Department Head no later than five (5) days after conviction for violating any criminal drug statute. Any employee failing to comply with this provision, whenever discovered by the City, will face immediate discharge.

l) Criminal Arrests and Convictions

Employees must promptly and fully disclose to their supervisor on the next working day:

- All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on City property, or in a City vehicle (see "Alcohol/Drug Use, Abuse and Testing" policy above);
- All arrests, citations, convictions, guilty pleas or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
- If you are arrested, cited or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or any paid leave to cover the absence, and may be subject to disciplinary action, including termination.

m) Smoke-Free Workplace

The City provides a tobacco-free environment for all employees and visitors. For purposes of this policy, “tobacco” includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and e-cigarettes), and the use of oral tobacco products or “chew/spit” tobacco. This policy applies to employees, volunteers, and any visitors to City property, vehicles or facilities/buildings.

The use of tobacco products is prohibited at all time indoors and on the campuses or property of the designated City worksites. This includes doorways, front porches or outdoor foyers, and parking lots.

n) Political Activity

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of City employees to express their personal political views.); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

o) Use of City Email and Electronic Equipment, Facilities and Services

The City uses multiple types of electronic equipment, facilities and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, cell phones (including text messaging), the Internet and any new technologies used in the future. This policy governs the use of such City property.

i) Ownership

All information and communications in any format, stored by any means on or received via the City's electronic equipment, facilities or services is the sole property of the City.

ii) Use

All of the City's electronic equipment, facilities and services are provided and intended for City business purposes only and not for personal matters, communications or entertainment. This means, for example, employees may not use the City-provided Internet, or City electronic equipment, facilities and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate the City's no-harassment, non-discrimination or bullying policies;
- Play games (including social media games) or to use apps of any kind;
- Engage in any activity that violates the rights of any person or company protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the rights to privacy of protected healthcare information or other City-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses); or
- Download or view streaming video for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, providing it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

Further, employees may not use City-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). City email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the City Manager.

iii) Inspection and Monitoring

Employee communications, both business and personal, made using City electronic equipment, facilities, and services are not private. Any data created, received or transmitted using City equipment, facilities or services are the property of the City and usually can be recovered, even though deleted by the user.

All information and communications in any format, stored by any means on the City's electronic equipment, facilities or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the City's ownership of the electronic information, electronic equipment, facilities, or services, or the City's right to inspect such information. The City reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail and other such material to monitor the use of all of the City's electronic equipment, facilities and services, including all communications and internet usage and resources visited. The City will override all personal passwords if it becomes necessary to do so for any reason.

iv) Personal Hardware and Software

Employees may not install personal hardware or software on the City's computer systems without approval from the Finance/IT Department. All software installed on the City's computer systems must be licensed. Copying or transferring of City-owned software may be done only with the written authorization of the IT Department.

v) Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by City management. No employee can examine, change or use another person's files, output or user name unless they have explicit authorization from City to do so.

vi) Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception, and these methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

vii) Inappropriate Web Sites

The City's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful or other objectionable materials, or that would otherwise violate the City's policies on harassment and discrimination.

p) Social Media

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the involved risks and rewards. Keep in mind any of your conduct t adversely affecting your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of the City or the City's legitimate business interests may result in disciplinary action up to and including termination.

i) Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate the City's no-harassment and non-discrimination policies and t include discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.

Do not create a link from your blog, website or other social networking site to a City-owned or -maintained website without identifying yourself as a City employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, be clear and open about the fact you are a City employee and make it clear your views do not represent those of the City or its employees or elected officials.

ii) Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, the City's employees and elected officials, and suppliers or other third parties who do business with the City. Also, keep in mind you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, City employees or elected officials, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

Maintain the confidentiality of the City's confidential information. Do not post internal reports, policies, procedures or other internal, City-related confidential communications or information. (See "Confidential City Information" policy above.)

iii) Request for Employee Social Media Passwords

The City's supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee's or applicant's user name and password, password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a user name and password that would otherwise allow a supervisor/manager to access a private email account not provided by the City.

Nothing in this policy prohibits City from requiring an employee to produce content from his or her social media or internet account in connection with a City -sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

q) Cellular Devices Policy

This policy applies to employee use of cell phones, smart phones (including iPhones and similar devices), tablets and similar devices, all of which are referred to as "cellular devices" in the Cellular Devices Policy.

i) Cell Phones and Cellular Devices in General

Employees are allowed to bring personal cell phones and cellular devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or City-provided cell phones/cellular devices may not violate the City's policies against harassment and discrimination. Thus, employees who use a personal or City-provided cell phone/cellular device to send a text or instant message to another employee (or to a citizen or someone not employed by the City) in violation of the City's no-harassment and non-discrimination policies will be subject to discipline, up to and including termination.

Nonexempt employees may not use their personal or City-provided cell phone/cellular device for work purposes outside of their normal work schedule without advance written authorization from the City Manager. This includes, but is not limited to, reviewing, sending and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination.

ii) Employee Use of City-Provided Cell Phones/Cellular Devices

Cell phones/cellular devices are made available to City employees on a limited basis to conduct the City's business. Determinations as to which employees receive City-provided cell phones will be made on a case-by-case basis; employees are not guaranteed a cell phone or cellular device. In some cases, the City may provide a monthly cellular telephone allowance to employees who regularly make calls on behalf of the City away from the office (see City Manager for more information).

Employees who receive a cell phone or cellular device from the City must agree to not use the cell phone/cellular device for personal use except in emergency situations and must abide by all aspects of the Cellular Device Policy. Further, employees who receive a cell phone or cellular device from the City must acknowledge and understand that because the cell phone/cellular device is paid for and provided by the City, or subsidized by the City, any communications (including text messages) received by or sent from the cell phone/cellular device may be subject to inspection and review if the City has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Cellular Device Policy or any other City policy. An employee who refuses to provide the City access to his/her personal cell phone/cellular device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Employees may not use the City-provided cell phones or cellular devices to call 1-900, 1-976 or similar "pay per minute" services. Further, family and friends may not use an employee's City-provided cell phone/cellular device.

iii) Employee Use of Cell Phones/Cellular Devices with Cameras

Cameras of any type, including cell phones with built-in cameras and video photography devices, may not be used during working hours or at any City-sponsored function unless authorized to do so by the Department Head or designee.

iv) Cell Phones/Cellular Devices and Public Records

City-related business conducted on City-provided or personal cell phones/cellular devices are subject to disclosure under Oregon's Public Records laws.

v) Cell Phone/Cellular Device Use While Driving

Oregon law prohibits the use of handheld cell phones while driving. This policy is meant to ensure the safe operation of City vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by the City.

Employees are prohibited from using handheld cell phones for any purpose while driving on City-authorized or City-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or "instant" messages while driving on City business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free device for the call.. Violation of this policy will subject the employee to discipline, up to and including termination.

r) Driving While on Business

Employees using a private vehicle to conduct City's business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized City business use should make any necessary arrangements with their insurance carriers.

The City may verify the validity of your driver's license and/or your driving record at the time of hire and at any point during your employment. Once you are employed with City, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify the City when there are transactions on your driving record such as speeding tickets and citations.

While on City business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Cell Phone Use While Driving" policy, above.

3) Classification, Compensation and Benefits

a) Probationary Period

Every new employee hired shall serve a probationary period of six (6) months. The City may terminate probationary employees for any reason, with or without cause.

In lieu of termination at six (6) months, the City may extend an employee's probationary period in writing, which summarizes the City's concerns about the employee's performance and suggests ways for the employee to improve. The extension of the probationary period shall not exceed ninety (90) days, absent mutual consent between the City and employee. This extension may be revoked by the City at any time if, in its sole opinion, the employee is unable or unwilling to meet the requirements of the position.

b) Employee Classification

The City classifies employees as follows:

- Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in the City's benefit programs.
- Regular Part-time: Employment requiring less than 40 hours, of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, Part-time employees are not eligible for benefits except those mandated by applicable law or as otherwise noted in this policy
- Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary employment can either be full-time or part-time. Temporary employees are not eligible for benefits other than those mandated by applicable law.

Additionally, all employees are defined by federal and Oregon law as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all City rules and procedures.

c) Salary Studies

To ensure that the City's salary ranges and pay plan are as competitive as possible, salary data studies may be done approximately every three (3) years. Salary information from equivalent cities, as well as public and private employers will be compared with the City's salary schedule and pay plan. Department Heads should notify the City Manager when conditions warrant a study of

certain positions. The City Manager shall conduct or have conducted the appropriate studies and, if feasible, submit a recommendation to the City Council. Any adjustments to the pay plan must be approved by the City Council

d) Salary Eligibility Date

The salary eligibility date (SED) is used to determine benefit accrual and merit increases of an employee. Employees will be assigned a SED equal to the first of the month immediately following hire date, position reclassification or promotion.

e) Duration of Employment

All employees, except temporary employees, are hired for an unspecified duration. None of the classifications guarantee employment for any specific length of time.

f) Job Sharing

Job Share Definition. A job sharing position is a regular full-time or part-time position that is held by two individuals on an interdependent, shared-time basis. The duties and responsibilities of the single position will be divided so as to provide complete and coordinated coverage by the two partners. The partners will normally divide the required working hours, not to exceed a total of 40 hours per week, within a pay period.

Each partner in a job sharing position must have, or be capable of having, all the knowledge, skills, and abilities necessary to perform the job. In addition, partners must communicate with one another to ensure that their efforts are coordinated effectively. Each job share partner must be willing to cover the absences of the other.

Benefits. Job share partner's benefits are determined as if each were a part-time employee; however, the City shall not be required to contribute to either more than half cost of health insurance for a full family. Vacation, sick leave and holiday benefits will be pro-rated on the basis of hours worked.

Approval and Termination of Job Share Positions. Job sharing shall be implemented, continued or terminated at the discretion of the City based on operational efficiency. Specific scheduling arrangements shall be determined by the Department Head and should be a function of the needs of the department, the nature of the job and the desires of the job share partners.

g) Performance Reviews

All permanent City employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, retention and discipline/termination. Any employee who fails to satisfactorily perform the duties of their position is subject to disciplinary action (including termination).

The City's goal is to provide an employee with the first formal performance evaluation within six months after hire or promotion. After the initial evaluation, the City will strive to provide a formal performance review on an annual basis. Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work;
- A review of exceptional employee accomplishments;
- Establishment of goals for career development and job enrichment;
- A review of areas needing improvement; and
- Setting of performance goals for the employee for the following year.

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than 30 days following the date the performance evaluation was received.

h) Payroll Policies

i) Pay Period

The pay period begins on the 16th of the month and ends on the 15th of the following month.

ii) Overtime

- Time-and-a-Half: The City pays one and one-half times a non-exempt employee's regular rate of pay for all hours worked over 40 in any workweek. See "Employee Classification" above.
- Limitation on Overtime Pay: Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 40 hours worked per workweek required to receive overtime pay.
- Assignment of Overtime Work: On occasion, where the City's workload makes it necessary, non-exempt employees may be required to work overtime.
- Supervisor Authorization: No overtime may be worked by non-exempt employees unless specifically authorized in writing by the Department Head or designee.

Employees who work unauthorized overtime may be subject to discipline up to and including termination.

- Compensatory (Comp) Time: Overtime hours can be paid or, at the employee's option with City approval, accumulated at time and one-half up to a maximum of 80 hours and taken as comp time off. Overtime worked after the employee has accrued 80 hours of comp time will be compensated as overtime pay. Employees are encouraged to work with their manager/supervisor to schedule and use comp time within 60 days of when it is accrued. At the discretion of an employee's manager/supervisor, employees who have accrued less than 80 comp hours may be able to choose whether to have the accrued comp time cashed out at the rate earned by the employee at the time the employee receives the payment. The City may elect to cash out accumulated comp time at any time.
- Exempt Employees: Exempt employees are not eligible to receive overtime pay or compensatory time off from work.

iii) Timekeeping Requirements

Employees are required to record their own time at the beginning and end of each work period, including before and after the meal period. Employees also must record their time whenever they leave the building for any reason other than City business. Filling out another employee's time card, allowing another employee to fill out your time card, or altering any time card will be grounds for discipline up to and including termination. An employee who fails to record all of his or her time worked may be subjected to discipline as well.

iv) Payday

Paychecks will be distributed on the last business day of the month. The City will electronically deposit paychecks (direct deposit) upon written request of the employee.

v) Payroll Advance

A pay advance is a temporary loan to an employee. You may not receive a pay advance unless you have an emergency or an unusual, unforeseen event that causes severe financial hardship. Employees are limited to two (2) advances in a given fiscal year and may receive an advance only for monies already earned during the month (up to 40% of your base monthly wages). Your pay advance request must be approved by the Department Director, Finance Director and the City Manager. Advances will be processed within two days of receipt of request.

vi) Optional Deductions

Employees may authorize deductions from their pay (by written request) for items such as local gym dues, donations, etc. Authorized optional deductions must be of general interest to five (5) or more employees and approved by the Finance Director.

vii) Deferred Compensation

Eligible City employees may elect to enroll in the deferred compensation plan(s) approved by the City. Deferred compensation accounts will be established on behalf of any employee who is willing to make contributions to the plan in accordance with plan requirements.

viii) Additional Compensation

From time to time the City may provide meals, light snacks, hors d'oeuvres and/or beverages (non-alcoholic) such as tea, coffee and/or soda for staff and/or the public during training and other special occasions.

ix) City Vehicles

The City may provide a City vehicle to designated employees who respond to after hours emergencies.

x) Applicable Laws

The City makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the City has made any improper deductions, has failed to pay you for all hours worked or for overtime, or has failed to properly calculate your wages in any way, you must immediately report the error to your Department Head or designee. The City will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination because he or she has reported any errors or complaints regarding the City's pay practices.

xi) Pay Upon Leaving City Employment

An employee terminating employment with the City who gives the City at least 48 hours' notice will be paid on the date of separation any earned and unpaid wages then due plus any accumulated and unused vacation pay and compensatory time. Work hours, vacation and compensatory time shall be paid at the employee's hourly rate at the date of separation. If the employee gives less than 48 hours' advance notice prior to quitting City employment, the employee shall be paid within five (5) business days of the separation date or on the next regularly scheduled payday, whichever occurs first. Terminated employees will receive final pay no later than the end of the first business day after termination.

xii) Reporting Changes to an Employee's Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current can be important to you with regard to pay, deductions, benefits and other matters. If you have changes in any of the following items, please notify the Finance Director to ensure t the proper updates/paperwork are completed as quickly as possible:

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Person to be notified in case of emergency;
- Other information having a bearing on your employment; and
- Tax withholding.

Employees may not intentionally withhold information from the City about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, the City may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

i) Healthcare Benefits

The City currently offers group medical, vision, dental, long-term disability and life insurance plans for eligible employees. Coverage begins on the first day of the month following the employee's completion of thirty (30) days of employment. For example, an employee hired on January 15 would have coverage beginning March 1.

The City may waive the 30 day waiting period when allowable per policy of our benefit provider.

i) Summary Plan Description

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by the City. These documents govern all issues relating to employee health insurance.

ii) Continuation Coverage under COBRA

Information regarding specific benefits or continuation of coverage is available from the Finance Director.

j) Workers' Compensation and Safety on the Job

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

i) Steps to Take if You Are Injured on the Job

To ensure you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

- Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, and no later than 24 hours after injury;
- Seek medical treatment and follow-up care if required; and
- Promptly complete a written Employee's Claim Form (Form 801) and return it to the City Manager's office.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

ii) Return to Work

If you require workers' compensation leave, you will, under most circumstances, be reinstated to the same position you held at the time your leave began, or to an equivalent position, if available. However, you must first submit an approved medical certificate demonstrating your ability to return to work.

When returning from workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples and all reinstatement/reemployment decisions are subject to the terms of any applicable collective bargaining agreement. The City does not discriminate against employees who suffer a workplace injury or illness.

iii) Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by the City, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines you are able to perform modified work, the City will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with the City. While you are on modified or transitional work, you are still subject to all other the City rules and procedures.

iv) Overlap with Other Laws

The City will account for other leave and disability laws that might also apply to your situation, such as the Americans with Disabilities Act (ADA), as amended, and FMLA or OFLA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

4) Time Off and Leaves of Absence

a) Vacation Benefits for Employees

i) Vacation Policy

Vacation benefits are intended to provide eligible employees with a period of rest and relaxation away from work with pay. Accordingly, employees are encouraged to schedule vacations with their Department Head each year and to use all vested vacation benefits.

ii) Vacation Accruals

The City provides vacation benefits to its regular full-time and regular part-time employees. Vacation credits will accrue and be posted monthly as follows for full-time, non-represented employees:

Years of Continuous Service	Annual Accrual
Less than 5 years	96 hours
At least 5 and less than 10 years	120 hours
At least 10 and less than 15 years	144 hours
At least 15 years	144 hours plus 8 hours for each year of service beyond 15 years

Regular part-time employees will receive pro-rated vacation benefits. Vacation shall not accrue during an unpaid leave of absence.

iii) Maximum Accrual Balance

An employee with less than 15 years of continuous service may accrue a maximum balance of up to 190 hours of vacation leave. An employee with 15 years or more continuous service may accrue a maximum balance of up to 230 hours of vacation. Once an employee has accrued the maximum amount of vacation leave, the employee will cease to accrue additional leave. The employee will begin to accrue vacation leave once the amount of accrued vacation falls below the maximum amount.

iv) Scheduling Vacations

Vacations must be scheduled and approved in advance by the employee's Department Head, or by the City Manager in the case of Department Head's absence, in accordance with Department and/or work area policy.

v) Holidays Occurring During Scheduled Vacations

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day if eligible for such pay and will not be charged for vacation benefits for the day.

vi) Vacation During First Six Months of Employment

New employees shall accumulate vacation leave from the date of hire but will not be eligible to take vacation time off during the first six months of employment.

vii) Vacation Leave Donation and Use

The purpose of donated vacation leave is to assist any eligible employees with additional leave through the donations of eligible co-workers. All full-time regular employees are eligible to request or donate vacation time in cases deemed as "hardship" by the City Manager or designee. All donations will be kept confidential and donors will remain anonymous. To qualify for a leave donation, an employee must meet the eligibility requirements of the Family Medical Leave Act and/or the Oregon Family Leave Act. An employee who is receiving, or is eligible to receive, any type of retirement disability, short-term or long-term disability insurance, or other supplemental income is not eligible to receive donated leave.

Donated leave may not be used to extend employment beyond the point it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

The Requesting Employee (Recipient) Must:

- Provide documentation for a non-work related seriously disabling illness or injury, as certified by a physician;
- Have first exhausted all accrued sick leave, compensatory time, floating and vacation leave;
- Have worked one full year at the City and have received satisfactory performance evaluations; and
- Submit a request for donated leave to their Department Head or designee indicating reason and anticipated amount of lost work time.

The Donating Employee

- Must complete and submit to the City Manager or designee, a designated form with Department Head approval, indicating the desire to donate; and
- May donate up to a maximum of 40 hours of vacation time per calendar year but must retain a minimum of 40 hours vacation leave.

Any decision by the City Manager or designee regarding Vacation Leave Donation will be binding. Donated time is calculated using the number of hours donated, the donator's hourly wage, and the recipient's hourly wage.

b) Management Leave for Exempt Employees

The City recognizes exempt employees commit substantial hours to City service in order to fulfill their responsibilities and meet periodic job demands. Therefore, the City has elected to grant these employees paid management leave for the extra hours of service worked for the City, as specified below.

Effective July 1 of each fiscal year, exempt positions will receive 10 days (80 hrs.) paid management leave in addition to vacation and holidays.

An employee hired after July 1 will receive administrative leave for the remainder of the fiscal year on a pro-rated basis. Management leave must be taken by June 30th of each year. Unused management leave days will not be cashed out and will not accrue from year to year and shall be forfeited if not used. Management leave shall be approved by the Department Head or City Manager. Department Heads shall regulate the use of management leave within their departments.

c) Holidays and Floating Holidays

Regular full-time employees will receive a day off with pay on each of these recognized holidays and Regular part-time employees will receive recognized holidays pro-rated based upon hours worked:

New Year's Day	President's Day
Memorial Day	Independence Day (July 4)
Labor Day	Thanksgiving Day
The day after Thanksgiving	Christmas Day
Veterans Day	

When a scheduled holiday falls on a Sunday it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.

If a non-exempt employee is required to work on any holiday observed by the City, the employee shall either be paid or given compensatory time off for all hours worked at the rate of one and one-half times the regular rate of pay.

Employees who are off work on an unpaid leave of absence shall not receive holiday pay. Employees who are off work due to sick leave or vacation shall be paid for the holiday in lieu of receiving vacation or sick leave pay.

Each Regular full-time employee will receive 2 Personal Holidays (hours to equal 2 shifts)

d) Family Medical Leave

i) FMLA/OFLA Policy

The following is a summary of Family and Medical Leave policy and procedures under the federal Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA). Generally, and as will be discussed, eligible employees are entitled to 12 weeks of unpaid leave of absence for the reasons identified below. Federal and state law prohibit retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested or used Family and Medical Leave. In all cases, applicable Oregon and federal laws, rules, policies and collective bargaining agreements govern the employee's and the City rights and obligations, not this policy.

Employees seeking further information should contact the City Manager's office. Also refer to the "Employee Rights and Responsibilities under the Family Medical Leave Act" and "Oregon Family Leave Act" notices posted in the employee break areas which are incorporated here by reference.

1. Definitions

Child/Son or Daughter: For purposes of OFLA, "child" includes a biological, adopted, foster or stepchild, the child of a registered same-sex domestic partner or a child with whom the employee is in a relationship of in loco parentis. For purposes of OFLA Serious Health Condition Leave, the "child" can be any age; for all other types of leave under OFLA, the "child" must be under the age of 18 or over 18 if incapable of self-care.

A "son or daughter" is defined by FMLA as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time FMLA leave is to commence. FMLA also provides separate definitions of "son or daughter" for FMLA military family leave that are not restricted by age – see below.

Family Member: For purposes of FMLA, "family member" is defined as a spouse, parent or a "son" or "daughter" (defined above).

For purposes of OFLA, "family member" includes the definitions found under FMLA and also includes adult children (for "serious health condition" leave only), a parent-in-law, grandparent, grandchild, registered same-sex domestic partner, and parent or child of a registered same-sex domestic partner.

Eligible Employee: OFLA – To qualify for OFLA leave for a Serious Health Condition or Sick Child Leave, an employee must have been employed for at least 180 days and worked an average of at least 25 hours per week. To qualify for Parental Leave under OFLA, an employee must have been employed for at least 180 days (no per-week hourly minimum is required).

OMFLA – For purposes of Oregon Military Family Leave Act leave, the employee need have only worked 20 hours per week (no minimum length of employment required). A different

calculation method applies for reemployed service members under USERRA who seek OMFLA leave; see the City Manager for more information.

FMLA – Employees are eligible for FMLA leave if they have worked for a covered employer for at least one year (which may be based on separate stints of employment) and for 1,250 hours during the 12 months preceding the date leave is to begin. They must also be employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.

Leave under Oregon and federal law will run concurrently when permitted.

Serious Health Condition: “Serious health condition” is defined under FMLA and OFLA as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

Other conditions may meet the definition of a “serious health condition”; see the City Manager’s office for more information. The common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, and cosmetic treatments (without complications), are examples of conditions that are not generally defined as serious health conditions.

2. Reasons for Taking Leave

Family Medical Leave may be taken under any of the following circumstances:

- **Call to Active Duty Leave:** Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the regular Armed Forces, National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain “qualifying exigencies.” “Qualifying exigencies” may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. This type of leave is available under FMLA only; however, under OFLA, specifically under the Oregon Military Family Leave Act, during a period of military conflict, as defined by the statute, eligible employees with a spouse or registered same-sex domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces of the U.S. and who has been notified of an impending call or order to active duty, or who has been deployed, is entitled to a total of 14 days of unpaid leave per deployment after the military spouse or registered same-sex domestic partner has

been notified of an impending call or order to active duty and before deployment and when the military person is on leave from deployment.

- Employee's Serious Health Condition Leave: To recover from or seek treatment for an employee's serious health condition, including pregnancy-related conditions and prenatal care.
- Family Member's Serious Health Condition Leave: To care for a family member with a serious health condition.
- Parental Leave: For the birth of a child or for the placement of a child under 18 years of age for adoption or foster care. Parental leave must be completed within 12 months of the birth of a newborn or placement of an adopted or foster child.
- Pregnancy Disability Leave: For incapacity due to pregnancy, prenatal medical care or birth.
- Servicemember Family Leave: Eligible employees may take up to 26 weeks of leave to care for a "covered servicemember" during a single 12-month period. A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Under some circumstances, a veteran will be considered a "covered servicemember." This type of leave is available under FMLA only.
- Sick Child Leave: To care for a child who suffers from an illness or injury that does not qualify as a serious health condition but that requires home care. This type of leave does not provide for routine medical and dental appointments or issues surrounding the availability of childcare when the child is not ill or injured. Sick child leave is not available if another family member is able and willing to care for the child. This type of leave is available only to employees who are eligible under OFLA.
- Bereavement Leave. This type of leave is addressed under OFLA; see the Bereavement Leave Policy for more information.

3. Length of Leave

In any One-Year Calculation Period, eligible employees may take up to twelve (12) weeks of Parental Leave, Serious Health Condition Leave (employee's own or family member), Sick Child Leave, or Call to Active Duty Leave.

- In some cases, an additional twelve (12) weeks of leave may be available to an eligible employee for an illness, injury or condition related to pregnancy or childbirth that disables the employee; and
- In some cases, employees who take the entire twelve (12) weeks of OFLA Parental Leave will be entitled to an additional twelve (12) weeks of Sick Child Leave.

When leave is taken for Servicemember Family Leave, an eligible employee may take up to 26 weeks of leave during the One-Year Calculation Period to care for the servicemember. During the One-Year Calculation Period in which Servicemember Family Leave is taken, an eligible

employee is entitled to a combined total of 26 weeks of FMLA Leave (some of which may include other types of FMLA-specific leaves of absence).

The "12-month period" during which leave is available (also referred to as the "One-Year Calculation Period") is 12 months starting with the first day family leave is taken by the employee (12-month "looking forward" method).

Intermittent or reduced schedule leave may be taken during a period of Family Member or Employee Serious Health Condition Leave or Servicemember Family Leave. Additionally, Call to Active Duty Leave may be taken on an intermittent or reduced leave schedule basis. An employee may be temporarily reassigned to a position that better accommodates an intermittent or reduced schedule; employees covered by OFLA will not be reassigned without their express consent and agreement. Employees must make reasonable efforts to schedule planned medical treatments to minimize disruption of the City's operations, including consulting management prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both the City and the employee. Intermittent leave for Parental Leave is not available.

4. Employee Notice Requirements

Employees must provide at least 30 days' advance notice before Family Medical Leave is to begin if the reason for leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned treatment for a serious injury or illness of a covered servicemember (Servicemember Family Leave). If 30 days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

For Call to Active Duty Leave, notice must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

Whether leave is to be continuous or is to be taken intermittently or on a reduced schedule basis, notice need only be given one time, but the employee must let City Manager know as soon as practicable if dates of scheduled leave change or are extended or were initially unknown.

If circumstances change during the leave and the leave period differs from the original request, the employee must notify City Manager within three business days, or as soon as possible. Further, employees must provide written notice within three days of returning to work.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees will be expected to comply with the City's normal call-in procedures. Employees who fail to comply with the City's leave procedures may be denied leave, subject to discipline, or the start date of the employee's Family Medical Leave may be delayed.

5. Certification

Employees must provide sufficient information for the City to determine if the leave may qualify for FMLA or OFLA protection and the anticipated timing and duration of the leave. Sufficient

information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for either Call to Active Duty or Servicemember Family Leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Additionally, employees requesting serious health condition leave for themselves or to care for a covered family member will be required to provide certification from the health care provider of the employee or the covered family member to support the request. Employees requesting child leave under OFLA may be required to submit, at a minimum, a note from a doctor if the employee has requested to use more than three days (i.e., one three-day occurrence or three separate instances) of sick child leave within a one-year period.

Employees must furnish the City's requested medical certification information within 15 calendar days after such information is requested by the City. In some cases (except for leave to care for a sick child), the City may require a second or third opinion, at the City's expense. Employees also may be required to submit subsequent medical verification. Employees will not be asked for, and they should not provide, any genetic information about themselves or a family member in connection with a FMLA/OFLA medical certification. If Family Medical Leave is for the employee's own serious health condition, the employee must furnish, prior to returning to work, medical certification (fitness-for-duty certification) from their health care provider stating that the employee is able to resume work.

6. Substitution of Paid Leave for Unpaid Leave

Employees are required to use accrued paid leave, including vacation, compensatory time, and sick leave prior to a period of unpaid leave of absence on Family Medical Leave. Use of accrued paid leaves will run concurrently with Family Medical Leave. Represented employees may reserve accrued leave and compensatory time if provided by their collective bargaining agreement. If the employee has no accrued paid leave, vacation, compensatory time or sick leave available to use during a Family Medical Leave, the leave will be unpaid.

7. Holiday Pay While on Leave

Employees receiving short- or long-term disability will not qualify for holiday pay. Employees using vacation pay or sick pay during a portion of approved Family Medical Leave in which a holiday occurs will qualify to receive holiday pay. Employees who are on unpaid leave during a holiday will not qualify to receive holiday pay.

8. On-the-Job Injury or Illness

Periods of employee disability resulting from a compensable on-the-job injury or illness will qualify for FMLA Leave if the injury or illness is a "serious health condition" as defined by applicable law.

OFLA leave will not be reduced by and will not run concurrently with any period the employee is unable to work because of a disabling compensable on-the-job injury; however, if the injury or illness is a "serious health condition" as defined by Oregon law and the employee has refused a bona fide offer of light-duty or modified employment, OFLA leave will commence.

If the employee's serious health condition is the result of an on-the-job injury or illness, the employee may qualify for workers' compensation time-loss benefits.

9. Benefits While on Paid Leave

If an employee is on approved FMLA or OFLA Leave, the city will continue the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work.

10. Benefits While on Unpaid Leave

Employees wishing to maintain health insurance during a period of approved FMLA or OFLA leave will be responsible for bearing the cost of the employee portion of coverage. Retirement benefits will not continue while an employee is out on unpaid leave. The leave period, however, will be treated as continuous service (i.e., no break in service) for purposes of vesting and eligibility to participate in City benefit plans.

11. Job Protection

Employees returning to work from Family Medical Leave will be reinstated to their former position. If the position has been eliminated, the employee may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring Family Medical Leave have been resolved, even if leave was originally approved for a longer period. With the exception of employees on leave as the result of an on-the-job injury or illness or otherwise required by law, reinstatement shall not be considered if the leave period exceeds the maximum allowed.

The use of Family Medical Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employees who work for other employers during a "serious health condition" leave may be subject to discipline up to and including termination. Additionally, all employees who use Family Medical Leave for reasons other than the reason for which leave had been granted may be subject to discipline up to and including termination.

e) Bereavement Leave

Employees who have worked for City for 180 calendar days, and averaged at least 25 hours per week, may take up to two weeks of bereavement leave including 3 days off with pay per death of a family member. Bereavement leave may be used to attend the funeral or alternative to a funeral of the family member, and/or to make arrangements necessitated by the death of the family member. The two weeks of bereavement leave must be taken in the 60-day period following notice of death of a family member and will be deducted from the employee's available leave time under OFLA. For purposes of this policy, "Family Member" is defined to include the employee's spouse, same-sex domestic partner (registered), child, parent, parent-in-law,

grandparent, or grandchild, or the same relations of an employee's same-sex domestic partner (registered) or spouse.

Employees who wish to take bereavement leave must inform the City as soon as possible after receiving notification of a Family Member's death. Although prior notice is not required, oral notice must be provided within 24 hours of beginning leave. Written notice must be provided to the employer within three days of returning to work. Employees are required to use any available sick leave during the period of bereavement leave; vacation time will be used if the employee has no available sick leave.

f) Jury and Witness Duty

i) Jury Duty

The City will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's supervisor to verify the need for such leave. Jurors will turn over payments the employee receives for jury duty (except mileage when using personal vehicle) to the City, and the employee will be paid their regular wages for a period not to exceed two weeks. After two weeks of paid leave the employee will be granted additional unpaid leave. The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep their supervisor informed about the amount of time required for jury duty.

ii) Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to the Finance Director upon receipt.

Except for employee absences covered under the City's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee's absences may be unexcused and may subject the employee to discipline, up to and including termination. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

g) Religious Observances Leave and Accommodation Policy

The City respects the religious beliefs and practices of all employees. The City will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the City's business. Employees may use

vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with the City Manager.

h) Crime Victim Leave Policy

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his or her immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

“Immediate family member” includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- i. Use any accrued, but unused vacation/sick leave during the leave period;
- ii. Provide as much advance notice as is practicable of his/her intention to take leave unless giving advance notice is not feasible); and
- iii. Submit a request for the leave in writing to the City Manager as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney’s office, police report, a protective order issued by a court, or similarly reliable sources.

i) Domestic Violence Leave and Accommodation Policy

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his or her minor dependents.

Reasons for taking leave include the employee’s (or the employee’s dependent’s) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to the City Manager, as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The City will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City. Please contact the City Manager immediately with requests for reasonable safety accommodations.

j) Military Leave

Employees who wish to serve in the military and take military leave should contact the City Manager for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

k) Sick Leave

The City provides eligible employees with sick leave in accordance with Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees with questions about this policy may contact the City Manager's office. Also refer to the Oregon Sick Leave Law poster that is posted in employee break areas and is incorporated here by reference.

i) Eligibility and Accrual of Paid Sick Leave

Under Oregon's Paid Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt and non-exempt employees. Sick leave runs concurrently with Oregon Family Medical Leave, federal Family and Medical Leave and other leave where allowed by law.

Employees begin to accrue paid sick leave on the first day of employment, paid sick leave may be used as it is accrued.

Paid sick leave shall accrue at the rate of eight (8) hours for every month worked. Paid sick leave shall be taken in six-minute increments.

Paid sick leave will be paid at the employee's current regular rate of pay. Generally, sick leave pay will be included in the paycheck for the next payroll period after sick leave is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined in the "Use of Sick Leave" section below.

The following benefit applies to the first 960 hours in an Employee's sick leave bank (any additional unused sick leave hours are lost):

Upon an Employee's death: Fifty percent (50%) of unused sick leave shall be paid to the employee's estate.

Upon an Employee's retirement: Sick Leave shall be paid to the Employee at retirement, unless the Employee is facing discharge, at the following rates below. To be eligible for this retirement benefit, the employee shall have met the continuous service requirement listed below or age 55, whichever is less.

- Completion of 20 years – 30%
- Completion of 25 years – 40%
- Completion of 30 years – 50%

If an employee leaves employment and is rehired within 180 days, the employee's remaining sick leave balance will be restored.

ii) Use of Sick Leave

Sick leave is intended as a safety net to provide you with income during periods of illness. Use your sick leave appropriately so you will have it available when needed. Accrued paid sick leave may be used for the following reasons:

- For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care for the employee or qualified family member;
- "Qualified family member" means the eligible employee's grandparent, grandchild, spouse, or registered same-gender domestic partner, and the domestic partner's child or parent; the employee's stepchild, parent-in-law or a person with whom the employee was or is in a relationship of in loco parentis; and the employee's biological, adoptive or foster parent or child;

- For any purpose allowed under the Oregon Family Leave Act, including bereavement leave;
- If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272); or
- In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

Employees absent from work for a qualifying reason must use accrued sick time hours for that reason and on each subsequent day of absence.

iii) Employee Notice of Need for Sick Leave

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner minimally disruptive to the organization and operations, the City may deny the use and legal protections of sick leave.

1. *Foreseeable Sick Leave*

If the need for sick leave is foreseeable, employees must notify their supervisor as soon as practicable before the leave using the City's call-in/notification procedures. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of City. Employees must notify their supervisor of any change in the expected duration of sick leave as soon as is practicable.

2. *Unforeseeable Sick Leave*

If the need for sick leave is unforeseeable, the employee must notify their supervisor as soon as practicable and comply generally with the City's call-in procedures. Generally, an employee should notify their immediate supervisor of unforeseeable sick leave at least ninety minutes prior to the beginning of their shift, or as specified in department policy, unless physically unable to do so, at which time notice should be given as soon as possible.

An employee must contact their supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform their supervisor of any change in the duration of sick leave as soon as practicable.

iv) Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, City may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking.

v) Sick Leave Abuse

If the City suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, the City may require documentation from a healthcare provider on a more frequent basis. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

5) Employee Benefits

a. Retirement Benefits

The City participates in the Public Employees Retirement System (PERS) for all sworn police officers and ICMA-RC for all other qualifying employees. For PERS Employees, your designation as a Tier I, Tier II or Oregon Public Service Retirement Plan (OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS.

For employees eligible for ICMA-RC the first, a 401(a) plan includes a city contribution and an employee contribution. Employees may also elect to contribute to a 457 deferred compensation plan. For more information about the City's contributions to employee retirement plans, please see the City Manager's office.

6) General Causes for Disciplinary Action

a. Workplace Rules and Prohibited Conduct

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and the City's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other City records;
 - Recording of work time of another employee or allowing any other employee to record your work time or allowing falsification of any time sheets (your own or another employee's);
 - Theft or the deliberate or careless damage or destruction of any City property, or the property of any other employee, citizen, vendor or third party;
 - Unauthorized use of City equipment, materials or facilities;
 - Provoking a fight or fighting during work hours or on City property;
 - Engaging in criminal conduct while at work;
 - Causing, creating or participating in a significant or substantial disruption of work during working hours on City property;
 - Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City employee, customer or vendor;
 - Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so;
 - Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you;
 - Sleeping or malingering on the job;
 - Excessive personal telephone calls during working hours;
 - Unprofessional appearance during normal business hours;
 - Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City;
 - Misrepresentation of City policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City. Employees may not use the City's name, logo, likeness, facilities, assets or other resources of the City for personal gain or private interests;
 - Violations of the Ethics Policy or Oregon's Ethics laws;
 - Violation of any safety, health, security or City policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City or outside regulatory or legislative bodies;
- or

- Harassment or discrimination that violates City policy.

This statement of prohibited conduct does not alter the City's policy of at-will employment. With the exception of employees subject to a collective bargaining agreement or contract of employment, the City remains free to terminate the employment relationship at any time, with or without cause or notice.

b. Corrective Action/Discipline Policy

Employees are always expected to perform to the best of their abilities. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an inappropriate act. When performance or conduct does not meet City standards, the City will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating employment of an employee for serious violations of City policies, procedures and rules and for other inappropriate behavior or conduct, the City may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. The City may also choose to send the employee to training or an education opportunity.

In all cases, the City retains sole discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. Accordingly, the City reserves the right to proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when deemed appropriate. The City retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment).

c. Workplace Inspections

This policy applies to inspections and investigations conducted by the City pursuant to policy or law unless otherwise modified by a different policy in this Handbook.

An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voicemail systems and computer systems. *Employees are strongly discouraged from storing personal items in the desks, lockers,*

work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the City; these areas are not private.

All information related to reports generated from inspections and investigations, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances.

d. Video Surveillance Policy

The City maintains and monitors security cameras in certain areas of its facilities to provide a secure environment for employees and visitors. The City agrees it will not monitor the security tapes or other information produced by its security cameras for the purpose of monitoring employee activity and/or for the sole purpose of initiating employee discipline. However, the City reserves the right to use security tapes and other available information documented by its security systems to support employee discipline, up to and including suspension or discharge, as it may deem appropriate. Specifically, the City may review security tapes and/or other information documented by its security systems when it has independent reason to believe an employee has engaged in wrongdoing documented on the security tapes or other information documented by its security system and may use any such information it finds in support of discipline, up to and including suspension or discharge. In addition, if the City is monitoring security tapes for an unrelated reason, and in so doing discovers employee wrongdoing, it may use the security tapes or other information documented by the security system to support employee discipline, up to and including suspension or discharge.

7) Leaving the City

e. Retirement or Resignation

If an employee chooses to resign or retire, it is anticipated the City will be given as much notice as possible – preferably a minimum of two weeks. When giving your two weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two weeks' notice of your intent to leave the City, you will not be eligible for re-employment at a later date.

If the employee's decision to resign is based on a correctable situation, the employee is encouraged to discuss it with the Department Head before making a final decision.

Employees must return all City property, including phones, computers, identification cards, credit cards, keys, and manuals, to the Department Head on or before their last day of work.

f. References

All requests for references or recommendations must be directed to the City Manager. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.

By policy, the City discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

8) Employee Acknowledgement

Acknowledgment of Receipt of 2019 Personnel Policies Manual

I acknowledge that I have received and will read a copy of City's 2019 Personnel Policies Manual. I also understand that a copy of the Personnel Policies is available to me at any time to review in the City Manager's office and the City of Sweet Home's webpage at www.ci.sweet-home.or.us.

I understand that City has adopted the 2019 Personnel Policies Manual only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in City's sole discretion. I also understand that the 2019 Personnel Policies Manual control over any other contradictory statements, other than those found in applicable collective bargaining agreements. I acknowledge that the 2019 Personnel Policies Manual is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either the City or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without advance notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review the City's policies regarding equal employment opportunity and provides a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to my Department Head or designee, or to the City Manager.

During my employment with the City, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new polices as issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

Employee Signature

Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: May 28, 2019	TITLE: Youth Advisory Bylaws Amendments	TYPE OF ACTION: <input checked="" type="checkbox"/> RESOLUTION
SUBMITTED BY: R. Towry, City Manager	ATTACHMENTS: YAC Bylaws, Resolution No. 17 for 2019	<input type="checkbox"/> MOTION
REVIEWED BY: R. Towry, City Manager		<input type="checkbox"/> OTHER
RELEVANT CODE/POLICY: YAC Bylaws SHMC 2.10 City Committees	TOWARD COUNCIL GOAL: 2.1: Update & streamline process	

PURPOSE OF THIS RCA:

The Youth Advisory Council is proposing amendments to their Bylaws.

BACKGROUND/CONTEXT:

The Youth Advisory Council Bylaws were last updated in January of 2017. The YAC has reviewed and made recommended amendments to the Bylaws. The Youth Advisory Council would like to amend revise (2) positions on the YAC from grades 7-8 to grades 7-12. There would be no change in the overall number of positions which is to be 7. The YAC has requested elections of officers occur in May so positions filled by departing Seniors will not affect the summer months. They have also requested to change the solicitation process from September to open until filled. The YAC has changed Activities Coordinator to Historian.

THE CHALLENGE/PROBLEM:

How to we empower the YAC with a set of bylaws that are functional and allow the YAC to be efficient and effective?

STAKEHOLDERS:

- Youth Advisory Council – The YAC need functional bylaws to be efficient.
- City Council – The YAC serves as an advisory committee to the City Council.
- Sweet Home School District – The Sweet Home School District supports the YAC students and thus has become a natural partner.

ISSUES & FINANCIAL IMPACTS:

1. None Known

ELEMENTS OF A STABLE SOLUTION:

OPTIONS:

1. Do Nothing.
2. Not Approve the proposed amendments to the Bylaws
3. Make a Motion to adopt Resolution No. 17 for 2019, a Resolution Amending the Bylaws of the Sweet Home Youth Advisory Council.

RECOMMENDATION:

It is recommended Make a Motion to adopt Resolution No. 17 for 2019, A Resolution Amending the Bylaws of the Sweet Home Youth Advisory Council.



CITY OF SWEET HOME YOUTH ADVISORY COUNCIL BYLAWS

~~Amended January 24, 2017~~ Amended May 28, 2019

The purpose of the Sweet Home Youth Advisory Council:

- Advise the Sweet Home City Council on issues that affect youth in our community
- Provide the primary communication link for youth to government, business and the entire community on a variety of subjects and opportunities
- Identify and advocate the needs of youth in our community
- Identify and carry out events and activities for the community which are important to youth

Areas of interest that have been identified by the YAC Council include:

- Youth and government communicating and working together
- Youth learning about government on a first-hand basis
- Joint meeting with the City Council, the School Board, the Chamber of Commerce, and Service Clubs, and Religious Groups
- Joint events between youth, the City and other organizations in the community
- Opportunities for community service

1. **Principles:**

a. We:

- i. Are strongly committed to our purpose and goals
- ii. Represent a variety of youth perspectives
- iii. Reach the community through our actions and our actions are directly related to what is important to youth
- iv. Are a catalyst, bringing together youth and adults to create a better community for everyone
- v. Are leaders

b. We believe:

- i. Everyone in the community deserves to be heard and respected
- ii. Youth have a responsibility for making decisions which affect them and their community
- iii. Youth can make a difference
- iv. Our work must make an impact in the community

c. We will:

- i. Actively seek to engage youth in our work
- ii. Strive to raise community awareness of youth issues
- iii. Advocate youth participation in the community
- iv. Represent youth by their strengths rather than their struggles
- v. Advocate for youth and their concerns

2. Structure:

- a. The Sweet Home Youth Advisory Council shall consist of 7 members, appointed by City Council as follows:
- | | |
|-----------------------------------|--|
| High School Grades 9 – 12 | 2 positions, (1) 1 year term, (1) 2 year term |
| Junior High Grades 7-8 | 2 positions, (1) 1 year term, (1) 2 year term |
| At large Grades 7 – 12 | <u>5</u> positions, (3) 1 year term <u>(2) 2 year term</u> |
- b. Application and Appointment Procedures
Applications will be solicited ~~annually beginning in September of each year throughout the year,~~ based upon terms available ~~for the upcoming year.~~
- c. All prospective YAC members are required to attend a mandatory pre-appointment orientation with a parent or legal guardian to be considered further for appointment.
- d. Prospective YAC Members will be interviewed by City Council members
- e. City Council members will recommend appointments to the vacant terms accordingly.
- f. ~~The Each May, the~~ YAC shall select ~~at the first regular YAC meeting each year~~ the following officers with stated duties as follows:
- i. Chair
 1. Preside over and conduct regular meetings
 2. Attend monthly and report to the City Council on matters of interest of the YAC
 - ii. Vice Chair
 1. In the absence of the Chair, preside over and conduct regular and special meetings
 2. In the absence of the Chair, attend monthly and report to the City Council on matters of interest to the YAC
 - iii. Secretary
 1. Assist in preparation and maintenance of YAC meeting records
 2. Maintain attendance records of YAC members
 - ~~iii.~~ Historian ~~Activities Coordinator~~
 - ~~1.3.~~ Coordinate activity and event committees Responsible for the documentation of activities of the YAC.
 - ~~iv.~~ iii. Treasurer
 1. Maintain financial records and report financial status to the YAC
 2. Assist with development of the YAC budget and present same

to City Budget Committee

- g. The YAC year shall ~~begin September 1, and run until August 31~~ coincide with elections beginning in May and run until April 30th.
 - i. Regular meetings shall occur at least monthly ~~on the third Tuesday of each month~~ at a time and place to be determined by vote of the YAC.
 - ii. Special meetings may be called at any time by at least two members of the Youth Advisory Council. Special Meetings must consist of a quorum and advisor to conduct business.
 - iii. Meetings will be held in City of Sweet Home City Hall or other locations as determined by the YAC.
- 3. **Election of Officers and Members:**
 - a. The YAC shall elect the officers from the current YAC members at the first regular meeting in ~~October~~ May for the coming year
 - b. Applications for YAC membership shall be made available ~~during the first week in April~~ online at www.sweethomeor.gov, City Hall and the High School Office.
 - i. If a vacancy occurs midterm, the ~~YAC Board and~~ City Council shall appoint a member to fill the vacancy
- 4. **Attendance Requirements:**
 - a. Three absences without notice to the YAC Chair, or to the assigned City Council representative in case of absences by the YAC Chair, will subject the member to removal from the YAC by the City Council.
 - b. The Chair, Vice Chair, ~~or~~ other appointed YAC member or the assigned City Council representative will attend the second meeting of the City Council each month to report on activities of the YAC to the City Council.
 - c. YAC members may be assigned to attend various city meetings and report back on same.
 - d. YAC members shall make a good faith effort to attend any/all special events or activities as sponsored or endorsed by the YAC.
- 5. **Rules of Procedure:**
 - a. Regular Meetings shall use basic Parliamentary procedure
 - i. Members shall respect and encourage various points of view and all members of the YAC will have an equal voice and vote
 - ii. Members shall seek consensus on issues whenever practicable

- b. A quorum of over 50% of the filled positions shall be present in order for the YAC Council to take formal action or make recommendations to the City Council.
- c. YAC meetings are open to the Public and youth of the community are especially encouraged to attend and participate.

Sweet Home YAC Amended Bylaws
Page 4

6. Administrative Support

City Council:

The Mayor and/or an appointed City Council member shall attend all regular YAC meetings

City Administration:

The City Manager and/or his/her designee shall ~~attend and~~ provide administrative support to the YAC

Financial Support:

The City shall consider funding for YAC activities and programs as part of the City's annual budgeting process.

YAC Bylaws – Amended ~~January 24, 2017~~ May 28, 2019

RESOLUTION NO. 17 FOR 2019

A RESOLUTION AMENDING THE BYLAWS FOR THE SWEET HOME YOUTH ADVISORY COUNCIL.

WHEREAS, the Sweet Home Youth Advisory Council in accordance with its current bylaws, has requested a change to the existing bylaws; and

WHEREAS, the Youth Advisory Council believes these changes will promote further participation by the youth of the Sweet Home Community; and

WHEREAS, full and diverse representation and participation in the Youth Advisory Council is a desired goal of the City of Sweet Home; and

WHEREAS, the 2004 Resolution establishes the Sweet Home Youth Advisory Council Application that would imply that it needs to be amended by resolution; and

WHEREAS, the staff believes that the Sweet Home Youth Advisory Council Application can best be kept up to date by having it be amended by the City Manager.

NOW, THEREFORE, BE IT RESOLVED that the Sweet Home City Council hereby amends the Bylaws of the Sweet Home Youth Advisory Council and adopts the amended Bylaws as attached.

Further be it resolved; the Sweet Home Youth Advisory Council Application can be amended by the City Manager.

This Resolution Supersedes and replaces Resolution No. 2 for 2017 and shall become effective immediately upon passage by the City Council and signature of the Mayor.

PASSED by the Council and approved by the Mayor this 28th day of May 2019.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME YOUTH ADVISORY COUNCIL BYLAWS

Amended May 28, 2019

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High School Grades 9 – 12 2 positions, (1) 1 year term, (1) 2 year term

At large Grades 7 – 12 5 positions, (3) 1 year term (2) 2 year term

b. Application and Appointment Procedures:

Applications will be solicited throughout the year, based upon terms available.

c. All prospective YAC members are required to attend a mandatory pre-appointment orientation with a parent or legal guardian to be considered further for appointment.

d. Prospective YAC Members will be interviewed by City Council members.

e. City Council members will recommend appointments to the vacant terms accordingly.

f. Each May, the YAC shall select the following officers with stated duties as follows:

i. Chair

1. Preside over and conduct regular meetings
2. Attend monthly and report to the City Council on matters of interest of the YAC

ii. Vice Chair

1. In the absence of the Chair, preside over and conduct regular and special meetings
2. In the absence of the Chair, attend monthly and report to the City Council on matters of interest to the YAC

iii. Secretary

1. Assist in preparation and maintenance of YAC meeting records
2. Maintain attendance records of YAC members
3. Historian Responsible for the documentation of activities of the YAC.

iv. Treasurer

4. Maintain financial records and report financial status to the YAC
5. Assist with development of the YAC budget and present same to City Budget Committee

- g. The YAC year shall coincide with elections beginning in May and run until April 30th.
 - i. Regular meetings shall occur at least monthly at a time and place to be determined by vote of the YAC.
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- b. The Chair, Vice Chair, other appointed YAC member or the assigned City Council representative will attend the second meeting of the City Council each month to report on activities of the YAC to the City Council.
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 - i. Members shall respect and encourage various points of view and all members of the YAC will have an equal voice and vote
 - ii. Members shall seek consensus on issues whenever practicable
- b. A quorum of over 50% of the filled positions shall be present in order for the YAC Council to take formal action or make recommendations to the City Council.

- c. YAC meetings are open to the Public and youth of the community are especially encouraged to attend and participate.

6. Administrative Support

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City Administration:

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Financial Support:

The City shall consider funding for YAC activities and programs as part of the City's annual budgeting process.

YAC Bylaws – Amended May 28, 2019

MEMORANDUM

TO: City Council
FROM: Councilor D. Gerson
DATE: May 28, 2019
SUBJECT: Committee Report



The Council of Governments met on May 16 in Albany.

The consent agenda was approved. The audit reports were submitted with no findings and was accepted. The budget and work plan were approved. There was discussion of funding a program called Stand by Me which is a program to help people in transition to become more stable, they are going to test that in Benton County. Funding has been added to the budget as a line item \$85,000 which will seed a \$500,000 grant.

The Older Americans Month Proclamation was read

Items of interest:

- Tapas to Treasures July 12th to benefit Meals on Wheels
- Celebrate LBL will be the week Oct 20 in Linn County.
- Rise in adult elder abuse
- People over 50 will double in 10 years
- Seniors and the largest growing population in Oregon.
- Safe drinking water -how many plants can one contractor be responsible for (there was no discussion)

There was discussion on shared transportation between schools and cities. A city bus network could help kids get home after school program

COG will conduct a salary survey, which they do every 4 years.

The COG will be helping with the Census. \$2,000 per person goes into the Cooffers for the cities and the county. Volunteers will be helping with the person to person contact.

Next meeting July 18 2019



CITY OF SWEET HOME PLANNING COMMISSION MEETING MINUTES

DRAFT

April 15, 2019, 6:30 p.m.
City Hall Annex, 1140 12th Avenue
Sweet Home, OR 97386

Call to Order and Pledge of Allegiance

Roll Call of Commissioners:

Lance Gatchell (Chair); Henry Wolthuis (Vice Chair); Eva Jurney; Greg Stephens; Thomas Herb, Greg Korn

Staff: Angela Clegg (Associate Planner), Dana Nichols (COG Planner), Joe Graybill (City Engineer)

Public Comment. This is an opportunity for members of the public to address the Planning Commission on topics that are not listed on the agenda.

No public Comments

Review and Approval of Minutes: January 28, 2019, February 4, 2019

Comments Include: Commissioner Jurney made corrections to the minutes before the meeting. The Commissioners voted to accept Commissioner Jurney's edits.

Commissioner Herb moved to approve the January 28, 2019 Planning Commission Meeting Minutes with the corrections done by Commissioner Jurney.

Commissioner Jurney seconded the motion to approve the January 28, 2019 Meeting Minutes.

Commissioner Jurney moved to approve the February 4, 2019 Planning Commission Meeting Minutes with the corrections done by Commissioner Jurney.

Commissioner Stephens seconded the motion to approve the February 2019 Meeting Minutes.

Public Hearing Note: Public Hearing for Applications CU19-01, CU19-02, CU19-03, and CU19-04 were opened at the same time.

Public Hearing. File CU19-01. The applicant is requesting a Conditional Use Permit to develop a duplex on Parcel 1. A partition and variance of the lot was approved on August 6, 2018 through applications P18-04 and VR18-05. The subject property contains 8,215 square feet, not including the flag pole, and is in the Residential Low-Density (R-1) Zone.

PUBLIC HEARING OPENED AT 6:36 PM

Chair Gatchell read the description of the application and the Planning Commission proceeding process rules and regulations.

The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

Personal Bias: None

Conflict of Interest: None

Exparte Information: None

Staff: Clegg briefly discussed the application. Nichols explained that the Sweet Home Municipal Code states that *joint driveway access is encouraged*. The city's Transportation System Plan provides additional guidance for access-ways and design specifications.

Applicant: Was not present for the hearing.

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

Rebuttal: None

PUBLIC HEARING CLOSED AT 7:15 PM

Planning Commission discussed the application.

Commissioner Journey: Recommended 1 driveway and would prefer the duplexes face each other.

Commissioner Wolthius: Favors the application. Recommended 1 driveway.

Chair Gatchell: Recommended 1 paved driveway.

Commissioner Stephens: Recommended 1 driveway.

Commissioner Herb: Recommended 1 driveway and would prefer the duplexes face each other.

Commissioner Korn: Ok either way. Encourages 1 driveway.

Commissioner Journey moved to approve application CU19-01, including the Conditions of Approval listed in Section V of the Staff Report, and thereby permit the Conditional Use proposed at 1280 44th Avenue; adopting the Findings of Fact listed in Section III of the Staff Report, the setting of a 21-day appeal period from the date of the mailing of the Notice of Decision, and hereby direct staff to prepare an Order to be signed by the Chair to memorialize this decision.

Commissioner Korn seconded the motion to approve the application.

Public Hearing. File CU-19-02. The applicant is requesting a Conditional Use Permit to develop a duplex on Parcel 2. A partition and variance of the lot was approved on August 6, 2018 through applications P18-04 and VR18-05. The subject property contains 8,315 square feet and is in the Residential Low-Density (R-1) Zone.

PUBLIC HEARING OPENED AT 6:37 PM

Chair Gatchell read the description of the application and the Planning Commission proceeding process rules and regulations.

The applicable substantive criteria are listed in the Staff Report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

Personal Bias: None

Conflict of Interest: None

Exparte Information: None

Staff: Clegg briefly discussed the application. Nichols explained that the Sweet Home Municipal Code states that *joint driveway access is encouraged*. The city's Transportation System Plan provides additional guidance for access-ways and design specifications.

Applicant: Was not present for the hearing

Testimony in Favor: None

Testimony in Opposition: None
Neutral Testimony: None
Rebuttal: None

PUBLIC HEARING CLOSED AT 7:15 PM

Planning Commission discussed the application.

Commissioner Journey: Recommended 1 driveway and would prefer the duplexes face each other.
Commissioner Wolthius: Favors the application. Recommended 1 driveway.
Chair Gatchell: Recommended 1 pave driveway.
Commissioner Stephens: Recommended 1 driveway
Commissioner Herb: Recommended 1 driveway and would prefer the duplexes face each other.
Commissioner Korn: Ok either way. Encourages 1 driveway.

Commissioner Journey moved to approve application CU19-01, including the Conditions of Approval listed in Section V of the Staff Report, and thereby permit the Conditional Use proposed at 1280 44th Avenue; adopting the Findings of Fact listed in Section III of the Staff Report, the setting of a 21-day appeal period from the date of the mailing of the Notice of Decision, and hereby direct staff to prepare an Order to be signed by the Chair to memorialize this decision.

Commissioner Korn seconded the motion to approve the application.

Public Hearing. File CU19-03 The applicant is requesting a Conditional Use Permit to develop a duplex on Parcel 1. A partition and variance of the lot was approved on March 18, 2019 through applications P19-01 and VR19-01. The subject property contains 8,978 square feet and is in the Residential Low-Density (R-1) Zone.

PUBLIC HEARING OPENED AT 6:37 PM

Chair Gatchell read the description of the application and the Planning Commission proceeding process rules and regulations.

The applicable substantive criteria are listed in the Staff Report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

Personal Bias: None
Conflict of Interest: None
Exparte Information: None

Staff: Clegg briefly discussed the application. Nichols explained that the Sweet Home Municipal Code states that *joint driveway access is encouraged*. The city's Transportation System Plan provides additional guidance for access-ways and design specifications.

Applicant: Was not present for the hearing

Testimony in Favor: None
Testimony in Opposition: None
Neutral Testimony: None
Rebuttal: None

PUBLIC HEARING CLOSED AT 7:15 PM

Planning Commission discussed the application.

Commissioner Journey: Recommended 1 driveway and would prefer the duplexes face each other.

Commissioner Wolthius: Favors the application. Recommended 1 driveway.
Chair Gatchell: Recommended 1 pave driveway.
Commissioner Stephens: Recommended 1 driveway
Commissioner Herb: Recommended 1 driveway and would prefer the duplexes face each other.
Commissioner Korn: Ok either way. Encourages 1 driveway.

Commissioner Journey moved to approve application CU19-01, including the Conditions of Approval listed in Section V of the Staff Report, and thereby permit the Conditional Use proposed at 1280 44th Avenue; adopting the Findings of Fact listed in Section III of the Staff Report, the setting of a 21-day appeal period from the date of the mailing of the Notice of Decision, and hereby direct staff to prepare an Order to be signed by the Chair to memorialize this decision.

Commissioner Korn seconded the motion to approve the application.

Public Hearing. File CU19-04 The applicant is requesting a Conditional Use Permit to develop a duplex on Parcel 2. A partition and variance of the lot was approved on March 18, 2019 through applications P19-01 and VR19-01. The subject property contains 8,759 square feet, not including the flag pole, and is in the Residential Low-Density (R-1) Zone.

PUBLIC HEARING OPENED AT 6:38 PM

Chair Gatchell read the description of the application and the Planning Commission proceeding process rules and regulations.

The applicable substantive criteria are listed in the Staff Report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

Personal Bias: None

Conflict of Interest: None

Exparte Information: None

Staff: Clegg briefly discussed the application. Nichols explained that the Sweet Home Municipal Code states that *joint driveway access is encouraged*. The city's Transportation System Plan provides additional guidance for access-ways and design specifications.

Applicant: Was not present for the hearing

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

Rebuttal: None

PUBLIC HEARING CLOSED AT 7:15 PM

Planning Commission discussed the application.

Commissioner Journey: Recommended 1 driveway and would prefer the duplexes face each other.
Commissioner Wolthius: Favors the application. Recommended 1 driveway.
Chair Gatchell: Recommended 1 pave driveway.
Commissioner Stephens: Recommended 1 driveway
Commissioner Herb: Recommended 1 driveway and would prefer the duplexes face each other.
Commissioner Korn: Ok either way. Encourages 1 driveway.

Commissioner Journey moved to approve application CU19-01, including the Conditions of Approval listed in Section V of the Staff Report, and thereby permit the Conditional Use proposed at

1280 44th Avenue; adopting the Findings of Fact listed in Section III of the Staff Report, the setting of a 21-day appeal period from the date of the mailing of the Notice of Decision, and hereby direct staff to prepare an Order to be signed by the Chair to memorialize this decision.

Commissioner Korn seconded the motion to approve the application.

Public Hearing. File CU19-05 & VR19-02 This application has been withdrawn.

Staff Update on Planning Projects: No Updates

Meeting Adjourned at 7:39 PM

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the Community and Economic Development Office at (541) 367-8113.

Persons interested in commenting on these issues should submit testimony in writing to the Community and Economic Development Department Office located in City Hall prior to the hearing or attend the meeting and give testimony verbally. Persons who wish to testify will be given the opportunity to do so by the Chair of the Commission at the Planning Commission meeting. Such testimony should address the zoning ordinance criteria which are applicable to the request. The Sweet Home Planning Commission welcomes your interest in these agenda items. Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Commission may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend.

The failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and a copy will be provided at reasonable cost. A copy of the staff report will be available for inspection at no cost at least seven days prior to the hearing and a copy will be provided at reasonable cost. Please contact the Community and Economic Development Department at 1140 12th Ave, Sweet Home, Oregon 97386; Phone: (541) 367-8113.

Planning Commission Process and Procedure for Public Hearings

- Open each Hearing individually
- Review Hearing Procedure (SHMC 17.12.130)
- Hearing Disclosure Statement (ORS 197.763)
 - At the commencement of a hearing under a comprehensive plan or land use regulation, a statement shall be made to those in attendance that:
READ: “The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.”
- Declarations by the Commission:

- Personal Bias - Prejudice or prejudgment of the facts to such a degree that an official is incapable of making an objective decision based on the merits of the case.
- Conflict of Interest - Does any member of the Commission or their immediate family have any financial or other interests in the application that has to be disclosed.
- Ex Parte Information - The Planning Commission is bound to base their decision on information received in the Public Hearing and what is presented in testimony. If a member of the Planning Commission has talked with an applicant or has information from outside the Public Hearing it needs to be shared at that time so that everyone in the audience has an opportunity to be aware of it and the rest of the Planning Commission is aware of it. In that way it can be rebutted and can be discussed openly.
- Staff Report
 - Review of application
 - Discussion of relative Criteria that must be used
 - During this presentation the members of the Planning Commission may ask questions of the staff to clarify the application or any part of the Zoning Ordinance or the applicable information.
- Testimony
 - Applicant's Testimony
 - Proponents' Testimony
 - Testimony from those wishing to speak in favor of the application
 - Opponents' Testimony
 - Testimony from those wishing to speak in opposition of the application
 - Neutral Testimony
 - Testimony from those that are neither in favor nor in opposition of the application.
 - Rebuttal
- Close Public Hearing
- Discussion and Decision among Planning Commissioners
 - Motion
 - Approval
 - Denial
 - Approval with Conditions
 - Continue
- If there is an objection to a decision it can be appealed to the City Council. The Planning Commission shall set the number of days for the appeal period. At the time the City Council goes through the Public Hearing Process all over again.
 - Recommendation made by Planning Commission—City Council makes final decision.
 - If you have a question, please wait until appropriate time and then direct your questions to the Planning Commission. Please speak one at a time so the recorder knows who is speaking.



Finance Department

To: City Council
 Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – April 2019

The Finance Department is responsible for the for the fiscal management of the City of Sweet Home. This includes accounts payable, payroll, general accounting, preparing the annual budget and the city’s annual audit. This department also administers the city’s assessment docket, coordinates employee’s benefits and maintains financial records relating to grants and contracts. The following information represents the department’s activities during the month of **April 2019**.

Accounts Payable:

The Finance Department maintains a weekly schedule for AP disbursements when possible. City departments submit documentation through Springbrook to request payment to vendors. Once the Finance Department has a completed purchase order and invoice/receipt, a check is printed and mailed within seven (7) business days.

For the month of April 2019, 137 checks were printed totaling \$742,370.88. A list of the checks is provided for your review. Below is a list of the checks that were equal to or exceeded \$5,000 and their purpose (if not clear on list).

<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
88902	Sprando Audio Visual, Inc.	Technology for new City Hall conference rooms	\$18,944.55
89009	Sunset Electric, Inc.	Security and fire alarms for new City Hall	\$12,649.20

Passports:

Since 2001, the city has been accepting passport applications for the United States Department of State. Travelers can call, stop by city hall or visit the city’s website for information on application requirements.

For the month of April 2019, the city processed 28 passports and took 27 passport pictures.

Lien Searches:

The city has various liens that can be applied to properties in Sweet Home. The city can apply a lien for past due utility balances or a property owner can place a lien on their property for improvement assessments per ORS. An internet database maintains a list of these liens and is searchable by title companies for paying off outstanding balances during a sale. Each lien search generates \$25.00 for the city.

For the month of April 2019, 55 lien searches were completed.

Utility Billing:

Utility billing is responsible for the timely reading of water meters in the city and distribution of bills to residents and businesses. The revenue generated from the utility bills covers the costs associated with operating and maintaining the Water Treatment Plant and the Wastewater Treatment Plant as well as the maintenance of the city's distribution and collection systems.

For the month of April 2019, the city processed 234 service requests and saw 12 new customers open accounts in Sweet Home. In total, 37 accounts were opened and 31 were closed. The city processed 3,279 utility billing statements and 1,008 past due notices. **64 accounts were turned off for non-payment on April 10, 2019.**

CITY OF SWEET HOME
Quarterly Projections

(Unaudited, non-GAAP, For projection purposes only)

As of March 31, 2019
For the Fiscal Year Ended June 30, 2019

	Year-to-Date			Notes	Budget		Projections			Notes
	YTD Actual	YTD as a % of Projected	% chg Current/ Prior YTD		Prior Yr. Actual	Adopted Budget	Projected 6/30/2019	Variance from Adp. Budget	Chg since Prior Report	
Executive										
Other	0	n/a	n/a		0	0	0	0	0	
Total Revenues	<u>0</u>	<u>n/a</u>	<u>n/a</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Personnel Services	(199,464)	77%	3%		(256,739)	(260,598)	(260,598)	0	0	
Materials, Services & Capital	(40,175)	3%	10%		(47,165)	(1,255,989)	(1,255,989)	0	0	
Total Expenditures	<u>(239,639)</u>	<u>16%</u>	<u>5%</u>		<u>(303,903)</u>	<u>(1,516,587)</u>	<u>(1,516,587)</u>	<u>0</u>	<u>0</u>	
Net from Operations	<u>(239,639)</u>				<u>(303,903)</u>	<u>(1,516,587)</u>	<u>(1,516,587)</u>	<u>0</u>	<u>0</u>	
Finance										
Fees	128,201	74%	3%		177,777	155,612	173,481	17,869	17,869	(1)
Other	4,873	17%	-78%		31,233	28,535	28,535	0	0	
Total Revenues	<u>133,074</u>	<u>66%</u>	<u>-9%</u>		<u>209,011</u>	<u>184,147</u>	<u>202,016</u>	<u>17,869</u>	<u>17,869</u>	
Personnel Services	(424,437)	77%	-9%		(603,553)	(582,312)	(548,570)	33,742	0	
Materials, Services & Capital	(96,874)	75%	7%		(119,944)	(128,950)	(128,950)	0	0	
Total Expenditures	<u>(521,312)</u>	<u>77%</u>	<u>-6%</u>		<u>(723,497)</u>	<u>(711,262)</u>	<u>(677,520)</u>	<u>33,742</u>	<u>0</u>	
Net from Operations	<u>(388,238)</u>				<u>(514,487)</u>	<u>(527,115)</u>	<u>(475,504)</u>	<u>51,611</u>	<u>17,869</u>	
Community & Economic Development										
Fees	12,649	62%	29%		15,247	12,420	20,413	7,993	0	
Other	112,779	41%	-23%		180,596	150,023	274,147	124,124	0	
Total Revenues	<u>125,428</u>	<u>43%</u>	<u>-20%</u>		<u>195,843</u>	<u>162,443</u>	<u>294,560</u>	<u>132,117</u>	<u>0</u>	
Personnel Services	(279,350)	76%	16%		(328,725)	(486,124)	(368,746)	117,378	0	
Materials, Services & Capital	(115,793)	45%	273%		(55,856)	(611,302)	(258,841)	352,461	0	
Total Expenditures	<u>(395,144)</u>	<u>63%</u>	<u>45%</u>		<u>(384,581)</u>	<u>(1,097,426)</u>	<u>(627,587)</u>	<u>469,839</u>	<u>0</u>	
Net from Operations	<u>(269,716)</u>				<u>(188,738)</u>	<u>(934,983)</u>	<u>(333,027)</u>	<u>601,956</u>	<u>0</u>	
Library										
Property Taxes	414,478	99%	22%		351,762	381,043	420,000	38,957	6,798	
Fees	3,702	67%	2%		4,731	5,500	5,500	0	0	
Other	12,528	93%	62%		23,674	5,000	13,500	8,500	2,500	
Total Revenues	<u>430,707</u>	<u>98%</u>	<u>23%</u>		<u>380,167</u>	<u>391,543</u>	<u>439,000</u>	<u>47,457</u>	<u>9,298</u>	
Personnel Services	(156,008)	75%	25%		(170,808)	(208,567)	(208,567)	0	0	
Materials, Services & Capital	(88,098)	62%	17%		(108,251)	(289,708)	(141,200)	148,508	148,508	(2)
Total Expenditures	<u>(244,107)</u>	<u>70%</u>	<u>22%</u>		<u>(279,059)</u>	<u>(498,275)</u>	<u>(349,767)</u>	<u>148,508</u>	<u>148,508</u>	
Net from Operations	<u>186,601</u>				<u>101,109</u>	<u>(106,732)</u>	<u>89,233</u>	<u>195,965</u>	<u>157,806</u>	

CITY OF SWEET HOME
Quarterly Projections

(Unaudited, non-GAAP, For projection purposes only)

As of March 31, 2019
For the Fiscal Year Ended June 30, 2019

	Year-to-Date				Budget		Projections			
	YTD Actual	YTD as a % of Projected	% chg Current/ Prior YTD	Notes	Prior Yr. Actual	Adopted Budget	Projected 6/30/2019	Variance from Adp. Budget	Chg since Prior Report	Notes
Police										
Property Taxes	2,789,318	96%	23%		2,364,203	2,567,909	2,919,320	351,411	140,279	
Fees	90	30%	-71%		695	300	300	0	0	
Other	32,920	35%	-73%		149,959	94,431	94,431	0	0	
Total Revenues	2,822,328	94%	18%		2,514,857	2,662,640	3,014,051	351,411	140,279	
Personnel Services	(1,587,246)	75%	-5%		(2,219,963)	(2,219,878)	(2,105,765)	114,113	0	
Materials, Services & Capital	(223,383)	52%	-4%		(308,572)	(433,584)	(433,584)	0	0	
Total Expenditures	(1,810,630)	71%	-5%		(2,528,535)	(2,653,462)	(2,539,349)	114,113	0	
Net from Operations	1,011,698				(13,679)	9,178	474,701	465,523	140,279	
PW Parks										
Fees	0	n/a	n/a		0	0	0	0	0	
Other	22,012	49%	940%		2,791	3,166	45,000	41,834	43,541	(3)
Total Revenues	22,012	49%	940%		2,791	3,166	45,000	41,834	43,541	
Personnel Services	(149,364)	74%	61%		(131,157)	(195,927)	(201,960)	(6,033)	(6,033)	
Materials, Services & Capital	(199,729)	76%	1062%		(53,314)	(270,486)	(264,453)	6,033	6,033	
Total Expenditures	(349,092)	75%	218%		(184,471)	(466,413)	(466,413)	(0)	(0)	
Net from Operations	(327,080)				(181,680)	(463,247)	(421,413)	41,834	43,541	
PW Water										
User Fees	1,752,142	76%	8%		2,109,906	2,367,349	2,291,123	(76,226)	(76,226)	(4)
Fees	56,932	64%	4%		64,089	10,250	88,393	78,143	24,934	(5)
Other	865	50%	43%		780	0	1,730	1,730	0	
Total Revenues	1,809,939	76%	8%		2,174,775	2,377,599	2,381,247	3,648	(51,291)	
Personnel Services	(317,591)	75%	26%		(335,436)	(445,031)	(423,775)	21,256	(11,063)	
Materials, Services & Capital	(546,143)	37%	-18%		(849,705)	(1,480,640)	(1,480,640)	0	0	
Debt	(501,216)	100%	1%		(498,591)	(501,216)	(501,216)	0	0	
Total Expenditures	(1,364,950)	57%	-4%		(1,683,732)	(2,426,887)	(2,405,631)	21,256	(11,063)	
Net from Operations	444,989				491,042	(49,288)	(24,384)	24,904	(62,354)	
PW Wastewater										
User Fees	2,199,131	75%	12%		2,674,840	3,108,772	2,936,879	(171,893)	(171,893)	(4)
Fees	16,331	44%	-26%		25,275	13,500	36,962	23,462	7,858	(5)
Other	0	0%	n/a		0	2,000,000	708,725	(1,291,275)	0	
Total Revenues	2,215,462	60%	11%		2,700,115	5,122,272	3,682,567	(1,439,705)	7,858	

CITY OF SWEET HOME
Quarterly Projections

(Unaudited, non-GAAP, For projection purposes only)

As of March 31, 2019
For the Fiscal Year Ended June 30, 2019

	Year-to-Date			Notes	Budget		Projections			Notes
	YTD Actual	YTD as a % of Projected	% chg Current/ Prior YTD		Prior Yr. Actual	Adopted Budget	Projected 6/30/2019	Variance from Adp. Budget	Chg since Prior Report	
Personnel Services	(248,905)	81%	-20%		(409,068)	(307,014)	(307,014)	0	0	
Materials, Services & Capital	(1,036,497)	66%	84%		(893,671)	(1,578,285)	(1,578,285)	0	0	
Debt	(678,036)	77%	56%		(881,177)	(877,769)	(877,769)	0	0	
Total Expenditures	(1,963,439)	71%	50%		(2,183,916)	(2,763,068)	(2,763,068)	0	0	
Net from Operations	252,023				516,198	2,359,204	919,499	(1,439,705)	7,858	
PW Storm										
User Fees	47,084	76%	2%		61,951	61,962	61,962	0	0	
Fees	0	n/a	n/a		0	0	0	0	0	
Other	0	0%	n/a		0	1,616	1,616	0	0	
Total Revenues	47,084	74%	2%		61,951	63,578	63,578	0	0	
Personnel Services	(69,530)	109%	25%		(74,402)	(63,891)	(63,891)	0	0	
Materials, Services & Capital	(3,348)	100%	-25%		(4,490)	(3,350)	(3,350)	0	0	
Total Expenditures	(72,878)	108%	21%		(78,892)	(67,241)	(67,241)	0	0	
Net from Operations	(25,794)				(16,941)	(3,663)	(3,663)	0	0	
PW Streets										
Gas Tax	541,993	82%	45%		586,225	658,843	658,843	0	0	
Other	3	0%	-98%		495	13,479	13,479	0	0	
Total Revenues	541,996	81%	45%		586,720	672,322	672,322	0	0	
Personnel Services	(233,330)	61%	48%		(301,364)	(379,776)	(379,776)	0	0	
Materials, Services & Capital	(123,784)	64%	88%		(83,066)	(894,100)	(194,100)	700,000	700,000	(6)
Total Expenditures	(357,113)	62%	60%		(384,430)	(1,273,876)	(573,876)	700,000	700,000	
Net from Operations	184,883				202,289	(601,554)	98,446	700,000	700,000	
Non-Departmental										
Property Taxes	667,081	97%	9%		636,835	672,294	690,743	18,449	0	
Fees	437,440	64%	6%		683,261	602,963	678,686	75,723	0	
Other	310,962	58%	-14%		596,136	533,765	533,765	0	0	
Total Revenues	1,415,484	74%	2%		1,916,232	1,809,022	1,903,194	94,172	0	
Personnel Services	(104,698)	74%	127%		(61,521)	(140,903)	(140,903)	0	0	
Materials, Services & Capital	(836,815)	109%	43%		(794,208)	(769,914)	(769,914)	0	0	
Total Expenditures	(941,513)	103%	49%		(855,730)	(910,817)	(910,817)	0	0	
Net from Operations	473,971				1,060,502	898,205	992,377	94,172	0	

**CITY OF SWEET HOME
Quarterly Projections**

(Unaudited, non-GAAP, For projection purposes only)

**As of March 31, 2019
For the Fiscal Year Ended June 30, 2019**

	Year-to-Date				Budget		Projections			
	YTD Actual	YTD as a % of Projected	% chg Current/ Prior YTD	Notes	Prior Yr. Actual	Adopted Budget	Projected 6/30/2019	Variance from Adp. Budget	Chg since Prior Report	Notes
Notes:										
(1) Increased revenue in Court fees.										
(2) Capital projection reduced for current fiscal year due to timing of needs assessment contract for Library.										
(3) Increased park revenue due to unplanned grant match required for Oregon Parks & Recreation grant application.										
(4) Water consumption in current year less than prior year resulting in reduced revenue into the fund.										
(5) Increase in utility connection charges over the prior year.										
(6) Planned street projects for current fiscal year delayed due to scope and timing.										

Bank Reconciliation

Checks by Date

User: bneish
 Printed: 05/23/2019 - 3:04PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
88893	4/1/2019	COMCAST		AP		166.64
88894	4/1/2019	COMCAST BUSINESS		AP		1,507.76
88895	4/1/2019	ALICE MCMURTREY		AP		30.90
88896	4/1/2019	GAIL AND MICHAEL MOWER		AP		278.24
88897	4/1/2019	NORTHWEST NATURAL		AP		2,756.11
88898	4/1/2019	SIERRA SPRINGS		AP		67.91
88899	4/1/2019	LORETTA STEDMAN-PEARSALL		AP		11.10
88900	4/1/2019	STEPHANIE VICTOR		AP		30.90
88901	4/1/2019	WELLS FARGO FINANCIAL LEASIN		AP		734.00
88902	4/2/2019	Sprando Audio Visual, Inc.		AP		18,944.55
0	4/12/2019	HSA - PAYROLL DEDUCTIONS		AP		575.00
0	4/12/2019	OREGON PAYROLL TAXES		AP		18,234.53
0	4/12/2019	PERS		AP		11,513.62
0	4/12/2019	SWEET HOME POLICE EMPLOYEE!		AP		1,275.00
0	4/12/2019	CHILD SUPPORT ACCOUNTING UN		AP		918.00
0	4/12/2019	EBS TRUST		AP		81,464.64
0	4/12/2019	MEDICARE		AP		7,966.66
0	4/12/2019	FICA PAYROLL TAXES		AP		33,237.38
0	4/12/2019	FIRST INVESTORS - PAYROLL DED		AP		350.00
0	4/12/2019	ASI-PAYROLL DEDUCTIONS		AP		153.81
0	4/12/2019	FEDERAL PAYROLL TAXES		AP		23,888.26
0	4/12/2019	Vantagepoint Trf. Agents 705507		AP		658.33
0	4/12/2019	AFLAC		AP		894.14
0	4/12/2019	Vantagepoint Trf. Agents 108524/10904		AP		25,668.25
0	4/12/2019	NATIONWIDE-PAYROLL DEDUCTIC		AP		850.00
0	4/12/2019	STANDARD INS. CO.		AP		3,813.94
0	4/12/2019	Vantagepoint Trf. Agents 300619		AP		3,370.00
88903	4/12/2019	OREGON AFSCME COUNCIL 75		AP		949.11
88904	4/12/2019	STEELHEAD STRENGTH & FITNES		AP		719.40
88905	4/12/2019	SWEET HOME COMMUNITY FOUN		AP		155.00
88906	4/12/2019	UNITED WAY		AP		50.00
0	4/15/2019	ALEXANDRA MCDONALD		AP		62.00
88907	4/15/2019	911 SUPPLY		AP		828.61
88908	4/15/2019	ACCELA, INC. #774375		AP		3,231.00
88909	4/15/2019	ALSCO		AP		257.32
88910	4/15/2019	Amazon Capital Services, Inc.		AP		769.53
88911	4/15/2019	ARAMARK UNIFORM SERVICES		AP		56.33
88912	4/15/2019	BI-MART CORPORATION		AP		29.99
88913	4/15/2019	BLACKSTONE PUBLISHING		AP		495.32
88914	4/15/2019	ELIJAH R. L. BROWN		AP		725.00
88915	4/15/2019	BUCK'S SANITARY SERVICE, INC.		AP		290.00
88916	4/15/2019	BUSINESS TELECOM PRODUCTS, I		AP		71.91
88917	4/15/2019	CARTER'S FIRE SPRINKLER MAINI		AP		385.00
88918	4/15/2019	Cascade Timber Consulting, Inc.		AP		3,558.38
88919	4/15/2019	CIRCLE K		AP		50.00
88920	4/15/2019	CIS		AP		50.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
88921	4/15/2019	COMCAST BUSINESS		AP		1,036.19
88922	4/15/2019	DAILY JOURNAL OF COMMERCE		AP		41.40
88923	4/15/2019	DAN DEE SALES		AP		75.00
88924	4/15/2019	David Ramirez Galvan		AP		502.22
88925	4/15/2019	DENIM & PEARLS CATERING		AP		1,482.00
88926	4/15/2019	DEPT. OF CONSUMER AND BUSINE		AP		2,335.24
88927	4/15/2019	MARGARET ELLIS		AP		125.91
88928	4/15/2019	FASTENAL COMPANY		AP		147.20
88929	4/15/2019	FEENAUGHTY MACHINERY CO.		AP		24.64
88930	4/15/2019	GATEWAY IMPRINTS, INC.		AP		2,429.63
88931	4/15/2019	AGUSTIN GONZALEZ		AP		50.33
88932	4/15/2019	H & H MACHINE, LLC		AP		48.67
88933	4/15/2019	HOWERTONS CUSTOM CREATION		AP		150.00
88934	4/15/2019	HOY'S TRUE VALUE		AP		258.11
88935	4/15/2019	Danley P. Hutchins		AP		33.05
88936	4/15/2019	INDUSTRIAL WELDING SUPPLY, IN		AP		22.00
88937	4/15/2019	INGRAM LIBRARY SERVICES		AP		441.56
88938	4/15/2019	JUNIOR LIBRARY GUILD		AP		106.55
88939	4/15/2019	KIP AMERICA, INC.		AP		240.00
88940	4/15/2019	HELEN/OLIVER KORTHAUER		AP		83.14
88941	4/15/2019	RYAN LEHTO		AP		30.00
88942	4/15/2019	Les Schwab Tire Centers of Portland, In		AP		494.11
88943	4/15/2019	LIBERTY ROCK PRODUCTS, INC.		AP		296.24
88944	4/15/2019	LINN BENTON TRACTOR CO.		AP		63.16
88945	4/15/2019	Linn County Road Department		AP		35.00
88946	4/15/2019	Keenan Martin		AP		66.00
88947	4/15/2019	CHAYHOWA MCELHINNY		AP		35.00
88948	4/15/2019	MOONLIGHT BPO, INC.		AP		3,371.50
88949	4/15/2019	MOOSE CREEK MACHINE & REPAI		AP		20.00
88950	4/15/2019	MURRAYSMITH, INC.		AP		116,415.32
88951	4/15/2019	NATIONAL PHOTOCOPY CORPORA		AP		1,114.90
88952	4/15/2019	NET ASSETS		AP		351.00
88953	4/15/2019	NEW ERA		AP		433.98
88954	4/15/2019	NORTHWEST NATURAL		AP		379.42
88955	4/15/2019	NORTHWEST SIGN RECYCLING		AP		2,833.81
88956	4/15/2019	OFFICE DEPOT		AP		101.05
88957	4/15/2019	OLD REPUBLIC SURETY COMPANY		AP		100.00
88958	4/15/2019	OREGON ASSOC. OF CLEAN WATEI		AP		40.00
88959	4/15/2019	O'REILLY AUTOMOTIVE, INC.		AP		66.55
88960	4/15/2019	PACIFIC POWER		AP		21,539.27
88961	4/15/2019	PETROCARD		AP		2,285.91
88962	4/15/2019	Ferguson Enterprises, Inc. #3325 Pollan		AP		108.23
88963	4/15/2019	Vandi Reiter		AP		352.00
88964	4/15/2019	Rio Theatre, LLC		AP		25.00
88965	4/15/2019	KEITH ROHRBOUGH		AP		250.00
88966	4/15/2019	SAIF CORPORATION		AP		75.00
88967	4/15/2019	SANTIAM FEED & GARDEN CENTE		AP		25.00
88968	4/15/2019	ALICE SMITH		AP		339.75
88969	4/15/2019	SOUTH FORK TRADING CO., INC.		AP		107.09
88970	4/15/2019	GREG SPRINGMAN		AP		76.21
88971	4/15/2019	STAPLES ADVANTAGE		AP		163.93
88972	4/15/2019	GARRETT STEWART		AP		76.25
88973	4/15/2019	SWEET HOME ROTARY		AP		121.64
88974	4/15/2019	SWEET HOME SCHOOL DISTRICT #		AP		44.64
88975	4/15/2019	THE BUILDING DEPARTMENT, LLC		AP		4,065.33
88976	4/15/2019	THE POINT RESTAURANT		AP		25.00

Sweet Home Police Department

	04/30/2019	04/30/2018	%	
			Change	
Call Volume	2525	2962	-437	-14.75%
Cad Calls	5504	5847	-343	-5.87%
Person Crimes Reported	50	55	-5	-9.09%
Persons Crimes Cleared	34	32		
Property Crimes Reported	111	225	-114	-50.67%
Property Crimes Cleared	33	84		

UPDATES/INFORMATION

As the numbers above indicate, person crimes, property crimes and calls for service are down through the first four months of this year. Patrol tactics, which have included focused patrols and coordinated “hot spot” patrol areas that Sergeant Cummings has implemented, are believed to have played a role in some of the reduction in property crimes. There are numerous factors that drive crime within a community and to point to one or two reasons for a reduction is far too simplified. Some of the reality lies with the fact that the above numbers are so small that one, two, or even three individuals within our community can significantly change these numbers in a short amount of time. As our Department moves forward, we plan on staying proactive and attempting to find ways to further prevent crime before it happens.

The Police Department is always looking for opportunities to improve our training that we provide employees. For the last several decades, our Department has been providing firearms training at a small outdoor range at Camp Tadmor. Camp Tadmor has worked well for us up to this point. However, it does have some limitations. Those limitations revolve around its small size. It has one range that is approximately 25 yards in length and doesn’t allow for much variation in firearms training. Several months ago, our Department’s instructors began expressing a need to improve our firearms training abilities. The instructors believe that integrating defensive tactics, firearms and classroom discussions is needed. In order to do this, we would need a larger training site.

Other local law enforcement agencies (LPD, APD, LCSO) utilize the Albany Rifle and Pistol Club (ARPC). We have recently toured the site and used the facilities during our firearms training in March. The ARPC consists of multiple ranges, a rifle range and indoor space for classroom portions. During our training at the site, we were able to integrate defensive tactics with firearms, something that we have not been able to do prior.

The drawback to using the ARPC is that it is 10 minutes further away than Camp Tadmor. The added travel time would take 20 minutes out of our training time. Having used the range, the advantages are greater than the disadvantages and we are now set to begin training regularly at the ARPC.

On Saturday, 4/27/19, SHPD hosted the first of our single day Citizen’s Academy. The Academy last between six and seven hours. It was attended by nine community members. They spent the day learning about our Department and our profession. Some of the topics included our roles within the schools, drug investigations, a K9 demonstration, use of force overview and the use of our use of force simulator. It was well received, and we hope to host at least two a year.

Person Crimes	April-19	April-18
Assault (All)	1	3
Child Neglect	0	0
Criminal Homicide	0	0
Custodial Interference	0	0
Elder Abuse	0	0
Harassment	4	3
Kidnapping	1	0
Menacing	0	1
Other Sex Offense	0	1
Rape	1	0
Violation Restraining Order	1	4
Violation Stalking Order	1	0
	<hr/>	<hr/>
	9	12

Property Crimes	April-19	April-18
Arson	1	0
Burglary	1	3
Criminal Mischief	3	7
Forgery	2	2
Fraud	2	2
Motor Vehicle Theft	1	1
Recover Stolen Vehicle	0	0
Reckless Burning	0	0
Robbery	1	2
Theft	13	39
	<hr/>	<hr/>
	24	57