

PRELIMINARY AGENDA
REGULAR SESSION
CITY OF NORTH PLAINS, CITY COUNCIL MEETING
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Monday, September 16, 2013 – 7:00 P.M.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CONSENT AGENDA:** *(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)*
 - A. Approval of regular session agenda
 - B. Approval of minutes of 09/03/2013 Council meeting
5. **PUBLIC COMMENT:** *(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a “Public Comment Registration form” on the information table and return it to the City Recorder. You are not required to give your address when speaking to the City Council, only your name. Presentations are limited to five minutes.)*
6. **PRESENTATION:**
 - A. Presentation of Proclamation to North Plains Junior National Baseball Team— State Champions.
 - B. Nina Carlson: Hillsboro Budget Committee to address council regarding upcoming school bond measure.
7. **PUBLIC HEARING:**
None Scheduled
8. **NEW BUSINESS:**
 - A. Discussion of the ownership of the Garlic Festival
 - B. Discussion of the ownership of the skate park material and equipment
 - C. Discussion of draft policies
 - D. Presentation of August Check Register
9. **UNFINISHED BUSINESS:**
 - A. Discussion of the costs and expenses of the Pumpkin Run and Costume Parade
10. **ORDINANCES:**

FIRST READING:

None Scheduled.

SECOND READING:

None Scheduled.

11. STAFF REPORTS

Staff reports will be provided by the City Manager, Public Works Director, Police Chief, and Library Director

12. COUNCIL REPORTS

A. Council reports will be provided by the Mayor and City Councilors on meetings attended and other items.

B. October 2013 Council Calendar

13. ADVICE/INFORMATION ITEMS:

- Last two Farmer's Market scheduled for Saturday, September 21 and September 28 from 9:00 a.m. to 1:00 p.m.
- Benefit Dance: Country Music Swing and Sway, Saturday, September 21, 2013 from 7:00 p.m. to 11:00 p.m. at Jessie Mays Community Hall.
- Chili Cook-Off, Thursday, October 17 at 6:30 in the Jessie Mays Community Hall
- Benefit Dance: Harvest Hoedown, Saturday, October 19, 2013 from 7:00 p.m. to 11:00 p.m. at Jessie Mays Community Hall.
- Pumpkin Run and Costume Parade, Saturday, October 26, 2013 from 7:00 a.m. with the pumpkin pancake breakfast at the Senior Center then events throughout the day at Jessie Mays Community Hall.
- Halloween Treats at the library on Thursday, October 31, 2013 starting at 11:00 a.m.

14. ADJOURNMENT:

North Plains City Council meetings are accessible for disabled individuals. The City will also endeavor to provide services for persons with impaired hearing or vision and other services, if requested, at least 48 hours prior to the meeting. To obtain services, please call City Hall at (503) 647-5555

City Council Meetings are normally scheduled to be held at the North Plains Senior Center. They will be held at 31450 NW Commercial Street, North Plains, Oregon, on the following dates at 7:00 p.m.:

Monday, October 7, 2013

Monday, October 21, 2013

Monday, November 4, 2013

CITY OF NORTH PLAINS, CITY COUNCIL MEETING
MINUTES REGULAR SESSION
NORTH PLAINS SENIOR CENTER
31450 NW Commercial
Tuesday, September 3, 2013 7:00 P.M.

1. **CALL TO ORDER:** Mayor David Hatcher called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Mayor Hatcher conducted the flag salute
3. **ROLL CALL:** Mayor David Hatcher; Council President Teri Lenahan; Councilors: Charlynn Newton and Robert Kindel, Jr.

Absent Excused: Michael Demagalski

Absent: Glen Warren, Michael Broome

Staff present: City Manager Martha DeBry, Public Works Director Blake Boyles, Library Director Debra Brodie, Management Analyst Jennifer Knowles, Deputy City Recorder Margaret Reh

4. **CONSENT AGENDA:**
 - A. Approval of regular session agenda
 - B. Approval of minutes of 08/19/2013 Council meeting

Motion by Lenahan. Seconded by Newton to approve the Consent Agenda with a requested change by the Mayor to switch Agenda Item 8C with Agenda Item 8A. The motion was approved unanimously.

5. **PUBLIC COMMENT:**

Judy Dreis, 31001 NW Highland Court, addressed the Council regarding a noise ordinance that addresses barking dogs. She stated there is a house between the Chevron station and the Highland Court apartments with three dogs that have become an issue. The dogs bark at people both in the Chevron parking lot and people in the parking lot at Highland Court. Dreis was wondering if there is a letter that can be drafted to the owners. DeBry stated we have a nuisance ordinance. Hatcher asked DeBry if there have been any other reports of this issue. DeBry stated this was the first we have heard of it. Hatcher thanked Dreis and staff will look into the issue.

6. **PRESENTATION:**
None Scheduled

7. **PUBLIC HEARING:**

None Scheduled

8. NEW BUSINESS:

A. Adoption of Resolution No. 1800 Waiver of fees for temporary Street Closure on September 7, 2013 for a fundraiser for Doernbecher Children's Hospital

Lyn Davis, owner of the Last Waterin' Hole described to the Council her plans to have a fundraiser for the Doernbecher Children's Hospital. Specifically Doernbecher has expressed a need for more bubbles. Davis was asking the Council to waive the fees associated with the street closure and the city's fee for a temporary liquor license.

Lenahan and Newton asked Davis how she is planning on monitoring the use of alcohol only within the perimeters of the street closure. She will have physical barriers set up at the ends of the street. She also stated that the North Plains people are good people and will stay within the bounds of the area.

Kindel and Lenahan stated that the Council would like more of an advance notice of these requests. Davis agreed. She stated that time just got away from her. She would like to have these requests in to Council at least a month prior to the event.

Motion by Kindel. Seconded by Lenahan to adopt the Resolution No. 1800 waiver of fees associated with this event on September 7, 2013. The motion was approved unanimously.

B. Discussion regarding Street Fee In Lieu

DeBry presented the staff report. The initial purpose of this fee was to charge the Fee in Lieu as a condition of approval to avoid creating patches of repaired new street among older unrepaired sections. This was more of an aesthetic concern, than a safety or preservation measure. These funds were collected as in-fill projects or remodels were done for the eventual installation of curbs, gutters and sidewalks of an entire area. In most instances the resident could install sidewalks, storm drains and curbs on their own rather than paying the Fee in Lieu. Since its inception in 1998 the fee has accumulated approximately \$162,300 in funding. Funds have been collected for almost 15 years, and no tangible projects have been completed with the exception of using \$21,000 on the Claxtar Street project.

Builders are required to pay a county-wide Transportation Development Tax when the use of a property is changed. Our Fee in Lieu is an additional fee builders need to consider before starting a project. Other cities in the vicinity do not have this fee. Functionally the fee has made construction of infill housing or major remodels prohibitive. In the months since the fee was reduced/waived the City has seen a significant increase in applications for new in-fill homes. The reduction of this fee more than any other SDC reduction has prompted strong interest in building projects in North Plains. The fee reduction has also enabled improvements by some businesses.

The City has not realized a full benefit from the fee to date, nor does it have a clear plan to create such a benefit. DeBry is looking for direction from the Council on how to proceed.

Lenahan stated she wants to bring the attorney in on this discussion. She wants it clearly stated that whatever action we take is legal. She wants it clearly stated if we can we use these funds for another area or project than what the fee was initially collected for.

Hatcher stated the amount of money collected will not build a lot of sidewalk. Boyles stated that it costs about \$10,000 to install 100 feet of frontage. DeBry stated that the prioritization of sidewalk projects will be a discussion for a later meeting. DeBry suggested one possibility could be to hire a sidewalk crew to work for a year on sidewalk projects. Kindel inquired if we would have public meetings before we were able to move forward with a change in the use of funds.

The temporary moratorium of this fee will expire in October. Council directed DeBry to research options and report back at the next meeting. No motion was made.

C. Discussion on direction to take regarding the City newsletter and advertising

DeBry presented the staff report. Recently, the City's only newspaper the Beacon was discontinued indefinitely. As a result the City's newsletter may be the only monthly publication that reaches the entire community. This also means that local organizations and businesses do not have a means to target advertising towards North Plains' residents. Staff is asking Council to consider if the newsletter should be adapted to help fill some of the void left by the Beacon.

Discussion ensued. If we proceed with expanding the newsletter, Council wants to have advertising options only available for local businesses. Council sees the value in the recorded history segment the Beacon provided and would like to see that continued in the city newsletter. Lenahan stated the residents value the newsletter. It was suggested approach the Chamber of Commerce to inquire of the feasibility of businesses using this venue for advertising. Council advised staff to move forward in exploring options and costs.

D. Presentation to Council of the new Events Website

DeBry and Jennifer Knowles presented a new events website they are developing to the Council. The current website is great for managing the posting of city documents, but there are some limitations with our current website regarding using graphics and integration of forms. The new website, npfun.org has options to add more graphics for city events and connect with other organizations and groups that support these city events. The websites will be interactive. The "Events" tab in northplains.org will link to the npfun.org website and the option to click on a button will return to the city website. The ability to add video clips and links straight to registrations will be added to the npfun.org website. Staff is asking for Council's approval to make the site live and activate it for use in promoting city events.

Council was very pleased with the website and the consensus was to move forward with the events website.

E. Presentation of a new city event: North Plains Pumpkin Run and Costume Parade

The City's new Business Analyst, Jennifer Knowles, presented a proposal for a new city event to the Council. Knowles has put together a rough calendar of this proposed event to be called the North Plains Pumpkin Run and Costume Parade. This event would include a pumpkin pancake breakfast provided by the Senior Center; a Pumpkin Fun Run along Pumpkin Ridge Road; a costume parade that would be staged to begin at the pumpkin patch at Lakeview Farms and end at Jessie Mays Community Hall. At Jessie Mays there will be events including a pumpkin carving contest; cookie decorating; coloring contest; a cider smash demonstration; and ending with a mini-pumpkin slingshot contest in the park. Staff is looking for Council's approval to move forward with the planning of this new event.

Lenahan asked how staff is planning on funding the event. DeBry stated that many of items are being donated by local vendors. They will continue to seek contributions from different venues such as Intel, the Boy Scouts, churches in town, and with parents assisting. The Friends of the Library will be asked to bring "harvest" treats that can be sold to participants as a fundraiser for the library. Recology will donate the small pumpkins for the launching contest. Carving kits can be picked up at the Dollar Store or Goodwill. Knowles will line up volunteers to help with the event.

Lenahan wants to be kept informed of the employee costs associated with planning this event. She is especially concerned because this event was not addressed in the budget.

Hatcher is hearing that the staff thinks the costs will be kept low, but he wants to know more details. He wants to know how much staff time is being spent on the planning and organizing for this new event.

Council consensus was for staff to proceed with the planning for this event. They want staff to report back to Council at the September 16, 2013 meeting.

10. ORDINANCES:

FIRST READING:

A. None Scheduled.

SECOND READING:

B. None Scheduled

5. PUBLIC COMMENT (Cont.):

Karen Jacky informed the Council that Irene Kay will be 99 years old on September 7th and will be celebrating with her family. The Senior Center is celebrating on Friday, September 6, 2013, with lunch followed by ice cream and cake. Jacky invited Council to join the Seniors in celebrating Irene's 99th birthday at the Senior Center.

11. STAFF REPORTS

City Manager DeBry reported on the progress of the walking trail tunnel near the 76 Gas Station and 307th. The Board of Directors for the 76 Station is not allowing surveyors on the

property. There have been some discussion on realigning the trail. Lenahan stated that originally they were supportive of the project. DeBry stated they were verbally on board, but when it came time to draw up papers, the Board of Directors were no longer willing to give up the land for the trail. Staff received a two sentenced letter that did not explain the reason for the change. Council agreed that perhaps they should be approached in person again to see if the situation can be rectified.

DeBry explained that staff is looking into a second site for a water tank on the east side of town. There is property available out West Union next to Protocol. It is a .9 acre site. Public Works could use this site for many uses. A realtor will be contacted to look into this possible transaction. Council briefly discussed the process they wanted to take in selecting a realtor. DeBry will report to Council before moving forward.

DeBry will be addressing the Comprehensive Plan with the Planning Commission at the 9/11/13 meeting. Staff has a rough draft to identify what needs to be updated in the Comp Plan which is Chapter 15 of the Municipal Code.

Chief Snyder was absent from the meeting.

Public Works Director Boyles updated the Council on the Claxtar Street project. All the paving should be done in the next couple of weeks.

Library Director Debbie Brodie reported that September is library card sign-up month. We have the lucky barcode contest in effect again. Every week there will be a new list of numbers posted and if your library card barcode matches you can win your choice of a candy bar or a bag of apples donated from Mason Hill Orchards.

The Summer Reading Program has ended. We had 96 adults participating this year. The number of children signing up was down this year.

The library will have a table set up at the Elementary School's Back-to-School night on September 19, 2013.

Library staff has applied for a grant that could be used in acquiring certification to be an advisor and presenter for the Cover Oregon Healthcare program. This program goes into effect the beginning of October 2013.

12. COUNCIL REPORTS

The September 2013 Council Calendar was distributed in the packets for Council to review.

Mayor's Report:

Hatcher inquired of the status of Brenda Bottema and the Lucky 2 Serve program. DeBry stated she has brought the 20 applications into City Hall and one has been distributed so far.

Hatcher stated the Concerts in the Park have concluded for this year. The last concert by the Garcia Birthday Band was a big success. Hatcher stated they were a great group of guys in how they worked with us on the price to book them.

Council Reports:

Lenahan thanked Brodie for pursuing the educational aspect of the Cover Oregon Healthcare plan. Lenahan stated there are a ton of questions that individuals have about this new healthcare system and thinks it will be great to be able to use the library as a resource.

Lenahan asked about the status of the Curtis Street closure that was addressed at the last Council meeting by L. Israel. DeBry stated the street was not designed to be a closed street. We will need more time and data from the usage of the street in order to evaluate and justifying a closure. Lenahan asked that DeBry inform L. Israel that a street closure is not feasible at this time.

Signs have been installed on Highway 26 regarding the City Center. Boyles has ordered two more signs to direct traffic to the Central Business District of our downtown area.

Lenahan inquired of the possible installation of cameras in the downtown area that were mentioned at the last Council meeting. DeBry stated Snyder will present a proposal to Council before anything further is decided. Lenahan stated that she has received an "earful" from individuals she has spoken with about it.

DeBry state the Eagle Scout project is under way on the corner of Wascoe and Main Street. They have laid the brick path and planted a few shrubs. The need to add a few more structural barriers and add benches yet. Hatcher stated they had a great crew working on it over Labor Day weekend.

13. ADVICE/INFORMATION ITEMS:

- Last two Farmer's Market scheduled for Saturday, September 21 and September 28 from 9:00 a.m. to 1:00 p.m.
- Benefit Dance and Country Music Show, Saturday, September 21, 2013 from 7:00 p.m. to 11:00 p.m. at Jessie Mays Community Hall.

14. ADJOURNMENT: Mayor Hatcher adjourned the meeting at 8:46 p.m.

David Hatcher, Mayor

Margaret L. Reh, Deputy Recorder

Date approved _____



Hillsboro schools bond measure campaign is off and running

brownmsJPG.JPG

Brown Middle School is among the schools in the Hillsboro district in need of a seismic upgrade, roof repairs and other fixes. (*MICHAL THOMPSON/The Argus*)

Wendy Owen, The Oregonian By Wendy Owen, The Oregonian

Email the author | Follow on Twitter

on August 15, 2013 at 1:39 PM, updated August 15, 2013 at 2:23 PM

The campaign to pass a November bond measure for Hillsboro schools is underway.

Citizens for Hillsboro Schools started spreading the word this summer, creating a Facebook page, called **Yes for Hillsboro Schools**, and talking with various organizations. Door-to-door canvassing and phone calls will begin in September, said Kim Strelchun, chairwoman of the group. Strelchun is also chairwoman of the Hillsboro School Board.

The **Hillsboro School Board** decided in June to place a \$25-million bond measure on the November ballot to pay for technology, safety improvements, and building maintenance projects over five years.

The cost to taxpayers is about 42-cents per \$1,000 of assessed property value. The owner of a home assessed at \$200,000, would pay about \$84 a year.

Bond funds cannot be used to pay for salaries, benefits or other district operations. They are limited to buildings, computers and other items that have a useful life of more than one year.

If passed, about \$17 million would pay for technology, including student and staff computers, devices for students and classroom projectors. About \$4 million would pay for safety improvements at schools, such as security cameras, office line-of-sight, interior locking doors, card key access, and about \$4 million would be used for building maintenance projects, including seismic upgrades and roof replacements, according to district information.

The district has a page on its website that spells out the costs of the bond over five years, a question-and-answer section and other information.

Strelchun said the campaign, which is donor funded, will cost about \$50,000 to run, which pays for a part-time staff member, a voter survey, mailers, phone lines and other expenses necessary to get out the word.

Strelchun said the spring voter survey, which spelled out the specifics of the bond, had a 59-percent approval rate.

A survey conducted about a year ago for a local option levy, which would fund operations, including salaries, showed **51-percent approval** rate. The board chose not to pursue the levy.

Among the campaign volunteers, so far, are former school board members, former district staff, parents and business owners. School district staff can work on the campaign during their off hours.

The campaign has been endorsed by The Greater Hillsboro Area Chamber of Commerce, **Nike, Intel, Vernier Software & Technology** and the **Hillsboro Education Association**.

Nike was the top donor to the Beaverton School District local option levy, which voters passed in May.

-- Wendy Owen

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August 6, 2013

We are Citizens for Hillsboro Schools, a group of local volunteers who are supporting the Hillsboro School District's \$25 million general obligation bond this November. Our committee is made up of business leaders, board directors, parents, teachers and community members who believe the best investment for our future economy is our students.

This short-term, five-year bond will bring necessities to our schools that have been underfunded since our nation's recession began in 2008. Our school district has cut \$70 million from their budget in the last five years. Our students are feeling the impact of those cuts.

This bond would help the school district in three key areas:

1. **INSTRUCTIONAL TECHNOLOGY:** Provide technology our kids need to not only keep up, but to get ahead in their education. Students require the educational tools of the 21st century to compete in the modern workforce, and we have fallen behind.
2. **SAFETY:** Invest in electronic security improvements and other more advanced safety measures.
3. **FACILITIES:** Protect students as well as our largest capital investments by making necessary earthquake and seismic upgrades.

It will take many supporters to realize this goal for our students. You can support Citizens for Hillsboro Schools by:

- Making a donation to Citizens for Hillsboro Schools. (Do you know Oregon allows you to make a donation to any PAC each year and get it back as a tax credit? You're allowed \$50 as an individual or \$100 filing jointly.)
- Sharing your support of the bond with an endorsement
- Volunteering your time

Now is the time to invest in the instructional technology that will prepare students for the jobs of today and tomorrow while ensuring their safety. Together, we will build a stronger community for everyone.

Thank you!

Kim Strelchun

Campaign Chair

kim@yesforhillsboroschools.org

Monte Akers

Treasurer

monte@yesforhillsboroschools.org



BACKGROUND

Since the economic recession began in 2008, the Hillsboro School District has cut \$70 million from their budget. The School Board believes the time has come to move forward with some targeted and strategic investments for our students.

FUNDING PRIORITIES

1. **TECHNOLOGY:** Technology needs in our district can no longer be ignored. The replacement cycle has all but been abandoned as result of six straight years of budget reductions; as a result, our computer inventory has aged past its useful life at a time when our needs are vastly increasing. With the conversion to a new student management system and online grade book, increased assessment expectations for students, and the need to more fully integrate technology into the classroom for enhanced learning opportunities, the time is now to implement a technology investment strategy.
2. **FACILITIES:** High-needs facility maintenance items top \$60 million in the district. Approximately \$15 million of those have been prioritized as the highest need items. The Board has indicated an interest in using Construction Excise Tax (CET) collections toward some of these needs. A reasonable estimate might be that \$1.5 to \$2 million per year could be used out of CET funds for facility maintenance. If \$4 million from the bond were also put those projects, we could come close to completing all of our highest priority projects over the next five years.
3. **SAFETY:** The district was able to jump start its investment in safety enhancements through the Safe Schools, Healthy Students grant it received in 2005. Since the grant ended, however, there have not been funds available to make all the safety improvements we need, such as line of sight corrections, interior locking doors, key card access, security cameras at all buildings, etc. This bond would allow us to take the safety of our buildings to the next needed level.

AMOUNT OF BOND SALE

The board passed a resolution to put a \$25 million General Obligation Bond on the November 5, 2013 ballot. The repayment schedule would be approximately \$.42 per \$1,000 assessed property value each year. For the median home with a value of \$200,000 the bond would equate to \$7 per month.

BOND FACTS

- Funds from a general obligation bond are guaranteed which allow for planning, unlike a local option levy.
- Funds are restricted and can only be used for infrastructure and items with a life of at least one year. They cannot be used for personnel.
- A Bond Oversight Committee will be convened to oversee the use of the funds and report back to the Board.
- A Value on Investment (VOI) rubric will be created for the technology investment to help us tie our expenditures in that area to positive student achievement outcomes.

HILLSBORO SCHOOL DISTRICT GENERAL OBLIGATION BOND RECOMMENDATION

****DRAFT****

FUNDING AREA	FUNDING SOURCE	PROJECT LIST/CATEGORIES	TOTAL ESTIMATED EXPENDITURES
TECHNOLOGY Year 0 2013-2014	Discretionary Reserves Approved by Board & Budget Committee May 2013	Projection Units Projector Receivers Staff Laptops - 300 Staff/Student Desktops - 500 Instructional Tech Coach Mobile Device Management Professional Development Broadband Infrastructure Wireless Access Point Density	\$1.5 Million
TECHNOLOGY Years 1-6 2014-2019	General Obligation Bond	Projection Units Projector Receivers Staff Laptops - 1500 Staff/Student Desktops - 5000 Student Devices Instructional Materials Mobile Device Management Wireless Access Point Density	\$17 Million
TECHNOLOGY Years 1-6 2014-2019	General Fund	Instructional Tech Coaches Professional Development Broadband Infrastructure Firewall Upgrade	\$2 Million (\$400,000 per year)
FACILITIES Year 0 2013-2014	Construction Excise Tax (CET)	Highest priority facility maintenance projects (roof replacements, seismic up- grades, sprinkler installations, etc.)	\$1.5 Million
FACILITIES Years 1-6	General Obligation Bond	Highest priority facility maintenance projects	Up to \$4 Million
FACILITIES Years 1-6	Construction Excise Tax (CET)	Highest priority facility maintenance projects	\$7.5-\$10 Million
SAFETY Years 1-6	General Obligation Bond	Line of sight corrections Key card access at schools Interior locking doors Security cameras Panic buttons/automatic lock- ing doors/alarmed doors Radio repeaters in buildings Strobe communications Fencing	\$4 Million

Construction Excise Tax (CET), passed in 2007, is assessed by the City of Hillsboro, Washington County, and the City of Cornelius. The tax is \$1/square foot on residential construction and remodeling and \$0.50/square foot on non-residential construction and remodeling, with a cap of \$25,000. Funds are intended to be used for facility-related costs.

General Obligation Bond Total	\$25 Million
General Fund Total	\$2 Million
Discretionary Reserves Total	\$1.5 Million
Construction Excise Tax Total	\$9-\$11.5 Million

Yes, I want to help Hillsboro Students & Citizens for Hillsboro Schools!



- I will endorse the bond campaign
- I will donate \$_____ to Citizens for Hillsboro Schools
- I will volunteer at a phone bank
- I will volunteer at a canvass event
- Yes, please acknowledge my donation on your website.

Name: _____

Address: _____

Email: _____

Occupation (for tax purposes): _____

Please mail this completed form to Citizens for Hillsboro Schools, PO Box 2702, Hillsboro OR 97123. Checks should be made payable to Citizens for Hillsboro Schools. Thank you for your support!

Yes, I want to help Hillsboro Students & Citizens for Hillsboro Schools!



- I will endorse the bond campaign
- I will donate \$_____ to Citizens for Hillsboro Schools
- I will volunteer at a phone bank
- I will volunteer at a canvass event
- Yes, please acknowledge my donation on your website.

Name: _____

Address: _____

Email: _____

Occupation (for tax purposes): _____

Please mail this completed form to Citizens for Hillsboro Schools, PO Box 2702, Hillsboro OR 97123. Checks should be made payable to Citizens for Hillsboro Schools. Thank you for your support!

RESOLUTION NO. 2444

A RESOLUTION OF THE CITY OF HILLSBORO COUNCIL SUPPORTING PASSAGE OF HILLSBORO SCHOOL DISTRICT GENERAL OBLIGATION BOND.

WHEREAS, the Hillsboro School District has proposed a five-year General Obligation Bond to be voted on November 5, 2013;

WHEREAS, due to repeated state school funding shortfalls over the past five years, Hillsboro School District has cut \$70 million from the budgets, eliminating 22 school days and 258 full-time staff positions;

WHEREAS, Hillsboro School District has reduced administration, maintenance, textbooks and learning materials, technology and safety investments;

WHEREAS, the proposed School District general obligation bond is designed to generate \$25 million to address, in part, the loss of funding received by the Hillsboro School District from the Oregon State School Fund;

WHEREAS, the monies from the bond will replace outdated computers, make substantial improvements to student access to instructional technology necessary for the 21st century workplace, and make necessary safety and maintenance improvements at the highest-priority schools, thereby promoting the Hillsboro School District's mission of graduating students prepared for college and careers;

WHEREAS, the bond costs \$0.42 per \$1,000 of assess property value. Homes with the median assessed value of \$200,000 would pay an estimated additional \$7 per month.

WHEREAS, the members of the Hillsboro City Council believe that a strong school system is essential for the health of the Hillsboro community and area businesses, and creates a foundation that makes Hillsboro a great place to live, work and play.

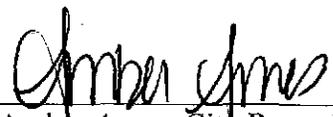
NOW, THEREFORE, THE CITY OF HILLSBORO RESOLVES AS FOLLOWS:

Section 1. The Hillsboro City Council offers its unqualified support for voter approval of the Hillsboro School District's General Obligation Bond and urges voters to vote "yes" on November 5, 2013.

Section 2. This resolution is effective immediately upon adoption.

Approved and adopted by the Hillsboro City Council at a regular meeting held on the 20th day of August 2013.

ATTEST:


Amber Ames, City Recorder


Jerry Willey, Mayor
Aron Carlson, Council President

CITY OF CORNELIUS, OREGON
RESOLUTION NO. 2013-022

**A RESOLUTION OF THE CITY OF CORNELIUS COUNCIL SUPPORTING
PASSAGE OF HILLSBORO SCHOOL DISTRICT GENERAL OBLIGATION BOND**

Findings: The Hillsboro School District has proposed a five year General Obligation Bond to be voted on November 5, 2013.

Due to repeated state school funding shortfalls over the past five years, Hillsboro School District has cut \$70 million from the budgets, eliminating 22 school days and 258 full-time staff positions. The School District has reduced administration, maintenance, textbooks, and learning materials, technology and safety investments.

The proposed School District general obligation bond is designed to generate \$25 million to address, in part, the loss of funding received by the Hillsboro School District from the Oregon State School Fund. The monies from the bond will replace outdated computers, make substantial improvements to student access to instructional technology necessary for the 21st century workplace, and make necessary safety and maintenance improvements at the highest-priority schools, thereby promoting the Hillsboro School District's mission of graduating students prepared for college and careers.

The bond costs \$.42 per \$1,000 of assessed property value. Homes with the median assessed value of \$200,000 would pay an estimated additional \$7 per month.

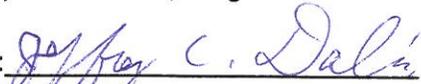
The members of the Cornelius City Council believe that a strong school system is essential for the health of the community and area businesses, and create a foundation that makes Cornelius and Washington County a great place to live, work and play.

NOW THEREFORE, BE IT RESOLVED BY THE CORNELIUS CITY COUNCIL:

Section 1. The Cornelius City Council offers its unqualified support for voter approval of the Hillsboro School District's General Obligation Bond and urges voters to vote "yes" on November 5, 2013.

INTRODUCED AND APPROVED by the Cornelius City Council at their regular meeting this 3rd day of September, 2013.

City of Cornelius, Oregon

By: 
Jeffrey C. Dalin, Mayor

Attest:

By: 
Debby Roth, MMC, City Recorder-Treasurer



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: September 12, 2013
To: City Council
From: City Manager Martha DeBry
Subject: Discussion of City ownership of community events.

Request: Council discuss assuming ownership of more community events.

Background: Over the past year there has been a great deal of discussion surrounding who owns community events like the North Plains garlic festival or the Jingle. Overtime these activities have become a part of the culture of this community, and to ensure continuity it has been suggested that the City assume ownership of some of these activities, and then in turn work with other community groups to cosponsor or operate the events.

As Council is aware the City was at risk of losing the garlic festival about two years ago when the Chamber of Commerce decided it was not a profitable enterprise. Council was quick to take up the cause of preserving the event, and directed resources to perpetuate the tradition. By assuming ownership the City could avoid such a lapse in leadership for traditional events.

The North Plains Events Association (NPEA) was formed last year for the express purpose of continuing traditions like the garlic festival, Jingle and city-wide garage sale which were presented by the Chamber of Commerce in the past. NPEA's Board would like to transfer an ownership role to the City for these events, and it would be willing to negotiate roles for the future.

Fiscal Impact:

Accepting ownership of events does not necessarily have an immediate and direct fiscal impact. By assuming oversight of these events the City will be accepting some risk for liabilities incurred at a public event and loss of funds if the City fronts money for an activity that does not return adequate revenue (for example the garlic festival has lost money in some years). Certain expenses will also have to pass through the City budget if the City decides to contract with individuals and organizations, or procure additional equipment. Other details like financial relationships and reporting would need to be worked out after staff has the direction in which Council wishes to see it proceed.

Recommendation: Council discuss its position regarding the ownership of community events.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: September 12, 2013
To: City Council
From: City Manager Martha DeBry
Subject: Discussion of skateboarding equipment

Request: Council discuss disposition of skateboard equipment.

Background: In August 2009 a temporary skate park was installed in the north basketball court at Jessie Mays Community Park. The equipment was purchased by the Friends of the North Plains Skateboard Park (Friends).

On May 3, 2010 the City Council made a decision to remove skateboarding equipment. At the time Council heard complaints from two adjoining neighbors, and staff cited concerns expressed by CIS about the how the equipment was installed on a temporary basis and the use of steel components which are prone to absorbing heat. The Council decision was to remove the equipment in advance of the Garlic Festival. There was a brief discussion of the skate park in the following months, as the Police Chief appeared to have taken a complaint related to an injury and Mr. Broome offered comments. No additional Council discussion about skate parks can be found in 2010 or early 2011.

When the equipment was first removed it was stored at a private property by the Friends. In 2012, the City was asked to store the equipment, as the private property owner could no longer accommodate it. The equipment has been stored at the City's water tank site since that time.

Staff has made several attempts to broker the transfer of the equipment to another organization with no success. I recently instructed Public Works Director Blake Boyles to explore how we can dispose of the equipment so that it can be used for its intended purpose. We reviewed some of the steps that needed to be taken including declaring the equipment surplus if it belonged to the City and contacting the fundraisers from the Friends of the North Plains Skateboard Park, which included Councilor Warren. While initial contacts were made the communications loop was not closed and Councilor Warren was advised after the fact that Evergreen Christian Church in Hillsboro

expressed an interest in accepting the equipment and quickly acted to transport the equipment to their location.

Councilor Warren expressed his concern to me regarding the disposition of the equipment and asked that the transfer not be made until he had time to consult with other community groups that helped donate funds for the equipment. Evergreen still has the equipment and understands it should not be set up and its return may be required.

Staff is requesting Council to address a couple of specific issues:

- 1) Who owns the equipment?
- 2) Should the equipment continue to be stored at City facilities?

The Friends of the North Plains Skateboard Park purchased the equipment with funds they raised from local residents and businesses. It is my understanding the nonprofit organization has disbanded, but it is not clear what the process was for winding down, which would include disposition of its assets. In other words, technically a non-existent group cannot own property. If available, the bylaws of the organization would likely provide guidance regarding who is the beneficiary of the groups assets upon disincorporation.

There is no clear indication that the City formally accepted ownership of the equipment. Nothing in the minutes of Council meetings from 2008 forward indicate an action by Council to accept ownership of the property. That said, it appears the City did not always document the acceptance of property in the past, for example the acceptance of police vehicles. Until such time that the City has established ownership of the property it is premature to dispose of it. The City would also need to abide by its surplus property rules.

The equipment was stored on private property for a few years, and then transferred to a City location last year. It does not require a great deal of space. The City has no formal arrangement for the storage of the equipment. The City can set a timeline for storage or removal of the equipment.

In discussing the matter with Councilor Warren there appears to be a continued desire to obtain some use of the equipment within the North Plains community. While the City's insurer has advised against the use of the equipment as a temporary installation, it has not prohibited its use. Similar equipment is in use in the City of Rainier, Oregon which is insured by CIS.

What are the Risks Associated with Skateboarding Equipment?

Skateboarding is physical activity, and participants will be injured from time to time. According to the Consumer Product Safety Commission, by statistical comparison

skateboarding is safer than many traditional sports. For example skateboarders have a 0.8% chance of receiving an injury each time they skate, while soccer players have 2.4% chance of being injured each time they play. Basketball players are three times more likely than skateboards to suffer injuries requiring medical treatment.

The risk of skateboarding is one that can be managed in the same way as other facilities for physical activities like tennis courts, basketball courts and playgrounds. From a risk management point of view a playground or sports court is not more or less risky than a skateboard park. It is the quality of the equipment and maintenance program that affects the risk most greatly.

The skateboard park equipment purchased is of a good quality and would be durable for several years of use outdoors if properly installed. It is possible to reinstall the equipment at another location. The problems noted in the CIS letter are that metal absorbs and retains heat easily, and it more likely to cause some burns; and concrete equipment does not share that risk factor. Additionally, the hardware used to assemble the steel obstacles can be damaged and loosened which can create an unsafe condition. As with any other play equipment like a slide or swing it must be regularly inspected and taken out of service or promptly repaired when needed. Concrete skateboard obstacles are easier to maintain in the long run, and are a permanent installation, however regular inspection is still needed to ensure no fracturing or damage.

Fiscal Impact:

It is unclear if the City owns the equipment. If it does it could sell it for revenue. If the property belongs to the Friends, it is unclear if any revenue can be received or distributed. The City is not charging anything for the storage of equipment. There is no pressing need to remove it from City property.

It is always desirable to place equipment in its highest and best use. Evergreen Christian Church would accept a donation of the equipment. It is unclear if they would offer a donation of time, equipment or cash in exchange.

(Funding has been allocated for a skate park for the past 3 years. In 2012, City staff worked with the Parks Advisory Board (PAB) to identify options for a skate park. The PAB shelved the notion of recommending a skate park to Council until other park priorities were addressed. Staff subsequently stopped work on a skate park or trail.)

Recommendation: Council provide direction regarding the disposition of the equipment.

posted as a speed limit, the basic rule applies. It would be better to have a speed limit sign posted so more enforcement could occur on the roadway.

T. Haas inquired whether the industrial and farm uses were considered as part of the speed zone analysis. S. Whitehead replied it would for the city, however ODOT bases the speed upon 85% of the population. D. Hatcher inquired about the number of homes present. S. Whitehead reported there were approximately four homes located in the noted section of the road. What makes it more difficult is having fifty-five foot UPS and Fed-Ex trailers exiting onto or from the road when drivers don't have sufficient space to reduce their speeds, making it more dangerous. A. Johnson indicated that if a speed limit sign were installed at what point would it be effective. S. Whitehead replied it from be from that point of the sign's placement forward.

C. Public Works Director.

1. Elephant Garlic Festival. B. Boyles related later in the week the Elephant Garlic Festival would begin. Public Works staff would be doing clean up of the Jessie Mays Community Park the following week.

2. Skate Park. B. Boyles explained the skate park equipment would arrive on August 17, 2009 for assembly on August 20, 2009. B. Boyles noted the Skate Park Committee would conduct a grand opening for the skate park on August 22, 2009.

3. NW Lenox Street between NW 313th Avenue and NW Main Street Resurfacing Project. B. Boyles reported letters had been sent to adjoining property owners along NW Lenox Street between NW 313th Avenue and NW Main Street, notifying them of the upcoming resurfacing project scheduled for August 14, 2009. A chip seal would be applied to the street and remain in place for two weeks for travel lane surfacing. Signs would be placed warning people of the gravel surface and advise travel speeds of 10 mph. Following the two week curing period, the loose aggregate would then be swept up and removed.

4. Emergency Preparedness. B. Boyles related that following an emergency earthquake drill exercise, he realized the city's vulnerability regarding its power supply. Last week two 150kw generators had been purchased for \$2,000 each, to utilize during power outages. One would be placed at the water pump house and the other could be used at various locations. B. Boyles noted both generators were large units on trailers for mobility.

11. COUNCIL REPORTS

A. Mayor.

1. Metro Neighboring Jurisdictions Urban/Rural Reserves Committee Meeting. D. Hatcher indicated he would be attending the Metro Neighboring Jurisdictions Urban/Rural Reserves Committee meeting on August 6, 2009, at 6:00 p.m. in downtown Portland. E. Andrienas noted he would be unable to attend.

D. Hatcher noted the city was looking at the mail box fee only for installation of new mail boxes. There being no further testimony, D. Hatcher closed the Public Hearing.

PUBLIC HEARING CLOSED.

T. Lenahan suggested the city entertain a discussion with the postal service to find out about the deferment on mail box placement, noting she was not certain she would support a \$25.00 fee. E. Andrienas suggested the mailbox fee be dropped since it wasn't a frequent process.

1. **Resolution No. 1516.** E. Andrienas presented the following motion which was seconded by T. Lenahan:

MOTION: Approve Resolution No. 1516 to adopt administrative fees for grading permits and home occupation renewal permits at the fees presented, and modify the mail box installation permits be set at no fee. MS.

R. Kindel noted it would be appropriate to charge the post office a \$25.00 fee.

Upon call for the vote, E. Andrienas, D. Hatcher, R. Kindel, T. Lenahan, and A. Singh-Gill voting in favor; C. Newton voting in opposition. MC.

7. **OLD BUSINESS**

A. **Skate Park Update.** This item removed from the agenda and deferred to the next meeting on September 21, 2009.

B. **Bus Stop Shelter Update.** B. Boyles referenced the e-mail from him to Linda Landi, dated September 3, 2009, regarding the bus shelter location which had been distributed to Council immediately prior to the meeting. The e-mail is an official permanent record of the City Council meeting materials.

B. Boyles related he had met with Matt Mumford, General Manager of Tillamook County Transportation District, Terry Watson, Service Specialist of Washington County Ride Connection, Cindy Hirst and a group from the Library who were opposed to placement of the bus shelter in front of the library.

B. Boyles explained Mr. Mumford had selected the front of the library as a good location for the bus stop. On the day of the meeting Mr. Mumford was late and the group were considering another location on the northwest corner of NW 314th Avenue and NW Kaybern Street near the Senior Plaza Apartments. Many of the people attending the meeting thought it would be a better location and left the meeting. When Mr. Mumford arrived he stated there would be multiple problems with the location and scheduling. Mr. Mumford had been adamant about the stop being on NW Commercial Street because of the number of turns and access to sidewalks.

B. Initiation of Lions Club International in North Plains. Joyce Anderson, 1025 SW Perfecta Avenue, Beaverton, OR 97006. Ms. Anderson reported the Lions Club was recruiting members and if anyone was interested in becoming a charter member they could speak with her. The first informational meeting would be held Wednesday, September 23, 2009, at 11:30 a.m. at the North Plains Senior Center. Ms. Anderson stated contact information had been provided by staff.

6. OLD BUSINESS

A. Skate Park Update. Removed from the agenda.

D. Centennial Celebration Planning. L. Gibson reported Ruth Pasley had provided suggestions for consideration for the 2010 centennial celebration and distributed the written comments to council. A copy of the submitted document is included in the permanent council meeting record.

Patti Burns, North Plains Chamber of Commerce, 28366 NW Dorland Road, North Plains, OR 97133. Mrs. Burns stated the city could do several small celebrations throughout the year with a final celebration in September. Mrs. Burns related she could provide the contact information for the trains, however, she had not had good results on her attempts to contact the person. D. Hatcher indicated he could try contacting the person, because it was a great idea to have the train included in the celebration.

An unidentified woman in the audience stated she had attended the Welches 100 year celebration and they did a post stamp, suggesting possibly doing a contest for the drawing on the stamp. It would be a nice draw for persons who collect special stamps.

T. Lenahan asked whether the Garlic Festival Committee had met to evaluate the outcome of this year's festival. Mrs. Burns related they are almost ready to do so, as the last of the bills are being paid. T. Lenahan explained the council would like to participate in the planning for next year and come up with some ideas, noting she would like to participate for planning of the celebration. Mrs. Burns explained the committee normally does not meet initially until January or February but if this celebration is going to be more than normal, there should be some discussion begun shortly.

D. Hatcher concurred, noting he would like to form a planning committee soon. C. Newton noted the council was working with Mrs. Burns schedule due to how busy the holidays were for her business. Mrs. Burns asked the council if they wanted to hold the main celebration during September or have smaller events throughout the year. T. Lenahan suggested recognition at the Garlic Festival and a specific event on the particular date.

7. NEW BUSINESS

A. Skate Park Relocation Request. D. Hatcher referred to the letter contained in the Council packet dated March 17, 2010, from Jon Tardiff, Patricia Tardiff, Bill Thiessen, Vicki Thiessen, Betty Hagge and Bob Schurman requesting Council consider moving the skate park located at the Jessie Mays Park to a different location. The letter set forth problems in detail with the skate park including excessive noise, vandalism, property damage and public nuisance. The letter also stated when the park was first proposed, the signers were assured it would be a "temporary skate park" and asked the Council to move the skate park to another location as soon as possible.

D. Hatcher asked if the signers of the letter or someone speaking on behalf of the signers were in the audience to testify. No one came forward. D. Hatcher asked for other individuals present to address the issue to come forward.

Glen Warren, 10845 NW 311th Avenue, North Plains, OR 97133 and Mike Broome, 32005 NW Meadow Drive, North Plains, OR 97133. Mr. Warren and Mr. Broome addressed many of the same issues addressed in the letter. Other individual's present offered comments from the audience during the meeting. The various issues included excessive noise, cursing, unsupervised activities, smoking, urination, unruly individuals, disobedience of posted park rules, activities past closing time, restroom or port-a-potty availability, safety issues, intimidation, and damage to the park and surrounding property. Mr. Warren, Mr. Broome and other individuals in the audience offered various proposals to help with the situation including installation of gates, fencing, additional patrols, citizen assistance in supervision, and contact with the various groups using the park. It was mentioned there is a site in the City that may be available for location of the skate park.

S. Whitehead reported on the Police Department's response to the calls and regular surveillance patrol of the park. B. Boyles and D. Otterman discussed City issues and need for legal review. The condition of the park and the need for clean-up on a regular basis were discussed. Several citizens offered to assist the City in solutions to the various issues. Extensive discussion followed between the citizens, City staff and City Council regarding various scenarios, options and possible solutions including moving the skate park to another location or possible closure. D. Hatcher suggested staff review and research of the multiple issues, legal ramifications raised and possible solutions. D. Hatcher directed staff to prepare a report and recommendation for the April 19, 2010, Council meeting.

B. Recology Oregon Compost, Inc. Nature's Needs Franchise Waiver Consideration. D. Otterman reported the requested waiver of Nature's Needs franchise would allow the composting of non-green feed stock. D. Otterman said the changes made to the waiver included everything previously discussed by the City Council. D. Otterman referenced Item 5 of the franchisee agreement, to incorporate forced air bio-filtration for odor control from the processing of the non-green feedstock, had been agreed to and would be considered by the Washington County Board of Commissioners at their meeting

B. Revise Municipal Code Chapter 1.30 Elections. D. Otterman referred to City Recorder Lisa Gibson's written staff report, which indicated the revisions necessary to update local elections laws consistent with state law. A public hearing was held on April 5, 2010, and Council voted to forward the proposed ordinance to its next meeting for second reading and adoption.

1. Ordinance No. 389. R. Kindel presented the following motion which was seconded by T. Lenahan.

MOTION: Read Ordinance No. 389 for the second time by title only, adopting revised Municipal Code Chapter 1.30 Elections, and repealing Ordinance Numbers 308 and 372, as presented. MSC. Upon call for the vote, approved unanimously by all Councilors present and voting therefore.

D. Hatcher read Ordinance No. 389 by title only, as presented. T. Lenahan presented the following motion which was seconded by C. Newton.

MOTION: Adopt Ordinance No. 389 as presented. MSC. Upon call for the vote, approved unanimously by all Councilors present and voting therefore.

C. Skate Park Relocation Request. B. Boyles reviewed the staff report and presented options for Council consideration. After consulting with the Chief of Police, it was determined that the skate park should have limited access along with a gated entry on the south side. The cost associated with the gated entry was estimated at \$1,733.00. The estimate to enclose the skate park with a fence tall enough to allow the area to be locked off was \$3,722.00.

B. Boyles related the annual cost to provide a portable ADA restroom, including delivery, a monthly service charge and at least one annual anticipated vandalism replacement was \$3,575.00. B. Boyles explained there were no budgeted funds for any one of the options; noting funds would need to come from the General Fund Contingency line item. The options were discussed by Council in detail.

There was a question as to definition of "temporary" when the skate park was originally placed at the park. There were further questions regarding the cost for the ramps and whether or not the equipment belonged to the City. D. Hatcher indicated it was his understanding the skate park was temporary and would be reviewed to see if it would work or not based on the feedback. The purchase of the equipment for the skate park was a result of a community project. It was noted the equipment would need to be removed for the upcoming Garlic Festival. The temporary removal of the equipment, relocation and storage at another location was discussed.

It was suggested the church may be a possible site; however, Glen Warren, 10845 NW 311th Avenue, North Plains, OR 97133 who testified at the previous City Council

meeting, stated there was not enough room at the church for storage of the equipment. Mr. Warren indicated his belief that the skate park equipment belonged to the City, and the community had raised \$20,000 for purchase of the equipment. It was not determined as to where the equipment may be stored even on a temporary basis. Mr. Warren indicated he did not have church authority to speak on their behalf. Questions regarding ownership of the equipment, i.e. the church, community group or the City, raised other questions regarding liability and costs to the City.

In regard to the issue of providing restroom facilities, the Council determined this was a separate issue for consideration. There were various opinions from Councilors as to whether to close the skate park, lock the facility, provide limited access, and start an exclusionary process for repetitive offenders of the park rules. The ongoing noise issues were addressed, and members in the audience reaffirmed the noise complaints at the skate park.

D. Hatcher asked if the City's Parks Advisory Committee could meet to discuss the issues. D. Otterman responded the Parks Advisory Committee was formed to review the Parks Master Plan but could meet to discuss the skate park issues. D. Otterman expressed concern about the Parks Advisory Committee ability to meet prior to the next Council meeting. D. Otterman mentioned the parks survey, conducted to receive information on park priorities, indicated the skate park was included in the list. D. Otterman said the Park Advisory Committee needed to meet to discuss the City's overall Master Plan for park development and funding. Further, the Parks Advisory Committee would review the priorities and provide a recommendation to the City Council.

It was the consensus of the Council for D. Otterman to schedule a Parks Advisory Committee meeting. It was also consensus that the Council consider whether or not to close the skate park at their next regular meeting.

D. **Portland Police Data Systems Agreement Authorization.** S. Whitehead indicated the agreement had been reviewed and there would be no additional costs to the City for access to the Portland Police Data Systems (PPDS). A \$3,000 one time installation charge and a \$1,200 annual maintenance fee was budgeted for next fiscal year.

1. **Resolution No. 1549.** T. Lenahan presented the following motion which was seconded by C. Newton.

MOTION: Adopt Resolution No. 1549 authorizing the City Manager to execute an Intergovernmental Agreement with the City of Portland, Oregon, Bureau of Police for access to the Portland Police Data System (PPDS) Law Enforcement Information System as presented. MSC. Upon call for the vote, unanimously approved by all Councilors present and voting therefore.

Center. Mr. Watson noted a public meeting would be held on Wednesday, May 5, 2010, 6:30 – 8:00 p.m., at the Jessie Mays Community Hall. The meeting is to accept public thoughts and exchange ideas, including feedback, on scheduling to accommodate the needs of the riders. Mr. Watson indicated he hoped the service would provide for future growth in the community.

B. Emergency Medical Services Week Proclamation. Kevin Reinsche, Metro West, presented a plaque to the City and thanked the City Council for their support of emergency medical services. Mr. Reinsche invited the Council to visit Metro West offices in Hillsboro.

T. Lenahan presented the following motion which was seconded by C. Newton:

MOTION: Authorize the Mayor to sign the proclamation declaring May 16 - 22, 2010, as Emergency Medical Services Week, as presented. MSC. Upon call for the vote, unanimously approved by all Councilors present and voting therefore.

C. National Community Action Month Proclamation. Chris Holmstedt, Community Engagement Manager, Washington County Community Action, thanked the City Council for their continuing support of community action agencies in the City.

T. Lenahan presented the following motion which was seconded by R. Kindel:

MOTION: Authorize the Mayor to sign the proclamation declaring May 2010, as National Community Action Month, as presented. MSC. Upon call for the vote, unanimously approved by all Councilors present and voting therefore.

7. OLD BUSINESS

A. Skate Park Relocation Request. D. Otterman reported the Parks Advisory Committee (PAC) had met on April 27, 2010, and discussed their image of the future parks system for the City, the categories of parks within the master plan and whether a skate park was consistent with their image of the future parks system for the City as defined in the Parks Master Plan. The Committee determined a skate park was consistent with their image of a future parks system and one should be included in the system. The Committee discussed the existing skate park and its location, but did not make a recommendation whether the skate park should be moved. The Committee also indicated if the current skate park were moved to another location, it should remain incorporated into the parks system and not be isolated. D. Otterman said two owners of construction companies offered to assist in the development of a permanent skate park; however, no monetary amount was specified.

A letter from Russ R. Sheldon, Chancellor Commander, Knights of Pythias, Glencoe Lodge #22, regarding their donation of funds to the original project and stating their hope the City Council, Mayor, Police Department and City staff would work to find a

solution to allow the skate park to continue to be used for many years by youth in the community, was included in the Council packets.

B. Boyles stated he had contacted the manufacturer of the skate park equipment several times and requested a letter regarding the warranty on the equipment but had not received a reply. B. Boyles referred to a letter from John Zakariassen, Senior Risk Management Consultant, City/County Insurance Services (CIS), distributed immediately prior to the meeting, addressed problems he observed on a recent visit to North Plains. The letter stated their company looks at nationally acceptable skateboard parks and materials used, and the metallic surface was the least desirable and had the highest level of hazards. Zakariassen noted several issues in regard to the metal surface, lack of pieces permanently bolted down into the concrete surface and metallic surfaces that would cause extreme heat generated during the summer months. He also mentioned comments from individuals in regard to the conduct of skaters and the unpleasant atmosphere of the skate park.

In his letter, Zakariassen expressed concern about the City creating a high hazard in their community park and encouraged the skate park be discontinued. He also suggested the City hire a professional engineer design firm to build a skate park to acceptable standards. Zakariassen concluded his review of the skate park by stating:

“CIS does not increase liability premiums for having a skate park. That is, as long as it is constructed to nationally accepted standards, is engineered and designed accordingly, constructed by experienced skate park builders, and signed appropriately. I can assist you during this process when appropriate and if requested. I’m concerned at this point, with what underwriting may or may not do if the skate park remains in its current state and design.”

D. Hatcher asked the Council to consider two things: 1) what to do with the current skate park and 2) what to do in the future. D. Hatcher asked for comments from Councilors T. Lenahan and C. Newton as both had attended the Parks Advisory Committee meeting.

T. Lenahan reported PAC felt the existing Parks Master Plan includes a skate park in general, however, two members wanted the present park removed; others wanted to find a different location. There was no conclusion as to where a skate park should be located.

C. Newton indicated the Committee basically left the “where’s” and “how’s” to the City Council. She said they agreed a skate park should be included in the Parks Master Plan but should be a City Council decision where to locate it.

There was discussion regarding the offer from the construction companies to assist in the development of a skate park. Potential skate park site properties mentioned were

on NW Hillcrest Street, near the Post Office, McDonald's and the Dant Russell Superfund site.

D. Hatcher reiterated the questions before the City Council: 1) does the skate park remain at its current location; or 2) does the City pursue another location for a skate park. D. Hatcher stated he would "set the bar" for Council discussion regarding the skate park by stating he felt the current location was the wrong place for the skate park and needed to be moved. He mentioned it had been placed on a "temporary" basis. He felt committed to finding another location even though there would be concerns and problems with a skate park at any location. D. Hatcher asked for comments from the Council members.

R. Kindel agreed with D. Hatcher, noting he felt a skate park was needed, but not at the present location. He was also concerned with the current skate park not meeting the current standards and creating a liability for the City. He mentioned the Committee comment that a skate park location should not be isolated, and mentioned the property near McDonald's. Finally, R. Kindel said the children would have to prove they were responsible if the skate park were moved to another location. He agreed a new location should not be isolated.

T. Lenahan stated the current location of the skate park was not a good fit, but agreed it should be located somewhere for the children. She emphasized that kids have different needs today; they want different things to do and skate boarding is a part of their culture. She was concerned if the location was isolated it could create more problems. She said the McDonald's site might work, but was extremely visible and may create more conflicts in the area.

A. Johnson indicated he did not have strong feelings about the current location, although he was sympathetic to the concerns in the neighborhood. He was concerned about the individuals who donated money for the skate park. He hoped to continue discussion about the current location and the willingness to upgrade the site. He asked whether CIS had been involved in the original design of the skate park. B. Boyles responded CIS made recommendations for the site. If the skate park were moved to a new location, construction must follow the national standards.

D. Hatcher asked Council to limit discussion as to whether or not to keep the skate park or move it to another location. A. Johnson clarified he would like to pursue retaining a skate park and also consider the current location. A. Singh-Gill responded she was in favor of pursuing the NW Hillcrest Street location and had no opinion on the current site. E. Andrienas indicated he favored closing the current skate park. He indicated he could not consider whether another location would be possible without additional information regarding costs for property, police department costs for patrol and surveillance, and whether or not it was the first priority for the City's Parks Master Plan.

He said there were other priorities in the plan such as trails that may benefit more people in the community.

There was discussion regarding the priorities of the community related to the Parks Master Plan. D. Otterman said parks development, including a skate park, could be funded through the City's Parks System Development Charges (SDC). He said in the parks survey, a skate park was rated fifth on the list of nine or ten projects. Hiking trails were listed as the number 1 priority. D. Otterman said the Parks Master Plan was a "nuts and bolts" of the City's needs, and the City needs to develop a vision for the community and then work toward its implementation. One way this could be accomplished would be to work with the assistance of a consultant to look at the vision for parks. A consultant could be paid with SDC funding. The survey was mentioned as a product of a consultant. D. Otterman explained there was a need to take the survey information and go further to develop a concept idea, what it would physically look like, and how to implement a parks system. More specific public input would be sought and how a parks system could be tied together within the community.

A. Singh-Gill expressed opposition to hiring a consultant or developing a permanent skate park at this time. Discussion occurred on use of the available \$320,000 SDC funding if the City purchased land for a skate park.

R. Kindel presented the following motion which was seconded by A. Johnson:

MOTION: Remove the temporary skate park by July 15, 2010. MS.

R. Kindel withdrew the motion, and A. Johnson withdrew his second.

Motion withdrawn.

R. Kindel presented the following motion which was seconded by A. Johnson:

MOTION: Remove the temporary skate park in mid-July or by August 1, 2010, at staff discretion, in preparation for the 2010 Garlic Festival, providing a ten day public notice of removal. MSC. Upon call for the vote, approved unanimously by all Councilors present and voting therefore.

It was noted, the report on storage of the skate park equipment would be scheduled for the May 17, 2010, City Council agenda.

R. Kindel presented the following motion which was seconded by E. Andrienas:

MOTION: Authorize the City Manager to explore property for the site of a skate park next to the Post Office; discuss joint use of the Clean Water Services water

quality facility; pursue possible concrete donations for the skate park project; and report to the City Council at their June 7, 2010 meeting. MS.

Following discussion R. Kindel presented the following amendment to the motion, which was seconded by A. Johnson:

MOTION: Authorize the City Manager to explore three properties as discussed. MS. Upon the call for the vote, R. Kindel, A. Johnson, C. Newton, T. Lenahan, D. Hatcher and E. Andrienas voted in favor; A. Singh-Gill voted against. MC.

MOTION: Authorize the City Manager to explore three properties for site of a skate park; discuss joint use of Clean Water Services water quality facility; pursue possible concrete donations for skate park project; and report to the City Council at their June 7, 2010, meeting. MS. Upon call for the vote, R. Kindel, A. Johnson, C. Newton, T. Lenahan, D. Hatcher and E. Andrienas voted in favor; A. Singh-Gill voted against. MC.

Mayor Hatched thanked the City Council for their discussion on the skate park issues.

B. Municipal Code Chapter 1.25 Library Board. D. Otterman requested Council consider an amendment to the last sentence in Section 1.25.030, Term to read as follows: (added language in bold text)

*"The term of office of a Library Board member serving when this Chapter is adopted, shall be the same term of office for which the Library Board member was appointed prior to the adoption of this Chapter, **but shall expire June 30.**"*

1. Ordinance No. 390. R. Kindel presented the following motion which was seconded by C. Newton:

MOTION: Read Ordinance No. 390 for the second time by title only, adopting revised Municipal Code Chapter 1.25 Library Board, accepting the proposed revision to Section 1.25.030 Term, and repealing Ordinance Number 377, as presented. MSC. Upon call for the vote, unanimously approved by all Councilors present and voting therefore.

D. Hatcher read Ordinance No. 390 for the second time by title only, as presented. T. Lenahan presented the following motion which was seconded by C. Newton:

MOTION: Adopt Ordinance No. 390, adopting revised Municipal Code Chapter 1.25 Library Board, and repealing Ordinance Number 377, as presented. MSC. Upon call for the vote, unanimously approved by all Councilors present and voting therefore.

8. **PUBLIC HEARING**

A. **Planning and Building Permit Fees.** D. Otterman presented the staff report. The fee schedule recommended for adoption required no building permit fee if an accessory structure was 120 square feet or less; a fee of \$50 if an accessory structure was 121-200 square feet; and \$175 if an accessory structure was over 200 square feet. D. Otterman stated the Resolution also repealed outdated Resolutions.

D. Hatcher opened the public hearing at 8:19 p.m.

Public Hearing Opened:

D. Hatcher called for public testimony on Resolution No. 1553. There being none, D. Hatcher closed the Public Hearing at 8:20 p.m.

Public Hearing Closed:

1. **Resolution No. 1553.** A. Johnson presented the following motion which was seconded by E. Andrienas.

MOTION: Adopt Resolution No. 1553 establishing a schedule of fees for building, planning and zoning proceedings; and repealing Resolutions set forth in Section 2, as presented. MSC. Upon call for the vote, unanimously approved by all Councilors present and voting therefore.

9. **NEW BUSINESS**

A. **Appointing Members to NW Glencoe Road City Entry Improvements Advisory Committee.** D. Ottoman presented the staff report stating Clean Water Services had not yet provided a representative name to serve on the Committee, however, the Agency was involved with the project. Hopefully, a name appointment for the Committee would be forthcoming.

1. **Resolution No. 1554.** A. Singh-Gill presented the following motion which was seconded by T. Lenahan.

MOTION: Adopt Resolution No. 1554, appointing members to the NW Glencoe Road City Entry Improvements Advisory Committee, as presented. MSC. Upon call for the vote, passed unanimously by all Councilors present and voting therefore.

10. **STAFF REPORTS**

A. **City Manager**

1. **Candidates Forum at Pacific University.** D. Otterman stated he would attend the forum with Mayor D. Hatcher, and Councilors A. Johnson, A. Singh-Gill, R. Kindel, and C. Newton.

B. Skate Park Issues. Christy Benes, 31180 NW Hillcrest Street, North Plains, OR 97133. Mrs. Benes related she had attended the April 7, 2010, City Council meeting and had spoken about an incident at the skate park where her little boy was injured and concerns about drug paraphernalia being found in the park. Mrs. Benes asked what was being done about the concerns raised during the meeting as she had not seen any police presence at the park. The kids using the park were still there at all hours of the night, no gates had been placed to separate the skate park for the small children's area, and the latest she had heard the skate park would close July 7, 2010.

Mrs. Benes related she had been informed by the former Police Chief there was an investigation because a child had cut the rope to the piece of equipment which had led to the accident which injured her child. Mrs. Benes expressed concern because when she made the complaint no report was taken, but she was told an investigation was ongoing. Her four year old son had a broken jaw because teenagers vandalized the park.

B. Boyles noted staff had chained up the piece of equipment so that it could not be used or tipped over. D. Hatcher indicated the Council had elected to have the equipment removed because of the issues raised by members of the community. Mrs. Benes indicated she was not asking the park be removed because kids needed an area, but she was requesting a gate be placed to contain the area and prevent accidents. C. Newton explained Council was removing the equipment because the City's insurance carrier had indicated the equipment did not meet appropriate standards. The City Parks Advisory Committee would be reviewing potential sites for a permanent skate park.

Mrs. Benes inquired whether Council was aware of the investigation, noting two children had told her who had cut the rope on the equipment which injured her child, noting she had not seen anything in the Council meeting minutes about the accident. D. Otterman related the City Council Insurance Services (CCIS) had been informed about the accident and the interim Police Chief would make contact with her upon his return from family medical leave.

6. PUBLIC HEARINGS

A. Proposed Water Rates and Fees Increase. D. Otterman indicated financial consultant Ray Bartlett of Economic & Financial Analysis had distributed a color copy of his report immediately prior to the meeting which was a duplicate of the one included in the Council packet materials. D. Otterman stated Mr. Bartlett wanted to make a presentation to the Council regarding his analysis of the City's revenues necessary to meet the loan and operating requirements for the water system.

Raymond Bartlett, Economic & Financial Analysis, 1409 Franklin Street, Suite 201, Vancouver, WA 98660. Mr. Bartlett provided a brief history leading up to the city constructing a water line to connect to the City of Hillsboro water system, and purchase of water through the Joint Water Commission. He reviewed each of the three figures contained in the Update of Water Utilities Rates report dated May 27, 2010. Mr. Bartlett related that due to leak detection and line repairs, as well as factors such as the

L. Gibson noted that if T. Lenahan wished to do so, she could under Section 1.05.120 move for reconsideration of the item. D. Otterman stated the motion had been for compensation by classification. C. Newton noted it had been for a 5% cost of living adjustment. T. Lenahan noted it was 3%. C. Newton related it was a 2% plus 3% cost of living. T. Lenahan responded affirmatively.

T. Lenahan stated she wanted the minutes to correctly reflect the actual vote and did not vote because she was not clear about the data presented. D. Otterman stated if the vote did not result in a tie, then the decision would go with the majority vote. If abstentions occur in the future, Councilors must state the reason for abstaining at the time of the vote. D. Hatcher requested Councilors say no so their vote could be heard.

A. Johnson presented the following motion which was seconded by E. Andrienas:

MOTION: Approve the Consent Agenda removing the June 21, 2010, regular session minutes and approve the July 6, 2010, regular session minutes, as modified. MSC. Upon call for the vote, approved unanimously by all Councilors present and voting therefore.

5. PUBLIC COMMENTS

A. **U. S. Representative District 1 Candidate Introduction.** Rob Cornilles, 9825 SW Choctaw Street, Tualatin, OR 97062. Mr. Cornilles stated he was the Republican nominee running for the District 1 U. S. Representative position currently held by Representative David Wu.

Mr. Cornilles explained he had won the May primary and was making a concerted effort to attend various cities within the county and introduce himself. Mr. Cornilles stated that while he was new to the political game, he was a business consultant to large and small businesses and industries for sports equipment. He related he would like to change Oregon's current status of being the first in the nation in unemployment, promote the state to build jobs, homes, and generally improve the communities within the district. Mr. Cornilles stated he would provide contact literature.

B. **Skate Park.** Mike Broome, 32005 NW Meadow Drive, North Plains, OR 97133. Mr. Broome expressed how disappointed he was with the City Council regarding the recent removal of the temporary skate park. Mr. Broome stated in the beginning the City Council had been all in favor of having the skate park. Then the City's insurance company said they would not insure the equipment, and all the City needed to do was obtain a rider on the policy. He reminded the Council they had stated they were looking for a permanent site for the skate park because now there is nothing for the young people to do. B. Boyles had distributed a copy of the May 3, 2010, City County Insurance Services letter relating to the skate park prior to the meeting, and this is part of the official permanent meeting records.

would be opened on August 11 and start after Labor Day in September. Staff will report back to the Council on August 16 or September 7, on what the low bids were.

9. COUNCIL REPORTS

A. Mayor

1. **Washington County Bicycle Coalition.** D. Hatcher reported he and D. Otterman had met with Bruce Buffington of the Washington County Bicycle Coalition, which is a bicycle safety organization. D. Hatcher explained the intent was to discuss what would be necessary to make North Plains safe for bicyclists. Mr. Buffington related the City would not need to do too much, mostly provide special bike racks for use because now bicyclists have to put them against walls or on the ground.

D. Hatcher stated he had requested B. Boyles obtain cost estimates on some different bike racks which he received earlier, and he would come back to the City Council requesting funds to purchase the bike racks. The intent was to place two racks and see what happens.

2. **Skate Board Park.** D. Hatcher related he had met with the Knights of Pythias' Lodge #22. He requested the Pythias' be a champion for the skate board park and asked them to help with that effort. D. Hatcher noted he was talking to various people in the community to find someone to champion the skate board park.

3. **Walking Trail Status Update.** D. Hatcher stated there was a Parks Advisory Committee and asked if a Walking Trail group were to be formed if the Committee would be formed by the City. D. Otterman stated the Parks and Recreation Capital Improvements Master Plan when adopted included walking trails, and if more walking trails were to be developed it would require amendment of the Master Plan through the Parks Advisory Committee. D. Hatcher explained he would like to form a separate committee which would identify where walking trails would go. D. Otterman indicated if the trails were included in the Master Plan, then improvements could be made utilizing system development charge fees on them. He recommended the existing Parks Advisory Committee be utilized to do so.

T. Lenahan asked whether a Walking Trail Committee would be needed. D. Otterman indicated there had been discussion about expanding more trails on the north side of the City. T. Lenahan related D. Hatcher had an interest of other members of the community who wanted to be on a committee which would talk about trail placement and addition of more trails, and it sounded as if a Walking Trail Committee should be formed. D. Hatcher explained the Committee would come up with ideas of where to put the trails and they would then take those to the City Council and include them in the Parks and Recreation Master Plan in order to have City funds used. D. Otterman reiterated the trails would have to be included in the Comprehensive Plan which would require public hearings before the Planning Commission and City Council. D. Hatcher requested staff begin the process of initiating the Walking Trail Committee.



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: September 12, 2013
To: City Council
From: City Manager Martha DeBry
Subject: Draft Policies

Request: Council accept the draft of the policies for review.

Background: The City currently relies on three documents to explain policy to employees: the Employee Handbook, the Policy and Procedures Manual, and the Safety Manual (all of these are available on the city's website at <http://www.northplains.org/index.php/city-documents/employment>). Unfortunately not all policies are well explained in any of the manuals, and in some cases there are circular references.

Staff is proposing to have a more streamlined Employee Handbook which only highlights the common employment policies, a policy manual that provides a comprehensive explanation of the policies and the safety manual which addresses specific activity risks.

The new policy manual will be sorted into general policy areas such as:

- Council
- Recruitment and Selection
- Payroll Administration
- Public Works
- Finance
- Employment
- Risk Management

These drafts represent the first efforts to combine the policy statements from both the Employee Handbook and Policy and Procedures. Staff will soon assemble council policies which are not reflected in ordinance, such as street and park naming conventions.

Once completed these policies will be posted on the City's website.

The new draft Employee Handbook will be submitted to Council next month.

Fiscal Impact:

Review and adoption of the policies has no direct fiscal impact.

Recommendation: Council accept the draft document and discuss the policies on October 21.

Council Policies - 100

- Park Naming

- Street Naming

103 General Employment Policies Guide

Recruitment and Selection - 200

202 Recruitment Announcements

203 Background Checks

204 References

205 Preemployment Physicals

206 Hiring of Minors

207 Hiring of Relatives

208 Employment Offers

209 Probation

210 Personnel Files

222 Employment classes

223 Classification Plan

251 Confidentiality

252 Separation

253 Layoffs

Payroll Administration - 300

340 Bereavement Leave

345 Military Leave

346 Jury Duty

347 Domestic Violence Leave

348 FMLA/OFLA

350 Identity Theft

- 358 Wages
- 359 Time Cards
- 360 Pay Administration
- 361 Work Periods / Schedules
- 362 Overtime
- 363 Leave without pay
- 370 Salary Advances
- 371 W-4's
- 372 Education and Travel Reimbursements
- 380 Vacation Leave
- 381 Holiday Leave
- 382 Sick Leave

Public Works Policies – 400

- 401 Public Works Standards

Finance Policies - 500

- 501 I-9 Audit
- 521 Disposal of Personal Information
- 530 2013/2014 Adopted Financial Policies
- 531 Special Events Payment Management
- 540 Credit Card Policy

Employment - 600

- 600 Public Employee Ethics
- 601 Employee conduct / Expectations
- 602 Solicitation
- 603 Discrimination/ Harassment
- 604 Americans with Disabilities Act

605 Workers' Compensation
606 Workplace Safety
607 Drugfree Workplace
608 Drug Discipline
609 GINA
610 Corrective Action
611 Complaint or Grievance
612 Performance Evaluations
613 Information Systems
614 inclement Weather
619 Bulletin Boards
620 Outside Employment
621 Criminal Acts
622 Political Activity
625 Meeting Participation
626 Religious Accommodation
627 Communications
630 Whistleblower
631 Use of electronic Media
650 Hours of Work / Office Hours
651 Meal and Rest Periods
652 Travel and Meals

Risk Management - 700

701 Driving on City Business
702 Driving safety
703 Training
704 Safety and Accident Reporting
705 Violence in the Workplace

City of North Plains Policy

Number:	103	Title:	General employment policies guide
Date:	9/16/13	Signed:	

Purpose:

This policy provides guidance as to the numerous laws that apply to the City and the management of its employees.

Policy:

A list of rules directly affecting the City's management of personnel issues is below. More rules are applicable to the City; this list highlights the rules that are most commonly encountered by public employers.

- AIDS Testing Law: ORS 433.045
- Americans with Disabilities Act of 1990 (ADA): 42 USC 12101; 29 DFR Part 1630
- Blacklisting Employees: ORS 652.805
- Bone Marrow Donor Leave: ORS 659A.312
- Civil Rights Act of 1991: 42 USC 1981
- Consumer Credit Protection Act: 15 USC 1671-1677; 29 CFR Part 870
- Consumer Theft Protection: 2004 OR Laws Ch 759
- Crime Victims' Leave (domestic violence, sexual assault or stalking): 2007 OR Laws Ch 180
- Crime Victims' Leave (felonies): ORS 659A.190 to 659A.198
- Discrimination Under Oregon Fair Employment Practices Act: ORS 659A.006, 659A.009, 659A.309
- Disability Discrimination: ORS 659A.112
- Exposure and Medical Records: OAR 437-002-0015
- Fair Credit Reporting Act: 15 USC 1681 et seq.
- Family and Medical Leave Act (FMLA): While the City of North Plains is subject to FMLA as a public employer, its employees are not eligible to claim FMLA leave
- Genetic Information Non-discrimination Act (GINA): 2007 PL 122 Stat. 881
- Hiring: False Statements: ORS 659.810
- Immigration and Nationality Act: See 8 USC 1101 et seq.
- Immigration and Reform Control Act (IRCA): PL 99-603

- Jury Duty: ORS 10.090
- Jury System Improvement Act of 1978: 28 USC 1875
- Lie Detector/Breathalyzer Tests: ORS 659A.300
- Medical Examinations: ORS 659A.306
- National Labor Relations Act (NLRA), as amended: 29 USC 151-169
- Oregon Equal Pay for Equal Work Act: ORS 652.220
- Oregon Family Leave Act (OFLA): ORS 659A.153 (1)
- Oregon Safe Employment Act: ORS Chapter 654
- Organized Militia: Employment Protection: ORS 399.230
- Personnel Records: ORS 652.750
- Pregnancy Discrimination Act of 1978: 42 USC 2000e and 29 DFR 1604
- Smokers' Rights Law: ORS 659A.315
- Smoking in Place of Employment: 2007 OR Laws Ch 602
- Title VII, Civil Rights Act of 1964: 42 USC 2000e; 29 CFR Parts 1604 (gender), 1605 (religion), 1606 (national origin), and 1607 (Employee Selection)
- Transsexual Employees: OAR 839-006-0206(2)
- Unemployment Compensation: ORS 657.505
- Uniformed Services Employment and Reemployment Rights Act (USERRA): 38 Jobs for Veterans Act, PL 107-288
- Veterans' Employment Preference: 38 Jobs for Veterans Act, PL 107-288
- Volunteer Firefighters: ORS 476.574, 476.576
- Wage Withholding: ORS 18.600-18.850, 18.905, and ORS Chapter 25
- Wages, Hours and Conditions of Employment: ORS Chapter 653
- Workers' Compensation: ORS 659A.109 and 656.017

Procedure:

If employees feel they need more training to become familiar with specific aspects of the law they should seek and request to attend related training.

Employees who have questions regarding specific statutes should consult with the City Manager, City Attorney or City/County Insurance Services (CIS.)

City of North Plains Policy

Number:	202	Title:	Recruitment Announcements
Date:	9/16/13	Signed:	

Purpose:

This policy provides guidance in recruitment announcements and process for open City positions.

Policy:

All applicants for employment with the City are required to furnish information regarding education, special training, work experience and skills, history of previous employment, references, and other information pertinent to the applicant's qualifications for the position.

City Officers (City Manager and City Attorney) are appointed by the City Council. All other employees of the City are recruited and hired by the City Manager.

Procedure:

Job Description

Each allocated position in the City requires a job description be prepared by the City Manager or his or her designee. The description needs to contain:

- a job title,
- the essential job duties and responsibilities of the position,
- a list of the knowledge, skills and abilities required,
- the experience or training necessary to perform the job, and
- listing of certifications or licenses needed to perform essential duties.

The City Manager is responsible for keeping the job description current and ensuring it accurately describes the department's position. Job descriptions should be used in preparing announcements for job vacancies and evaluating employees.

Temporary or part-time positions may not have a formal job description.

Recruitment and Position Announcements

Managers are required to use the following methods of notification to fill vacant or new allocated positions. However, with approval from the City Manager, the manager may elect to eliminate one or more of these methods in the recruitment process.

1. Position opening notices can be posted internally for all City of North Plains employees to view, on the employee bulletin board in each department.
2. A letter may be sent to the last known address of any former regular employee who was laid off from City employment within the last 12 months due to budgetary or administrative constraints.
3. At a minimum, all announcements for all positions (allocated, temporary, or part-time) to be filled, need to be posted at the City Hall, for no fewer than five (5) calendar days

prior to the commencement of interviews to fill the new or vacant position.

4. City announcements shall be posted on www.northplains.org for no fewer than five (5) calendar days.
5. Optional outside posting methods can be used to attract qualified candidates. Recruitment sources may include:
 - ✓ Newspaper advertisements
 - ✓ Employment agencies
 - ✓ Magazines and other publications
 - ✓ State employment offices
 - ✓ League of Oregon Cities

Pre-Employment Inquiries

Interviewers should avoid asking discriminatory questions of any kind, and always maintain professional relationships with interviewees and all persons interested in employment at the City of North Plains.

Federal and state law prohibits employers from advertising or making any inquiry expressing a preference based on protected class status. Therefore, all pre-employment questions should be designed to obtain information relating only to qualifications for successful job performance.

Interviewers should avoid asking of job applicants the following kinds of questions:

- Questions asking for direct information about an individual's race, sex, age, marital status, national origin, sexual orientation, etc.
- Questions asking for information typically evaluated differently for men and women, such as questions regarding child care arrangements.
- Questions asking for information that could be used to screen out members of protected classes as per the State and Federal law.

Interviewers can ask questions relating to an individual's ability to perform essential tasks, but the Americans with Disabilities Act (ADA) prohibits questions relating to physical impairments or disabilities.

Selection Process

It is the City's goal to fill employment vacancies with the most qualified applicants, whether recruiting internally or externally. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, or the presence of a physical or mental condition or disability that is not job related.

An employee can be temporarily or permanently transferred or assigned to perform work outside of their regular job classification, schedule, shift, or department. Depending on the circumstances, when transferred the employee may be subject to a wage adjustment.

The City may transfer any employee who has an illness, injury or disability that requires a modified duty job when necessary.

The following will be given consideration in the selection process. However, this consideration is not to be construed as a guarantee of employment for anyone for the position opening.

- Regular employees who are qualified for the open position, and who are in good standing in the performance of their current position, will be given full consideration for the job opening.
- Former regular employees of the City who are qualified for the position, and who had a satisfactory employment record for the same or similar position, and who were laid off from City employment due to budgetary or administrative constraints, will be given full consideration for the job opening.
- Former employees who resigned their position with the City, and were in good standing with the City at the time of their departure, will be given full consideration for new job position openings that they apply for if they are qualified.
- Outside applicants for position openings, that are qualified, will be given full consideration along with everyone else applying as described in the list above.

All applicants will be thoroughly screened to determine their skills, knowledge, ability and overall qualifications. Hiring managers need to be careful to consider all of the following:

- Written application
- Feedback from references
- Interview assessment
- Previous employment record
- Skills, qualifications, and abilities
- Applicant's goals, interest, and "fit" to the City and the open position

After completing the interview process, and based on the best qualifications match and overall fit, the hiring manager will recommend the selected candidate to the City Manager for approval, and before making a contingent job offer.

City of North Plains Policy

Number:	203	Title:	Conducting Background Checks
Date:	9/16/13	Signed:	

Purpose

In order to ensure that applicants are qualified for the positions they are applying for, the City will administer any background checks and/or criminal history checks appropriate for positions. Criminal history and reference checks for prospective employees are needed to ensure protection to the employees and citizens of the City, and to prevent injury within the workplace from employees and volunteers.

Definitions

At Risk Individuals: Minors (or children) under the age of 18 years old, physically or mentally disabled adults, and adults over the age of 55 years old.

Background Checks/Criminal History Checks: Any manual, electronic, or third party search of a database for records that include criminal, civil, corrections, Department of Motor Vehicles (DMV), credit, etc. information for individuals, conducted by the City Manager or his or her designee or outside investigation firm as needed.

Finalist: An applicant who is in the final stage of recruitment and is considered for a contingent job offer.

Volunteer: Any individual who is being considered to fill a position with the City who offers to work for no recompense. This includes services provided on a one-time or on-going basis.

Procedures

The City requires background checks and/or criminal history checks on applicants working directly with at risk individuals prior to a contingent offer of employment, and in compliance with the procedures specified by the City Manager.

Certain applicants for employment and appointed volunteers with the City will be required to authorize the City to conduct a criminal offender information check through the OSP LEDS system, including the Oregon CCH System, FBI or other law enforcement agency. The City Manager is authorized to designate the types of employees and volunteers subject to this background check. In making these designations, the City Manager shall consider whether the employee or volunteer is involved with the administration of criminal justice, at risk individuals, obtains confidential information, or accounts for cash or is otherwise in a position of trust, or whether the public interest would be advanced by a criminal background check.

All persons subject to a background check or criminal history check must sign a consent form allowing the release of information before conducting inquiries or references into the person's past work experiences and/or education.

Reference Checks

To ensure that prospective employees who join the City of North Plains are well-qualified and have a strong potential to be successful, it is the policy of the City of North Plains to check the employment references of the selected applicant prior to extending a contingent job offer.

The City Manager or his or her designee is responsible to perform reference check inquiries from other employers. All calls, contacts and written inquiries concerning current or former employees should be referred to the City Manager.

Criminal History Authorization

When authorized by the Chief of Police, and as warranted for qualified entities under state regulations, who work with at risk individuals, the North Plains Police Department may run a criminal check in order to provide information relevant to safety concerns.

Applicants who are applying for positions that work with at risk individuals will be required to complete a fingerprint check for review of criminal history in the United States. These reviews often require several weeks to complete. An applicant may be authorized to begin work, subject to the findings of the criminal history check.

Applicants located out of the Washington County area, may arrange for fingerprint cards to be created by an outside law enforcement agency. Such records must be either sealed by the law enforcement agency and reviewed directly by the Police Chief of the City of North Plains, or submitted electronically through secure law enforcement information systems.

Authorization to Perform

A member of the Police Department trained and authorized to perform criminal history checks through the LEDS system will conduct the check on a prospective City employee or volunteer and report to the requesting city department that the applicant's records indicates "no criminal record" or "criminal record." If the applicant's record is reported as "criminal record", the City will, under OAR 257-010-0025, request a written criminal history report from the OSP Identification Services Section. The City will make the written criminal history record available to the appropriate official for his or her consideration in making the selection.

Disposition of Criminal History

The written criminal history record on persons that are not hired or appointed as a volunteer will be retained in accordance with the requirements of OAR 166-200-0090 for a period of three years and thereafter will be destroyed. The criminal history record

of applicants and volunteers with a criminal history that are hired or appointed will become a part of the confidential personnel files of that employee or volunteer. Access to confidential personnel files is limited to only authorize persons who have an official need to access such files that is sanctioned by law or regulation. All criminal offender information records shall be maintained in secure files.

City of North Plains Policy

Number:	204	Title:	References for former employees
Date:	9/1/13	Signed:	

It is the policy of the City of North Plains to provide limited references concerning former employees. Responses to such inquiries can confirm dates of employment, wage rates and the title of position held.

If the prospective employer provides the City of North Plains with a written release for information signed by the current or former employee the City will provide all information authorized to be released. This may include a review of the personnel file, evaluations and documentation of disciplinary action.

If the employee was separated from employment as the direct result of a criminal act, and the former employee was convicted of the crime, the City will disclose publicly available information about the conviction to a prospective employer.

City of North Plains Policy

Number:	205	Title:	Pre-employment physical examinations
Date:		Signed:	

Purpose

An offer of employment for some positions will be contingent upon an applicant's successful completion of a medical examination and drug screening to determine if the applicant is able to perform the essential functions of the job, with or without reasonable accommodation and without direct threat to the health or safety of the applicant or other persons.

Police positions also require testing for hearing, flexibility and psychological evaluation. Any information gathered will be treated as confidential medical record. The scope of the post-offer medical examination need not be limited to ability to perform essential job functions, and may include a base-line physical exam and other inquiry into the applicant's physical and/or mental condition. If required, this examination will be provided at City expense.

The City of North Plains will make reasonable accommodation for candidates or employees with physical disabilities who are otherwise qualified.

Substances Covered By Drug/Alcohol Testing

Candidates will be tested for their use of commonly-abused controlled substances, including, but not limited to: Amphetamines, Barbiturates, Benzodiazepines, Opiates, Cannabinoids, Cocaine, Methadone, Methaqualone, Phencyclidine (PCP), Propoxyphene, and chemical derivatives of these substances. Candidates must advise the testing lab of all prescription drugs taken in the past month before the test, and to be prepared to show proof of such prescription to testing lab personnel.

Testing Methods and Procedure

All testing will be conducted by a licensed independent medical laboratory, which will follow established testing standards. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures established by the laboratory to insure privacy of the employee, while protecting against tampering/alteration of the test results. The City of North Plains will pay for the cost of the testing, including the confirmation of any positive test result by gas chromatography. The testing lab will retain samples in accordance with State law, so that a candidate may request a retest of the sample at his/her own expense if he or she disagrees with the test result.

Refusal to Undergo Testing

Candidates who refuse to submit to a drug test or who fail to show up for a drug test will no longer be considered for employment.

Positive Test

If a candidate tests positive on an initial screening test, the test will be confirmed using gas chromatography. On receipt of the second positive confirmation test, the employment offer will be formally withdrawn. The candidate will be provided with a copy of the test results and the reason why he/she is no longer being considered for employment.

Right to Explain Test Results

All Candidates have the right to meet with the testing laboratory personnel, and with the City, to explain their test results. These discussions shall be considered confidential except that information disclosed in such tests will be communicated to the City Manager or within the Lab who need to know such information in order to make proper decisions regarding the test results or regarding the employment of the individual.

Right to Review Records

The City of North Plains will only provide a copy of test results to candidates who test positive.

Confidentiality Requirements

All records concerning test results will be kept in medical files which are maintained separately from the City's personnel files or returned to the medical provider. Testing laboratories may conduct testing only for substances included on the disclosure list provided to the individual, and may not conduct general testing related to the medical conditions of the individual which are unrelated to drug usage.

Re-Application and Rehire

The City understands that individuals who are rehabilitated drug users or engaged in a supervised drug rehabilitation program and are no longer using drugs are protected under the Americans with Disabilities Act. Therefore, the City will consider the applications of candidates who formerly tested positive for drugs if candidates can subsequently show evidence of rehabilitation.

City of North Plains Policy

Number:	206	Title:	Employment of Minors
Date:		Signed:	

Purpose

This policy provides guidance on the hiring of minors.

Policy

Generally the City of North Plains does not hire persons under 18 years of age to perform regular work.

If a minor is hired on a temporary basis in the future the City shall observe all State and Federal limitations on the number of hours a minor may work and on the types of work permissible.

In addition, prior to hiring minors the City must have applied for and obtained an annual employment certificate from the Child Labor Unit of the Bureau of Labor and Industries (BOLI), (971) 673-0836.

City of North Plains Policy

Number:	207	Title:	Employment of Relatives (Nepotism)
Date:		Signed:	

Purpose

This policy provides guidance on the hiring of relatives of current employees or elected officials of the City.

Policy

Relatives of The City of North Plains employees are eligible for employment only if the individuals concerned will not work in a direct supervisory relationship. The 2007 City Charter does not allow relations of an elected official to work for the City.

“Relatives” are defined the same as “immediate family” which includes an employee’s wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, father-in-law, mother-in-law, aunt, uncle, niece, nephew, step-parent, stepchild, foster child, grandchildren and grandparents.

Current City employees who marry will be permitted to continue work only if they do not work in a direct supervisory relationship with one another. Employees will be allowed to accept a demotion, if available, to a suitable position to avoid direct supervision by a relative. If this cannot be accomplished, the least senior employee will be terminated.

City of North Plains Policy

Number:	208	Title:	Employment Offers
Date:		Signed:	

Purpose

Employment offers are commitments on behalf of the City, and the City must ensure that every offer made to an individual complies with City's policies and federal and state legal requirements.

Procedure

The only individual authorized to commit the City to an offer of employment is the City Manager. Any adjustments to the written offer of employment sent to the candidate will be made in writing and approved by the City Manager.

The City Manager will be advised by a department head of the need for an offer of employment and the recommended start date. Once the offer is approved by the City Manager, the department head may contact with the candidate to discuss the forthcoming offer of employment and prepare all required supporting materials.

An employment offer must be tailored to fit the particular job offer and applicant. It should accurately reflects the terms and conditions of employment that the manager plans to offer. There are internal as well as external factors to be considered in making offers of employment once the decision to hire has been made.

- Internal factors include: salary equity issues, consideration of EEO, payment arrangements with external recruiting sources, relocation coordination (if necessary), applicant travel requirements, and establishment of the appropriate job classification for the offer.
- External factors to be considered are wage and hour laws and market pricing.

The City Manager may make job offers contingent upon the applicant meeting a certain condition, such as passing a fitness-for-duty medical exam, and passing a drug test. However, the federal Americans with Disabilities Act (ADA) limits *when* a manager may require a medical examination or make a disability-related inquiry as part of the hiring process. If the job offer is contingent on a medical exam or inquiry, the department head must first collect and present to the City Manager all relevant non-medical information prior to making the job offer, including items such as background checks or reference checks.

If the applicant accepts the job offer, the department head needs to forward a copy of the letter to the City Manager and Finance Manager. If the applicant declines, it should be noted in the recruitment records.

City of North Plains Policy

Number:	209	Title:	Probation
Date:		Signed:	

Purpose

This policy provides guidance on probationary periods for new employees.

Policy

The introductory training period which generally lasts a minimum of 12 months and up to 24 months for police positions.

The introductory period is an extension of the employee selection process. During this period, an employee is considered to be in training and under observation. An employee's ability to perform work tasks, adhere to rules of conduct and work, attendance and execution of job responsibilities will be evaluated during the introductory period. This period gives the employee an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity to determine if the new hire's knowledge/skills/abilities (KSAs) and the requirements of the position match.

By the end of the introductory period, a decision about the new hire's employment status will be made. If successful the introductory period is concluded and the employee is elevated to regular status. If the new hire's KSAs border on satisfactory but fall short of expectations, the introductory period may be extended if there is reason to believe that the KSAs will improve within a reasonable amount of time. If expectations are not met or demonstrated, and/or KSAs are not satisfactory, it is unlikely employment will be continued.

Employment may be terminated at any time and for any reason during this period at the discretion of the City Manager or the employee, should either party regard it as necessary or appropriate.

Completion of the introductory period does not alter the "at will" employment relationship.

Promotions and Transfer Training Period

If an employee is promoted or transferred to a new position, the employee must also complete a reasonable period of training to determine the suitability of the placement and the employee's ability to satisfactorily perform the required work. If it is determined the job change is unsatisfactory during this period, the employee may be returned to the employee's original job; the employee may be assigned to another

vacant position, or the employee terminated. If assigned to a job other than the original job, the pay and benefits may also be adjusted.

City of North Plains Policy

Number:	210	Title:	Personnel files
Date:	9/1/2013	Signed:	

Purpose

This policy provides guidance on the City's personnel files.

Policy

City personnel files are maintained by the City Manager or his or her designee. In addition to the personnel file, the City maintains a privacy file and medical file for each employee, which are not public records.

Employees may inspect and review their personnel files during business hours. Appointments can be made with the City Manager. Employees may be allowed to include in their personnel file any material deemed relevant to job qualifications or performance.

No material about performance or conduct is to be placed in an employee's personnel file unless the employee has received a copy or had an opportunity to review the material. Best practice is for the employee to sign such materials, however a supervisor or manager may document the date upon which such materials were presented to the employee if the employee declines to acknowledge receipt of documents. Employees may protest, or comment in writing, upon any materials placed in their personnel file. Such protest/comments shall be placed in the personnel file.

Personnel files are exempt from disclosure under the provisions of ORS 192.502(2) if disclosure would constitute an unreasonable invasion of privacy. Records of discipline may be exempt from public disclosure. Any person seeking disclosure of material that would constitute an unreasonable invasion of an employee's privacy has the burden of demonstrating that public disclosure would not constitute such an unreasonable invasion of privacy, by clear and convincing evidence.

In any event, no information in an employee's personnel file will be released until the employee is notified and has a reasonable opportunity to comment on the request. In all cases, the City must determine whether or not particular personnel records of any City employee are subject to public disclosure. An employee's expectation of confidentiality and privacy is, in each case, subject to the requirements of Oregon's Public Records Law. This decision shall be made by the City Manager.

Information regarding an employee's address, telephone number, work history, performance or salary will not be given over the telephone. Only employment dates and job title or salary range may be released verbally.

Requests for salary, performance feedback or other sensitive information must be in writing, signed by the employee, authorizing release of specific information. The City will release employees' rate of pay in accordance with public records requests.

Management Review of Personnel Files

All personnel files will be reviewed by the City Manager periodically for material reflecting caution, warning, admonishment, reprimand and/or suspension, to determine the continued appropriateness of retention.

Materials deemed inappropriate or no longer relevant may be removed from the personnel file. Criteria that may be used include age of the material, seriousness of the infraction, and instances of repeated or similar infractions.

Overview

The overview chart below summarizes federal record keeping and retention requirements, and in most cases Oregon state law parallels these federal statutes. The period of retention for the same information under different laws may vary. If that is the case, the record will be retained for the longer period of time.

Law	Records/Reports	Retention Requirements
Americans with Disabilities Act (ADA)	Applications and other personnel records (e.g. promotions, transfers, demotions, layoffs, terminations) requests for reasonable accommodation.	One year from making the record or taking the personnel action. Where a charge or lawsuit is filed, all relevant records must be kept until "final disposition."
Civil Rights Act of 1964, Title VII	Applications and other personnel records (e.g. promotions, transfers, demotions, layoffs, terminations), including records for temporary or seasonal positions.	One year from making the record or taking the personnel action. Where a charge or lawsuit is filed, all relevant records must be kept until "final disposition."
Employee Polygraph Protection Act	Polygraph test results and the reasons for administering.	Three years.
Equal Pay Act	Payroll records including time cards, wage rates, additions to and deductions from wages paid and records explaining sexually based wage differentials.	Three years.

Law	Records/Reports	Retention/Requirements
<u>Fair and Accurate Credit Transactions Act (FACTA)</u>	Consumer credit reports.	FACTA requires every employer that employs one or more employees to shred any and all documents that contain information derived from a credit report.
Fair Labor Standards Act (FLSA)	Payroll or other records containing the following information for each employee: Employee's name, home address, date of birth (if under 19 years of age), gender, and occupation Time of day/day of week for beginning of workweek Regular hourly rate of pay or other basis of payment (hourly, daily, weekly, piece rate, commission on sales, etc.) Daily hours worked and total hours for each workweek Total daily or weekly straight time earnings (exclusive of overtime premiums) Total additions to and deductions from wages for each pay period Total wages per paid period Date of each payment of wages and the period covered by the payment For executive, administrative, and professional employees, or those employed in outside sales, employers must maintain records that reflect the basis on which wages are paid in sufficient detail to permit calculations of the employee's total remuneration, perquisites, including fringe benefits.	For at least three years.

Law	Records/Reports	Retention Requirements
<p>Federal Insurance Contribution Act</p> <p>Federal Unemployment Tax Act</p> <p>Federal Income Tax Withholding</p>	<p>Records containing the following information for each employee:</p> <p>Basic employee data to include name, address, social security number, gender, date of birth, occupation, and job classification.</p> <p>Compensation records to include:</p> <ul style="list-style-type: none"> - Amounts & dates of actual payment. - Period of service covered. - Daily and weekly hours. - Straight time and overtime hours/pay. - Annuity and pension payments. - Fringe benefits paid. - Tips. - Deductions and additions. <p>Tax records to include:</p> <ul style="list-style-type: none"> - Amounts of wages subject to withholding. - Agreements with employee to withhold additional tax. - Actual taxes withheld and dates withheld. - Reason for any difference between total tax payments and actual tax payments. - Withholding forms (W-4, W4-E). 	<p>Four years from the date tax is due or tax is paid.</p>
Law	Records/Reports	Retention Requirements
<p>Immigration Reform & Control Act (IRCA)</p>	<p>INS Form 1-9 (Employee Eligibility Verification Form) signed by each newly hired employee and the employer.</p>	<p>Three years after date of hire or one year after date of termination, whichever is later.</p>
<p>Occupational Safety & Health Act (OSHA)</p>	<p>A log of occupational injuries and illnesses.</p> <p>A supplementary record of injuries and illnesses.</p> <p>Post a completed annual summary of injuries and illnesses.</p> <p>Maintain medical records and records of</p>	<p>Five years.</p> <p>Employee's job tenure plus thirty years.</p>

	exposure to toxic substances for each employee.	
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Law	Records/Reports	Retention Requirements
<u>Fair and Accurate Credit Transactions Act (FACTA)</u>	Consumer credit reports.	FACTA requires every employer that employs one or more employees to shred any and all documents that contain information derived from a credit report.
Fair Labor Standards Act (FLSA)	<p>Payroll or other records containing the following information for each employee:</p> <ul style="list-style-type: none"> • Employee's name, home address, date of birth (if under 19 years of age), gender, and occupation • Time of day/day of week for beginning of workweek • Regular hourly rate of pay or other basis of payment (hourly, daily, weekly, piece rate, commission on sales, etc.) • Daily hours worked and total hours for each workweek • Total daily or weekly straight time earnings (exclusive of overtime premiums) • Total additions to and deductions from wages for each pay period • Total wages per paid period • Date of each payment of wages and the period covered by the payment • For executive, administrative, and professional employees, or those employed in outside sales, employers must maintain records that reflect the basis on which wages are paid in sufficient detail to permit calculations of the employee's total remuneration, perquisites, including fringe benefits. 	For at least three years.

Law	Records/Reports	Retention Requirements
<p>Federal Insurance Contribution Act</p> <p>Federal Unemployment Tax Act</p> <p>Federal Income Tax Withholding</p>	<p>Records containing the following information for each employee:</p> <p>Basic employee data to include name, address, social security number, gender, date of birth, occupation, and job classification.</p> <p>Compensation records to include:</p> <ul style="list-style-type: none"> - Amounts & dates of actual payment. - Period of service covered. - Daily and weekly hours. - Straight time and overtime hours/pay. - Annuity and pension payments. - Fringe benefits paid. - Tips. - Deductions and additions. <p>Tax records to include:</p> <ul style="list-style-type: none"> - Amounts of wages subject to withholding. - Agreements with employee to withhold additional tax. - Actual taxes withheld and dates withheld. - Reason for any difference between total tax payments and actual tax payments. - Withholding forms (W-4, W4-E). 	<p>Four years from the date tax is due or tax is paid.</p>
<p>Immigration Reform & Control Act (IRCA)</p>	<p>INS Form 1-9 (Employee Eligibility Verification Form) signed by each newly hired employee and the employer.</p>	<p>Three years after date of hire or one year after date of termination, whichever is later.</p>
<p>Occupational Safety & Health Act (OSHA)</p>	<p>A log of occupational injuries and illnesses.</p> <p>A supplementary record of injuries and illnesses.</p> <p>Post a completed annual summary of injuries and illnesses.</p> <p>Maintain medical records and records of exposure to toxic substances for each employee.</p>	<p>Five years.</p> <p>Employee's job tenure plus thirty years.</p>

City of North Plains Policy

Number:	213	Title:	Performance Evaluation
Date:		Signed:	

Purpose

This policy provides guidance on the process of evaluating employee performance.

Policy

Employee performance evaluations and discussions are part of the communication process between the employee and their immediate supervisor. Evaluations summarize information related to merit, training area needs, strengths and weaknesses of the employee's work performance, and measures the relationship between the department's goals and objectives and the individual employee's productivity. The purpose of the evaluation is to communicate with the employee about how well they are performing their job and whether they have performance problems or areas to improve.

The goal of the employee performance evaluation process is to establish a pattern of expected work habits and expectations. The performance evaluation process gives employees and supervisors an opportunity to review and establish goals, reward or acknowledge good performance, create incentives, and to detect and correct improper behavior or activity and/or unacceptable work performance.

Evaluations

Performance evaluations are to be completed cooperatively by the employee and the appropriate supervisor at regular intervals appropriate for the position and tenure of the employee. Generally, new employees and employees with substandard performance issues will be subject to more frequent evaluations.

The employee and the supervisor are required to sign the completed performance evaluation form, after the evaluation has been discussed between them. As part of the performance evaluation, the supervisor and employee will:

- Establish the employee's upcoming goals and objectives
- Establish time lines for accomplishing training objectives and correcting improper behavior or activity (if applicable)
- Outline and agree on overall expectations for the next review cycle.

Performance evaluations are required to be filed in the employee's personnel file, after the employee has been provided with a copy of the evaluation. Within ten calendar days from the date of the evaluation, the employee may provide a written response to

the evaluation that can be placed in their personnel file. Evaluations cannot be appeals nor are they subject to the City's grievance policy.

Any area on an employee performance evaluation determined by the supervisor to be "needs improvement" will require the supervisor and employee to establish timelines and criteria for conducting a follow-up performance evaluation on the area(s) marked "Needs improvement".

Probationary Evaluation

All probationary employees will receive a performance before making the transition to regular employee status if successful.

Pay and Probation Recommendations

A recommendation by the supervisor for a wage increase based on merit can be submitted to the City Manager at a separate time after a satisfactory performance evaluation. Pay increases must be approved by the City Manager, and are considered based on many factors including budget.

City of North Plains Policy

Number:	222	Title:	Employment Classes
Date:		Signed:	

Purpose

This policy provides guidance on the types of employment at the City.

Policy

The status of each employee's position is placed into distinct classifications for benefits and other employment conditions and to aid in a better understanding of employment relationships within the City of North Plains. For the purpose of this section "Regularly Scheduled" is calculated as the average number of hours per week, when averaging a calendar year.

The following status definitions apply:

Introductory Employment: Newly hired or promoted employees within the introductory period.

Benefits-eligible: Qualified employees who are hired into regular full-time or regular part-time positions as defined below.

Regular Full-time: An employee who has successfully completed the introductory employment period and is regularly scheduled to work 60 hours or more in a biweekly pay period. These employees are benefits-eligible. In FY 2013-2014 regular positions include Account Clerk I/II, City Manager, Police Chief, Police Officer, Public Works Director, and Utility Worker I/II/III.

Regular Part-time: An employee assigned to an allocated position who has completed the introductory period and is regularly scheduled to work less than 30 hours per week in a position designated as receiving pro-rated benefits. In FY 2013-2014 only the Library Director position is in this designation.

Regular Part-time No Benefits: An employee assigned to an allocated position who has completed the introductory period and is regularly scheduled to work less than 30 hours/week. No benefits are offered except PERS as required by Oregon law. In FY 2013-2014 regular positions include Library Clerk, Library Clerk/IT and Volunteer Coordinator.

Interns: Interns may or may not receive a stipend or hourly compensation, and are not eligible for any benefits.

Part-time: An employee who is scheduled to work less than 30 hours/week, and is not assigned to an allocated position. Not benefit eligible.

Temporary: An employee who is hired for a specified period of time. Generally, temporary employees will not work more than 599 hours during a calendar year. Not benefit eligible.

On-Call: An employee who does not have a set schedule and works only when called upon. Generally, On-Call employees will not work more than 599 hours during a calendar year. No benefits.

Positions are further classified according to federal and state wage and hour laws into the two additional categories of exempt and non-exempt as is defined in the paragraphs which follow. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your manager.

Exempt: An employee who is exempt from the overtime pay requirements under federal and state laws. Exempt employees generally include managers, supervisors, and professional staff who are paid a salary and whose duties and responsibilities meet the test(s) allowing them to be exempt under federal Fair Labor Standards Act (FLSA). In FY 2013-2014 only the following positions are designated as exempt: City Manager, Library Director, Police Chief, and Public Works Director.

Non-exempt: An employee whose job duties do not meet federal/state definitions for "Exempt" status.

City of North Plains Policy

Number:	223	Title:	Classification Plan
Date:		Signed:	

Purpose

This policy provides guidance on the classification plan.

Policy

All job descriptions, salary ranges and position histories are assembled in a document called the "Classification Plan."

The City of North Plains maintains job descriptions for every position allocated by the City Council. The essential and ancillary duties of any position can be modified by the City Manager based on the needs of the City organization. Job descriptions can be found on the City's website.

The salary schedule can be found in the approved budget or the City website.

Position histories chronicle the dates the positions are allocated, the incumbents and how positions evolve, which is also referred to as position control.

City of North Plains Policy

Number:	251	Title:	Confidentiality
Date:		Signed:	

Purpose

This policy provides guidance on how employees should conduct themselves while they are City employees.

Policy

Employees working at the City of North Plains have access to confidential and legally protected information. Confidential information includes all information acquired by an employee during the course of employment that is of economic value to the City of North Plains and not generally available to the public, including legally protected information. Payroll information and employee benefit enrollments are typical examples of information that the City of North Plains considers to be confidential. Our residents and other employees entrust the City of North Plains with confidential information. The unauthorized disclosure of such information would have a material adverse impact on the integrity of the City of North Plains and would have an adverse impact on our relationships with our residents and employees.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of the City of North Plains) may be removed from our premises without permission from the City of North Plains management.

The contents of records or information otherwise obtained in regard to City of North Plains business may not be disclosed to anyone, except where required for a business purpose. Employees are subject to appropriate disciplinary action up to, and including, termination for revealing information of a confidential nature.

Since many times it is difficult to distinguish between common and confidential information, the best rule to follow is not to discuss business information with persons outside of the City of North Plains unless employees have received prior approval from their manager.

All confidential information acquired by an employee during the course of employment is to be used solely for the benefit of the City of North Plains and, through the City of North Plains, for the benefit of our residents. The use of such confidential information for personal advantage or disclosure to others is strictly prohibited. Likewise, any materials developed by our employees in the performance of their jobs, is the property of the City of North Plains. Employees may not take confidential material with them when they leave our employment, remove it from our offices for non-work related

reasons, or copy or distribute it to persons or companies, other than as required in the course of business, without written approval from the City Manager.

City of North Plains Policy

Number:	252	Title:	Separation from Service
Date:		Signed:	

Policy

Separation from employment with the City of North Plains occurs when an employee voluntarily resigns, retires, is laid off, or is terminated.

Resignation

While an employee may resign at any time, a two-week notice is customary. The resignation should be written and should indicate the anticipated last day of work as well as reasons for the resignation; the employee may only withdraw a resignation at the discretion of the City Manager.

Employees who miss three or more consecutive work days without contacting the City of North Plains, are typically considered to have voluntarily terminated their employment.

Job Elimination, Reduction in Work Hours or Staff

It is the City of North Plains' desire to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where the City of North Plains may need to make such reductions. Depending upon the circumstances, City of North Plains may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing the work hours or days of work, reducing expenses by other means, or by a reduction of the workforce. Some, but not all, of the factors that may be considered for any reduction-of-hours, or staff are:

- Department, location, or job;
- Job knowledge, skill and ability to do the required work;
- Performance, attendance, safety and disciplinary history and records;
- Possession of licenses, registrations and or certifications required by the job;
- Creativity and teamwork skills;
- Demonstrated willingness to go the extra mile for the City of North Plains, coworkers and customers; and,
- Efficiency of our operation.

Evaluation of these factors is at the discretion of the City of North Plains City Manager with input from managers. After receiving an explanation of the layoff procedure, the employee(s) will be given a letter describing the conditions of the layoff, such as effects on benefits, the possibility of re-employment, and any outplacement services, etc.

If practicable at the time of lay-off, the City of North Plains may provide outplacement services on a limited basis. City of North Plains may also provide re-employment services

to affected employees laid off through no fault of their own, for a period of up to six months from the date of lay-off. The order of recall may be determined using the above factors. An employee who is not re-hired during that period will be separated from employment.

All employees are hired at the City of North Plains for an indefinite period of time and may be terminated at any time, with or without reason or notice. Our philosophy and general practice is to provide employees who have completed the initial introductory period of employment with an opportunity to correct minor performance and conduct problems before termination is implemented. Some of the ways the City of North Plains offers you an opportunity to correct performance and conduct problems are verbal counseling, written warning, and suspension without pay for a designated period of time. (See the "Corrective Action" section of this handbook.) Nothing in this paragraph precludes City of North Plains from exercising its options as an at-will employer, so employees should not assume that the City of North Plains will progressively work through the methods listed to help you improve your performance.

Before reaching a final decision to terminate an employee, the City of North Plains typically follows "due process," which means the affected employee will be told in writing why termination is being considered, and the employee will be offered an opportunity to respond to the written notice. Actions involving suspensions or terminations may be appealed. Appeals of actions proposed by Department Heads may be submitted to the City Manager. Appeals of the City Manager's decision may be submitted to the City Council.

Return of Organization Property

The employee must return all City of North Plains' property in possession by the last day of employment. City of North Plains' property may include credit cards, keys, ID cards, computers, cellular phones, pagers, tools, software, computer disks, and any other items belonging to the City of North Plains.

City of North Plains Policy

Number:	253	Title:	Layoffs
Date:		Signed:	

Policy

Even through it would be very unusual for the City to lay off employees, should it become necessary, the following procedures apply.

Lay-offs may be implemented on a City-wide basis or in one or more departments, work groups, or job classifications depending on the need of the City. Once it is determined what the scope of the layoff will be, employees will generally be laid off according to seniority within the affected department, work group, or job classification as determined by the City.

In lieu of lay-off, the City may reduce the hours of work of City personnel.

Any regular full-time or part-time employee laid-off can elect to continue to receive medical insurance benefits at the same rate as before the layoff for a period of up to eighteen (18) months at the employee's expense, or until other coverage is available.

City of North Plains Policy

Number:	340	Title:	Bereavement Leave
Date:		Signed:	

Purpose

Policy provides guidance regarding leave without pay.

Policy

Employees who wish to take time off due to the death of an immediate family member should notify their manager immediately. For purposes of bereavement leave, "immediate family member" is typically defined as spouse, domestic partner, child, parent, spouse's or domestic partner's child, parent, sister, brother, grandchild or grandparent.

Up to three (3) days of paid bereavement leave will be provided to benefits-eligible. (This leave is not charged to vacation or sick leave.)

Employees may, with supervisory approval, use any available paid leave for additional time off as necessary, or for attendance at funerals of individuals who do not meet the criteria of "immediate family member."

City of North Plains Policy

Number:	345	Title:	Military Leave
Date:		Signed:	

Purpose

Policy provides guidance regarding military leave.

Policy

Federal Military Family Leave

The National Defense Authorization Act for 2008 (NDAA) amends FMLA to allow military family members (spouse, son, daughter, or parent) of people who are on, or about to go on active duty, leave entitlement to manage their affairs ("qualifying exigency").

For purposes of qualifying exigency leave, family members of covered military members called to active duty may take leave for one or more of the following qualifying exigencies:

- (1) to address any issues which arise from the military member learning of a call or order to duty seven or less calendar days prior to deployment;
- (2) to attend military events or sponsored family support programs;
- (3) to arrange for alternative childcare or school attendance, attend childcare or school meetings, or provide childcare on an urgent immediate need basis when necessitated by the call to duty;
- (4) to make or update financial and legal arrangements to address the military member's absence, or to serve as the military member's Representative in obtaining, arranging or appealing military service benefits;
- (5) to attend counseling (not provided by a health care provider) for oneself, the military member, or child of the military member;
- (6) to spend time (up to 5 days of leave for each instance) with a military member on temporary rest and recuperation leave;
- (7) to attend post-deployment activities, and
- (8) any other events which employer and employee agree arise out of the military member's call to duty, qualify as an exigency, and agree as to the timing and duration of leave.

Military Caregiver Leave

The NDAA FMLA amendments also allow up to 26 weeks of unpaid FMLA caregiver leave for a servicemember who incurs a serious illness or injury in the course of active duty. This leave is called "Servicemember Family Leave" (SMFL). A caregiver may be the spouse, son, daughter, parent or next of kin (defined as nearest blood relative). For this leave only, a "serious injury or illness" is defined as any injury or illness incurred in the line of duty that "may render the servicemember medically unfit to perform the

duties of the member's office, grade, rank, or rating." This means that the SMFL serious health condition may not meet the definition of other FMLA serious health condition.

Oregon Military Family Leave (OMFLA)

Employees who work an average of 20 hours per week, regardless of how long the employee has worked for the City of North Plains, may be eligible for this leave.

The OMFLA provides spouses of armed service members with 14 days of unpaid leave each time an employee's spouse is deployed for military service. In order to take this leave, the employee must give notice to the employer within five days of receiving official notice of the spouse's deployment. The 14 days count against the employee's 12-week OFLA allotment for the year; this means the days are included in, not in addition to, the 12 weeks of family leave available under Oregon's Family Leave Act (OFLA).

Benefits and Compensation may be continued during OMFLA leave. Upon completion of OMFLA, an employee is eligible to be restored to employment in the position held at the beginning of the leave. No retaliation or discrimination may occur because an employee has requested OMFLA leave.

Military family members using leave for any "qualifying exigency," do not receive an additional 12-weeks leave. The leave is subject to the same 12-week limitation as most other OFLA situations.

If an employee does not request OFLA, the City of North Plains may designate the leave as OFLA after five (5) consecutive work days missed, due to a qualifying condition.

The time off may be taken in full, intermittent, or reduced time increments, to the extent allowed by law. Full, intermittent, or reduced time will be determined after the City of North Plains reviews your physician's recommendation and the applicability of OFLA laws. Due to the complexity of the laws, please contact the City Manager for information specific to your situation.

City of North Plains Policy

Number:	346	Title:	Jury or Witness Duty
Date:		Signed:	

Purpose

Policy provides guidance regarding jury duty.

Policy

Smoking in the Workplace

The City of North Plains complies with all laws prohibiting smoking in public buildings. The City believes that smoking is a danger to health and is a cause of material annoyance and discomfort to those who are present. As a result, smoking is prohibited anywhere on city properties, including those closed to the public or in city vehicles.

City of North Plains Policy

Number:	347	Title:	Domestic Violence Leave
Date:		Signed:	

Purpose

Policy provides guidance regarding domestic violence leave.

Policy

Employees who work an average of 25 hours or more per week for at least 180 days immediately before taking leave, and are victims of domestic violence, sexual assault or stalking, or are parents of victims (minor children), may be eligible for this leave.

The City of North Plains may grant an eligible employee a reasonable leave of absence if the employee or the employee's minor child or dependent needs time off to deal with issues of domestic violence, sexual assault, or stalking.

Employees may use sick or vacation leave, or comp time while claiming domestic violence leave.

The City may provide reasonable safety accommodations for an employee who is a victim of domestic violence, sexual assault, or stalking, if the employee requests it, and if it does not impose an undue hardship on the City of North Plains. Examples of reasonable accommodation, but not limited to, may include: transfer, reassignment, modified schedule, unpaid leave from employment, changed work telephone number, changed work station, installed lock, implemented safety procedure, or any other adjustment to a job structure, workplace facility or work requirement.

City of North Plains Policy

Number:	348	Title:	Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA)
Date:		Signed:	

Purpose

Policy provides guidance regarding Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA)

Policy

Generally employees are not eligible to claim FMLA or OFLA.

If an employee does not request FMLA/OFLA, the City of North Plains may designate the leave as FMLA/OFLA after five (5) consecutive work days missed, due to a qualifying condition.

The time off may be taken in full, intermittent, or reduced time increments, to the extent allowed by law. Full, intermittent, or reduced time will be determined after the City of North Plains reviews your physician's recommendation and the applicability of FMLA/OFLA laws. Due to the complexity of the laws, please contact the City Manager for information specific to your situation.

Length of Leave

The City of North Plains uses a "rolling" 12 month period, measured backward from the date an employee uses leave. Typically, an eligible employee is entitled to as much as 12 weeks of FMLA/OFLA leave in any one-year period. However, there are some circumstances that may entitle an employee to additional leave.

Request Procedure

In situations where the need for medical leave is foreseeable, employees are expected to give 30 days written notice. employees must also complete and deliver the Notice for Family Medical Leave form and the health care provider certification as soon as possible, but no later than 15 days from the requested leave date. If an employee are unable to bring this information to the City Manager, the City Manager may complete and submit the necessary paperwork on your behalf, with your permission.

If employees are taking family and medical leave to care for a family member with a serious health condition or adoption or placement of a foster child, proof of the relationship may be required.

Pay While on Leave

Employees will be required to use any accrued vacation, sick leave, comp time, or other paid leave available to you during family medical leave. The employee may choose which type of your accrued leave they wish to use first. When all accrued leaves (vacation, sick, comp time) are exhausted, the balance of the eligible leave time will be unpaid, except as required by law.

Full or partial absences for exempt employees may be deducted accordingly from available leave balances. Once all accrued leave is exhausted, full day absences may be deducted from salary, as the law allows. Paid and unpaid leave combined usually will not exceed 12 weeks.

Status of Benefits

The City of North Plains will continue to pay its share of employee health insurance premiums during an approved family medical leave. The employee will be required to pay the full premium for unpaid FMLA/OFLA leave.

Employees are responsible for paying their share of health insurance premiums prior to the due date of the premium payment. If eligible, an employee may continue other insurance benefits by paying the full cost of the premium for any leave in excess of four work weeks in duration. Premium payments must be received by the due date or coverage will be discontinued.

Vacation and sick leave will not continue to accrue during periods of unpaid OFLA leave.

Reinstatement

At the end of OFLA leave, employees are entitled to return to their former job, reinstated with all rights and benefits, pay and other terms and conditions of employment. If the job position has been eliminated, the employee is entitled to return to an equivalent position with all rights and benefits, pay and other terms and conditions of employment. An employee may be required to present a certificate from the health care provider in order to return to work. The City of North Plains may require the employee to participate in a fitness-for-duty exam (at no out of pocket cost to the employee) if it is related and consistent with business necessity. Working a reduced number of hours may be permitted, if approved by the City of North Plains, and only if such leave is determined to be medically necessary and supported by medical documentation.

Complaints

Complaints regarding FMLA/OFLA can be filed with the City Manager or City Attorney.

City of North Plains Policy

Number:	350	Title:	Identify Theft
Date:	9/16/13	Signed:	

Purpose:

This policy provides guidance in protection against Identity Theft.

Policy:

The City Council of the City of North Plains adopted Resolution No. 1458 on October 20, 2008 to identify theft "red flag" policies and procedures in compliance with the Federal Trade Commission Fair Credit Reporting Act (FCRA) of 2003 (effective January 1, 2008). This resolution is also in compliance with the Oregon Identity Protection Act (OITPA).

Procedure:

The City of North Plains has written procedures to identify, detect, and respond to possible signals of identity theft known as "Red Flags". These procedures include (but are not limited to):

- Safeguarding Personal Information
- Social Security Numbers usage policy
- Notification of Security Breach
- Staff responsibilities and internal compliance policies

Additionally, the City instituted protocols in order to safeguard sensitive documents:

A. Review documents, forms, and processes that include or require personal information to determine if and when obtaining or retaining personal information is necessary.

- If the personal information is not necessary, revise the forms and process to eliminate that information.
- Redact personal information if no longer needed.
- Shred documents with personal information when allowed by records retention schedules.

B. If personal information is necessary, take steps to ensure the information is secure from unauthorized access. Examples include:

- Do not leave documents that contain personal information unattended at your desk.
- When not needed for work purposes, documents containing personal information should be stored in a secured area or in a locked file cabinet or drawer.
- Notary journals that contain personal information should be kept in a secured area or a

locked file cabinet or drawer.

C. Lock or log off computers when away from workstations and comply with computer workstation security protocols.

City of North Plains Policy

Number:	358	Title:	Wages
Date:		Signed:	

Policy

The City's wage policy is to pay fair and competitive wages that will attract and retain qualified employees. Every position is given a title, classification and salary range. All position salary ranges are reviewed by the City Council periodically.

Salary range increases for employees are reviewed by the City Council as part of the budget review process.

Rates for hourly employees can be set by the City Manager, and approved by the City Council as part of the budget review process.

Compensation is reviewed by managers for regular and temporary employees at the end of an employee's probationary period. Any increase will be based upon merit, competent and commendable service, if budgeted funds are available, and the approval by the City Manager.

City of North Plains Policy

Number:	359	Title:	Time Cards
Date:		Signed:	

Policy

Time cards must be completed each pay period by all employees.

If an employee submits false or inaccurate information on a time card, that can be grounds for corrective action up to and including termination.

Non-Exempt Employees

Employees must report all hours worked on a time card. Any overtime, absence or other leave must be accounted for on the time card.

Employees who fail to submit a time card in a timely manner, may receive only their base salary or no payment during the period.

With the approval of the City Manager, adjustments can be made in subsequent pay periods if an error is made on a time card.

Exempt employees

Employees must certify their attendance at work during salaried pay period. Absences of more than one day must be accounted for on a time card.

City of North Plains Policy

Number:	360	Title:	Pay administration
Date:		Signed:	

Purpose

Policy provides guidance regarding the administration of pay at the City of North Plains.

Policy

The City of North Plains values quality employees and is committed to compensating employees for their efforts and results. It is the City's intent to provide a competitive compensation package which will attract, retain and motivate employees.

The pay of a new employee may be established based on the pay level of current employees in the same or similar positions, and the new employee's previous experience, education, and skills.

Merit Salary Increases

It is City of North Plains' policy to reward employees with increases in pay in recognition of employees' dedication to work, extra effort, and contributory performance. Management does not award increases on an automatic basis or at any preset interval. Managers may determine if an increase is warranted at the time of an employee's performance review.

Salary increase recommendations must be approved by the City Manager.

Pay Rates

All employees are paid in accordance with an approved salary schedule. The City will disclose an employee's salary range and pay rate as a matter of public record.

Paydays

As of January 2012, employees are paid biweekly. Paydays are on the Friday subsequent to the end of the two-week pay period.

Payroll Deductions

Certain mandatory and elective deductions are made from employee pay, and are noted on the paycheck information. Only those deductions mandated by law or those authorized in writing by the employee are made, provided such deductions are not otherwise prohibited by state regulations.

Salary Advances

Effective January 2012, the City of North Plains does not permit salary advances.

Delivery of Paychecks

Paydays are every other Friday.

Employees receive paychecks every other week, either through a check, electronic deposit or rechargeable payment card. A statement of earnings and deductions showing gross earnings, deductions and the net salary amount will be provided on paydays.

No paychecks will be delivered to any person other than an employee except upon your written request to do so.

Employees hired after January 1, 2014 must accept payment through direct deposit or a rechargeable credit card.

Employee Withholding Allowance Certificates Form W-4

Employees are required under Federal law to furnish the organization with a valid Employee Withholding Exemption Certificate (W-4) at the time of hire. Employees may request additional withholding for state and/or federal taxes. The City of North Plains is required by law to withhold at the highest rate (single and no claimed allowances) until a W-4 is provided.

Timekeeping

Non-exempt employee pay is calculated from reported hours as approved by the employee's manager. The time record is formal documentation of the exact time worked. It should be completed daily and reviewed at the end of each week for completeness and accuracy. Time cards are submitted to Finance on bi-weekly basis.

Exempt employees are subject to slightly different reporting rules as a function of their exempt status. They cannot receive additional compensation for hours worked in excess of regular hours, nor will salary deductions be made for absences of less than a full day.

The Department Head or his/her designee, will review and approve time records each pay period. If an error is to be corrected or time clarified, the employee should notify his/her manager during the review process. An employee's electronic or written signature on the time record each pay period verifies that the times and dates are true and accurate to the best of the employee's knowledge. Willfully falsifying a time record may be grounds for corrective action.

Final Paycheck

Final paycheck will be provided within five business days or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits (excluding PERS) that are due and payable at separation. Checks can be picked up at the City of

North Plains or mailed to the current home address if requested in writing by the separating employee.

Exempt employees who terminate employment prior to the last day in the pay period in which they terminate will be paid at an hourly rate of pay for all hours worked. Exempt employees, who normally are scheduled to work less than 40 hours per week, will be paid their normal pro-rated holiday hours for any holidays that fall during the final month of employment with the City of North Plains.

City of North Plains Policy

Number:	361	Title:	Work Schedules
Date:		Signed:	

Purpose

Policy provides guidance regarding hours of work

Policy

The City of North Plains has established regular working hours to promote a productive work environment that will best serve our residents.

The general office hours at City Hall are 8:30 AM to 5:00 PM, Monday through Friday.

Non-exempt employee should not begin work before his/her normal starting time nor continue working beyond the normal quitting time without advance approval from a manager.

Typically, employees will work 8 hour days with an unpaid hour for lunch. Changes to work schedules may be made on an individual basis (work hours/work days) based on business necessity, at the discretion of the manager with approval from the City Manager.

The City of North Plains will attempt to notify employees of any changes in workdays or work week schedules one week in advance of the effective date of change. Management reserves the right to modify schedules consistent with the needs of the organization.

Hours worked for the City of North Plains are compensable and include all of the time that an employee is required to be on duty. Travel time and training or meeting time are considered hours worked under specific conditions outlined under wage and hour laws.

Alternate schedules such as 4/10's or 9/80's can be assigned to non-exempt employees with the approval of the City Manager.

Work Period

The normal workperiod is 80 hours in a two week period. The 80 hour workperiod may not coincide with the payroll period.

Meal and Rest Periods

Meal and rest periods will be provided in accordance with Federal and State law. Non-exempt employees are not permitted to work through a meal period unless approval from a manager is obtained prior to the scheduled meal break.

Non-exempt employees who are required to work during your meal period will be paid for meal times. (If an employee frequently works through a meal and/or rest period, without manager approval, the employee may be subject to corrective action.) These provisions do not apply to exempt positions, as there are not any required meal and rest periods for such positions.

Social and Recreational Activities

Participation in all off-duty social or recreational activities such as picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not have any effect on employee wages, hours, working conditions or employment opportunities.

City of North Plains Policy

Number:	362	Title:	Overtime and Compensatory Time Off
Date:	9/1/13	Signed:	

Policy:

Overtime is calculated and paid at 1.5 times the employee's regular hourly rate.

Non-exempt employees may be required to work overtime.

Prior approval must be obtained from a manager before working overtime hours. Managers are to ensure that no unauthorized overtime hours are worked.

The City of North Plains complies with the provisions for overtime for our non-exempt employees, as outlined in the Fair Labor Standards Act and State wage and hour laws.

Managers and employees will make every effort to keep the hours worked to the no more than 80 hours in a two-week pay period. This may be accomplished by flexing the hours worked during the pay period, with the manager's approval. This may enable the employee to maintain his/her regular hours in the week and reduce the accumulation of overtime. If scheduling adjustments cannot be made during the week, overtime or compensatory time off maybe granted.

Overtime is calculated on the basis of hours actually worked in excess of the employees regularly scheduled shifts. Sick leave, vacation leave, and holidays are not counted as hours worked.

Compensatory time off (CTO)

Compensatory Time Off (comp time) in lieu of paid overtime, will be computed at 1.5 times the regular rate for hours worked, with prior agreement. Employees are encouraged to work with their manager to schedule and use comp time within 60 days of when it is accrued.

Employees who have more than 40 hours may be "cashed out" for overtime hours greater than 40 within budgetary limits. When an employee is separated from employment with City of North Plains any remaining comp time is payable to the employee.

Procedure:

On a timecard employees should report the number of overtime hours worked, and allow the Finance Department to make the final computation of compensation.

City of North Plains Policy

Number:	363	Title:	Leave without pay
Date:		Signed:	

Purpose

Policy provides guidance regarding leave without pay.

Policy

Leave without pay may be approved based on workload and business necessity, for limited duration, by the City Manager. Examples might include unpaid religious holidays or an extended medical leave.

Maximum duration allowable cannot exceed one year.

All requests will be considered on a case-by-case basis. Instances of leave without pay will affect an employee's anniversary date for the purpose of determining leave accrual rates.

City of North Plains Policy

Number:	370	Title:	Salary Advances
Date:		Signed:	

Policy

Effective January 2012, the City of North Plains does not permit salary advances.

City of North Plains Policy

Number:	371	Title:	W-2
Date:		Signed:	

Policy

Employees are required under Federal law to furnish the organization with a valid Employee Withholding Exemption Certificate (W-4) at the time of hire. Employees may request additional withholding for your state and/or federal taxes.

If an employee fails to provide a W-4, the City of North Plains is required by law to withhold at the highest rate (single and no claimed allowances) until the employee provides one.

City of North Plains Policy

Number:	372	Title:	Education Workshop Travel and Meal Reimbursement
Date:	9/1/13	Signed:	

Policy:

City of North Plains encourages employees to avail themselves of training and educational opportunities in support of their functions on behalf of the City. The following guidelines apply with respect to registration, travel, accommodation, meal and other approved expenses in connection with seminars, workshops, or other educational events attended by the employee with their supervisors permission.

Registration/Accommodation

Designated City of North Plains staff will, if requested, make the necessary registration and room arrangements, and complete/submit class registration/fee requests.

City of North Plains will pay employee registration fees and charges for accommodation at the single room rate. If a spouse/significant other accompany an employee, the City of North Plains will not be responsible for their additional registration and accommodation costs.

Travel

City of North Plains will pay for the cost of travel by employees to approved training and educational workshops and seminars, using IRS mileage rates for auto travel and actual coach class airfare for airline travel. Spouses/significant others may accompany employees to these events but the City of North Plains will not be responsible for any of their associated travel costs.

Meals

City of North Plains will reimburse employees for reasonable costs associated with meals and incidental expenses associated with attendance at events/activities as a City of North Plains representative.

If meals are included as part of the conference, workshop, or seminar program attended, City of North Plains will pay the charged rate for those meals. If meals are provided as part of the program and are being paid for by the City of North Plains, employees who elect to eat elsewhere will not normally be reimbursed for the cost of that meal.

City of North Plains will not usually pay for meals of spouses/significant others, unless the meal is associated with a City of North Plains group function where the attendance of the employee is required and it is appropriate to bring a spouse/significant other.

City of North Plains will not pay for the consumption of alcoholic beverages.

City of North Plains will pay for reasonable costs associated with meals in the course of City business under the following circumstances:

- The meal is associated with travel requiring an overnight stay.
- The meal is consumed with one or more City of North Plains member officials, residents, or individuals in a business relationship with the City of North Plains.
- The meal is part of an occasional departmental event approved in advance by the appropriate manager.

Attendance

If the City of North Plains is paying registration, travel, meals, and accommodation costs for attendance at the workshop, seminar, conference etc., employees are expected to attend scheduled work sessions and related activities and take advantage of the opportunity to learn in both formal and informal settings.

Employees are encouraged to report back on their learning experience for the benefit and development of other staff.

City of North Plains Policy

Number:	380	Title:	Vacation Leave
Date:	9/1/13	Signed:	

Vacation time is intended to provide time away from work for rest and recreation. All benefits-eligible employees receive a vacation accrual based on the schedule below. Benefits-eligible employees who regularly work less than 40 hours receive pro-rated benefit accruals. All accruals begin at the date of hire. To ensure training goals are met, usage of vacation leave may be restricted during an employee's introductory period.

Vacation accrual cannot exceed a maximum of 300 hours.

Vacation benefits will stop accruing once the maximum has been reached. When this total is reduced below the maximum allowable, the benefit will begin accruing again. No vacation is accrued while the employee is on a leave of absence without pay.

Employees will earn vacation leave benefits according to the following schedule:

Length of Service	Annual Accrual (hours)	Biweekly Accrual (hours)
0-1 st anniversary	48	1.846
After 1 st anniversary	96	3.692
After 5 th anniversary	120	4.615
After 10 th anniversary	144	5.538
After 15 th anniversary	168	6.462
After 20 th anniversary	192	7.385

Upon separation of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

Vacation leave is paid at the employee's base pay rate at the time vacation is taken. In the event that available vacation is not used by the end of the calendar year, employees will carry unused time forward to the next calendar year.

Any employee wishing to use vacation time should submit a written request to their manager as soon as practical. Your manager will grant the request if the timing meets the department's needs.

City of North Plains Policy

Number:	381	Title:	Holiday Leave
Date:	9/1/13	Signed:	

Policy:

The City of North Plains will grant paid holiday leave to all benefits-eligible employees. Employees not eligible for benefits will not be compensated for holidays.

Employees other than police officers:

If a holiday falls on a Saturday, it will be observed the Friday prior; if the holiday falls on a Sunday, it will be observed the Monday following.

The City currently provides 11 paid holidays, ten of which are defined.

Defined Holidays for the City of North Plains (Offices Closed)

1. New Year's Day (January 1)
2. Martin Luther King day (third Monday in January)
3. Presidents' Day (third Monday in February)
4. Memorial Day (last Monday in May)
5. Independence Day (July 4)
6. Labor Day (first Monday in September)
7. Veteran's Day (November 11)
8. Thanksgiving (fourth Thursday in November)
9. Day after Thanksgiving
10. Christmas Day (December 25)

Floating Holidays

Employees may select one additional eight-hour (8-hour) holiday during a calendar year known as a "floating holiday." Employees must coordinate requests for the floating holidays with their manager. Floating holidays are accrued in the first pay period of January of each year.

Unused holiday time will not be paid upon separation, nor will it carry over to the next year; employees must use floating holidays between January 1st and December 31st for each year.

Floating holiday leave is not prorated for the year in which the employee is hired (i.e. employees will receive their first floating holiday when they work the first pay period in January).

Police Officer Holiday Leave

Because Police Officers are required to work on holidays, they shall accrue holiday leave at a rate of 3.384 hours per pay period (88 hours annually). Holiday leave may be used as it is accrued.

City of North Plains Policy

Number:	382	Title:	Sick Leave
Date:	9/1/13	Signed:	

Policy:

Benefits-eligible employees will accrue 3.962 hours of sick leave biweekly (eight (8) hours/monthly). Part-time benefited employees receive a pro-rated amount. Sick leave can be used after it is accrued.

Sick leave is intended for an employee's use due to illness or injury; to allow employees to care for an ill or injured member of your immediate family; or for an employee's medical appointments.

Although the City of North Plains realizes that an employee with temporary illnesses such as influenza, colds and other viruses often need to continue with normal life activities, including working, a manager may require an employee to go home from work if the employee appears to be too ill to be at work or if the employee is unable to perform normal job duties and meet regular performance standards. If an employee disputes their manager's decision to send to the employee home, then you must submit a statement from your attending health care provider that your continued presence in the workplace poses no significant risk to you, other employees, or customers.

If an employee has been ill or injured, have missed time from work, and have a release from your doctor to return to temporarily modified work, please contact the City of North Plains before returning to work. The City will determine whether you may return to work in a temporarily modified job.

If an employee misses more than three (3) consecutive days work the employee may be required to provide a release from a doctor before returning to work.

Time for routine doctor or dentist appointments should be charged to sick time unless other arrangements have been made with a manager. When practical, employees are encouraged to schedule such appointments to occur outside of work hours.

Employees must use accumulated sick leave in conjunction with income protection plans or other sources of disability income to achieve full pay for as long as possible. However, at no time can the combination of these exceed normal earnings.

Employees are expected to notify a manager of absence due to illness or injury at the beginning of each workday during your absence. Exceptions to this include a serious accidental injury, hospitalization, or when it is known in advance that you will be absent for an extended period of time.

A Medical Release Statement and Fitness for Duty Examination may be requested for review before an employee returns to work in certain situations.

Unused sick leave is not paid at termination.

Sick leave is not accumulated while an employee is on a leave of absence without pay.

Employees may use sick time to offset any hours not paid through Workers' Compensation, or to offset the reduction in regular pay. However, at no time can the combination of these exceed normal earnings.

Employees cannot use more sick leave than they have accrued. If an employee is absent from work due to illness or injury and lacks sufficient sick leave to cover the entire period, they must use available vacation leave, holiday leave or compensatory time off. If all leaves are exhausted the employee may be offered leave without pay in accordance with City policy.

Employees who are found to have abused the City of North Plains sick leave policy may be subject to disciplinary action, up to and including termination.

City of North Plains Policy

Number:	401	Title:	Public Works Standards
Date:		Signed:	

Policy

The City shall maintain a set of standards for the construction of public works projects which shall be referred to as "Public Works Design Standards."

The Director of Public Works is responsible for periodically updating the standards and ensuring the latest revision is posted on the City's website. The Director of Public Works or City Engineer may modify and create standards at anytime.

City of North Plains Procedure

Number:	501	Title:	I-9 Audit
Date:		Signed:	

Purpose

This policy outlines the process for administration of I-9 form audits.

Policy

Ig's are documents required by the federal government to verify eligibility to work legally in the United States. This form must be completed as part of the appointment process. No one may be added to payroll without having completed an I-9.

The City must have an I-9 on file for all employees. A binder with I-9's is maintained by the Finance Manager separate from personnel files.

Audits

Before commencing an I-9 audit, a roster of employee(s) active, inactive and terminated should be printed. Then pull the binders which house active, inactive and terminated employee I-9 documents, the re-verification tickler file, and purged document roster.

I-9 audits should be performed yearly under the direction of the Finance Manager.

For Active and Inactive Employee I-9s

Step 1: Match employee I-9's to rosters.

If no I-9 is located for an employee, note this on the roster as a corrective action item. For corrective action to cure the deficiency, an I-9 must be completed. In completing the I-9, do so using the date of the audit or the date supporting documents are reviewed, do not back date the I-9.

Step 2: Inspect Sections 1 and 2 to ensure that they are completed properly. Note: Section 3 should only be completed for changes, employment re-verifications and re-hires.

If deficiencies are noted or if information is incomplete in Section 1, have the employee insert correct information as appropriate and date and initial the I-9 using the date corrected. If Section 2 has deficiencies or missing information, correct or add information as appropriate and then date and initial the form using the date corrected.

Step 3: Ensure that information is current and that employment authorizations are still valid. Review roster names against I-9's for any names changes and that employment authorizations provided, i.e., visa authorization dates, remain valid (using the re-verification tickler file).

If deficiencies are noted or re-verification is required, enter updated data in Section 3 of the form using the date changes or re-verifications have been conducted. Remember that documents supporting the change or re-verification must always be viewed when Section 3 is completed.

For Terminated Employee I-9's

Begin purging of I-9's by using USCIS guidance, remove only I-9's which are beyond three years from date of hire or one year from date of termination, whichever is later.

I-9's purged should be noted on the I-9 purged roster with the date of purging and purged I-9's should be moved to the shred destruction area. Add names and dates purged to the purged roster prior to shredding documents and re-file the updated roster.

Only the designated person responsible for I-9 administration, should conduct an I-9 audit unless authorization is made by the City Manager for other individuals to be involved in this.

City of North Plains Policy

Number:	521	Title:	Disposal of Personal Information
Date:		Signed:	

Purpose

This City policy will inform employees of the protections the City will take when disposing of their personally identifiable information.

Policy

Federal law requires the City to take reasonable steps to prevent unauthorized access to personal information when the City disposes of it. The City needs to follow the policy below when destroying any records containing personally identifiable information, such as employee medical information, employment references, applications for employment and terminated employee files. Proper disposal of personal information will help reduce the risk of consumer fraud and identity theft.

The City may have used a consumer reporting agency to obtain information related to your employment or application for employment. The City also may possess records that contain personally identifiable information about your employment or application for employment. If the City decides to dispose of these records, the City will take reasonable measures to protect against the unauthorized access to or use of the information in connection with its disposal.

The information the City may have includes items such as employment applications, personnel files, employee medical information, drug and alcohol test results, I-9 forms and employee payroll records.

When disposing of personally identifiable information, the City may use the following methods to protect against unauthorized access to or use of the information:

- Shredding, burning or pulverizing of papers containing such information so that the information cannot practicably be read or reconstructed;
- Destruction, overwriting, wiping or erasure of electronic media containing such information so that the information cannot practicably be read or reconstructed.

These are simply examples; the City may use other effective methods as well. Nothing in this policy requires the City to maintain or destroy any record pertaining to an applicant or employee unless required by law.

The City may authorize a third party engaged in the business of record destruction to dispose of such information in a manner consistent with this policy. The City will use

due diligence before contracting with a record disposal company. Such steps may include reviewing an independent audit of the disposal company's operations and compliance with federal and state laws; obtaining references on the disposal company; requiring the disposal company to be certified by a recognized association; reviewing and evaluating the disposal company's security policies and procedures; or taking other appropriate measures the City deems necessary to determine the competency and integrity of the potential disposal company.

City of North Plains Policy

Number:	530	Title:	2013/2014 Financial Management Policy
Date:		Signed:	

Purpose

The broad purpose of these policies is to enable the City to achieve and maintain a long-term stable and positive financial condition.

Policy Statement

The City of North Plains is committed to responsible financial management through financial integrity, prudent stewardship of public assets, planning, accountability, and full disclosure.

The Finance Management Policy is reviewed annually by the North Plains City Council as part of the budget review process.

These financial management policy covers the following area:

- I. Operating budget
- II. Revenue
- III. Expenditure
- IV. Fund balance
- V. Capital improvement
- VI. Debt management
- VII. Investment
- VIII. Cash management
- IX. Purchasing

Policies will be reviewed and updated each year during the budget preparation process.

I. Operating Budget

The budgeting process will be coordinated so that major policy issues are identified and incorporated into the budget.

Budgetary procedures will conform to State regulations and generally accepted accounting principles.

Monthly reports will be compiled comparing the budget to actual expenses. These reports will be reviewed by the City Manager and Department Heads.

Budget amendments will be prepared by the Finance Manager, under the direction of the City Manager, to ensure compliance with Oregon law.

The City will annually adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures. Any increase in expenses, decrease in revenues, or

combination of the two that would result in a budget imbalance will require budget revision. Any year-end operating surpluses will be calculated as ending fund balance and become part of the beginning fund balance in the following year.

As a minimum, the unappropriated ending fund balance shall be earmarked. Any funded liabilities unused in the previous year may be used to fund liability first, then operations in the following year.

The City Manager, as the City's budget officer, will prepare and present the City's proposed annual budget to the Budget Committee for its approval. The Proposed Budget will comply with the annual goals/objectives of the City Council.

The Budget Committee will review, and, if necessary, revise the Proposed Budget. The Budget Committee will also consider whether the submitted Proposed Budget adequately addresses the priorities set by the City Council. The Budget Committee must approve a Proposed Budget and submit it for adoption by the City Council. The City Council has the ultimate responsibility for adopting the budget and for making the necessary appropriations.

The budget, program priorities, project priorities, and service levels will be developed per the policies and procedures set forth by these financial management policies. If the City experiences growth to the point that citizens indicate a desire for measures of government performance, the Council will consider integrating performance measurement, service level, and productivity indicators into the operating budget wherever possible.

Annually the Council will be asked to set goals and objectives, the Budget Officer will draft a "Budget Guidance" memo for distribution to the department heads, so that they may provide budget drafting input to the Budget Officer.

The Budget Committee is made up of up to 14 members—seven of whom are members of the City Council, and seven of whom are appointed from the community at large. Members will serve staggered pre-designated three year terms.

OPERATING BUDGET PROCEDURES

As part of the annual budgeting process, the budget officer will produce worksheets for general liability insurance, health insurance, benefits, workers' compensation, employee allocation, and salary for the purpose of forecasting. **This is completed in March or April,**

- ✓ Pursuant to State law, in order to receive State Shared Revenues, a public hearing before the City Council and the Budget Committee is required. **This is completed in May or June.**
- ✓ The City will publish two notices for the first budget meeting. The first notice must be published no more than thirty days before the first meeting, and the second not less than five days before the meeting. The second notice must be published at least five days

after the first notice. For other budget meetings, the City will post an agenda notice in accordance with North Plains' public meeting rules. **Notices are typically published in March or April.**

- ✓ The Budget Committee will meet at least twice prior to approving a Proposed Budget, and will review comments from the public at one of the meetings. **Dates will vary, however meetings are typically between April and June.**
- ✓ The City Council will conduct a budget hearing prior to adopting the annual operating budget and Capital Improvement Plan. **This must occur before July 1.**
- ✓ The City will publish notice of a City Council budget hearing prior to the designated hearing date in accordance with Oregon law.
- ✓ **The City will adopt a Resolution to:**
 - **adopt the budget,**
 - **make appropriations, and impose and categorize taxes; and will adopt a five-year Capital Improvement Plan, no later than June 30th.**
 - **stating the City's eligibility for, and intention to receive State Shared Revenues.**
 - **Certifying taxes for fiscal year, which will be submitted to the Washington County Assessor on or before July 15.**

II. Revenue

The City will actively identify and administer funding sources that create a reliable, equitable, and diversified revenue stream to shelter the City from short-term fluctuations in any single revenue source and to maintain levels of service delineated by the Council.

The City will not finance long-term revenue shortfalls through borrowing.

The City will follow an aggressive policy of collecting revenues and receivables.

One-time revenues will be used for one-time expenditures; i.e. for capital expenditures.

Dedicated revenue streams may only be used for the purpose for which they are being collected.

Proposed additional revenue sources, will be reviewed by the City Council in terms of community acceptability, competitiveness, diversity, efficiency, and fairness.

Revenue estimates will be conservative (underestimated), objective, and reasonable.

User fees will, to the fullest extent possible, be calculated to recover direct and indirect costs of service delivery. Reduction of user fees below the cost of recovery will be presented to the City Council for its approval.

The City Council will set fees by adoption of a Resolution.

III. Expenditures

All current Public Employee Retirement System (PERS) liabilities shall be funded on an annual basis. After each pay period, PERS information will be uploaded into the PERS system using data provided by the payroll administrator.

The City Manager will take immediate corrective action if, at any time during a fiscal year, revised revenue and expenditure estimates project a year-end deficit net of beginning fund balance, and will advise the Council at the next regularly scheduled City Council meeting.

The City will utilize creditor/vendor discounts to the fullest extent possible, and will establish a spending plan as soon as practicable in the fiscal year.

Target contingencies for the operating budget will range between five (5) and fifteen (15) percent of operations for each operating fund.

The City will fully fund all employee vacation accrual liabilities. This specific operating contingency will be carried forward as part of an ending fund balance, made available for this specific use in the follow-on fiscal year. This specific operating contingency may be reset (up or down) once the follow-on vacation liability has been recalculated.

If the City experiences growth to the point that citizens indicate a desire for increased efficiency and/or effectiveness, the City Manager will begin staff and third-party reviews of City programs to measure efficiency and effectiveness. Privatization and contracting with other governmental agencies will be considered as alternatives to in-house service delivery. Programs that are determined by the Council to be inefficient and/or ineffective will be reduced in scope or eliminated.

IV. Fund Balance

The City will maintain an unreserved General Fund balance, net of unappropriated ending fund balance and funded liabilities, ranging from fifteen (15) to twenty (20) percent of annual General Fund revenue. The purpose of this unreserved balance is to alleviate significant unanticipated budget shortfalls and to ensure the orderly provision of services.

To the extent that the unreserved General Fund balance exceeds the target, the City may draw upon the fund balance to provide pay-as-you-go financing for capital projects, for other one-time capital equipment expenditures, or for accelerated debt service.

V. Capital Improvements

In conducting Capital Improvements, the City will not exceed debt limits set by the Oregon Revised Statutes.

The Capital Improvements Program Budget fiscal year shall run concurrently with the Operating Budget fiscal year.

The City will determine the least costly, reliable, funding method for capital projects and will obtain grants, contributions, and low cost State or Federal loans whenever possible.

The City will monitor and periodically assess the capital equipment and infrastructure status, setting priorities for renovation and replacement based upon needs and available resources.

The City will maintain its physical assets at a level adequate to protect the City's capital investment and minimize future replacement and maintenance costs. The budget process will provide for review of maintenance conducted, and orderly replacement of capital assets from current revenues whenever possible.

A capital asset is a non-consumable asset with an original purchase price of \$5,000 or greater and a life span of more than four years. A consumable asset is infrastructure or equipment that has a life span of four years or less and an original purchase price of less than \$5,000. The City Council may declare an item as consumable or non-consumable using different criteria on a case-by-case basis by majority vote of the Council.

Adequate insurance will be maintained on capital assets, and lists of assets will be maintained for the City's insurer.

The City will develop a five year Capital Improvement Program (CIP), submitted by the Budget Officer, which will be updated annually and adopted by the City Council when the annual operating budget is adopted.

The Budget Officer will coordinate development of the Capital Improvement Plan budget along with the development of the operating budget. Costs for internal professional services needed to implement the CIP will be included in the operating budget for the year in which the CIP item is to be implemented.

An objective process for evaluating CIP projects with respect to the overall needs of the City will be established through a ranking of CIP projects. The ranking of projects will be used to allocate resources to ensure priority projects are completed efficiently and effectively.

All funding sources that comply with Oregon and Federal laws and regulations may be used to fund capital improvements.

CIP projects will be approved at the budgeted amounts through the completion of the project.

The City Manager will conduct regular capital project and program reviews in order to monitor performance and keep the CIP current.

A statement detailing the operating budget impact of each project will be presented to the City Council for its consideration.

The City Manager and Public Works Director will identify the estimated costs, potential funding sources, and project schedule for each capital project proposal before it is submitted to the City Council.

Capital reserve funds will be established and maintained to accumulate reimbursements from other governmental agencies for the prior purchase of real assets, as well as transfers of undesignated fund balance from other City budget funds. These Funds will be used to pay for:

- non-routine and one-time expenditures, such as land and building purchases
- construction and maintenance improvements that are expected to last more than ten (10) years
- capital equipment and vehicles,
- technology improvements that are expected to last at least five years (5) and cost more than \$5,000.

Expenditures from these funds shall be aimed at protecting the health and safety of citizens and employees, protecting the existing assets of the City, ensuring public access to City facilities and information, and promoting community-wide economic development.

All reserve Funds will be reviewed by the City Council at least every ten years for renewal if desired.

VI. Debt Management

The City may seek the advice of a Financial Advisor when necessary. A Financial Advisor will advise on the structuring of obligations to be issued, inform the City of various options, advise the City how choices will impact the marketability of City obligations, and will provide other services as defined by a contract approved by the City Council. The Financial Advisor will inform the City Manager of significant issues.

The City will establish parameters and provide guidance governing the issuance, management, continuing evaluation of, and reporting on, debt obligations issued by the City of North Plains, and will provide for the preparation and implementation necessary to assure compliance and conformity.

The City will follow a policy of full disclosure on every financial report, official statement, and bond prospectus.

If the City reaches a point at which it issues bonds frequently, the Finance Manager, under the direction of the City Manager, will begin to forge and maintain positive relationships with rating

agencies, provide them with updates, and will coordinate meetings on new debt issuance as necessary.

The City will generally conduct financings on a competitive basis. However, negotiated financings may be used, with approval of the City Council, due to market volatility or the use of an unusual or complex financing or security structure.

The Finance Manager, under the direction of the City Manager, will structure debt issuances and oversee the management of City debt.

Bond sales will be structured to achieve level debt service payments to the extent possible, taking into consideration the costs of such financings.

The scheduled maturity of bond issues should not exceed the expected useful life of the capital project or asset(s) financed, and in no case shall the term exceed 20 years.

Long term debt will not be used to fund current operations or normal maintenance.

As provided in ORS 308.207, the City will not issue nor have outstanding more than three (3%) percent of the real market value of the taxable property within its boundaries. This limitation does not apply to general obligation bonds issued to finance the costs of local improvements addressed and paid for in installments under statutory or charter authority or to finance capital construction or capital improvements for:

- Water supply, treatment or distribution; or
- Sanitary or storm sewage collection or treatment; or
- Gas, power or lighting; or
- Off-street motor vehicle parking facilities.

Limited-tax general obligation bonds will be restricted to levels set forth in ORS 287.053.

As a precondition to the issuance of limited-tax general obligation bonds, alternative methods of financing should be examined.

Whenever appropriate, the City shall use special assessment or self-supporting bonds (sometimes referred to as revenue bonds) instead of general obligation bonds, so that those benefiting from the improvements will bear all or part of the cost of the financed project.

Interest earnings from general obligation bond proceeds will be deposited in the appropriate Capital or Debt Service Fund, and will be used to fund capital costs or capital debt service.

Principal repayment delays will not exceed two years.

The City will not assume more tax-supported general purpose debt than it retires each year without conducting an objective analysis as to the community's ability to assume and support additional debt service payments. The City will conform to Oregon Revised Statutes with regard to any voter approval of additional debt requirements.

Either variable or fixed rate financing may be used, subject to applicable laws, depending on the cost benefit of each option to the City.

Except in an emergency situation, designated by the City Council, no more than 60% of capital improvement program projects will be funded from long-term financings.

The Finance Manager, under the direction of the City Manager, will consider purchasing bond insurance when the present value of the estimated debt service savings from insurance is equal to or greater than the insurance premium.

Refunding (the practice of repaying a fund by making a new issue of another bond, i.e. a government refunds a bond when it borrows more money to repay the money it already owes to bondholders; refinancing a bond) of outstanding debt will only be considered when present value savings of at least four (4%) percent of the principal amount of the refunded bonds are produced; unless a restructuring, or bond covenant revision, is necessary in order to facilitate the ability to provide services or issue additional debt in accordance with established debt policy and limitations.

The City may not issue warrants to satisfy short-term obligations, unless the Council determines that a dire financial situation exists and short-term financing is not readily available. Warrants will only be used at the specific direction of the Council.

For the City to issue a new revenue bond, as defined in a Resolution authorizing the revenue bonds in question, revenues will be a minimum of 125% of the average annual debt service and 110% of the debt service for the year in which requirements are scheduled to be the greatest. Generally, revenues should be maintained at 130% of the maximum annual debt service. The debt coverage ratio is calculated by determining the net income (Receipts-Disbursements) and dividing the net income by the debt service. Annual adjustments to the City's rate structures will be made, as necessary, to maintain a 1.3 coverage ratio.

A debt service reserve fund will be created from the proceeds of a bond issue and/or the excess of applicable revenues to provide a ready reserve to meet current debt service payments should monies not be available from current revenues. The debt service reserve fund will have two annual debt service payments available at all times.

Generally, the City will not make interfund loans between City of North Plains funds. However, the City may issue interfund loans rather than outside debt instruments to meet short-term cash flow needs. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current

operations. The prevailing interest rate, as established by the Finance Manager, under the direction of the City Manager, will be paid to the lending fund. The City Manager will report this information to the City Council at the next regularly scheduled City Council meeting. To the extent possible, interfund loans will be paid back to the lending fund and liquidated before the fiscal year in which the loan concerned is ended.

Use of short-term borrowing, such as bond anticipation notes (BANs) and tax-exempt commercial paper, will be undertaken only if the transaction costs, plus interest of the debt, are less than the cost of internal financing, or if available cash is insufficient to meet working capital requirements.

Certificates of participation known as COP's (an alternative to a municipal bond in which an investor buys a share in the improvements or infrastructure the government entity intends to fund), and other leases, should be used when the size of a project is such that the interest rate is favorable to the City, or when other means of financing is unavailable.

VII. Investment Policy

The City will comply with State, Federal, and other legal requirements and regulations regarding investments.

The City will ensure the safety of capital and principal.

The City will maintain a level of liquidity (the ability to convert assets to cash) sufficient to fund operations.

The City will attain a market rate of return, taking into account City risk constraints and cash flow of the portfolio.

The City will appropriately diversify the portfolio through varying maturities, utilization of multiple brokers/dealers, and market coverage.

The Finance Manager, under the direction of the City Manager, will be designated as the City's Investment Officer responsible for investment management decisions and activities. The City Manager will delegate an alternate Investment Officer in the event that investment circumstances dictate immediate action and the Investment Officer is unavailable. The delegated alternate may be an investment advisor on retainer.

Officers and employees involved in the investment process will comply with Oregon Revised Statutes with regard to conflict of interest, and will fill out an annual statement of economic interest for submittal to the City Recorder. Such officers and employees will refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials will disclose any material interests in financial institutions with which they conduct business. They will further disclose any personal financial/investment positions

that could be related to the performance of the investment portfolio. Officers, employees, and their families will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City. Officers and employees will, at all times, comply with the state of Oregon, Government Standards and Practices Commission, code of ethics set forth in ORS 244.

The City will rely on the "Prudent Man Rule", established in *Harvard College v. Armory* 9 Pick (26 Mass) 446, 461 (1830). This requires that the Investment Officer to:

"Conduct himself (herself) faithfully and exercise sound discretion. (S)He is to observe how men of prudence, discretion and intelligence manage their own affairs, not in regard to speculation, but in regard to the permanent disposition of their funds, considering the probable income, as well as the probable safety of the capital to be invested."

The City will diversify the investment portfolio to avoid incurring unreasonable credit and investment risks inherent in over investing in specific instruments, individual financial institutions, or maturities.

INVESTMENT DIVERSIFICATION

All investments of the City will be made in accordance with Oregon Revised Statutes: ORS 294.035 through 294.046; ORS 294.125 through ORS 294.155; ORS 294.805 to 294.895 and other applicable statutes. Any revisions and or extensions of these sections of the ORS will be assumed to be part of this expanded Investment Policy immediately upon being enacted.

The Finance Director will diversify the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities. Diversification to avoid undue risk is achieved by varying the type of investment to ensure liquidity, investing in securities from several different financial institutions to reduce the chance of loss and varying maturity length to ensure availability of funds to meet cash needs.

The City may invest in the following classes of investments (with no more of the portfolio investments exceeding the percentage stated):

- Banker's Acceptance that are guaranteed by an Oregon financial institution (25%)
- Certificates of deposit with commercial banks or savings and loan associations that are FDIC insured and Oregon State Treasury-Qualified Financial institutions (25%)
- Investment Sweep Account per ORS 295 (15%)
- State of Oregon Local Government Investment Pool known as the LGIP (Minimum 15% up to 100%)
- State and local government securities (25%, with no more than 10% in any one entity)
- US Treasury Obligations (bills, notes and bonds) (100%)
- US Government Agency Securities and Instruments (75%)

Investment maturity placement decisions are made based upon projected cash flow requirements. The greatest emphasis of the investment program is placed on the Short-term portfolio (investments of 18 months or less) On-going analysis is performed to ensure short-term liquidity is consistent with projected cash flow needs.

After liquidity needs are met, and as opportunities arise, long-term placement of investment maturities will be considered. The City will not directly invest more than 25% of its portfolio in securities maturing between 18 months and five years from the date of purchase.

At least 30% of the portfolio must have a maturity of less than eighteen months in order to maintain liquidity.

The City will not invest in "double-barreled bonds" or derivatives.

INVESTMENT PROCEDURES

The Finance Manager, under the direction of the City Manager, will in addition to a monthly financial report submit an annual report to the Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program. More frequent reports may be provided when market conditions merit or if requested by the City Council. At a minimum, the report will contain:

- Beginning and ending market value of the portfolio by market sector and total portfolio.
- Beginning and ending book value of the portfolio by market sector and total portfolio.
- Detailed reporting on each asset.
- Overall current yield to maturity of the portfolio.
- Overall weighted average maturity of the portfolio.
- Maximum maturities in the portfolio.
- Compliance of the portfolio relative to the policy.

Portfolio performance will be measured every six months based on a comparison to the earnings of the local government investment pool. Investments will be reviewed on an annual basis to ensure that they are consistent with current desires and policies of the City Council.

VIII. Cash Management

General

All employees will be diligent in their efforts to ensure the records and financial transactions are accounted for accurately.

All staff have received training on how to mitigate fraud in the work place and this training will be offered annually.

All the public official bonds have been reviewed by the city insurance agent and adjusted where appropriate. An excess crime policy for \$250,000 is in place.

Receipts

All money received will be recorded in carbonless receipt book kept in the Finance Department. Receipt books are used by multiple employees, and directly accessible on a daily basis to the Finance Manager and City Manager:

- General fund revenues
- Performance bond funds
- Community hall rentals and other miscellaneous funds requiring deposits
- Municipal court revenues
- Water payments

Once a receipt book is filled, they shall be provided to the City Recorder for filing retention.

Visa card payments shall be receipted the same as all other types of payment.

All receipts will be dated with the current date, indicate the name of the person providing the funds, include an explanation of why the money was paid, and identify the type of funds received (cash, money order, credit card or check) on each receipt.

All checks or money orders will require some type of identifying feature such as citation, building permit, right-of-way permit, or business license number that may be used as an audit trail signifying who paid the money and why. Generally, permits, licenses, applications and citations have numbers assigned to them, and should be used to identify the receipts of funds.

Water billing receipts (computer generated) shall be date stamped received, denote cash, check, check number or money order and initialed by persons receiving payments.

All receivables including direct deposits shall be receipted and marked appropriately.

If a receipt needs to be voided, documentation will be generated to establish good audit trail.

Deposits

Deposits of all monies shall be made weekly to City Hall together with a copy of the receipt book receipts related to the deposit and the weekly tally sheets.

Deposits shall be done as often as necessary so large amounts of money are not held on the premises. The cash represented in each deposit will be counted and verified by another person prior to the deposit leaving the premises.

Credit Cards

Credit card payments shall only be honored when card is presented.

Cash

All money boxes/bags will be counted at the beginning and end of each working day. Order of persons available to process is based on availability. Recommended persons are: Account Clerks, City Manager, Public Works Director. Library Director or Volunteer Coordinator /Library Assistant will be responsible for funds at the Library. The totals of all money boxes/bags shall be recorded in a journal retained at City Hall or at the Library.

All cash funds are maintained in lock secured sites. City Hall funds shall be retained in the safe located within the Finance Office, and the Library funds shall be retained in the locked drawer at the main counter at the Library.

Bank Statements

All bank statements will be opened and reviewed by the City Manager prior to being reconciled.

All accounts will be reconciled monthly by the Finance Department.

- A sampling of the receipts versus the actual deposits will be audited. This is to make sure the proof lists (computer print out), receipt books, and bank records match.
- All credit card receipts will be reviewed and reconciled against the bank statement.

Court

As of 2012, court funds are included with all other cash receipts. They are counted on a daily basis, and deposited with other revenues.

Records

Primary maintenance and disposition of all financial records (utility billing, accounts receivables and payables, payroll, bank reconciliations, court accounts and general ledger) shall be under the direction of the City Recorder. No records shall be discarded until a destruction form is completed, witnessed and signed by the appropriate department personnel, City Recorder and City Manager.

Documentation associated with the Court that requires LEADS certification to review, has been moved to the Police Department offices. Only authorized personnel have access to the court records area.

IX. Purchasing

These purchasing guidelines presents the City's purchasing systems and procedures. This policy has been developed with the goal of enabling the City to obtain required goods and services according to existing laws, statutes, regulations, and rules while facilitating a flexible, efficient, and cost effective process.

In order to make the system work effectively, to achieve maximum value for every dollar spent, and to protect the City from unwarranted liability, each City employee must be generally

familiar with these procedures and rules in order to conduct City business responsibly. City of North Plains agents and employees will act with the highest standards of ethics, observing both the letter and the spirit of the law.

Objectives

- Consistently obtain quality goods and services at the lowest price in the proper quantity for delivery when and where required.
- Guard against unnecessary obligations and liability risks in all transactions.
- Treat all bidders and suppliers fairly and with the utmost professionalism.
- Assure expenditures from public funds are made carefully within the constraints of Oregon Government Standards and Practices, Oregon Local Budget Law, the City Charter, the Municipal Code, and City resolutions, and applicable Federal laws.

General Information – Legal Framework

The laws, ordinances, and rules applicable to purchasing, contracting, and the sale of City property are:

- (1) Oregon Constitution, Articles I, XI, XII;
- (2) Oregon Revised Statutes:
 - ORS Chapters 279 regarding public contracts and purchasing,
 - Chapter 294 regarding municipal financial administration, and
 - Chapter 244 regarding standards and practices (ethics);
- (3) Oregon Administrative Rules, Chapter 125 and 137;
- (4) North Plains Municipal Code (MC); and
- (5) ORS 279.015(1)(g)(A) allows the City to acquire an item based on a bid or quote obtained by another governmental entity that followed the legal requirements of bidding. This practice is commonly referred to as “piggybacking.”

Any expenditure having a lifespan in excess of four years and having a cost of \$5,000 or more is a capital expenditure. If it does not meet *both* of these requirements, it is considered materials and supplies.

Overview of Procurement Responsibilities:

The Office of City Manager is responsible for:

- (1) Reviewing contracts for required insurance and indemnity clauses, insurance certificates, and attachments as addressed in the City's standard contract.
- (2) Returning completed contracts to originating department.
- (3) Filing original record copy for City Recorder archival purposes and scanning into imaging system for electronic reference.

The Finance Department is responsible for:

- (1) Verifying contractor has valid business license with City.
- (2) Establishing and maintaining official accounts payable files.

- (3) Receiving and auditing all invoices and purchasing documents.
- (4) Encumbering funds for purchase as needed.
- (5) Preparing checks for payment for all goods and services purchased by the City.

Delivery and Receipt of Goods and Services

Supplies will be delivered to the location designated by the requesting department.

When the goods are received, the requesting department is responsible for checking the delivery against the delivery slip for quantity, quality, and specifications. The following checklist needs to be followed:

- (1) The delivery slip information agrees with the goods received.
- (2) If the delivered goods are damaged, the items should be refused or a note must be made on both the receiving documents and the vendor must be immediately notified.
- (3) In cases of incomplete delivery, shortage, or overage:
 - Record all items received, and notify the vendor.
- (4) When the final delivery on the purchase is made forward packing slips to Accounts Payable with request for payment.

Deliveries should not be accepted without delivery tickets or packing slips.

Payments

The City's billing address in all cases will be:

City of North Plains

Attn: Accounts Payable

31360 NW Commercial St

North Plains, OR 97133

Any department needing information regarding invoices or copies of specific statements should contact the Finance department.

On a periodic basis, or according to the vendor's terms, accounts payable will pay suppliers and vendors following these procedures:

- Payment will be made when a packing slip and request for payment are signed by the appropriate approving authority and submitted to Finance.
- If any problems are apparent, Finance will resolve them prior to issuing payment, and may ask the receiving and/or requesting department(s) for assistance in resolving concerns.

For payment for services, the City's standard personal services contract will be used if the service contract amount exceeds \$1,000, or for any amount where unusual risk to life or property exists.

For services contracts valued under \$1,000 and without unusual risks to life or property. Payment will be made when the following process has been completed:

- (1) Accounts payable will review invoices sent in by the supplier subsequent to their written approval by a Department Head or City Manager. A signature of approval for payment signifies that the scope of work is complete and acceptable and City funds should be paid.
- (2) If any problems are apparent, accounts payable will resolve them prior to issuing payment, and may ask the receiving department for assistance in resolving the problem.

Purchasing Authority

Employee	Amount
Staff	\$500
Department Head	\$5,000
City Manager	\$25,000

City Council acting as a legislative body can authorize expenses up to the legal limit.

Petty Cash Procedures (Expenditure Limit: \$50 or less)

Petty cash purchases are considered incidental purchases, requiring minimal documentation and Petty Cash Custodian approval. When using petty cash the amount taken out should be documented and it should be initialed by the employee who is requesting the money to make the purchase and a witness who verifies the amount taken

Step-by-Step Process

1. The requesting employee delivers a completed and signed petty cash voucher and purchase receipt to the petty cash custodian. Petty Cash vouchers require approval signature of a Department Head or City Manager.
2. The petty cash custodian reviews the voucher and receipt for completeness, clarity, and budget authority (i.e. account number), and then disburses the requested funds to the employee.

Advances from Petty Cash may be used when employees do not have sufficient funds to cover the cost of a purchase

- (1) The requesting employee completes a petty cash voucher, including the general ledger number to be charged, and submits it to petty cash custodian, who advances the cash to the employee for the necessary purchase.
- (2) The employee purchases the item and submits the receipt and any unused portion of the advance to the petty cash custodian.

Petty cash fund is located at City Hall.

The petty cash custodian may request petty cash account replenishment as needed, but at least once each month. When the fund is drawn down to approximately \$100, the petty cash custodian will collate all petty cash slips and sort them by account codes for entry onto a petty cash reimbursement form/envelope.

The petty cash custodian is responsible for balancing the amounts paid out against the slips returned for disbursement and must ascertain that the totals are identical. The City Manager must sign the form to approve replenishment after reviewing the petty cash reconciliation.

After the purchase, an employee should return any unused cash and provide a receipt or initial the transaction detail certifying the net expense.

As needed and at least monthly the transaction detail should be reconciled and replenished by recording a manual check to vendor petty cash and getting cash back from a deposit this should be documented by the manual check #, the deposit #, initial by the reconciler and initialed as approved by the City Manager(Control). The transaction detail report should then be filed in the AP petty cash folder.

Bank Card Procedures

Bank cards are issued in the name of the City of North Plains and in the names of City employees.

Permitted uses are limited to the direct purchase of authorized materials, equipment, or services and to making necessary reservations for authorized travel/training while conducting City business.

Bank cards have no cash advance authorization and are never to be used for personal business.

Step-by-Step Process

1. Employee is provided card by Finance Department. Persons authorized for cards include:
 - Full-time employees of the City
 - Library Volunteer Coordinator
 - Library Clerk responsible for shipping
 - Children's Librarian
2. Make purchase or place order.
3. Immediately write the account number on the customer copy of the charge slip, making sure there is adequate description of the expense to allow for audit verification.
4. When the individual billing statement arrives at accounts payable it will immediately forwarded to the employee who must match receipts with the statement, and sign off on the expenses.
 - If there is a need for correction, the employee is responsible for contacting the vendor and ensuring the appropriate amount is billed or charge reversed.

- If the employee approves the statement, it will be forwarded to the Department Head for review and approval.

5. Subsequent to receiving the Department Head's or City Manager's approval, the statement will be returned to accounts payable for processing and payment.

If a bank card is lost or stolen that must be reported to the City Manager by telephone and email or memo immediately, fully explaining the circumstances (date, time, and place of loss or theft if known, etc.)

Purchases

Employees should always attempt to procure services at the lowest cost practical from local vendors.

Whenever practical 3 sources for goods and services should be evaluated for a purchase. Sources can include:

- Reviewing websites
- Calling vendors, or
- Reviewing a catalogue

However if the value of a purchase is relatively low and the cost for the employee's time to perform comparison shopping is likely to negate or exceed savings realized by comparative shopping the employee may select the best option available for purchase. As an example, purchasing a small part from the local hardware store at a 40% higher cost is likely more cost effective than driving 20 miles round trip to a discount retailer and consuming an hour of staff time, or conducting a review on the internet which also consumes staff time.

As a general rule employees should assume their time is worth 140% of their hourly wage. The value of the employee's time should be considered whenever the total price for a product is determined.

Similarly expenses related to shipping and delivery should be considered whenever a purchase is made.

Employees who must purchase similar items on regular basis need only document the process of comparative shopping once a year. For example, the Police must periodically purchase ammunition. The first time it is purchased each year a comparison of prices should be performed. Thereafter the Department can rely on that information to demonstrate purchases of the same goods is competitive.

Informal Quote Procedures for Expenditures

Up to \$5,000

The requesting department will analyze the purchase request and seek the best price on an informal basis, either by calling prospective vendors or by reviewing catalogues if feasible.

Step-by-Step Process

The requesting department determines the item(s) to be purchased. When practical and feasible, the requesting department will obtain 3 informal quotes for the item(s) from selected vendors. The requesting department may solicit quotes informally over the phone or refer to catalogues for price comparisons, recording quote information in a written format. This documentation should be retained for a minimum of three years.

If applicable, the vendor(s) respond with quotes to the requesting department. The requesting department evaluates all quotes and selects a vendor. Refer to the "purchasing limits" chart for approval authority.

If the purchase is for goods or services that require a contract, the contract package is forwarded to the Office of the City Manager for review first. Only the City Manager or a department head may execute a contract for service.

The selected vendor fulfills the requirements of the Purchase Order or Contract and sends an invoice to accounts payable.

The requesting department administers the contract, or inspects materials, construction, or services to determine whether or not they meet contract specifications. Discrepancies should be reported to the vendor and accounts payable as soon as possible. If the items have been furnished, as requested, the department signs and dates invoices promptly and submits them to Finance for payment.

**Informal Bid Procedure for Expenditure
\$5,000 to \$25,000 (Non Public Works Projects)**

The requesting department will analyze the purchase request and seek the best price on an informal basis, either by calling prospective vendors or by a written request for bids

Step-by-Step Process

The requesting department prepares the specifications selects vendors from whom quotes will be obtained.

The department may solicit quotes informally over the phone, recording quote information in a written form.

The requesting department shall obtain a minimum of three written competitive bids. **If vendors are non responsive to requests for bids, then staff may document that three bids could not be obtained.**

The department shall keep a written record of the source and amount of the bids received. If three bids are not available, a lesser number will suffice provided that a written record is made of the effort(s) to obtain the quotes.

Bids should be evaluated for cost and quality of goods and a vendor selected.

If the purchase is for goods or services that require a contract, the contract package is forwarded to the Office of the City Manager for review first. Only the City Manager or a Department Head may execute a contract for service.

The requesting department administers the contract, or inspects materials, construction, or services to determine whether or not they meet contract specifications. Discrepancies should be reported to the vendor and accounts payable as soon as possible. If the items have been furnished, as requested, the department signs and dates invoices promptly and submits them to Finance for payment.

Formal Bid Procedures for Expenditures Over \$25,000

Since the bidding procedure is the focal point of public buying, it should be conducted so that no suspicions of impropriety can or will arise. Because of its importance, the bidding procedure is set forth below in detail, and must be followed carefully.

Expected Time Frame for this Process

A formal process can require two months or more to complete.

- *Bid Specifications: 2 Days*
- *Department Review: 3 Days*
- *Pre-Bid Conference (if applicable): (10 Days)*
- *Advertisement for Bids/Opening/Tabulation: 10 Days*
- *Bid Evaluation/City Council Work Session Action Item (if applicable): 10 Days*
- *Successful Bidder Notified, Contract Prepared*
- *Signed, and Distributed: 10-15 Days*

Step-by-Step Process:

After obtaining City Council approval to let bid(s) through the budget process, the requesting department prepares a bid specification package including the contract to be used for the item(s) to be purchased and prepares and advertisement for the bid. (The bid specification package is described in detail in OAR 137-30-010- to 137-030-045.)

The department manager reviews the bid specification and contract for completeness, clarity, and objective basis for award, forwards the contract to the City Attorney for legal review if needed, reviews the advertisement for bid, and adds the item(s) to the bid list and places in on the City Council agenda, if applicable.

The requesting department advertises for bids, holds a pre-bid conference (optional), receives, opens and tabulates them. The department manager reviews and makes the recommendation for award to the lowest responsible bidder. (Note: The department will document its findings when not recommending the low bid and will forward those findings to the City Manager, who has the sole responsibility for disqualifying any bidder.)

For all public contracts in excess of \$25,000, formal approval by City Council is required. The requesting department will prepare a staff report and recommendation submitted through the City Manager for Council consideration.

Council will act on the recommendation at a regular or special City Council meeting in which the item is included as a business item on the agenda.

The requesting department forwards the recommendation to the City Manager, which reviews the department's selection and awards the prepared contract to the lowest responsible bidder, or selected bidder if the lowest bidder was disqualified.

When the bid exceeds the City Manager's purchase authority, the recommendation will be prepared in a staff report by the originating department, and sent through the City Manager to the City Council for consideration.

The requesting department notifies the successful bidder of award by telephone or mail the next business day after selection, prepares a contract, and transmits it to the successful bidder (vendor) for signature. Upon the vendor's return of those signed contracts within 5-10 days after transmittal as well as such requirements as business license application and certificate of insurance, the department reviews and approves all documents and then forwards the contract package to Office of City Recorder for review, who then forwards to City Manager for approval.

If there are change orders to the original contract that exceed 10% or \$100.00 of the original bid price, the contract amendment must be reviewed by the City Manager, and when needed City Council.

After completion of the contract, forward the permanent file to the City Recorder for archival storage. For archiving purposes, the contract file must contain:

- (1) A copy of the RFP/RFB and any addenda.
- (2) Any vendor pre-qualification forms.
- (3) The complete list of vendors who received or requested the RFP/RFB.
- (4) Affidavit of publication of advertisement.
- (5) Bid/Proposal opening tally form.
- (6) Evaluation form.
- (7) Recommendation of award and any documentation supporting recommendation.
- (8) Accepted bid or proposal.
- (9) Bids/Proposals not accepted and reasons for non-acceptance.
- (10) Personal Services contract, if applicable.
- (11) Contract, if applicable.
- (12) List of subcontractors used on project, if any, and payment records.
- (13) Copies of change orders, if any.

Check Request Procedures

City checks are authorized by at least two signatories on the City bank accounts, and can only be issued after clear documentation of expenses is established.

Step-by-Step Process:

The check request must be made in writing. In all cases, authorizing signatures must appear on the check request prior to processing by the Finance Department.

Documentation for purchases including budget code numbers must be attached to the request when it is submitted to Accounts Payable for processing.

In the event that checks are required prior to the delivery of goods, attach all documentation, invoice, order form, or statement, to the completed check request and transmit to the Finance Department for processing.

Sole Source Procurement

In some rare instances, the City can waive the requirement for multiple bids if a good or service can only be obtained from one source. For example some specialized products may be distributed by only one or two vendors in the state, and it is not cost effective to seek additional vendors. Sole source procurements must be approved by the City Manager or City Council.

Professional Services

Staff can procure professional services based on the qualification of the person/firm providing service, rather than lowest cost. A competitive request for qualification is not required for contracts valued at less than \$20,000 or if a qualified vendor list from a neighboring community is used.

Professional services include things like, design, engineering, environmental study, and financial analysis.

Emergency Purchases and Contracts

In the rare event of an emergency that poses a threat to human health or to avoid or mitigate significant property damage, the City Manager or his or her designee may authorize an expense that is above the normal authorization level. As soon as practical thereafter, the Mayor and Council president shall be notified of the expense. The expense shall be presented for ratification at the next Council meeting.

Emergency Purchases with Personal Funds

At times, a City employee may be faced with an emergency situation or be in a situation in which it is expeditious to make a purchase from his or her personal funds. In such circumstances, the following rules and procedures apply.

- (1) With the exception of true emergency situations, all employee purchases with personal funds for which reimbursement is sought shall not exceed \$100.

- (2) In all circumstances a receipt is required. The City will not reimburse undocumented expenses. The receipt must show in some way the purchase amount, the item purchased (if practical), and the name of the City employee who made the purchase. It is acknowledged that cash register tape receipts often do not provide this information. If the information is not printed on the receipt, the employee should complete it.
- (3) Requests for reimbursement shall be turned in at least quarterly.

City of North Plains Procedure

Number:	531	Title:	Special Events Payment Management Policy
Date:		Signed:	

Purpose:

This procedure is to be used for the collection of payments at special events sponsored by the City including, festivals and recreation events.

Policy:

Whenever cash payments are to be received by the City at a special event, responsibility for the task is to be assigned to two (2) individuals in advance of the event. At least one of the individuals should be a City employee. A volunteer who has been appropriately screened may assist with the collection of payments.

- Cash payments – All cash payments must be recorded by receipt or cash register upon acceptance.
- Credit card payments – Payment by credit card will be allowed using the Square credit card reader and cash register, or through the City’s website.
- Check payment– The City will accept personal checks which are paid to the order of “City of North Plains.” Checks should not be made out to “cash” or to an individual person.

Procedure:

Prior to event:

A petty cash drawer should be established with up to \$250 of change. This drawer must be counted by an Account Clerk at the time it is set up and amounts recorded, signed and dated on a “Cash Box Count Form” which is to be retained in City offices.

Start of Event:

The employee accepting payments at the event, should count the cash at the beginning of the day, and confirm the amount available at the start of the event. Any discrepancies should be noted in writing.

Employee should sign into register program or website.

All transactions must be recorded electronically. Paper receipts should also be available for persons requesting documentation of payment.

During Event:

If practical, when cash on-hand exceeds \$1,000:

1. The cash box should be counted down to \$250
2. The sum of funds written down on a “Cash Box Count Form” with two persons verifying the amounts,
3. An employee of the City should physically place the cash and any checks received in a safe at City Hall.

After the Event:

Cash must be counted by two persons, one of whom should be a City employee. After documenting the amounts using a "Cash Box Count Form" and both persons signing the form, all funds should be physically placed in a safe at City Hall. (As an alternative, a deposit may be prepared and placed at Columbia Community Bank.)

Similarly, all checks received should be placed in the safe at City Hall.

Next Business Day:

A report of transactions from the register should be printed and reconciled with payments received. Any discrepancy should be appropriately noted and researched. A copy of this report should be forwarded to the City Manager.

All cash funds and checks should be deposited into the City's checking account at Columbia Community Bank.

City of North Plains Policy

Number:	540	Title:	Credit Card Policy
Date:	9/1/13	Signed:	

Purpose

The purpose of this policy is to set forth the policy and procedures for the City's credit card program. The credit card program empowers the employee with the authority and responsibility to purchase items for the City of North Plains directly from merchants in order to meet the departmental needs.

Definitions

"Transaction" includes the purchase price, tax, and freight and/or handling.

"Finance Manager" authorized City employee who is responsible for requesting and canceling credit cards from the bank.

Guidelines

A. Credit Card Use:

The credit card may be used at any merchant that accepts VISA.

The credit card may be used for authorized City business/travel expenses. Examples of authorized purchases include:

- Office and other supplies
- Airline ticket
- Meals not included in fees or registration costs
- Lodging
- Repair and maintenance parts
- Small equipment purchases
- Contracted services
- Training and conference registration

Examples of unauthorized purchases include the following:

- Alcoholic beverages
- Capital equipment
- Cash advances and cash refunds
- Services other than registration

The above list does not include all unauthorized purchases; employees are expected to contact the Finance Manager if unsure about what constitutes an unauthorized purchase. The use of the City issued credit card for personal purchases, cash advances or cash refunds are strictly prohibited.

Employees must observe City guidelines for purchasing when using a credit card.

B. Credit Limits:

The credit card has a monthly credit limit of \$2,500 for supervisors and other employees issued

a credit card, and \$5,000 for the City Manager and Department Directors. The Cardholder must adhere to their approved expenditure authority.

C. Affidavit of Lost Documentation:

If the itemized receipt is lost, the cardholder must create a record of the purchase that shows:

- Vendor
- Specific item(s) purchased
- Purpose of the purchase
- Date of the purchase
- Line item expenditure code
- A statement that the original charge slip and/or receipts were lost
- Signature of the cardholder

D. Cardholder:

The Cardholder is responsible for:

- Security of the card
- Use of the card
- Compliance with the City's purchases policies/procedures
- Preparation of the monthly voucher
- Voucher to Finance Department within the required due date (as communicated by the Finance Department)
- Submitting to the voucher all documents that identify what was purchased
- Responsible for obtaining their Department Director's signature

E. Department Director/City Manager:

The Department Director/City Manager is responsible for:

- Requesting card in writing to the Finance Manager.
- Reviewing all charges
- Ensuring all purchases are appropriate
- Ensuring no prohibited items have been purchased
- Ensuring all proper documentation is attached to the monthly voucher
- Signing voucher prior to submitting to the Finance Manager

F. Finance Manager:

The Finance Manager is responsible for:

- Maintaining a file of all requests for cards from Department Directors and City Manager
- File employee signed Credit Card Usage Agreement forms
- Keep track of all credit cards issued and cancelled

G. Credit Card Abuse:

The cardholder's manager is responsible for monitoring the use of the credit card(s) and, whenever abuse is detected or suspected, the supervisor must initiate appropriate action, including notifying the Finance Manager. If there is abuse of the card, or disregard for the

credit card Credit Card Usage Agreement guidelines, the card is forfeited and canceled.

The cardholder must reimburse the City for any inappropriate purchases, and the employee is subject to disciplinary action up to and including termination. Willful, fraudulent abuse of the credit card will be cause for termination. If the employee has his/her credit card privileges revoked, the employee is not eligible for restoration of credit card privileges.

H. Lost or Stolen Cards:

If the City issued credit card is lost or stolen, the cardholder must contact the bank and the Finance Manager immediately (see directory in forms section).

The lost or stolen card will be closed and a new card will be issued. If the old card is located at a later date, cut it in half and return to the Finance Department.

I. Card Disputes:

In case of an exception or disputed charge the cardholder should first contact the supplier. Most exceptions or issues can be resolved at this level. When the vendor corrects the problem, the cardholder should see the correction on the next monthly statement. When a correction or returned purchase appears on the statement, the cardholder must notify the Finance Department via a written statement attached to the voucher explaining the correction or return purchase.

If cardholder cannot reach an agreement with the supplier, the next step is to contact the credit card's bank customer service center. Their staff is experienced in dealing with exceptions and should be able to be of assistance. Nearly all exceptions can be managed using these two steps.

J. Cardholder Leaves Employment:

When a cardholder leaves employment with the City or transfers to another department, the employee's manager should immediately notify the Finance Manager in writing so the card may be canceled. The cardholder needs to return the credit card to the Finance Manager, who will destroy the card and notify the bank of the cancellation.

Procedures For Application Process

<u>Step/Responsible Party</u>	<u>Action</u>
1. Department Director	Requests in writing the issuance of a credit card to the Director of Finance
2. Finance Department	Sends information to bank and files letter
3. Finance Department	Receives new credit card from bank and informs Department Director/City Manager
4. Finance Department	Sends the employee copies of the Credit Card Policy and Credit Card Usage Agreement to review, sets up training for the employee, and issues the card to employee
5. Finance Department	Files the signed Credit Card Usage Agreement
6. Employee	Signs the credit card upon receipt

Procedures for Use of Card

<u>Step/Responsible Party</u>	<u>Action</u>
1. Cardholder	Makes appropriate purchases and keeps charge slips, sales receipts, and other supporting documents that identify what was purchased
2. Cardholder	Prepares a monthly voucher of charges for credit card. Reviews statement for accuracy Attaches original itemized charge slips, sales receipts, other supporting documents, or an affidavit of lost documentation to the monthly statement Attaches documentation of incorrect charges or credits Applies line item expenditure coding for all purchases Gets Department Director's signature on voucher Submits voucher to Finance Department by the required due date for payment to be included in the check run
3. Cardholder	Arrangements must be made if employee will be out of the office or on leave during the time the paperwork is due
4. Cardholder's Manager	Reports any known or suspected abuse to the Director of Finance
5. Director of Finance	Investigates abuse and notifies appropriate authorities

Procedures for Cancellation of Credit Card

<u>Step/Responsible Party</u>	<u>Action</u>
1. Cardholder	Returns card to Finance Department prior to departure
2. Finance Department	Notifies Department Director of card cancellation and destroys card
3. Finance Department	Notifies the bank of card cancellation and files notice

City of North Plains Policy

Number:	600	Title:	Public Employee Ethics
Date:		Signed:	

Purpose

To establish and communicate the City's code of ethics for all employees. This policy is set forth to ensure compliance with the State's Public Ethics Law and to promote the City's philosophy concerning ethics. Codes of ethics are designed to prevent conflicts of interest, protect confidential information, encourage honesty and loyalty, ensure compliance with the law, and engender public trust.

It is the policy of the City to conduct its affairs with the highest standards of integrity. The best interests of the City must be the only consideration, and the outside interests of individual employees cannot be considered in relation to City operations or affairs.

All City employees, agents, and volunteers must adhere to the State's Code of Ethics law, ORS 244.040, which affects public officials. This law has six (6) stipulations:

1. A public official shall not use his/her official position to gain financially (other than salary, honoraria, or reimbursement of expenses) or to avoid financial detriment, for either him/herself or any other household member.
2. Public officials, candidates for office, or any household members of such shall not accept gifts in excess of \$100 during a calendar year, from any person or organization who may have an administrative interest in any governmental agency the recipient may be associated with in an authoritative relationship.
3. A public official shall not solicit or receive, and no person shall offer to give any public official any pledge or promise of future employment, based on any arrangement that the public official's action would influence.
4. A public official shall not use his/her position, or information obtained because of such position, for personal gain.
5. No person shall offer any gift(s) totaling more than \$100 during a calendar year, to any public official, candidate, or household member or official or candidate if that person has a legislative or administrative interest in any government agency in which the public official or candidate if elected, would exercise any authority.
6. A public official shall not represent a client for a fee before the governing body of a public body of which the person is a member.

All City officers, employees, volunteers, agents, or otherwise are obligated to adhere to the above requirements. All reported violations will be investigated by the Oregon

Government Standards and Practice Commission.

The City requires all employees and volunteers to adhere to the following additional City requirements and expectations:

- Each employee has a duty to the City to be free from the influence of personal considerations when conducting City business with others.
- Nominal Value – All purchasing agents, officers, and employees of the City are expressly prohibited from accepting, directly or indirectly, from any person, company, firm, or corporation to which any purchase order or contract is or might be awarded, any rebate, gift, money, or anything of value whatsoever, except where given for the use and benefit of the City.
- An employee shall not receive personal benefit or discounts for the purchase of goods or services from vendor relationships the City has established through the City purchasing process.
- An employee may not use or accumulate frequent flyer miles, credit card bonus points, and other travel discounts earned as a result of City-related travel if the City pays the cost of the travel. An employee who has no alternative but to use their own resources to pay for City-related travel, with such resources being reimbursed by the City at a later date, are exempt from this provision as long as there is no alternative to using their own resources to pay the initial cost of such travel.
- An employee placing ethical principals above private gain, shall act with the utmost integrity and is expected to avoid any actions that would create even the appearance of a violation of the law or ethical standards.
- An employee shall not accept a position with a customer, supplier, or contractor without informing his/her supervisor of the offer and discussing the situation to determine if the employee has a conflict of interest.
- While outside employment is not encouraged, it is recognized that some employees may wish to work on other jobs. Such employment must not constitute a conflict of interest or other conflict with the employee's primary career with the City. An employee should notify his/her supervisor of any outside employment prior to commencing such employment and must abide by any other outside complaint requirements specified in an applicable labor contract or City Administrative Policy.
- Employees must avoid any associations or other relationships that would or could conflict with the employee's responsibility to make objective decisions in the City's best interest.
- Each employee is expected to protect City information and avoid undue outside influence. No employee should benefit personally from any purchase of goods

or services by the City, nor derive personal gain from actions taken as a representative of the City.

- Employees shall review with their supervisor any activities that might result in a conflict of interest.
- Public employees are prohibited by State law from engaging in political activities while on the job, including but not limited to solicitation of anything of value; promoting or opposing the nomination or election of a candidate, initiative, referendum, or ballot measures and recall signature gathering.
- Employees shall maintain a high standard of conduct and disqualify themselves from exerting influence in any transaction where they find their own interests may conflict with the best interests of the City or where the employee may gain any financial benefit.
- Employees shall report promptly to their supervisors any remuneration they receive from an individual or concern with which the City does business.
- Employee loyalty shall remain at all times with the City.
- These provisions apply whether or not there is any cost to the City for any gift, rebate, or benefit to the employee.
- An employee having knowledge or concerns regarding alleged ethics violations by another employee or volunteer should notify their supervisor, manager, department director, or the Personnel Division. Employees who provide such notification are protected from retaliation by co-workers, the City, or any representative thereof.
- Violations of the Code of Ethics are subject to the corrective action process.

Reporting

If any employee is faced with a situation in which there is an actual or potential conflict of interest involving an appointment to an office, he/she should follow these procedures:

- The employee must notify in writing the person who appointed them to the office of the nature of the potential or actual conflict. If an employee other than a Department Head is involved, the notice should be sent to the direct supervisor and the Department Head. If the Department Head has a potential or actual conflict, he/she shall advise the City Manager. In the case a potential conflict of interest exists with the City Manager or City Attorney, the City Council shall be notified of the potential conflict.
- The notice should request the appointing authority to dispose of the matter giving rise to the potential conflict. The supervisor should either designate another employee to dispose of the matter, or inform the inquiring employee in

writing how the matter giving rise to the conflict should be handled.

- Once the notification has been completed, the official is free to act if so designated by the supervisor in writing.

If any employee or volunteer is faced with a situation in which there is an actual or potential conflict involving City requirements or expectations, he/she should follow these procedures:

- The employee must immediately notify in writing their direct supervisor and the Department Head of the situation in which there is an actual or potential conflict of interest.
- The supervisor should inform the employee or volunteer in writing how the matter giving rise to the conflict should be handled.

City of North Plains Policy

Number:	601	Title:	Employee Expectations
Date:		Signed:	

Purpose

This policy provides guidance on how employees should conduct themselves while they are City employees.

Policy

Courtesy and common sense should always prevail.

The following work rules are not all-inclusive, but serve as guidelines to demonstrate work behaviors considered important to the City of North Plains.

1. Employees are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you. If an employee is unable to be at work on time, the employee is expected to contact a manager prior to the start of the work shift. If that individual cannot be reached, the employee is expected to contact an alternate department representative.
2. Employees are expected to regard your workplace with respect and attention. City of North Plains' records, equipment, and property are to be treated carefully and appropriately. Employees are responsible for those items in their care and custody and will be held accountable for their maintenance, appropriate use, and/or accuracy.

City of North Plains' equipment and materials is not to be utilized for personal use, and anything created with the use of such equipment is the sole property of the City of North Plains. (In some circumstances employees may compensate the City for the use of equipment or materials like copies or stamps, as long as similar services are provided to the public.)

3. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City of North Plains or outside regulatory bodies.
4. Employees are expected to conduct themselves in a professional and respectful manner, exhibiting a high regard for our residents, vendors, business associates, and co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned.

5. Employees are expected to maintain the confidentiality of the City of North Plains information or member information in their possession (i.e., personnel information, trade secrets, etc.).
6. Employees' personal appearance at work should be neat and consistent with professional atmosphere, keeping in mind the impression made on members, visitors, and other employees, and the need to promote the City of North Plains and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what appearance at work is appropriate.

City of North Plains Policy

Number:	602	Title:	Solicitation and distribution of literature and other materials
Date:		Signed:	

Purpose

This policy provides guidance on how employees should conduct themselves while they are City employees.

Policy

In order to ensure efficient operation of the City's business and to prevent disruption to employees, the City has established control of solicitations and distribution of literature on City properties, as follows:

- No employee shall solicit or promote or support for any cause or organization during his or her working time, or during the working time of the employees at whom such activity is directed.
- Employees who would like to solicit or distribute literature to other employees by or on behalf of any individual, organization or club, may do so only during times when the employee is on a break.
- The distribution of literature in work areas is prohibited.
- No solicitation is allowed by for-profit representatives on City property, unless specifically invited by staff.

Non-profit candy sales – Employees may offer candy or similar products for sale provided the following criteria are met:

- The sales do not interfere with City business.
- Sales are passive to coworkers and the public. I.e. No active verbal solicitation is made and purchase is not required for any reason.
- The employee(s) accepting payments is (are) sponsoring the sales and has (have) received the permission of their supervisor to do so.
- Funds are not commingled with City funds for any reason.
- Product is sold for a limited duration approved by the employee's supervisor.
- Product security and loss is the responsibility of sponsoring employee.

City of North Plains Policy

Number:	603	Title:	Harassment
Date:	9/16/13	Signed:	

Purpose:

This policy addresses the identification and management of claims of harassment.

Policy:

The City of North Plains prohibits harassment based on disability, race, color, national origin, religion, sex, sexual orientation, veterans status, military status, retaliation for opposing unlawful employment practices, association with members of a protected class, marital status, injured worker status, or any other protected class, regardless of whether that harassment is targeted specifically at the employee.

Behavior such as telling ethnic jokes, making religious slurs, using offensive "slang" or other derogatory terms denoting a person's speech, accent or disability, are examples of prohibited conduct and will not be tolerated at the City of North Plains.

Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or non-verbal communication or physical conduct of a sexual nature where:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission or rejection of such conduct by an individual influences any employment-related decisions affecting the individual; or
- The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

The conduct prohibited may be verbal, visual or physical in nature. It may be directed by a manager to a subordinate, manager-to-manager or co-worker-to-co-worker. It includes unwelcome sexual advances, requests for sexual favors, physical touching, or the granting or withholding of benefits (e.g. pay, promotions, time off) in response to the sexual conduct. More subtle forms of prohibited behavior, such as offensive posters, cartoons, caricatures, comments and jokes, language or innuendoes, hugging, or kissing may also constitute sexual harassment when they create or contribute to a hostile or offensive work environment.

Procedure:

If an employee believes he or she is being harassed, or has witnessed what appears to be harassment in the workplace, he or she must report it as soon as possible to his or her

supervisor, the department head, the City Manager or City Attorney. (It should be noted the City Attorney shall oversee the investigation of any complaint concerning the City Manager, member of Council or other person not employed directly by the City.) A report can be made verbally or in writing.

Any supervisor or manager who becomes aware of complaint of harassment must immediately report it to the City Manager or City Attorney.

All supervisors are responsible to accept at face value any complaints about potential harassment, discrimination or any incidents which made another employee feel uncomfortable. Without exceptions the supervisor is responsible for immediately discussing the incident with his or her Department Head and/or City Manager (and if it involves the City Manager, the City Attorney.)

The supervisor is the eyes and ears of the City; even if the employee who complains is not under the direct supervision of that particular supervisor, the supervisor's knowledge is considered the same as City management having knowledge. The same applies if the employee complains outside the City's established complaint process, but a supervisor nevertheless has knowledge of the situation. If employee harassment of a coworker is "severe or pervasive," the City may be liable for permitting a "hostile work environment."

Supervisors must also uphold a high standard in their own behavior. Supervisors must not harass, discriminate or show favoritism in their dealings with employees, particularly in promotions, pay increases, training opportunities, demotions, corrective action and/or disciplinary actions.

Supervisors can also be individually sued for their conduct. Also, a supervisor who makes inappropriate contact with an employee could be subject to criminal arrest and/or civil suit under state law.

City of North Plains Policy

Number:	604	Title:	Americans with Disabilities Act
Date:	9/16/13	Signed:	

Purpose:

This policy addresses protections established by the Americans with Disabilities Act, and the City of North Plains' compliance with them.

Policy:

The Americans with Disabilities Act (ADA) is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the workplace. Individuals are protected under the ADA if any of the following conditions exist:

- They currently have a physical or mental condition that substantially limits their ability to normally conduct a major life function (walking, seeing, hearing, breathing, etc.);
- They have a history of such impairment; and/or,
- They are perceived to have such impairment.

The ADA also prohibits discrimination on the basis of an individual's relationship to someone (parent, sibling, child, spouse/significant other, etc.) with a disability.

Procedure:

The City of North Plains offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but are still able to perform essential job functions. Reasonable accommodation is available to employees and applicants, as long as the accommodation does not cause undue hardship on the City of North Plains. Individuals protected by the ADA should discuss their needs for possible accommodation with their supervisor and the City Manager.

Lawfully Obtaining Medical Information: ADA Concerns

The City of North Plains works to balance the risks faced by gathering medical information, and the risks that may be faced when necessary medical information is not requested. All supervisor requests for medical information on employees must be coordinated working closely with the City Manager. The City adheres to ADA guidelines in requesting medical information.

City of North Plains Policy

Number:	605	Title:	Workers' Compensation
Date:		Signed:	

Purpose

Policy provides guidance regarding workers compensation claim administration.

Policy

Employees will be insured under the provisions of the Workers' Compensation Program for "accepted" injuries and illnesses received while performing work for the City of North Plains. CIS administers claims for the City.

Accident and Injury Reporting - All job-related injuries or illnesses must be reported to your manager within 24 hours, regardless of severity using the Incident Report form. Persons seeking treatment must complete an 801 Form. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may affect or delay the payment of any benefits to you and could subject the City of North Plains to fines and penalties.

Early Return-to-Work Program – An employee will be returned to work as soon as practical after receiving a release to work from his or her doctor. This may result in an employee performing work in a different classification and/or different department.

Workers Compensation Time Loss Injury and Sick Leave -If a City of North Plains employee is injured on the job and his/her workers' compensation claim is accepted, the employee may request that the City of North Plains pay the employee the difference between time loss wages received under workers' compensation and his/her regular salary rate.

The dollar value paid by the City of North Plains will be converted to the employee's hourly wage rate and charged on an hourly basis against the employee's accrued leaves. Wages paid by the City of North Plains for a leave period covered by workers' compensation will be paid first from accrued sick leave. Upon exhaustion of the employee's sick leave, the employee may choose to use his/her vacation or compensatory leave. Upon exhaustion of the employee's sick leave, vacation leave or compensatory time, the City's supplemental payments will stop.

If an employee has received accrued leave pay from the City of North Plains while waiting for a time loss payment, then he/she must reimburse the City of North Plains any pay overages.

City of North Plains Policy

Number:	606	Title:	Workplace safety
Date:		Signed:	

Purpose

Policy provides guidance regarding workplace safety

Policy

City of North Plains is committed to providing our employees with a safe and healthy work environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety.

The City of North Plains, through its Safety Committee, develops and implements safety rules and regulations contained in the Safety Manual. The manual is accessible to all City of North Plains employees both in electronic and printed forms. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. City of North Plains will educate employees as to hazards of the workplace and train employees as to such hazards and the proper and safe method to perform job tasks.

Employees are expected to give your full-time skill and attention to the performance of your job responsibilities utilizing the highest standard of care and good judgment. You are also expected to follow all safety rules and regulations at all times including the use of protective clothing and equipment, attendance at all training sessions related to your job, and follow the directions of warning signs or signals and/or directions of supervisory personnel.

Safety rules and regulations may be issued or modified from time to time; notice of these changes typically are communicated via email.

City of North Plains Policy

Number:	607	Title:	Drugfree workplace
Date:		Signed:	

Purpose

Policy provides guidance regarding a drug free workplace.

Policy

The City of North Plains is committed to maintaining a drug-free workplace in the interests of good business practices that provide a productive, safe, and healthy working environment for all employees.

Any unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances on the City of North Plains' time, premises, or while operating a vehicle on the job is strictly prohibited. In addition, any unauthorized possession or use of alcoholic beverages on the job is prohibited.

Employees undergoing medical treatment with a prescription drug or over-the-counter medication that will impair behavior or work performance should report such fact to his/her supervisor. The employee is not required to inform the supervisor what medication(s) he/she is taking. The City of North Plains has the right to reassign duties or to place an employee on temporary leave of absence if the employee is unable to properly and safely perform his or her duties. In the event an employee needs to take a prescription drug or over-the-counter medication while at work, he or she should keep the medication in its original container so that it can be properly identified.

The City of North Plains may use drug or alcohol testing as part of its investigation of an altercation, accident (or near-miss incident), employee's irrational/inappropriate behavior, or on-the-job driving under the influence (DUI) as provided by law.

In the event an employee encounters work or personal problems related to his/her use of alcoholic beverages, drugs, or other controlled substances, he/she is encouraged to seek appropriate medical care or counseling. The City Manager has information on substance abuse treatment programs. Information or referral will be provided on a confidential basis to our Employee Assistance Program (EAP) if requested by the benefits-eligible employee, or as directed by a manager. The City has group insurance benefits that provide coverage for certain medical services related to drug or alcohol dependency treatment.

City of North Plains Policy

Number:	608	Title:	Discipline Related to Drug and Alcohol Abuse
Date:		Signed:	

Policy

An employee may be found to use illegal drugs or alcohol during work hours on the basis of any appropriate evidence including, but not limited to:

- Direct observation by a supervisor and witness
- Direct observation by a police officer
- Evidence obtained from an arrest or criminal conviction
- A verified positive test result
- An employee's voluntary admission

As a result of corrective action arising from current use of illegal drugs or alcohol problem, an employee may be directed to consult with the City's Employee Assistance Program (EAP) or other health care provider. Such an employee may be required to participate in a drug or alcohol treatment program as a condition of continued employment.

Any issues that a supervisor knows about, related to drugs and/or alcohol in the workplace, need to be communicated and coordinated with the Department Head and City Manager. The City Manager will confer with a legal resource for assistance on drug and alcohol matters. If a supervisor believes that there is reasonable suspicion that an employee is under the influence of drugs or alcohol, the supervisor is required to work closely with the a police officer and the City Manager on the issue.

When an employee is required to undergo treatment under the policy, the employee may be required to authorize the following as a condition of continued employment:

- Monitoring of the treatment program and the employee's participation by the City Manager. The City Manager will work closely with the EAP or health care provider, to ensure proper confidentiality and privacy is maintained.
- Submission to random blood and/or urine screening for alcohol and/or drugs for a specific period of time. The City Manager will coordinate and monitor this while working closely with EAP and/or legal assistance guidance.
- Execution of a last chance agreement whereby the employee agrees to take certain steps to continue employment with the City. Such last chance agreements will be developed and administered in working partnership with the City Attorney.

City of North Plains Policy

Number:	609	Title:	Genetic Information Non Discrimination (GINA)
Date:		Signed:	

Purpose

Define policy regarding genetic testing.

Policy

The City of North Plains does not discriminate against applicants or employees based upon either the employee's or the employee's family genetic information; nor does the City of North Plains use genetic information in employment decisions.

Once a condition manifests itself, the GINA no longer applies. More detailed information about GINA is available on the EEOC poster placed on the employee bulletin board at City Hall.

Genetic information and Wellness Programs: Employees may be asked to sign voluntary waivers, in which, the employee acknowledges that his/her genetic information will only be provided to licensed health care professionals or board-certified counselors involved in the wellness program. There is no penalty for non-participation.

City of North Plains Policy

Number:	610	Title:	Corrective Action and Progressive Discipline
Date:		Signed:	

Purpose

Policy provides guidance on corrective actions and progressive discipline for employees not subject to a collective bargaining agreement addressing the same.

Policy

On-the-job performance and conduct of City employees affects the ability of the City to serve its citizens and affects the taxpayer's impression of the City government. Employee safety, productivity and morale are dependent upon employee performance and conduct.

At times it is necessary for managers to take corrective action and/or impose discipline when improvement is not being seen from coaching, or serious issues arise that warrant strong and formal action.

Employees will be informed if corrective action is necessary when performance or behavior problem are identified. Managers will discuss situations with employees, and explain the necessity of corrective action in efforts to avoid further corrective action and/or discipline whenever possible. Employees will be informed of the facts and conclusions leading to the decision to take corrective action, as well as the proposed corrective action measures to be taken. Corrective action may include a variety of actions depending on the circumstances and severity of the particular situation.

Causes For Warning, Suspension or Termination

When an employee's conduct or performance falls below desirable standards, the employee may be subject to corrective and/or disciplinary action up to and including termination. Examples include:

- Drinking intoxicating beverages or use of illegal drugs on the job or arriving to work under the influence of intoxicating beverages or drugs
- Being absent from work without correctly notifying supervisor
- Being habitually absent or tardy for any reason (that is not protected by law)
- Misconduct
- Accepting fees, gifts, or other valuable things in the performance of the employee's official duties for the City
- Inability to perform the assigned job
- Incompetence, inefficiency or inattention to or dereliction of duty

- Dishonesty
- Insubordination
- Discourteous treatment of the public or a fellow employee
- Willful giving of false information or withholding of information with the intent to deceive in connection with performance of employment
- Any willful failure of good conduct tending to be harmful to the City or its citizens
- Harassment
- Violation of city policies
- A plea of no contest to or conviction of a crime that is perceived to be inconsistent with public service or involving crimes of moral turpitude

Application of Progressive Discipline

A progressive discipline approach can protect the City from legal challenges to disciplinary decisions if it can be show that:

- The rule and/or performance expectation is job related, consistent with business necessity and nondiscriminatory;
- The employee knew and understood the rule, standard expectations or procedure and the consequences of violating it;
- Managers apply the rule and enforcement of expectations consistently to all employees in similar circumstances; and
- Managers treated the employee fairly.

Coaching, Corrective Action and Discipline

Managers should focus on coaching and helping employees correct performance deficiencies or conduct issues first whenever possible.

When needed managers should formalize corrective action and discipline in writing that puts the employee on notice of a performance deficiency and gives the employee an opportunity to correct the problem.

Managers should provide a record that shows they disciplined the employee for a valid reason.

Managers should demonstrate that employees knew what kind of conduct triggers disciplinary action and what disciplinary action would result from that conduct.

Managers need to be clear that certain conduct justifies immediate termination. Possible examples of such conduct include unauthorized removal of City property,

fighting, serious safety violations, falsification of public records and use, possession or sale of drugs on City premises. Managers need to ensure that employees know this list is just a beginning, and that other behaviors not on the list may still justify immediate termination.

Disciplinary Steps

The City's disciplinary steps may include counseling, verbal warnings, written warnings, probation, suspension or termination. The level and severity of discipline depends on the level and seriousness of the problem.

City will use progressive discipline when deemed appropriate by management. This approach gives the City flexibility to apply discipline that is appropriate to the offense or problem.

In the manager's communication to an employee, the manager needs to describe the consequences of a failure to correct the problem. The description should include a warning that failure to improve will result in further disciplinary action up to and including termination. If applicable, the City should also explain the impact on the employee's eligibility for promotion, pay raises and transfers. Managers need to allow an employee to appeal City imposed discipline.

Documentation should be generated at a level that allows one additional level of review (e.g. to the City Manager) to ensure fairness in the process.

Managers need to document all disciplinary proceedings in the employee's personnel file and give the employee a copy of the discipline notice (e.g., warning letter) at the time the notice is given.

Managing the Process

Managers should familiarize themselves with the factors to consider in determining the degree of discipline imposed, how to document discipline properly, how to warn about the future consequences of a failure to improve, when to review potential discipline with higher authorities, how to establish a timetable for correction, etc.

All formalized corrective action and discipline needs to be reviewed by the Department Head, and in some cases the pre-loss group at CIS before a manager presents it to an employee.

Action to terminate an employee must be reviewed and approved by the City Manager prior to its presentation to the employee.

City of North Plains Policy

Number:	611	Title:	Grievances
Date:		Signed:	

Purpose

Policy provides guidance on the management of complaints by employees about working conditions, conduct and other circumstances affecting employment.

Policy

Employee complaints presented to supervisors or managers should always be evaluated for merit. Whenever possible, managers should try to help resolve issues in the most informal manner possible.

Any grievances that cannot be resolved informally or that a manager is aware of involving allegations of harassment, discriminations, safety violations, and ethics violations must be reported as soon as practical to the City Manager or City Attorney. The City Manager will work with or advise managers on the best and most consistent ways to address the particular complaint or grievance.

Employees should receive a response back regarding the findings to their complaint, and any corrective actions taken if applicable and appropriate.

Process:

Employees may file a formal grievance in writing. The grievance must contain a description of the reason for the complaint, cite the policy or procedure that has not been applied appropriately and state the preferred resolution for the matter.

Within 10 business days the City Manager will review the grievance. If additional time is needed to investigate or review the matter, the complainant will be notified in writing of the additional time frame needed.

A written explanation of the City Manager's determination will be provided to the employee. The City Manager's decision is final.

If a complaint or grievance concerns a matter directly involving the City Manager, the complaint will be turned over to the City Attorney for review. Within 10 business days the City Attorney will review the complaint. If additional time is needed to investigate or review the matter, the complainant will be notified in writing of the additional time frame needed. The City Attorney will present his or findings to the City Council which will make the final decision.

City of North Plains Policy

Number:	612	Title:	Performance Evaluation
Date:		Signed:	

Purpose

This policy provides guidance on the process of evaluating employee performance.

Policy

Employee performance evaluations and discussions are part of the communication process between the employee and their immediate supervisor. Evaluations summarize information related to merit, training area needs, strengths and weaknesses of the employee's work performance, and measures the relationship between the department's goals and objectives and the individual employee's productivity. The purpose of the evaluation is to communicate with the employee about how well they are performing their job and whether they have performance problems or areas to improve.

The goal of the employee performance evaluation process is to establish a pattern of expected work habits and expectations. The performance evaluation process gives employees and supervisors an opportunity to review and establish goals, reward or acknowledge good performance, create incentives, and to detect and correct improper behavior or activity and/or unacceptable work performance.

Evaluations

Performance evaluations are to be completed cooperatively by the employee and the appropriate supervisor at regular intervals appropriate for the position and tenure of the employee. Generally, new employees and employees with substandard performance issues will be subject to more frequent evaluations.

The employee and the supervisor are required to sign the completed performance evaluation form, after the evaluation has been discussed between them. As part of the performance evaluation, the supervisor and employee will:

- Establish the employee's upcoming goals and objectives
- Establish time lines for accomplishing training objectives and correcting improper behavior or activity (if applicable)
- Outline and agree on overall expectations for the next review cycle.

Performance evaluations are required to be filed in the employee's personnel file, after the employee has been provided with a copy of the evaluation. Within ten calendar days from the date of the evaluation, the employee may provide a written response to

the evaluation that can be placed in their personnel file. Evaluations cannot be appeals nor are they subject to the City's grievance policy.

Any area on an employee performance evaluation determined by the supervisor to be "needs improvement" will require the supervisor and employee to establish timelines and criteria for conducting a follow-up performance evaluation on the area(s) marked "Needs improvement".

Probationary Evaluation

All probationary employees will receive a performance before making the transition to regular employee status if successful.

Pay and Probation Recommendations

A recommendation by the supervisor for a wage increase based on merit can be submitted to the City Manager at a separate time after a satisfactory performance evaluation. Pay increases must be approved by the City Manager, and are considered based on many factors including budget.

City of North Plains Policy

Number:	613	Title:	Information systems
Date:		Signed:	

Purpose

This policy provides guidance on how employees should conduct themselves while they are City employees.

Policy

Communications systems include but are not limited to, computers, software, intranet and internet networks, electronic mail (e-mail), copiers, fax machines, telephones, voice mail, interoffice mail, communication tools, various on-line services. All of these systems are operated and managed based upon this policy.

Messages and data in these systems are the property of the City of North Plains.

The City of North Plains-provided systems are intended to be used primarily for business purposes. Without your manager's approval, you are not allowed personal use of the City of North Plains' systems. Any approved personal use must not interfere with normal business activities, involve solicitation, be associated with any for-profit outside business activity, or potentially embarrass the City of North Plains.

The City of North Plains reserves the right to monitor employee use of City communications systems. Employees should not consider their usage to be private.

The City of North Plains reserves and intends to exercise the right to review, audit, intercept, access, and search any of these systems at will and disclose the content without notice or other restrictions.

All data and messages maintained on the City of North Plains communications systems may be subject to public records law and disclosed to the public, except for limited exemptions.

Communication Courtesies

Employees are reminded to be courteous to other users of the system and always conduct themselves in a professional manner. Some examples of inappropriate systems use includes, but is not limited to: installing non-business software; sending chain letters or other material that can be construed as spam; playing games; displaying sites with inappropriate sounds or visuals; transmitting obscene, harassing, offensive or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; and displaying, downloading, or distributing sexually explicit material.

Only authorized employees may communicate on the Internet on behalf of the City of North Plains.

Copyrights

Any software or other materials downloaded into the City of North Plains' computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. City of North Plains honors all licenses, copyrights, patents, restrictions and terms and conditions associated with commercial proprietary computer software. Systems users are not authorized to use, copy, modify, or transfer purchased computer software in whole or in part except as expressly provided in the applicable software license, contract or purchase agreement. "Pirating" (making unauthorized copies of software or music) is a violation of federal copyright law.

Electronic Mail System

Employees should write e-mail communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on the City of North Plains letterhead.

E-mails are considered public records, and employees should not have any expectation of privacy.

When a message is erased it is still possible for the system administrator to retrieve and read that message for at least two years.

The City expects employees will respect others' privacy and unless authorized to do so, will not retrieve or read electronic messages not intended for them. The use of passwords for security does not guarantee confidentiality, as the email administrator has the ability to reset such passwords and access all accounts.

Personal use of e-mail may occur, but is to be kept to a minimum.

Since emails will be treated as public records, please ensure no confidential information or inappropriate communication is contained in sent or received emails. For example, City email should not be used to exchange off-color jokes, political parodies or inappropriate pictures. If an employee receives such emails:

- 1) if applicable, unsubscribe from the service
- 2) block the sender and/or domain using "junk mail" management features
- 3) notify sender that such email is not to be sent to City email addresses, and
- 4) immediately delete it

Forwarding such emails electronically for any purpose is a clear violation of City policy and may result in corrective action. Notify your supervisor if inappropriate emails are being received and if you need assistance with stopping them.

Software Installation

In an effort to protect the integrity of our systems, all software used on the City of North Plains computers must be registered with the IT contractor. A complete virus check of all such software must be made immediately before it is installed on any City of North Plains computer.

Telephone Usage (Landline)

The City of North Plains recognizes employees must occasionally make and/or receive personal telephone calls. Such calls must be held to a minimum and should impact the employee's work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the City of North Plains, may result in corrective action, up to and including termination.

Telephone Usage (Cellular)

Employees are prohibited from using cell phones for conversations or data transfer while driving. The sole exception is that police officers may use cell phones while driving if required by exigent circumstances.

The City of North Plains may provide a cellular telephone to employees in designated positions who regularly make City business calls while away from the office. Employees provided with a City of North Plains-owned cellular telephone, must restrict the use of the telephone to City business.

All City cellular phone bills are public records.

Voice Mail System

The voice mail system is the property of the City of North Plains and has been provided for use in conducting City business. Employees have no personal privacy rights pertaining to any information stored in, created, received, or sent over, the voice mail system. The City of North Plains reserves and may exercise the right at any time to monitor, access, retrieve, and delete any message stored in, created, received or sent over the system for any reason, and without the permission of any employee.

Archiving Electronic Communications

Employees must follow federal and state law with regards to archiving electronic communications. Generally, you should follow the same archiving timeframes for electronic records, as you would for paper records.

Typical public records examples:

- Policies and directives
- Correspondence or memoranda related to official business
- Work schedules

- Agendas and minutes of public meetings
- Drafts of documents that are circulated in public for comment or approval
- Any document that initiates, authorizes, or completes a business transaction
- Final reports or recommendations meetings

Typical non-public records examples:

- Personal messages or announcements
- Solicitations by private companies
- Copies of extracts of documents distributed for convenience or reference
- Announcements of social events
- Messages received via listserv
- Draft versions of documents not distributed within the organization or to the public
- Spam

Employees should refer to the City of North Plains' Records Retention Schedule for specific information.

Communications and Use of Social Media

Social media tools such as Facebook, Twitter, YouTube, and blogs help citizens interact with their government in the individual's preferred method and time schedule, encourage two-way communication, and foster a culture of greater transparency. Although social media is an efficient, timely and cost effective way to reach new and existing audiences, it is also a very public, open, dynamic and real-time forum.

Postings - City of North Plains employees approved to participate in social networks on behalf of a department should adhere to the following policies and guidelines:

- Employees and volunteers representing the department must adhere to all City policies.
- Employees that fail to conduct themselves in an appropriate manner shall be subject to the disciplinary actions.
- Do not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their approval.
- Communicating in your official capacity constitutes conducting City business.
- Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the City's workplace. Avoid comments or topics that may be considered objectionable or inflammatory.
- Be professional, responsible, and credible.
- Frame any comments or opposing views in a positive and respectful manner.
- Correct your mistakes when identified.

- Understand that communication via social media sites is a public record. Posts of employees, site administrators, and any feedback or comments by other employees and non-employees, including citizens will become part of the public record.

Inappropriate Post Topics - The City of North Plains' social networking content and comments containing any of the following shall not be allowed for posting:

- Comments not related to the department, or not related to the particular post or blog article being commented upon.
- Profane language or content.
- Comments from an individual not-consistent with the stated positions of the City documentation.
- Comments of a subject which are not allowed by other existing city policies or state laws including but not limited to those of a religious or political nature. This prohibition specifically applies to conduct that is a violation of the state ethics and/or election laws.
- Content which promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Sexual content or links to sexual content.
- Information which may tend to compromise the safety or security of the public or public systems.
- Content which violates a legal ownership interest of any other party (such as copyrighted material, unless sources is cited).
- Other conduct or content which violates the terms of use of the social media site at issue.

Timing/Frequency - Facebook and Twitter should be updated on a regular basis, and at the most once per day. If a relevant, time-sensitive issue arises, a second post will be allowed with approval from the Department Head or designee.

Monitoring and Responding to Public Posts/Comments - Social media is a real-time, two-way communication forum with the public and posts with comments and/or questions from the public will appear on our official social networking pages or in general within social media forums.

IT Information Security Policy

Technology resources are critical assets of the City of North Plains. These policies have been designed to help ensure the confidentiality, integrity, and availability of City of North Plains' technology resources, protected health information, and in particular, information and the systems used to store, process and access the information.

City of North Plains' information must be protected in a manner commensurate with its sensitivity, value, and criticality.

Access Control Mechanisms and Individual Accountability - Employees at all levels are responsible for the security of information they manage. All system users must take reasonable actions to guarantee this security, maintained primarily through access control mechanisms (user IDs and passwords).

Requests for access to technology resources require documented management approval as well as any other required approval and user agreements (if needed by systems like LEDS).

Documents/data created by users should be stored on appropriate network drive to allow for greater security and regular backup; and not be stored on the local drive computers. Network drives at City Hall are P: and S:. The Library operates on a separate WCCLS network and places documents in the "employee file."

Virus Prevention - Anti-virus software with up-to-date virus definitions is installed on City equipment.

Remote and External Access Controls - Any and all remote or external access to the City of North Plains' technology resources will be provided through a centrally administered remote access control system.

City of North Plains Policy

Number:	614	Title:	Inclement Weather
Date:		Signed:	

Purpose

This policy provides guidance on how employees should conduct themselves while they are City employees.

Policy

The City of North Plains recognizes that there may be circumstances beyond its control, such as inclement weather, national crisis, or other emergencies, that may make one or more of our office locations inaccessible. On such occasions, one or more City of North Plains locations may be closed for all or part of a regularly scheduled workday. In such an event, the City Manager (or his/her designee) will make a decision and will endeavor to notify all managers for the purpose of contacting employees; you may also contact your manager. To access City of North Plains closure information, employees should call 503-647-5555, check the City's website at www.northplains.org, and/or City email account for a notice.

In the event of extreme inclement weather conditions, it is recognized that each staff member's ability to safely reach the office may be different. Staff who cannot report to work in such circumstances should contact their manager. To the extent that staff cannot reach the office and are able to serve members from home, they should do so. Safety and a responsible approach should guide employee actions.

City of North Plains Policy

Number:	619	Title:	Bulletin Boards
Date:		Signed:	

Purpose

This policy provides guidance on how employees should conduct themselves while they are City employees.

Policy

The City of North Plains maintains an employee bulletin board at City Hall to provide up-to-date information to employees concerning government notices, safety reminders, announcements and other information the City wants to communicate to all employees. It is also used to announce activities and other items of interest to employees. Employees are asked to check the bulletin board regularly.

Employees may not post items on the city bulletin boards unless the following conditions are met:

- Posting may be made by city employees only;
- Postings may not be used for personal messages or solicitations; and
- The City Manager must approve posting or removal of information.

City of North Plains Policy

Number:	620	Title:	Outside Employment
Date:		Signed:	

Purpose

This policy provides guidance on how employees should conduct themselves while they are City employees.

Policy

Outside employment that creates a conflict of interest is prohibited. Employees are prohibited from receiving any income or material gain from individuals or organizations outside the City of North Plains for materials produced or rendered while performing their jobs for the City of North Plains.

Employees may hold outside employment if the additional work does not interfere with, or adversely affect their performance at the City of North Plains; does not create a conflict of interest; does not use the City of North Plains time, equipment, property, premises; does not discredit the prestige or influence of one's position; does not involve actions that may be subject to review or control by the City of North Plains; and does not otherwise detract from, or discredit the City of North Plains.

An employee proposing to accept outside employment must submit written notification requesting permission to his/her manager in advance of accepting any outside employment.

If the manager believes that the proposed outside employment may represent a conflict with the employee's City of North Plains duties, the manager must provide the employee with written notice to that effect. Such notice may set forth the reasons the manager believes the proposed activity to be in conflict with the employee's duties.

City of North Plains Policy

Number:	621	Title:	Criminal Acts
Date:		Signed:	

Purpose

This policy provides guidance on how employees should conduct themselves while they are City employees.

Policy

If an employee is arrested for a criminal act the employee must report the arrest to the City Manager with 48 hours. The City of North Plains will review the underlying facts of the matter; any action taken will be on a case-by-case basis, taking into account the totality of the circumstances. Employees subject to arrest may be placed on paid administrative leave if the nature of the criminal charge may have an impact on the employee's ability to perform his or her regular duties, and/or if the City must conduct an investigation to evaluate the circumstances of the arrest.

Employees are required to report if they are convicted of or plead no contest to any misdemeanor or felony, including a traffic violation or DUI. Upon conviction, the employee must report the matter to the City Manager, within 48 hours and must submit documentation concerning the conviction.

Conviction of a crime is not an automatic bar to continued employment. The City of North Plains will review the underlying facts of the matter; any action taken will be on a case-by-case basis, taking into account the totality of the circumstances. At the City of North Plains, actions may range from no action to disciplinary action including termination.

Failing to report a conviction constitutes grounds for termination. Furthermore, misrepresentation of the circumstances of the events can serve as grounds for termination.

Employees who are unavailable to report for work due to incarceration as a result of an arrest or conviction will be deemed absent without an excuse and may be subject to disciplinary action.

City of North Plains Policy

Number:	622	Title:	Political Activity
Date:		Signed:	

Purpose

This policy provides guidance on how employees should conduct themselves while they are City employees.

Policy

Oregon law provides that "No public employee may solicit money, influence, or otherwise promote or oppose any political committee, or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views."

City of North Plains Policy

Number:	625	Title:	Meeting Participation
Date:		Signed:	

Purpose

This policy provides guidance on how employees should conduct themselves while they are City employees.

Policy

City of North Plains does not take adverse employment action against employees who choose not to attend the City of North Plains-sponsored meetings where the City of North Plains' "position" regarding religious or political matters will be presented.

City of North Plains Policy

Number:	626	Title:	Religious accommodation
Date:		Signed:	

Purpose

This policy provides guidance on how employees should conduct themselves while they are City employees.

Policy

City of North Plains may provide reasonable accommodation for religious observances or practices of employees, unless providing the accommodation would impose an undue hardship on the City of North Plains.

Employees may wear on their person religious clothing and related ceremonial artifacts (which may include the wearing head coverings, prayer shawls, etc...) as appropriate to their beliefs. No department will adopt a dress code that prohibits religious clothing, unless it can be clearly demonstrated that such an accommodation creates an unsafe condition for the employee or the public.

With management approval, an employee may use vacation or other available leave for religious activities; if accrued leave is not available, then an employee may request to take unpaid leave, which will be granted as long as it does not create a significant detriment to city services.

Employees must observe office closure hours described in the holiday leave policy.

City of North Plains Policy

Number:	627	Title:	Communications
Date:		Signed:	

Purpose

Provide direction regarding the administration of communications networks used by City employees.

Policy

City of North Plains systems, equipment, hardware, software and other information (hereinafter referred to as "systems") in any form are considered an asset of the City of North Plains and thus must be properly used and adequately protected. This includes the transmission of information over computer communication networks.

Systems include but are not limited to, computers, software, electronic mail (e-mail), copiers, fax machines, telephones, voice mail, interoffice mail, communication tools, various on-line services, and protected health information. All of these systems are operated and managed based upon this policy.

The City of North Plains-provided systems are intended to be used primarily for business purposes. Without a manager's approval, employees are not allowed personal use of the City of North Plains' systems. Any approved personal use must not interfere with normal business activities, involve solicitation, be associated with any for-profit outside business activity, or potentially embarrass the City of North Plains.

City of North Plains reserves the right to monitor employee use of our systems at any time. Employees should not consider their usage of the City of North Plains systems to be private. Within the bounds of current and future laws, the City of North Plains reserves and intends to exercise the right to review, audit, intercept, access, and search any of these systems at will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the City of North Plains.

All data and messages maintained on the City of North Plains systems may be subject to public records law and disclosed to the public, except for limited exemptions.

Any improper use or violation of this policy may result in disciplinary action up to and including termination. Any violation of this policy should be brought to the attention of the City Manager.

Communication Courtesies

Employees are reminded to be courteous to other users of the system and always conduct themselves in a professional manner. Some examples of inappropriate systems use includes, but is not limited to: installing non-business software; sending chain letters or other material that can be construed as spam; playing games; displaying sites with inappropriate sounds or visuals; transmitting obscene, harassing, offensive or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; and displaying, downloading, or distributing sexually explicit material.

Only authorized employees may communicate on the Internet on behalf of the City of North Plains. Employees may not express opinions or personal views that could be misconstrued as being those of the City of North Plains.

Any information posted to the City of North Plains internet or intranet sites must first be approved by the respective department manager.

Copyrights

Any software or other materials downloaded into the City of North Plains' computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. City of North Plains honors all licenses, copyrights, patents, restrictions and terms and conditions associated with commercial proprietary computer software. Systems users are not authorized to use, copy, modify, or transfer purchased computer software in whole or in part except as expressly provided in the applicable software license, contract or purchase agreement. "Pirating" (making unauthorized copies of software or music) is a violation of federal copyright law. Any approved material that is posted should obtain all proper copyright and trademark notices if applicable.

Applications developed while employed by or under contract with the City of North Plains are the property of the City of North Plains, not the developer.

Electronic Mail System

E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Employees should write e-mail communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on the City of North Plains letterhead.

E-mails are considered public records, and employees should not have any expectation of privacy.

Even when a message is erased through e-mail it is still possible to retrieve and read that message. Even though the City of North Plains reserves the right to retrieve and read any mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect that employees will respect

others' privacy, and unless authorized to do so, will not retrieve or read electronic messages not intended for them. The use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the IT contractor if you are instructed by a Department Head or City Manager to disclose them.

Personal use of e-mail may occur, but is to be kept to a minimum. Such emails will be treated as public records, so employee should ensure no confidential information or inappropriate communication is contained in sent or received emails. For example City email should not be used to exchange off-color jokes, political parodies or inappropriate pictures. If an employee receives such emails:

- 1) if applicable the employee should unsubscribe from the service
- 2) the employee should block the sender and/or domain using "junk mail" management features
- 3) employee should notify sender that such email is not to be sent to City email addresses, and
- 4) immediately delete the problem email
- 5) report problem emails to a manager

Forwarding such emails electronically for any purpose is a clear violation of City policy and may result in corrective action. Employees should notify a supervisor if inappropriate emails are being received and the employee need assistance with stopping them.

Software Installation

In an effort to protect the integrity of its systems, all software used on the City of North Plains computers must be registered with the IT contractor. Personal or downloaded software may only be installed after written authorization from the IT contractor or City Manager has been received. A complete virus check of all such software must be made immediately before it is installed on any City of North Plains computer. A virus check must be made on any disk or files originating from outside the City of North Plains prior to its use in the City of North Plains computer. Copying or transferring of the City of North Plains-owned software may be done only with the written authorization of the City Manager and IT contractor.

Telephone Usage (Landline)

City of North Plains recognizes that employees must occasionally make and/or receive personal telephone calls. Such calls must be held to a minimum and should impact the employees work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the City of North Plains, may result in corrective action, up to and including termination.

Telephone Usage (Cellular)

City of North Plains may provide a cellular telephone to employees in designated positions who regularly make the City of North Plains business calls while away from the office. Employees provided with a City of North Plains-owned cellular telephone, must

restrict the use of the telephone to City of North Plains business. All cellular phone bills are public records.

Oregon law prohibits the use of cell phones while driving, unless use of the cell phone is (a) an integral part of individual's job duties (b) a one-way communication device used within the scope of their employment, or (c) employees are using a "hands-free accessory." Please note, the use of a speaker phone is not considered a "hands-free" accessory.

City employees are prohibited from using a cell phone for conversations while driving.

Employees are prohibited from sending and receiving text messages while driving.

Employees must also refrain from reading messages or browsing the internet while driving.

Voice Mail System

The voice mail system is the property of the City of North Plains and has been provided for use in conducting City of North Plains' business. All communications and information transmitted by, received from, or stored in this system are City of North Plains' records and the property of the City of North Plains. This voice mail system is to be used for the City of North Plains business only, and use of the system for personal purposes is discouraged. Employees have no personal privacy rights pertaining to any information stored in, created, received, or sent over, the voice mail system. City of North Plains, in its discretion as owner of the voice mail system, reserves and may exercise the right at any time to monitor, access, retrieve, and delete any message stored in, created, received or sent over the system for any reason, and without the permission of any employee. Employees are not authorized to retrieve or listen to any voice mail messages that are not sent to your personal attention. Any exception to this policy must receive prior approval from the City Manager.

Archiving Electronic Communications

Employees must follow federal and state law with regards to archiving electronic communications. Generally, you should follow the same archiving timeframes for electronic records, as you would for paper records.

Typical public records examples:

- Policies and directives
- Correspondence or memoranda related to official business
- Work schedules and assignments
- Agendas and minutes of public meetings
- Drafts of documents that are circulated in public for comment or approval
- Any document that initiates, authorizes, or completes a business transaction

- Final reports or recommendations meetings

Typical non-public records examples:

- Personal messages or announcements
- Solicitations by private companies
- Copies of extracts of documents distributed for convenience or reference
- Announcements of social events
- Messages received via listserve
- Spam

Please refer to the City of North Plains' Records Retention Schedule for specific information.

Communications and Use of Social Media

Social media tools such as Facebook, Twitter, YouTube, and blogs help citizens interact with their government in the individual's preferred method and time schedule, encourage two-way communication, and foster a culture of greater transparency.

Although social media is an efficient, timely and cost effective way to reach new and existing audiences, it is also a very public, open, dynamic and real-time forum.

Terms of Service/Use

Department employees should be aware of the Terms of Service or Use of the particular form of social media at issue. Each form of social media has its own unique terms that regulate how users interact using that particular form of media. Any employee using a form of social media on behalf of the City should consult the most current terms in order to avoid violations. If the terms contradict City policy then the Department Head should be made aware and a decision should be made about whether use of such media is appropriate.

Postings

City of North Plains employees approved to participate in social networks on behalf of a department should adhere to the following policies and guidelines.

- Employees and volunteers representing the department through social media must conduct themselves at all times as representatives of the City of North Plains and adhere specifically to all City policies.
- Employees that fail to conduct themselves in an appropriate manner shall be subject to the disciplinary actions.
- Do not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their approval.
- Communicating in your official capacity constitutes conducting City business.

- Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the City's workplace. Avoid comments or topics that may be considered objectionable or inflammatory.
- Be professional, responsible and credible. Correct your mistakes immediately. Frame any comments or opposing views in a positive and respectful manner.
- Understand that communication via social media sites is a public record. Posts of employees, site administrators, and any feedback or comments by other employees and non-employees, including citizens will become part of the public record.

Inappropriate Post Topics

City of North Plains' social networking content and comments containing any of the following shall not be allowed for posting:

- Comments not related to the department, or not related to the particular post or blog article being commented upon.
- Profane language or content.
- Comments from an individual not-consistent with the stated positions of the City documentation.
- Comments of a subject that are not allowed by other existing city policies or state laws including but not limited to those of a religious or political nature. This prohibition specifically applies to conduct that is a violation of the state ethics and/or election laws.
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Sexual content or links to sexual content.
- Information that may tend to compromise the safety or security of the public or public systems.
- Content that violates a legal ownership interest of any other party (such as copyrighted material, unless sources is cited).
- Other conduct or content that violates the terms of use of the social media site at issue.

Timing/Frequency

Facebook and Twitter should be updated on a regular basis, and at the most once per day. If a relevant, time-sensitive issue arises, a second post will be allowed with approval from the Department Head or designee.

Monitoring and Responding to Public Posts/Comments

Social media is a real-time, two-way communication forum with the public and posts with comments and/or questions from the public will appear on our official social networking pages or in general within social media forums. The City's guidelines for responding to public posts of various natures are listed below. A Department Head or his or her designee is the only authorized responder in all cases and is responsible for monitoring and/or receiving notifications of posts daily (including weekends and holidays).

If there are repeated violations of the City's Social Media Policy or the social media site's terms of use by certain individuals or entities, the department director may take steps to exclude those content posters.

IT Information Security Policy

In addition to the requirements below, this policy may also apply to electronic information that is required to be compliant with the federal Health Information Portability and Accountability Act (HIPAA) and has been secured according to HIPAA guidelines. Technology resources are critical assets of the City of North Plains. These policies have been designed to help ensure the confidentiality, integrity, and availability of City of North Plains' technology resources, protected health information, and in particular, information and the systems used to store, process and access the information.

General Information Security Policy

City of North Plains' information must be protected in a manner commensurate with its sensitivity, value, and criticality. Security measures must be employed regardless of the media on which information is stored (paper, overhead transparency, electronic, etc.), the systems that process it (microcomputers, servers, networks, voicemail systems, etc.), or the methods by which it is moved (electronic mail, face-to-face conversation, etc.). Such protection includes restricting access to information based on a "need-to-know" basis.

Responsibilities

Individuals accessing the City of North Plains' technology resources must comply with information security policies, standards, guidelines, and procedures.

Access Control Mechanisms and Individual Accountability

Individuals at all levels are responsible for the secure operation of their activities. All system users must take reasonable actions to guarantee this security, maintained mainly through access control mechanisms (user IDs and passwords). Individually assigned user IDs and passwords must not be shared. Automated sign-on scripts should not be used.

Requests for access to technology resources require documented management (or designee) approval as well as any other required approval and user agreements (depending upon the information classification and owner/approver's requirements).

Documents and/or data created by users should not be stored on the local drive of the computer they are using, but on the appropriate network drive to allow for greater security and regular backup. Generally, information stored on a computer's local drive is not backed up. If you are unsure what constitutes the "local drive," please contact the IT contractor.

If you will be away from your computer for an extended period of time (meetings, lunch, etc.) you are required to log off or otherwise secure your computer.

Virus Prevention

Anti-virus software with up-to-date virus definitions must be actively in use on all workstations connected to the City of North Plains' technology resources. Software, utilities and files from outside sources, including the Internet, must be scanned using virus detection software prior to use or installation on the City of North Plains' technology resources if not certified virus-free by the vendor.

Communications and the Internet

Firewalls (hardware/software security interfaces between the internal network and the outside Internet) and other methods may be used to control, filter and monitor Internet access. Subscriptions to services designed to block access to inappropriate web sites also may be used. Internet use will be actively monitored and reports may be provided to management.

Remote and External Access Controls

Any and all remote or external access to the City of North Plains' technology resources will be provided through a centrally administered remote access control system, or other approved secure connection. Connection via the Internet for purposes of electronic commerce requires special attention to security and privacy issues in order to protect our business and that of our members. Installations of such remote access systems or other external connections require the approval of the Information Technology contractor(s).

Remote computers connected to the City of North Plains' technology resources must be actively protected by anti-virus software with up-to-date virus definitions.

Policy Exceptions

Exceptions or waivers to these policies require the approval of the City Manager. Appropriate documentation providing business justification for non-compliance is

required, as well as full documentation of the business and technical reasons for granting the waiver. The City Manager will notify the IT contractor of all approved exceptions.

Contact Information

Questions about this policy or related information security concerns should be directed to the IT contractor.

City of North Plains Policy

Number:	630	Title:	Whistleblower
Date:		Signed:	

Purpose

Define City's policy regarding employee discussions of matters of public interest.

Policy

City of North Plains does not discriminate against employees who report in good faith alleged violations of state or federal laws, rules, or regulations.

City of North Plains Policy

Number:	631	Title:	Use of Electronic Media Services
Date:	9/1/13	Signed:	

Policy

Electronic media may not be used for knowingly transmitting, retrieving or storage of any communications and/or data of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are inappropriate or x-rated communication, or are of a defamatory or threatening nature, or for "chain letters," or for any other purpose which is illegal or against City or Department policy or contrary to the City's interest. (An exception to this section may be permitted for investigative purposes, when authorized by the Police Chief.)

Limitations on Use

Electronic media and services are primarily for City business use. Limited occasional or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable – as is the case with personal phone calls. However, employees need to demonstrate a sense of responsibility and may not abuse the privilege. In no case should personal use incur any expense to the City, i.e., making long distance calls, accessing media for which a line charge results, etc.

Use of Electronic Media Monitored

Electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voice mail, the telephone, Internet access, etc. may be monitored by the City. The following conditions should be noted:

- The City routinely monitors usage patterns for both voice and data communication (e.g. number called or site accessed, call length, times of day calls). Reasons include cost analysis/allocation and the management of the City's gateway to the Internet.
- The City also reserves the right, in its discretion, to review any employee's electronic files, messages and usage to the extent necessary to locate files, ensure that electronic media and services are being used in compliance with the law and with this and other City policies.
- Employees should not assume electronic communications are private and confidential and should transmit highly sensitive information in other ways

Limitations

Supervisors need to ensure that the following general limitations are followed at all times.

- Employees must respect the confidentiality of other people's electronic

communications and may not attempt to read, "hack" into other systems or other people's log-ins, or "crack" passwords, or breach computer or network security measures, or monitor electronic files or communications of another employee or third parties except by explicit direction of the City Manager or supervisor.

- No e-mail or other electronic communications may be sent which attempts to hide the identity of the sender, or present the sender as someone else or from another organization.
- Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
- Anyone obtaining electronic access to another company or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner or single copy for reference use only.
- Any message or information sent by an employee to one or more individual via an electronic network (e.g. bulletin board, on-line service, or internet) are statements identifiable and attributable to the City. While some users include personal disclaimers in electronic messages, it should be noted that there would still be a connection with the City, and the statement might still be legally imputed to the City. All communications sent by employees via a network must comply with this and other City and Department policies, and may not disclose any confidential proprietary City or department information.
- Employees shall protect the integrity of the City's computer network and equipment by taking care in downloading data.
- No employee shall access information or services which result in a subscription or fee, without supervisor authorization.
- Network services and world-wide websites can and do monitor access and usage and can identify at least which organization – and often which specific individual – is accessing their services. Thus accessing a particular bulletin board or website leaves City identifiable electronic tracks even if the employee merely reviews or downloads the material and does not post any message.

City of North Plains Policy

Number:	650	Title:	Office Hours
Date:		Signed:	

Purpose

Define City's policy regarding hours of work for office staff.

Policy

The City of North Plains has established regular working hours to promote a productive work environment that will best serve our members. The general office hours at City Hall are 8:30 AM to 5:00 PM, Monday through Friday.

The normal workperiod is 80 hours in a two week period. The 80 hour workperiod may not coincide with the payroll period.

If an employee is non-exempt employee, he or she should not begin work before his or her normal starting time nor continue working beyond the normal quitting time without advance approval from his or her manager.

Typically, employees will work 8 hour days with an unpaid hour for lunch. Changes to work schedules may be made on an individual basis (work hours/work days) based on business necessity, at the discretion of the manager with approval from the City Manager. The City of North Plains will attempt to notify employees of any changes in workdays or work week schedules one week in advance of the effective date of change. Management reserves the right to modify schedules consistent with the needs of the organization.

Hours worked for the City of North Plains are compensable and include all of the time that an employee is required to be on duty.

Travel time and training or meeting time are considered hours worked under specific conditions outlined under wage and hour laws.

Alternate schedules such as 4/10's or 9/80's can be assigned to non-exempt employees with the approval of the City Manager.

City of North Plains Policy

Number:	651	Title:	Rest and meal periods
Date:		Signed:	

Policy

Meal and rest periods will be provided to employees according to Federal and State law.

Non-exempt employees are not permitted to work through a meal period unless approval from a manager is obtained prior to the scheduled meal break. A non-exempt employee required to work during a meal period will be paid for the meal time. (If an employee frequently works through a meal and/or rest period, without manager approval, the employee may be subject to corrective action.)

This policy does not apply to exempt positions, as there are not any required meal and rest periods for such positions.

Scheduling

BOLI has developed the following table for scheduling meal and rest periods. Meal and rest periods must be scheduled during the work period in accordance with the specific times mentioned in the above sections.

Work Period (Including Rest Periods)	10 – 15 Minute Rest Period (Paid)	30 – 60 Minute Meal Period (Unpaid, Unless Not Relieved of all Duties)
2 hrs 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
14 hrs	3	2
14 hrs, 1 min – 18 hrs	4	2
18 hrs, 1 min – 21 hrs, 59 min	5	2
22 hrs	5	3
22 hrs, 1 min – 24 hrs	6	3

City of North Plains Policy

Number:	652	Title:	Travel and Meal Authorization
Date:	9/1/13	Signed:	

Policy:

All employees of the City are expected to use good judgment regarding the expenditure of the funds for travel expenses. Only through teamwork can the costs of travel on City business be minimized. Supervisors need to provide copies of this policy to those who travel and/or need reimbursements for company related expenses.

Documentation Objectives

The procedures for documenting the expenses involved with employee travel on City related business activities are designed to provide accountability in two areas:

- **Travel Requests** - Approval of all travel requests by an employee's supervisor are required to ensure that the travel is appropriate to the needs of the City and that budgeted funds are available for the specific travel request.
- **Travel Settlement** - A complete accounting of the actual expenses for the travel will ensure that the expenses being reported for reimbursement are appropriate and provide documentation of the expenditure of City funds.

Approval

The following levels of approval are required for all employee requests for expenditures for education, training, and travel requests:

- If the expenditure will be over \$500 or involves travel over 150 miles from the City, specific City Manager approval is required unless the request was specifically approved by the City Council in the budget document.
- If the expenditure is less than \$500 or involves travel of less than 150 miles, the Department Head may approve the travel.

Travel Request

Prior to the anticipated travel, employees are expected to submit a written "Travel Request" to document advance approval of the requested travel and, if necessary, to provide a basis for an advance of funds to the employee. The travel request needs to state the dates of travel and destination, the nature of the conference, meeting, seminar or other reason for travel, and the amount budgeted and uncommitted.

Travel Settlement

Within ten business days following the completion of travel, the employee is expected to complete a "Travel Expense" memo documenting all expenses from the travel and provide receipts for reimbursement.

All requests for travel reimbursement need to be audited for accuracy by the Finance Manager.

Any unused amount of a travel advance must be returned at the time the travel expense form is submitted. Any subsequent requests for travel will not be approved unless all previous travel expense statements have been submitted.

Guidelines

The following general guidelines apply to the reimbursement of employee travel expenses.

Transportation

Reimbursement for any form of public transportation needs to be supported by actual receipts documenting the amount of the actual expenditure. If a City-owned vehicle is assigned, the City will reimburse the employee for expenses incurred in the operation of the vehicle (gasoline, oil, repairs, etc.) only when actual receipts are provided to support the expenses incurred. If the employee's personal vehicle is used, the City will reimburse the employee at the current mileage rate established by the Internal Revenue Service for the actual mileage required for the trip. Parking and other related expenses must be documented by receipt.

Lodging

Hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts in order to be reimbursable. Reimbursement for lodging accommodations is limited to the expense of a single room.

Meals

Expenses for employee meals, including tips, will be reimbursed upon presentation of actual receipts for the expenses incurred.

Telephone and Facsimile Transmissions

Expenses for telephone and/or facsimile communications are reimbursable only if they are directly related to City business and are supported by actual receipts.

Registration and Tuition Fees

Expenses for registrations and/or tuition fees are reimbursable if supported by actual receipts.

Tips

Expenses for tips for meals should be included with the reported associated expense. Other tips and/or gratuities paid on an individual basis are not reimbursable.

Alcoholic Beverages

No expenses for alcoholic beverages are reimbursable.

Accompanied Travel

Any expenses for family members who accompany the employee on a trip are not reimbursable. The travel expense report should be completed to show only the actual and necessary expenses related to the employee authorized for the trip. The level of expenses must be appropriate and reasonable to the nature of the trip.

City of North Plains Policy

Number:	701	Title:	Driving on City Business
Date:	9/1/13	Signed:	

Employees using a private vehicle to conduct City business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized 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. Once you are employed with the City of North Plains, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify the City of North Plains when there are transactions on your driving record.

While on City of North Plains' business, drivers are expected to make every reasonable effort to operate their vehicles 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 do 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 as soon as possible.

Any traffic citations, including parking tickets, are the responsibility of the employee and will not be reimbursed by the City of North Plains.

Use of City Vehicles and Equipment

The City provides vehicles and equipment for conducting City business. These vehicles must be used, parked and maintained properly.

In recognition of their on-call status some police employees may take their vehicles home when not on duty, subject to the Police Chief's approval.

Employees may use a City pool car with permission of their department head or City Manager.

City vehicles may not be used for personal use, with the exception of incidental use related to taking lunch or rest breaks (e.g. purchasing lunch).

City of North Plains Policy

Number:	702	Title:	Driving Safety
Date:	9/1/13	Signed:	

Policy

City of North Plains rules are published for the information and guidance of all employees. To drive safely is the first duty of every driver. This means driving defensively, anticipating the mistakes, actions, recklessness or absentmindedness of pedestrians or other drivers, and being prepared at all times to do everything possible to prevent an accident.

The City's operation requires alert drivers who conduct themselves and their vehicles at all times in a manner that will reflect credit on City of North Plains and the driver.

Drivers are required to observe all rules and procedures outlined in this manual at all times.

NO JOB IS SO IMPORTANT, NO SERVICE SO URGENT
THAT WE CANNOT TAKE THE TIME TO PERFORM IT SAFELY!

Conditions for Driving Vehicles

In order to maintain an efficient and orderly operation, it is necessary that the City has rules which everyone is expected to follow. Employees must be familiar with these rules and operating procedures. Supervisors can provide guidance regarding the rules and operating procedures.

Qualifications

To qualify as a driver of City of North Plains vehicles, drivers must meet the following conditions:

- Must be at least 21 years of age, or if an employee 18 years of age.
- Must have a current State of Oregon Driver License in possession while driving vehicles.
- Must have knowledge of, and adhere to rules, state and municipal traffic laws and regulations whenever driving City of North Plains vehicles.
- Must have in effect a current liability insurance policy for your personal vehicle.
- Be approved by your supervisor or the City Manager to drive on City of North

Plains business.

- Attended a City of North Plains sponsored defensive driving class at least once every three years.

Driver Eligibility

Typically, in order to be eligible to drive, an employee must meet the following criteria. Accidents and citations involving off-duty driving in a personal vehicle count for the purpose of these rules. A summary matrix is below.

Employees must report to their supervisor any change in driving status. Failure to report a suspended license and other "prohibited" action may result in disciplinary action, up to and including, termination.

No major violations in the previous three years. Major violations include:

- Driving under the influence of alcohol or drugs
- Driving while license is suspended or revoked
- Leaving the scene of an accident
- Reckless driving
- Road rage incidents
- Other similarly serious violations

No more than two minor violations in the previous three years. Minor violations include:

- Speeding 20 MPH or less over the posted limit
- Failure to obey a traffic control or signal
- Improper lane change
- Failure to signal
- Failure to yield the right of way
- Other similar violations
- Failure to wear a seat belt
- Cell phone or texting violations

No more than one at-fault accident in the previous three years. All accidents are considered at-fault unless proven otherwise.

Driver Supervision

Motor Vehicle Records: Driving records will be ordered every twelve (12) months for all employees operating vehicles. Oregon DMVs "DAVE" account provides updates when an employee's Driver License is modified.

Accident Review: All vehicle accidents will be reviewed by the Safety Committee to determine preventability using the following criteria:

- A preventable accident is any accident in which the driver failed to do everything he/she could have reasonably done to prevent the accident
- A non-preventable accident is one in which the driver did everything he/she could reasonably have done to foresee the conditions leading to the accident and took suitable safeguards.

The involved driver will be advised of the decision and will be subject to a driving performance review with management. For law enforcement this will quite often be accompanied with disciplinary sanctions.

Driver Guidelines Matrix

Number of Moving Violations Within Past 5 Years	Number of Accidents within Past 5 Years				Number of DUI or DWI within Past 5 Years
	0	1	2	3	
0	Ideal	Acceptable	Borderline	Prohibited	Prohibited
1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

Courtesy

Employees are expected to show every courtesy and consideration toward other drivers and pedestrians. Employee conduct while driving must be such that it will in no way reflect adversely upon City of North Plains.

If a situation arises that an employee is unable to settle in a friendly manner, the employee must phone a supervisor and report the facts, and be guided by the supervisor's advice.

Vehicle appearance

City of North Plains vehicles need to be kept as clean as possible. State law prohibits smoking in public vehicles. Eating in vehicles should be kept to a minimum.

Suggestions

City of North Plains will appreciate any suggestions from employees that may improve safety, service, and working conditions to make City operations more efficient and safe.

Moving violations

Employees will be liable for all speeding, traffic violations and parking violations.

Cell phones & texting

Oregon law prohibits the use of cell phones while driving, unless employees are using a "hands-free accessory." Please note, the use of a speaker phone is not considered a "hands-free" accessory". Texting is prohibited.

Passengers

A supervisor must approve all passengers. Generally it is not approved to have family members as passengers in public vehicles. All passengers must wear seat belts.

Driver Safety

Inspections

A pre-trip inspection will be made at the start of the each shift to ensure vehicle is in safe operating condition. A post-trip inspection should be made at the end of each shift to effectively report any damage or concern at the completion of the trip.

Safe driving rules

Be a Defensive driver: A defensive driver is defined as, "One who is careful to commit no driving errors themselves, who makes allowance for the lack of skill or improper attitude on the part of the other driver, and who does not allow hazards of weather and road conditions or the action of pedestrians and other drivers to involve themselves in an accident. Employees must be continually on the alert, recognizes an accident-producing situation far enough in advance to apply the necessary preventive action, and concedes the right-of-way when necessary to prevent an accident."

Speed: The maximum speed limit is the "posted speed limit". Employees must use a speed at all times shall be reasonable and prudent with due consideration given to weather, other traffic, conditions of the road and intersecting side roads of highways and city roads.

Adhering to the posted speed limit is important in terms of traffic citations, reduced insurance rates, reduced maintenance cost, increased tire life and fuel conservation.

Striking Fixed Objects: In handling a vehicle on the highway, in city traffic, and at loading and unloading spots, employees must remember that striking any fixed object such as abutments, parked cars, loading docks, overhead pipes or hydrants is classified as the fault of the driver.

Proper Backing: Employees should walk around the vehicle to see that nothing is behind or in front of the vehicle before driving away. If there are two people, one person will stand behind the vehicle to spot while backing up.

Passing or Meeting a School Bus: When approaching a school bus, employees must be on guard at all times for signals of intention to either discharge or pick up school children. Employees should be on the alert for the actions of these school buses. It is illegal to pass, in either direction, a school bus that is stopped to pick up or discharge passengers. The only exception to this rule is when the roadway is divided by a barrier.

Pedestrians: Employees have no right-of-way where pedestrians are concerned. Legally, the pedestrians may walk on either side of the road, can cross at intersections, and can pop out from behind a parked car on a busy city street. Employees should never take it for granted that pedestrians see the employee.

What to do When Accidents Occur

1. EMPLOYEES MUST REPORT EVERY ACCIDENT TO THEIR SUPERVISOR WITHOUT FAIL, NO MATTER HOW MINOR.
2. Employees must contact a Department Head or the City Manger as soon as possible, being specific about location, time, extent of injury and damage, and where the employee can be reached.
3. If an employee cannot make contact with his or her Department Head or the City Manager, write a brief note and ask a reliable motorist to phone or give it to the police. Employees should not leave vehicle unattended except in an extreme emergency.
4. Employees must park safely and set out warning devices when available.
5. Employees should prevent movement of injured persons unless absolutely necessary.
6. Employees should sure to get the names of witnesses. If a witness refuses to give his/her name, record the license number of his/her vehicle.
7. Employees should give his or her name, identify as an employee or volunteer for the City of North Plains and offer to show a driver's license to any person requesting the information, including law enforcement officials.
8. It is the employee's responsibility to:
 - Not make any admission regarding liability/responsibility for the accident,
 - Promise nothing regarding City or personal responsibilities, and
 - Do not argue with other motorists or witnesses.
9. Employees should take pictures whenever possible (using a cell phone camera is

acceptable.)

10. When it is safe to do so, employees should not move or allow any vehicles to be moved until someone arrives who can verify or witness the position of the vehicles, length, and position of the skid marks, and lights on the vehicles if at night
11. Employees must stay at the scene of the accident until instructed by a police officer to proceed.
12. Employees involved in an accident with an unattended vehicle, must stop and try to locate the owner. If the owner cannot be located the employee must place a note in or on the vehicle giving the employee's name, identifying the City of North Plains vehicle, and work address.
13. Employees should gather information needed to properly complete accident reports:
 - Location, time, and date
 - Make, model, type and license of other vehicles involved.
 - Registered owner of other vehicle(s) involved.
 - Driver's name, age, address, and license number of other vehicle involved
 - All occupants' names and addresses in other vehicles involved
 - Names and addresses of all possible witnesses
 - Name of police agency to which accident was reported.
 - Name and DPSST numbers of the police officers at the scene
 - Name of the insurance company which covers the other vehicles involved.
 - Names and addresses of persons injured and the extent of the injury.
 - Names of fire and/or medical personnel on scene.

Seat Belts and other Safety Policies

All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle. The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Other vehicle occupants share in this responsibility because seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions.

Drivers are to comply with all motor vehicle traffic laws while operating a vehicle on business, including laws relating to driving while intoxicated or driving under the influence of alcoholic beverages, illegal substances or medications

Drivers are prohibited from overloading and/or overcrowding the vehicle.

Equipment Protection and Maintenance

It is the driver's responsibility to make sure vehicles are well-maintained and in safe running condition. Frequent inspections must be conducted. Inspect your vehicle before starting out on the road.

Priority Items to check are:

- Brakes – inadequate brakes are no excuse for an accident

- Steering
- Oil level
- Water
- Windshield wipers
- Tires
- Wheels
- Lights (headlamps, brakes, makers, signals, reflectors, etc.)
- Mirrors
- Warning devices
- Glass (for cracks and defects)
- Horns
- Under vehicle for oil and water leaks

City of North Plains Policy

Number:	703	Title:	Job Safety Training
Date:		Signed:	

Policy

Ensuring employee safety is one of a supervisor's top priorities. If a supervisor observes any unsafe acts in the workplace, he or she should correct the behavior immediately, even if no injury or property damage occurs. If an incident does occur (including a near miss), the supervisor's primary focus should be to assist with the immediate situation, and then determine the basic and root causes so that similar incidents can be prevented in the future.

Supervisors should be aware of the federal and state regulations on occupational safety and health that pertain to the City. Inspections by safety officials are always a possibility and supervisors should therefore ensure that the workplace meets government safety standards. In addition, it is a supervisor's duty to document workplace injuries and accidents according to federal or state requirements.

The City of North Plains has an extensive and comprehensive safety program that specifically covers many areas of safety including: defining responsibilities, training, safety committee, emergencies, working with safety sensitive issues, compliance and recordkeeping. Supervisors need to ensure that they are well informed and trained in all the relevant safety areas that the City provides guidance, procedures and training on.

The safety orientation is often an employee's only exposure to training. However, orientation alone may not fulfill the City's obligation to train workers in job hazards and precautions. The City views training as a process that includes a series of orientations or instructions and that allows employees adequate time to learn safety requirements, knowledge and skills. Training also needs to include regular supervisor discussions with employees about pertinent training topics. The more detailed each supervisor's performance expectations are related to safety and the more often the supervisor gives the employee feedback and coaching, the more likely the employee is to be a safe, efficient and productive worker. Supervisors are encouraged, and sometimes required, to develop specific safety training plans for their areas and employees, and to keep accurate training documentation.

Workers' Compensation

Supervisors must ensure that all injuries that occur in the workplace are documented for workers' compensation purposes. Oregon state law prohibits retaliation against workers who file a workers' compensation claim, so the supervisor should monitor the situation and not allow coworkers or others to retaliate against the injured worker.

Job Safety Training Plan

The City of North Plains provides training programs to improve the competence of all workers, supervisors and managers as part of the City's accident prevention efforts.

The City bases training on safety regulations and risk assessment of all job tasks. Priority is given for training development and implementation to high-risk jobs. The City will also use the services of outside trainers if needed.

Responsibility

The City Manager, in consultation with supervisors, determines the City's overall training needs and ensures that appropriate training materials programs are available. The City Manager and supervisors ensure the application of regularly scheduled and mandatory training.

Managers are responsible for training employees about the hazards and precautions associated with job tasks and how to perform the tasks safely. Employees are responsible for applying the knowledge supplied by the training and not deviating from the safe work practices described in the training.

Risk Assessment

The City Manager and Department Heads should review all safety regulations and contacts the appropriate state and federal safety regulatory agencies to determine mandatory training.

Training Program Development

The City Manager, with the help of supervisors, develops an action plan for training development for each department. Training programs include, for each specific topic:

- A class description, and training methods and how to evaluate the effectiveness of the training.
- Lists of supplemental sources (textbooks, handouts, videos, etc.).
- Documentation for periodic evaluations.

Training

The City's commitment and policy is to provide appropriate training for a person's initial work assignment or following a promotion or transfer to a new job assignment. Retraining is required when an employee lacks knowledge or skills to perform job tasks safely.

Recordkeeping

The City Manager, or a delegated manager, will retain a record of all training conducted. The record denotes topics addressed during the training, the date and time of the training, and the name of the trainer. The City will retain all training records for

the duration of each employee's employment at the City of North Plains. The training records are to be signed and dated by the attendees. Training records are readily available for supervisors, employees and regulatory agency representatives when so addressed in safety regulations.

Procedure: Developing a Training Plan

Supervisors should consider the following points when developing training plans for their respective work areas. Also refer to the City of North Plains' Safety Manual.

- Determine training requirements. Federal and state safety agencies and many safety consultation services have summaries of safety regulations that outline all mandatory training.
- Develop a written plan that outlines the topics for which training must be developed, who has the responsibilities for training and when training must be conducted.
- Use the City's Safety Manual, and ensure that the safety practices and training provided for employees is consistent with the City's Safety Manual procedures.
- Conduct appropriate training as required prior to initial work assignments.
- Have an experienced person conduct the training. Check for any required certifications or licenses.
- Provide training to ensure that all employees are working by the same standards, as supervisors develop and implement specific programs for their departments.
- Conduct remedial or refresher training as indicated by feedback, proficiency observations and corrective actions. Effective training will depend on how well supervisors have defined safety needs and performance expectations.
- Define safety performance expectations promptly from the beginning of employment for each position. Failure to adequately define those expectations will only cause problems if a supervisor needs to terminate a newly hired employee who clearly will not be safe or productive.
- Document the training, using one or both of the following methods:
 - ✓ Record all training attended by an individual. (maintain information in the employee's personnel file).
 - ✓ Record all employees who attended a particular training.
 - ✓ Maintain a copy of the training material and the name of the trainer

City of North Plains Policy

Number:	704	Title:	Safety and Accident Reporting
Date:		Signed:	

Unsafe Conditions

Every employee is responsible for safety. To achieve the City goal of providing a safe work place, everyone must be safety conscious. Employees should report any unsafe or hazardous condition immediately and directly to a supervisor, if it cannot be corrected independently. Every effort will be made to remedy safety problems as quickly as possible. Safety and protective equipment deemed necessary by the supervisor will be provided by the City to appropriate employees.

Safety Committee

The City strives to keep the workplace as safe as possible for its employees. To that end, and in compliance with State law, the City has established a Safety Committee that meets monthly and drafts minutes of their meetings. Employees are required to be familiar with and follow the recommendations in the safety minutes as well as the posted safety procedures.

Accident Reporting

Accidents involving the City must be reported in detail as soon after the occurrence as possible. All accident reports should be submitted to the employee's supervisor and Department Head.

Vehicular Accidents

Accidents involving City owned vehicles or personal vehicles being operated on City business must also be reported to the Department Head or City Manager and a police agency having jurisdiction for investigation.

Other Accidents

Accidents involving damage to equipment or property, or personal injury must also be reported to the City Manager. The City Manager and employee's supervisor will determine the plan for further investigation.

City of North Plains Policy

Number:	705	Title:	Violence in the Workplace
Date:		Signed:	

Policy

A Person Threatening Bodily Harm

If the employee feels that he/she or another person is threatened, or in danger of imminent bodily harm:

- The employee should attempt to leave the scene, if it can be done safely.
- The employee should call 9-1-1
- If the supervisor is unaware of the situation, the employee should notify the supervisor as soon as it can be done safely.
- The City Manager needs to be notified as soon as possible by the supervisor of the employee who feels threatened, witnesses, or has knowledge of a violent act.

Reporting Incidents

The supervisor is required to complete an incident report and forward the report to the City Manager within 24 hours of a violent act.

For an act involving the threat of bodily injury, the supervisor is responsible in making sure the City Manager is contacted as soon as it can be done safely.

Any City employee having knowledge of a violent act involving any other City employee (as victim, witness or perpetrator) must report it. Disciplinary action may result if the employee having knowledge of a violent act fails to report the episode. The employee may report the incident to the employee's Department Head, the City Manager, Police Chief or City Attorney.

The person providing information about the violence/potential violence may ask for anonymity during all or part of an investigation. However, anonymity will be maintained at the discretion of those investigating and resolving the issue. There is no right to or guarantee of anonymity.

All employees must cooperate with law enforcement officials to report incidents of violence or potential violence.

Workplace Security

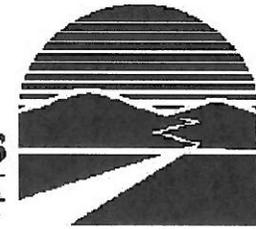
Recommendations for improved safety often come from suggestions from employees. These suggestions are encouraged and may be channeled through supervisors, safety committees or supervisors.

Accounts Payable
Transactions by Account and Department

Auto Pay Check Register

User: Pam
Printed: 09/12/2013 9:06 AM
Batch: 000-00-0000

NORTH PLAINS
City to the Sunset



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	08/31/2013	460	276.92	
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	08/31/2013	470	276.92	
110-000-200003	ING - State of OR Plan	TThurber xxx-xx-1634	08/31/2013	483	276.92	
Subtotal for Dept: 000					830.76	
110-421-610224	CHEVRON	PD 7/6/13 - 8/5/13	08/31/2013	476	885.31	
Subtotal for Dept: 421					885.31	
110-452-310000	NW NATURAL GAS CO.	JMCH 6/26/13 - 7/29/13	08/31/2013	464	32.91	
110-452-310000	PORTLAND GENERAL EL	JMCH 6/28/13 - 7/30/13	08/31/2013	472	57.34	
Subtotal for Dept: 452					90.25	
110-455-310000	NW NATURAL GAS CO.	Library 6/26/13 - 7/29/13	08/31/2013	466	34.28	
Subtotal for Dept: 455					34.28	
Subtotal for Fund: 110					1,840.60	
111-433-640000	PORTLAND GENERAL EL	Street Lights 6/28/13 - 7/30/13	08/31/2013	481	18.29	
111-433-640000	PORTLAND GENERAL EL	Street Light6s 6/28/13 - 7/30/13	08/31/2013	474	13.03	
111-433-640000	PORTLAND GENERAL EL	Street Lights 6/28/13 - 7/30/13	08/31/2013	475	13.15	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Dept: 433	44.47
					Subtotal for Fund: 111	44.47
113-463-830000	COLUMBIA COMMUNIT	August Principal Payment	08/31/2013	456	105.92	
113-463-830000	COLUMBIA COMMUNIT	August Principal Payment	08/31/2013	454	612.72	
113-463-831000	COLUMBIA COMMUNIT	August Interest Payment	08/31/2013	454	322.73	
113-463-831000	COLUMBIA COMMUNIT	August Interest Payment	08/31/2013	456	394.08	
					Subtotal for Dept: 463	1,435.45
					Subtotal for Fund: 113	1,435.45
210-433-310000	NW NATURAL GAS CO.	Pump House 6/26/13 - 7/29/2013	08/31/2013	463	39.13	
210-433-310000	PORTLAND GENERAL EL	Pump House 6/28/13 - 7/30/13	08/31/2013	480	517.97	
210-433-310000	PORTLAND GENERAL EL	Water 6/28/13 - 7/30/13	08/31/2013	478	12.54	
210-433-610600	CITY OF HILLSBORO (Uti	JWC water purchase 6/28/13 - 7/31/13	08/31/2013	468	16,408.81	
					Subtotal for Dept: 433	16,978.45
					Subtotal for Fund: 210	16,978.45
610-000-200001	ASIFlex	Paydate 08/02/2013	08/31/2013	469	160.98	
610-000-200001	ASIFlex	Paydate 08/16/2013	08/31/2013	461	160.98	
610-000-200001	ASIFlex	Health Care flx acct / Jan 12, 2012 adju	08/31/2013	484	180.01	
610-000-200004	PERS Deposit	Contributions 7/21-8/05	08/31/2013	455	7,743.80	
610-000-200004	PERS Deposit	Prior Yr Angeline Lehnert	08/31/2013	455	74.60	
610-000-200004	PERS Deposit	Prior Yr Sierra White	08/31/2013	455	19.89	
610-000-200004	PERS Deposit	UAL and Side Accounts	08/31/2013	455	1,075.27	
610-000-200004	PERS Deposit	Invoice #704115	08/31/2013	457	69.68	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-000-200004	PERS Deposit	UAL and Side Accounts	08/31/2013	457	8.08	
					Subtotal for Dept: 000	9,493.29
610-415-330000	ADP, INC.	Proc Chrg for Pd Ending 07/28/2013	08/31/2013	458	179.35	
610-415-330000	ADP, INC.	Proc Chrg for Pd Ending 08/11/2013	08/31/2013	459	181.90	
					Subtotal for Dept: 415	361.25
610-419-310000	COMCAST	JMCH 8/9/13 - 9/13	08/31/2013	462	46.09	
610-419-310000	NW NATURAL GAS CO.	Yellow House 6/26/13 - 7/29/13	08/31/2013	465	8.56	
610-419-310000	NW NATURAL GAS CO.	City Hall 6/26/13 - 7/29/13	08/31/2013	467	15.94	
610-419-310000	PORTLAND GENERAL EL	Yellow House 6/28/13 - 7/30/13	08/31/2013	477	34.91	
610-419-310000	PORTLAND GENERAL EL	City Hall 6/30/13 - 7/30/13	08/31/2013	473	400.38	
					Subtotal for Dept: 419	505.88
610-433-310000	PORTLAND GENERAL EL	Public Works 6/28/13 - 7/30/13	08/31/2013	479	49.78	
610-433-610224	CHEVRON	PW 7/6/13 - 8/5/13	08/31/2013	482	39.72	
					Subtotal for Dept: 433	89.50
					Subtotal for Fund: 610	10,449.92
					Report Total:	30,748.89

Accounts Payable
 Transactions by Account and Department
 Manual Check Register

User: Pam
 Printed: 09/12/2013 9:04 AM
 Batch: 000-00-0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-000-200000	LIFE LINE SCREENING	REFUND of DEPOSIT for JMCH rental	08/28/2013	21402	150.00	
Subtotal for Dept: 000					150.00	
110-421-300000	VISA/ CARDMEMBER SE	Pocket Press	08/05/2013	21351	78.42	
110-421-330000	ADVANCED PUBLIC SAF	Annual Maintenance 08/05/2013-08/04/2014	08/21/2013	121371	1,970.25	
110-421-330000	DMV, MOTOR VEHICLES	Certified Court Print	08/07/2013	21332	3.00	
110-421-330000	FLASHALERT NEWSWIR	News Distribution Sept 2013 -Aug 2014	08/13/2013	21375	105.00	
110-421-330000	FLASHALERT NEWSWIR	News distribution sept 2013- Aug 2014	08/13/2013	21375	130.00	
110-421-330000	PACIFIC HEART ASSOCI	Employment Exam/Freshner	08/21/2013	121385	228.00	
110-421-330000	VERIZON WIRELESS	PD-07/02 - 08/07	08/21/2013	121394	113.42	
110-421-330000	VERIZON WIRELESS	PD 07/07-08/06	08/21/2013	121394	243.08	
110-421-330000	WCCCA	Work Order 7199	08/13/2013	21382	210.00	
110-421-340000	DAILEY'S GOODYEAR A	Tire Repair	08/07/2013	21330	14.50	
110-421-340000	DUYCK'S GARAGE	INV # 49184 Orig Amount 51.15	08/13/2013	21374	51.15	
110-421-340000	McCANN TIRE INC.	Flat Repair	08/07/2013	21340	15.00	
110-421-350000	VISA/ CARDMEMBER SE	CFE Annual Dues	08/05/2013	21351	150.00	
110-421-370000	OGLETREE LIMITED PAR	2013 Chevrolet Tahoe w/police equip	08/29/2013	21412	11,458.00	
110-421-610000	KEITH'S SPORTING GOO	Glock and Trade	07/22/2013	21337	656.00	
110-421-610000	TASER INTERNATIONAL	2 Cartridge - 25' Hybrid	08/07/2013	121390	29.90	
110-421-610000	TASER INTERNATIONAL	Shipping and Handling	08/28/2013	21403	11.69	
110-421-610000	VISA/ CARDMEMBER SE	Home Depot	08/05/2013	21351	6.97	
110-421-610000	VISA/ CARDMEMBER SE	Amazon	08/05/2013	21351	177.99	
110-421-610000	VISA/ CARDMEMBER SE	Brownells	08/05/2013	21351	105.95	
110-421-610000	VISA/ CARDMEMBER SE	Amazon	08/05/2013	21351	22.18	
110-421-610000	VISA/ CARDMEMBER SE	CDW Government	08/05/2013	21351	171.77	
110-421-610000	WHITEHORSE GRAPHIC	Generic Police Business Cards	08/07/2013	121396	195.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-421-610100	911 Supply LLC	Cargo Pkt TR - Sam Freshner	07/31/2013	21368	74.99	
110-421-610100	BLUMENTHAL UNIFORM	SFreshner emblems	08/07/2013	121374	32.50	
110-421-610100	BLUMENTHAL UNIFORM	Sew emblems, hem	08/21/2013	121374	15.00	
110-421-610100	BRATWEAR	Pant and Shirt - Thurber	08/21/2013	121375	210.50	
110-421-610100	THE EMBLEM AUTHORI	City of North Plains/Oregon Police	08/21/2013	21399	224.00	
110-421-610224	SUNSHINE INC.	PD July Fuel	08/05/2013	21347	380.03	
110-421-610224	SUNSHINE INC.	PD July Discount	08/05/2013	21347	-4.99	
Subtotal for Dept: 421					17,079.30	
110-452-310000	PORTLAND GENERAL EL	Chamber JMCH	08/07/2013	21344	14.20	
110-452-310000	PORTLAND GENERAL EL	Chamber JMCH	08/07/2013	21344	13.03	
110-452-340000	RON-JONS UNLIMITED, I	2 Standard Toilets Weekly	08/21/2013	121387	166.00	
110-452-610000	BEST BUY IN TOWN	Cedar Wood Chips	08/05/2013	21325	554.00	
110-452-610000	BEST BUY IN TOWN	Cedar Wood Chips	08/07/2013	21325	794.00	
Subtotal for Dept: 452					1,541.23	
110-455-310000	PORTLAND GENERAL EL	Library 6/27 - 7/29/2013	08/07/2013	21344	406.95	
110-455-330000	UNIQUE MANAGEMENT	07/03 Placements	08/21/2013	121393	8.95	
110-455-340000	CANON SOLUTIONS AM	Black Cpoies	08/21/2013	121376	11.44	
110-455-340000	CANON SOLUTIONS AM	Color Copies	08/21/2013	121376	48.23	
110-455-340000	DeLAGE LANDEN	Contract Payment 7/15/13 - 8/14/13	07/31/2013	21331	137.00	
110-455-610000	DEMCO, INC.	Library Supplies	07/31/2013	21373	193.85	
110-455-610000	KEVIN MUIR PRODUCTI	Revolutionary Revue performance	08/13/2013	21377	50.00	
110-455-610000	RICHARD RITCHEY	Reptile man for NPPL	08/13/2013	21380	300.00	
110-455-610000	VISA/ CARDMEMBER SE	Barnes and Noble	08/07/2013	21351	248.68	
110-455-610000	VISA/ CARDMEMBER SE	USPS 7/2 - 7/23/2013	08/07/2013	21351	17.66	
110-455-610000	VISA/ CARDMEMBER SE	Carry Cases	08/07/2013	21351	40.91	
110-455-610000	VISA/ CARDMEMBER SE	Fred Meyer	08/21/2013	121395	4.98	
110-455-610000	VISA/ CARDMEMBER SE	Michaels	08/21/2013	121395	22.99	
110-455-610000	VISA/ CARDMEMBER SE	Amazon.com	08/21/2013	121395	29.99	
110-455-610000	VISA/ CARDMEMBER SE	Amazon.com	08/21/2013	121395	153.99	
110-455-610000	WA. CTY. - MUSEUM	Kalapuya on August 7th @ 1pm	08/05/2013	21322	50.00	
110-455-640000	BAKER & TAYLOR	Library Materials	08/21/2013	121373	8.07	
110-455-640000	BAKER & TAYLOR	Library Materials	08/21/2013	121373	19.37	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	07/22/2013	21336	39.71	
110-455-640000	INGRAM LIBRARY SERV	Library Materials	07/22/2013	21336	599.42	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
110-455-640000	INGRAM LIBRARY SERV	Eye of God and Dinner Time Survival	08/21/2013	121380	29.32	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	08/07/2013	21351	32.98	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	08/07/2013	21351	14.95	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	08/07/2013	21351	12.67	
110-455-640000	VISA/ CARDMEMBER SE	Amazon	08/07/2013	21351	139.08	
110-455-640000	WA. CTY - FINANCE (cour	REIMBURSE WCCLS for FY12-13 lost items	08/07/2013	21352	64.93	
Subtotal for Dept: 455					2,686.12	
Subtotal for Fund: 110					21,456.65	
210-000-555555	FRANK & CATHERINE WI	Refund check	08/01/2013	21348	60.00	
210-000-555555	FIRE ARROW	Refund check	08/05/2013	21349	882.70	
210-000-555555	RICHARD & LINDA CARL	Refund check	08/23/2013	21404	46.01	
210-000-555555	LONNY FULTS **INTERI	Refund check	08/23/2013	21405	75.00	
210-000-555555	STEVEN PRINCE HOMES	Refund check	08/23/2013	21406	63.67	
210-000-555555	MYONG CHA LEE	Refund check	08/23/2013	21407	10.50	
210-000-555555	RACHAEL OSMAN	Refund check	08/23/2013	21408	24.15	
210-000-555555	VINCE BIGGI	Refund check	08/23/2013	21409	65.29	
210-000-555555	MAG LLC	Refund check	08/23/2013	21410	882.70	
Subtotal for Dept: 000					2,110.02	
210-433-330000	ALEXIN ANALYTICAL L	4 Routine Coliform bacteria in drinking	07/31/2013	21323	116.00	
210-433-330000	ALEXIN ANALYTICAL L	2 Routine coliform bacteria in drinking	08/28/2013	21397	58.00	
210-433-330000	DeBRY, MARTHA	Removal of Lein- WA CO Recording Fee	08/21/2013	121378	36.00	
210-433-340000	FERGUSON ENTERPRISE	BRS Bush	08/07/2013	21333	22.62	
210-433-340000	HD SUPPLY WATERWOR	supplies	08/07/2013	21335	89.09	
210-433-340000	VISA/ CARDMEMBER SE	Office Depot	08/05/2013	21351	41.41	
210-433-340000	VISA/ CARDMEMBER SE	Metro Tech Corp	08/05/2013	21351	282.19	
210-433-610000	FERGUSON ENTERPRISE	Meter Box Per BBoyles	08/21/2013	121379	1,506.00	
210-433-610000	FERGUSON ENTERPRISE	Mtr Bw w/lw	08/28/2013	21400	1,241.71	
210-433-610000	GENERAL PACIFIC, INC.	BAD M25-X-1C80-X-00, BAD M25-F-RSL	08/13/2013	21376	899.64	
210-433-610000	UNITED RENTALS	Refe # 112995324-001	08/07/2013	21350	235.09	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
210-433-610000	VISA/ CARDMEMBER SE	USA Blue Book	08/05/2013	21351	60.89	
				Subtotal for Dept: 433	4,588.64	
				Subtotal for Fund: 210	6,698.66	
610-000-200002	AFLAC	Monthly Billing - Rogers	08/21/2013	121370	243.09	
				Subtotal for Dept: 000	243.09	
610-411-300000	CITY OF TUALATIN	Mayors Luncheon FY 13-14	08/07/2013	121377	60.00	
610-411-300000	LEAGUE OF OREGON CIT	88th Annual Conference	08/21/2013	121382	420.00	
610-411-300100	AMERICAN BARRICADE	12X12 Sign A/HP Peoples choice	08/13/2013	21369	35.00	
610-411-300101	RON-JONS UNLIMITED, I	4th of July	08/21/2013	121387	1,470.00	
610-411-300101	VISA/ CARDMEMBER SE	Banner order cancellation	07/19/2013	21351	-234.00	
610-411-300101	VISA/ CARDMEMBER SE	Dolrtree	08/05/2013	21351	7.14	
610-411-300101	VISA/ CARDMEMBER SE	Albertsons	08/05/2013	21351	11.97	
610-411-300101	VISA/ CARDMEMBER SE	Amazon Marketplace	08/07/2013	21351	31.15	
610-411-300102	JEROME MONACO	Concert in the Park 8/16/13	07/31/2013	21341	400.00	
610-411-300102	RON REEDY	Concert in the Park 8/23/13	07/31/2013	21379	300.00	
610-411-300102	ARTHUR STEINHORN	Concert in the Park 8/30/13	07/31/2013	121389	600.00	
610-411-300102	VISA/ CARDMEMBER SE	Banners on the Cheap - Concerts/Park	08/05/2013	21351	148.32	
				Subtotal for Dept: 411	3,249.58	
610-412-330000	BEERY, ELSNER & HAM	Review develoment agreement, highland ct	08/13/2013	21371	1,756.71	
				Subtotal for Dept: 412	1,756.71	
610-413-300000	VISA/ CARDMEMBER SE	Square	08/07/2013	21351	4.00	
610-413-300000	VISA/ CARDMEMBER SE	Wyhdhamperdev@7th Mt Bend	08/07/2013	21351	369.36	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					Subtotal for Dept: 413	373.36
610-414-300000	OAMR,	Annual Academy and Conference	08/21/2013	121383	462.00	
610-414-360000	COMMUNITY NEWSPAP	Public Hearing Notice-Emerio Design Pub	08/07/2013	21329	135.00	
					Subtotal for Dept: 414	597.00
610-415-330000	MOONLIGHT BPO	Statement Processing JUNE	08/07/2013	21378	121.51	
610-415-330000	MOONLIGHT BPO	Postage JUNE	08/07/2013	21378	295.41	
610-415-330000	VISA/ CARDMEMBER SE	Wyhdhamperdev@7th Mt Bend	08/07/2013	21351	118.12	
					Subtotal for Dept: 415	535.04
610-419-300010	CITY OF HILLSBORO	BUG - Partnership Fee	08/28/2013	21398	500.00	
610-419-300010	CITY OF HILLSBORO	BUG - Usage	08/28/2013	21398	246.75	
610-419-310000	XO COMMUNICATIONS	City Hall 7/18/13 - 8/17/13	07/31/2013	21353	589.90	
610-419-330000	TYCO INTEGRATED SEC	LIB 09/01/13-09/30/13	08/21/2013	121369	67.50	
610-419-330000	TYCO INTEGRATED SEC	City Hall 09/01/2013 - 09/30/2013	08/21/2013	121369	206.93	
610-419-330000	CONNELL PC ASSOCIAT	For Services May - July 2013 East SUB	08/07/2013	21328	876.85	
610-419-330000	LEGACY LABORATORY	Toxicology Client	08/07/2013	21338	10.00	
610-419-330000	MACC	Current year 1% Adm Fee for PCN	08/07/2013	21339	72.86	
610-419-330000	SERVICE AMERICA COM	Aug Janitorial Services- City Hall/Lib	08/13/2013	21381	370.00	
610-419-330000	SERVICE AMERICA COM	August Janitorial - City Hall	08/07/2013	121388	195.00	
610-419-330000	SERVICE AMERICA COM	AUGust Janitorial - Library	08/07/2013	121388	175.00	
610-419-340000	PACIFIC OFFICE AUTOM	Contract Payment 7/15/13 - 8/14/13	08/07/2013	21343	770.00	
610-419-340000	RICOH USA INC	Contract Payment - 2 copiers/Orig ABS	08/07/2013	21345	690.00	
610-419-340000	RICOH USA INC	Additional Images	08/21/2013	121386	150.86	
610-419-340000	TEMP CONTROL MECHA	Contract Billing 8/1/13 - 8/31/13	08/07/2013	121391	309.00	
610-419-350000	AMERICAN EXPRESS	Costco Membership Renewal	07/31/2013	21324	110.00	
610-419-610000	AMERICAN EXPRESS	Supplies	07/31/2013	21324	172.24	
610-419-610000	JENNIFER KNOWLES	Document Courier Mileage Rate 56.5 cents	08/21/2013	121381	15.82	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
610-419-610000	OREGONIAN	Subscription Type : Wed/FR	08/21/2013	121384	54.00	
610-419-610000	THAYER COMPANY	Office Supplies	08/21/2013	121392	168.90	
610-419-610000	VISA/ CARDMEMBER SE	USPS	08/05/2013	21351	25.25	
610-419-610000	VISA/ CARDMEMBER SE	USPS	08/05/2013	21351	7.37	
610-419-610000	VISA/ CARDMEMBER SE	USPS	08/05/2013	21351	15.01	
610-419-610000	VISA/ CARDMEMBER SE	USPS	08/05/2013	21351	50.20	
610-419-610000	VISA/ CARDMEMBER SE	USPS	08/05/2013	21351	5.65	
610-419-610000	VISA/ CARDMEMBER SE	Rose City Stamp - MReh Notary	08/05/2013	21351	76.15	
610-419-610000	VISA/ CARDMEMBER SE	NP Market	08/07/2013	21351	11.54	
610-419-621000	ASIFlex	For Period Beginning 7/1/13	08/07/2013	21370	18.75	
610-419-621002	CIS TRUST	Workers' Comp 2013-14 Renewal Pay 1	07/31/2013	21326	3,881.17	
Subtotal for Dept: 419					9,842.70	
610-433-310000	AT&T WIRELESS SERVIC	PW Pager	08/21/2013	121372	34.37	
610-433-340000	AMERICAN EXPRESS	Maintenance/Repairs	07/31/2013	21324	199.99	
610-433-340000	CNH CAPITAL	Metro New Holland - oil - 16oz disp	07/31/2013	21327	26.56	
610-433-340000	HORTNAGL AUTOMOTIV	Ford Mstr cylinder, etc.	08/28/2013	21401	546.41	
610-433-340000	ONE CALL CONCEPTS, I	Oregon Utility Notification Center JULY	08/05/2013	21342	42.24	
610-433-340000	VISA/ CARDMEMBER SE	Willco	08/05/2013	21351	107.76	
610-433-340000	VISA/ CARDMEMBER SE	Lowe's	08/05/2013	21351	150.57	
610-433-340000	VISA/ CARDMEMBER SE	Lowe's	08/05/2013	21351	34.90	
610-433-340000	VISA/ CARDMEMBER SE	Jo Ann	08/05/2013	21351	18.96	
610-433-340000	VISA/ CARDMEMBER SE	Harbor Freight Tools	08/05/2013	21351	38.97	
610-433-340000	VISA/ CARDMEMBER SE	Lowe's	08/05/2013	21351	49.02	
610-433-340000	VISA/ CARDMEMBER SE	Lowe's	08/05/2013	21351	48.70	
610-433-340000	VISA/ CARDMEMBER SE	Harbor Freight Tools	08/05/2013	21351	37.11	
610-433-340000	VISA/ CARDMEMBER SE	Harbor Freight Tools	08/05/2013	21351	13.97	
610-433-340000	VISA/ CARDMEMBER SE	Office Depot	08/05/2013	21351	17.58	
610-433-340000	VISA/ CARDMEMBER SE	Lowe's	08/05/2013	21351	17.00	
610-433-340000	VISA/ CARDMEMBER SE	Lowe's	08/05/2013	21351	57.41	
610-433-610000	VISA/ CARDMEMBER SE	Walgreens	08/05/2013	21351	14.99	
610-433-610224	FERRELLGAS	Propane, Hazmat Fee	08/07/2013	21334	317.22	
610-433-610224	ROGERS, III, CHARLES A.	REIMBURSEMENT Steering Fluid	08/07/2013	21346	21.97	
610-433-610224	SUNSHINE INC.	PW July Fuel	08/05/2013	21347	842.70	
610-433-610224	SUNSHINE INC.	PW July Discount	08/05/2013	21347	-8.43	
610-433-610224	SUNSHINE INC.	PW July Fuel (on PD invoice)	08/05/2013	21347	119.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
					2,748.97	
					19,346.45	
					47,501.76	



CITY OF NORTH PLAINS

31360 NW Commercial Street, North Plains, Oregon 97133

Date: September 12, 2013

To: City Council

From: Jennifer Knowles, Management Analyst
Martha DeBry, City Manager

Subject: Discussion of Pumpkin Run and Costume Parade on October 26, 2013

Request: Council discuss the upcoming event.

Background: The schedule for the event is as follows:

Event	Time
Breakfast at Senior Center	7-10 am
Pumpkin Fun Run	9 am (9:15 for run/walk)
Costume Parade	11:30 am
Pumpkin Carving Contest	12:30 pm - 2 pm
Coloring Contest	12 pm - 2 pm
Harvest Flavors Baking Contest	1:00 pm - 2 pm
Mini-pumpkin Launch	2:00 pm - 3 pm
Pumpkin Cookie Decorating	12 pm - 3 pm
Face Painting	12 pm - 3 pm
Harvest Foods	12 pm - 3 pm
Lunch (NPEA)	12 pm - 3 pm
Cider Smash	12 pm - 3 pm
First Responders and Emergency Vehicles	12 pm - 3pm

Resources:

Staff work is performed predominantly to Jennifer Knowles, a part-time employee.

Some additional staff assistance may be needed for banner hanging, race equipment deployment/collection, Jessie Mays set-up and cleaning, and police department personnel participation in safety display.

Below is an estimate for supplies:

Expense	Amount
Pumpkin carving kits	\$20
Crayons	\$0
Spray paint and popsicle sticks (awards and race ranking)	\$20
Bulk candy	\$20
Face paint	\$20
Cider press and accoutrements	\$40
Advertising including reusable banners	\$100
Race director (contracted)	\$150
ORRC race supplies rental (includes cones, software etc.) - Refundable deposit (\$350)	\$50
T-shirts:	\$450
Total	\$870

Revenues:

Source	Estimated Amount
Run registrations (40 runners)	\$800
Donations	\$400
Total	\$1200

In kind donations:

- Recology: pumpkins
- Pumpkin Ridge Golf Course: sugar cookies
- Debrys: apples
- Photography: Mitch Ward
- Matt Peal: vintage truck participation
- Mark Susbauer: vintage tractor participation (tentative)

Possible partners for the day:

- Tuality Hospital
 - Requested: educational booth on healthy living and habits
 - Requested: monetary sponsor
 - Requested: other – volunteer support
- Costco
 - Requested: cash card
- Fred Meyer
 - Requested: post-race food items for runners/walkers
 - Requested: gift cards totaling \$100
 - Requested: running/sport-associated items for run/walk entrant raffle prizes
- North Plains Christian Church

- Monetary and/or volunteer support

Other partners queried/possibly to be queried

- Betty Lou's Inc.
- Summit Foods
- Gerald's
- Market Express
- McDonald's
- Subway
- King Torta
- Treasure Chest
- A&T Resale
- The Rogue Brew Pub and Eatery
- The Corner Market
- Last Watering Hole
- J&S Golf Carts
- North Plains Veterinary Clinic
- Jamba Juice

October 2013 Council Calendar

Meeting	Primary	Alternate	Note	Date
Library Board			Special joint meeting with the Banks Library Board held in North Plains	10/2
City Council			Tuesday 7:00 p.m.	10/7
Planning Commission	Demagalski		2 nd Wednesday @ 7 p.m.	10/9
Washington County Office of Community Development: Policy Advisory Board	Kindel	Demagalski	2 nd Thursday @ 7 p.m.	10/10
Washington County Coordinating Committee (WCCC)	Hatcher	DeBry	2 nd Monday @ 12 noon	10/14
Chili Cook-Off			Jessie Mays Community Hall at 6:30	10/17
Benefit Dance: Harvest Hoedown			Jessie Mays Community Hall from 7:00-11:00 p.m.	10/19
City Council			7:00 p.m.	10/21
Metro Policy Advisory Committee (MPAC)	Hatcher	Newton	4 th Wednesday @ 5 p.m.	10/23
Parks Board			4 th Wednesday @ 6:30 p.m.	10/23
Pumpkin Run and Costume Parade			7:00 a.m. -3:00 p.m. Senior Center and Jessie Mays	10/26
Metropolitan Area Communications Commission (MACC)	Warren	Lenahan		
Northwest Oregon Area Commission on Transportation (NWACT)	Lenahan	DeBry		