



City of Yachats
441 N. Hwy 101, Civic Meeting Room 1
Wednesday, April 15, 2026, 1:00 PM

To Be Held In-Person & Via Zoom

Join Zoom Meeting
<https://us02web.zoom.us/j/81551584584>
Meeting ID: 815 5158 4584

Regular City Council Meeting

Work Session

Regular Session

- I. Call to Order**
- II. Roll Call**
- III. Announcements, Proclamations, and Correspondence**
 - a. Surplus Sale - April 24th
- IV. Public Comment – limited to items not on the agenda (5-minute limitation per person)**
- V. Public Hearing**
 - a. Chapter 2.08 Committees (ORD 381)
- VI. Consent Agenda** – vote to approve
 - a. The City Manager and City Staff report
 - b. Lincoln County Sheriff Contract Report
 - c. Commission/Committee March summaries
 - d. City Council March meeting summary

- e. Financial Reports
- f. Pacific Habitat Report on the Local Wetland Inventory for Yachats
- g. Workgroup Report

VII. New Business

- a. Application Interview for Community Spaces Committee & Vote RES 2026-277- William Reeves
- b. Recognition of the outgoing Library Commission Chair
- c. FY 26/27 CIP budget review and approval
- d. Review and Adopt the City of Yachats Employee Handbook
- e. Review and Adopt Admin Policy #26 Compensation in the form of Food & Beverages for Public Officials
- f. City of Newport Request for Support

VIII. Ongoing Business

- a. Yachats Area Chamber of Commerce – Visit Yachats Quarterly Review
- b. 2026 Council Goals - quarterly review

IX. Other Business

- a. From the Mayor
- b. From Council
- c. From Staff

X. Adjourn

The Yachats City Council meetings are open to the public and interested citizens are invited to attend via Zoom. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. The meeting are accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance.

POSTED April 10, 2026 By: Kimmie Jackson, Recorder



City Council Regular Meeting

Meeting Date: April 15, 2025

ITEM TITLE: *Introduction to Chapter 2.08: Modernizing City Governance- PUBLIC HEARING*

DISCUSSION/BACKGROUND/ISSUE:

The City of Yachats is evolving its volunteer governance structure to better align with our modern **Council-Manager** form of government. This update moves away from the 1990s "Strong Mayor" era—where volunteers managed daily operations—to a strategic model that reflects our current professional staffing.

Key Shifts in the New Ordinance

In alignment with Oregon municipal best practices, groups previously titled "Commissions" (typically reserved for bodies with final decision-making power) are being redesignated as **Committees**. These groups will now focus on their primary strength: serving as strategic advisory bodies to the City Council and City Manager.

Rather than maintaining outdated, individual ordinances, Chapter 2.08 consolidates the Parks & Commons, Public Works & Streets, and Library Commissions into a modernized framework. This change was guided by the City Attorney and modeled after successful restructuring in neighboring coastal cities.

The former Parks & Commons Commission will re-emerge as the **Community Spaces Committee**. This group will shift from operational oversight to a high-level advisory role, specifically shepherding the execution and phased implementation of the **Greater Commons Master Plan**.

With this evolution, the Library Commission and Emergency Preparedness Committee will become workgroups reporting to the City Manager; all workgroups will begin including a report to the City Council in their monthly consent calendar.

While the titles and administrative structures have changed, the core intent remains the same. This restructuring ensures that volunteerism—a fundamental value of Yachats—is utilized effectively. By dissolving the outdated 1990s ordinances and re-establishing these groups under Chapter 2.08, the City is empowering its residents to provide expert, focused guidance on the future of our community spaces and infrastructure.

RELEVANCE TO 2026 COUNCIL GOALS:

1. Secure Sustainable Water Storage & Improve wastewater and water sustainability efforts
 2. Provide safe access to and use of city infrastructure, trails, and parks
 3. Identify ways to expand the housing supply and diversify housing options
 4. Environmentally aware in all we do
 5. Effectively manage and plan for the city's financial needs
 6. Deliver efficient, effective, transparent municipal services
 7. Synchronize and update city policies and administrative rules.
 8. Continue to prepare for all emergencies
-

Recommendation:

To approve and adopt the new Chapter 2.08

PREPARED BY:

Bobbi Price, City Manager

**CITY OF YACHATS
ORDINANCE NO. 381**

**AN ORDINANCE AMENDING THE YACHATS MUNICIPAL CODE
RELATED TO COUNCIL COMMITTEES**

Whereas, volunteers are vital to the workings of the City and the City Council values the work of community members that volunteer their time for the benefit of City governance through service on various advisory groups; and

Whereas, over the years the City Council has created standing committees to aid and advise the Council and from time to time the City Council has created ad-hoc committees to advise on specific projects; and

Whereas, the City Council wishes to harmonize and streamline its use of these various volunteer advisory groups by updating Yachats Municipal Code provisions that address these advisory bodies; and

Whereas, this ordinance updates Yachats Municipal Code Chapter 2.08 and 3.10 by combining provisions into a revised YMC Chapter 2.08; and

Whereas, this ordinance is not intended to address the Budget Committee, which is governed by applicable state law, and the Planning Commission, which is governed by state law and YMC Chapter 2.04,

NOW THEREFORE, the City of Yachats ordains as follows:

Section 1. Yachats Municipal Code Chapter 2.08.

Yachats Municipal Code Chapter 2.08 shall be amended, in total, to read as set out in the attached Exhibit A.

Section 2. Yachats Municipal Code Chapter 3.10.

Yachats Municipal Code Chapter 3.10 is hereby deleted and removed from the YMC.

Section 3. Continuity of existing advisory groups.

- A. As part of Section 1 above, the current Public Works and Streets Commission is renamed the Public Works and Streets Committee. Current commission members shall continue to serve their unexpired terms as part of the Public Works and Streets Committee under YMC Chapter 2.08.
- B. As part of Section 1 above, the current Parks and Commons Commission is renamed the Community Spaces Committee. Current commission members shall continue to serve their unexpired terms as part of the Community Spaces Committee under YMC Chapter 2.08.
- C. As part of Section 1 above, the current Finance Committee will continue under YMC Chapter 2.08. Current committee members shall continue to serve their unexpired terms as part of the Finance Committee.
- D. As part of Section 1 above, the current Library Commission is disbanded.

Section 4. Effective date.

Pursuant to the Yachats Charter, this ordinance shall take effect 30 days after adoption.

Passed and adopted by the City Council of the City of Yachats on this ___ day of _____, 2026.

Attest:

Craig Berdie, Mayor

Bobbi Price, City Manager

Chapter 2.08. Standing Committees and Ad-Hoc Committees

§ 2.08.010. Purpose and scope.

§ 2.08.020. Types of Committees.

§ 2.08.030. Compliance with state law.

§ 2.08.040. Qualifications.

§ 2.08.050. Appointments.

§ 2.08.060. Terms.

§ 2.08.070. Service on multiple committees.

§ 2.08.080. Vacancies.

§ 2.08.090. Removal.

§ 2.08.100. Positions.

§ 2.08.110. Meeting Procedures.

§ 2.08.120. Relationship with City Council and City Manager.

§ 2.08.130. Compensation.

§ 2.08.200. Public Works and Streets Committee.

§ 2.08.300. Community Spaces Committee.

§ 2.08.400. Finance Committee.

§ 2.08.010. Purpose and scope.

- A. The City Council may create standing committees to aid the Council in the conduct of public affairs. The City Council may also create ad-hoc committees to accomplish a specific task or project. With the exception of the Budget Committee, which is governed by applicable state law, and the Planning Commission, which is governed by state law and YMC Chapter 2.04, committees and ad-hoc committees are advisory in nature and shall be governed by this Chapter 2.08.
- B. The City Manager may create workgroups that report directly to the City Manager and are not governed by this Chapter 2.08.

§ 2.08.020. Types of Committees.

The City Council may create the following committees:

- A. **Advisory Committee (Committee).** A standing committee that is not required by state law. Establishment of a committee shall occur by an ordinance of the City Council.
- B. **Ad-Hoc Committee.** A temporary committee appointed for a specific term to accomplish a specific task or project. Ad-hoc committees shall be established by resolution of the City Council. The resolution shall set forth the term of the committee, the task or project to be accomplished, the timeline for completion of the task or project, and such other directions as the Council deems appropriate.

§ 2.08.030. Compliance with state law.

All committees and ad-hoc committees are expected to comply with the State of Oregon public records law, public meetings law, ethics law, and other applicable state laws.

§ 2.08.040. Qualifications.

- A. Qualifications for appointment and term of office for a position on a committee or ad-hoc committee shall be provided in its enabling provisions.
- B. If a member of a committee or ad-hoc committee is qualified pursuant to the enabling provisions at the time of appointment, but later ceases to be qualified, the member must notify the City Manager immediately.

§ 2.08.050. Appointments.

With the consent of the City Council, the Mayor appoints members of committees and ad-hoc committees. Prior to making any appointment, the Mayor shall:

- A. Provide notice to the public and the Council of the position to be filled, qualifications if applicable, and the time and manner in which application may be submitted.
- B. Solicit recommendations from the Council concerning potential appointees; and,
- C. Confer with the Council concerning potential appointees.

§ 2.08.060. Terms.

The term of office for each committee shall be established in its enabling provisions and shall run on a committee service year from January 1 to the next December 31. Initial terms for a newly created committee shall be staggered so that the majority of the positions do not become vacant in the same year and so that an equal or approximately equal number of positions become vacant each year.

§ 2.08.070. Service on multiple committees.

No person shall be appointed to serve simultaneously on more than one committee, unless such a position is established in the committee's enabling provisions. This provision does not prohibit serving on the Budget Committee simultaneously with a committee governed by this Chapter 2.08.

§ 2.08.080. Vacancies.

Appointments to fill vacancies on committees and ad-hoc committees shall be made in the manner set forth in YMC 2.08.050 for the remainder of the unexpired term.

§ 2.08.090. Removal.

A member of a committee or ad-hoc committee may be removed by the City Council, after a hearing, for misconduct or nonperformance of duty.

- A. Examples of misconduct include but are not limited to:
 - 1. Conviction of a felony.
 - 2. Failure to declare a conflict of interest.
 - 3. Failure to adhere to public meetings law.
 - 4. Failure to comply with any applicable requirement of the Municipal Code.
 - 5. Conduct which, in the opinion of the City Council, creates animosity, impedes the job of the particular body or tends to render the City ineffective or open to ridicule.

- B. Nonperformance of duty includes but is not limited to excessive lack of attendance, which is defined as:
 - 1. Absence from three (3) or more consecutive meetings without an excuse, as approved by the Chairperson, or
 - 2. Absence from three (3) or more meetings over the course of a service year without an excuse, as approved by the Chairperson.

§ 2.08.100. Positions.

- A. Chairperson and Vice-Chairperson. Each committee and ad-hoc committee shall elect a chair and a vice-chair from its membership at its first regular meeting of the service year to serve through the end of the service year (January 1 – December 31). Vacancies in these positions shall be filled in the same manner for the remainder of the unexpired term.

- B. Chairperson responsibilities. The chair shall:
 - 1. Set the agenda. Any member of the committee or ad-hoc committee may request that an item of business appear on the agenda. The committee or ad-hoc committee may compel by majority vote that an item be placed on the agenda.
 - 2. Preside at all meetings.
 - 3. Be responsible for maintaining communication with the City Council and staff.
 - 4. Call special meetings. A majority of the members of the committee or ad-hoc committee may also call a special meeting.
 - 5. Be responsible for attendance of members and report to the City Manager on instances of excessive lack of attendance.
 - 6. Coordinate the preparation of appropriate reports for the City Council.

- C. Vice-Chairperson responsibilities. The vice-chair shall exercise the duties of the chair in the chair's absence. To share the volunteer workload, the chair and vice-chair may work together to delegate chair responsibilities to the vice-chair on an as-needed basis, even when the chair is not absent.
- D. Ex-officio positions. Where indicated in the committee or ad-hoc committee enabling provisions, each may contain ex-officio positions as appropriate to provide communication between various groups including the City Council, staff, or other local government agencies, non-profits, or business groups. Each ex-officio member serves as an appointed member of the committee or ad-hoc committee, participates in all discussions, but does not have a vote.
- E. City Council liaison positions. As dictated in the committee or ad-hoc committee enabling provisions, each year the Council may appoint a Council liaison from its membership to each committee or ad-hoc committee. The purpose of the liaison position is to provide a direct line of communication between the committee or ad-hoc committee and the Council. Council liaison members may not speak for the Council on any item the Council has not made a formal determination upon and does not have a vote.

§ 2.08.110. Meeting Procedures.

- A. Quorum. A majority of members of a committee or ad-hoc committee, not including ex-officio or liaison members, shall constitute a quorum for the conduct of business.
- B. Vote. Except as otherwise expressly provided by the Municipal Code or other applicable law, the concurrence of a majority of members present and eligible to vote shall be necessary to decide any question.
- C. Meetings. A committee or ad-hoc committee, in consultation with staff, shall establish a regular meeting at such times and intervals.

§ 2.08.120. Relationship with City Council and City Manager.

- A. Council authority. The City Council is the elected legislative and policy making body of the City. Committees and ad-hoc committees are appointed pursuant to the Council's authority and shall have only those powers and functions as expressly delegated by the Council. Committees and ad-hoc committees are expected to provide advice and recommendations to the Council and City Manager to help the Council implement Council goals.
- B. Recommendations. All committee and ad-hoc committee recommendations to the Council and City Manager shall be made in writing, signed by the Chair.

- C. Expenditures and obligations. No committee or ad-hoc committee has the authority to expend City funds, or to obligate the City for payment of any sum of money.
- D. Additional duties. In addition to the duties established for each committee or ad-hoc committee in its enabling provisions, the City Council or City Manager may, from time to time, assign other duties or projects as the Council deems appropriate.

§ 2.08.130. Compensation.

Committee and ad-hoc committee members shall receive no compensation for their services.

§ 2.08.200. Public Works and Streets Committee.

- A. Establishment. The City Council establishes the Public Works and Streets Committee.
- B. Membership. The Public Works and Streets Committee is to be composed of five (5) to seven (7) voting members. All members must reside in Yachats. Preference should be for members with experience in infrastructure planning, engineering, public safety, or general community planning. The City Manager, or the City Manager's designee, shall serve as an ex-officio member.
- C. Term. Members shall serve a three-year term.
- D. Duties. The committee will work with the Public Works Department staff and serve in an advisory role to the City Council and City Manager. The committee shall perform the following advisory duties:
 - 1. Make recommendations to the City Council and staff on addressing the City's long-term infrastructure planning and safety needs.
 - 2. Assisting the City Manager and Public Works staff in identifying and supporting goals that ensure the effective operation and maintenance of City assets.
 - 3. Support Public Works staff in the review and update, as needed, of the City's Master Plans (water, sewer, transportation, stormwater, parks).
 - 4. Offer goal suggestions regarding infrastructure priorities to the City Council before its annual goal-setting session.
 - 5. Review and recommend projects for the City's Capital Improvement Plan (CIP) based on Public Works Department needs and City Master Plans.
 - 6. Provide recommendations to the Finance Committee regarding the relative need, impact, timing, and cost of infrastructure projects.
 - 7. Report annually to the City Council on a review of utility rates and system development charges to advise whether they provide for an equitable share of infrastructure and operational costs.

8. Hear suggestions and complaints from citizens regarding public infrastructure and traffic safety. Research and recommend remedies for public and traffic safety concerns to the City Manager and Council.
9. Support the Public Works staff on special projects, as requested.
10. Provide input on specific projects, as requested by the City Council or City Manager.
11. Prepare an annual report summarizing its activities, progress toward City Goals, and funding advocacy efforts. This report shall be submitted to the City Manager and City Council to be used for the State of the City event.

§ 2.08.300. Community Spaces Committee.

- A. Establishment. The City Council establishes the Community Spaces Committee.
- B. Membership. The Community Spaces Committee shall consist of five (5) voting members. Members must be City residents, except for one member who may reside outside the City within the 97498 zip code. The City Manager, or the City Manager’s designee, shall serve as an ex officio member.
- C. Term. Members shall serve a three-year term.
- D. Duties. The committee is charged with furthering the goals of the City Council and the City Manager to assure maximum benefit for Yachats citizens and visitors from community spaces with the purpose of recreation, entertainment, education, sustainability, beautification, circulation, and accessibility. The committee shall serve in an advisory role to the City Council and City Manager. The committee’s advisory function does not extend to the Yachats Public Library, the Yachats Public Works facility, or private property. The committee shall perform the following advisory duties:
 1. Promote and support the development, funding, and policy regarding the City's community spaces, with a primary focus on the Greater Commons Master Plan.
 2. Serve as an advisory body to the City Council and City Manager on the execution, phased implementation, and community aspects of the Greater Commons Master Plan.
 3. Collaborate with other committees and workgroups to coordinate policy where overlap in responsibilities exist.
 4. Research, advocate for, and recommend diverse and sustainable funding sources and grants for community spaces and trails. Implementation recommendations will be provided to the Finance Committee during its annual evaluation of the City budget.
 5. Review proposals under the City’s donation and recognition policy (Administrative Policy No. 5) and forward recommendations to the City Council.
 6. Offer goal suggestions related to community spaces to the City Council before its annual goal-setting session.
 7. Provide support for specific projects assigned by the City Manager that align with established City Goals.

8. Advise on the development of robust community programming and activities within the Greater Commons area.
9. Serve as a forum for gathering input from citizens, relevant organizations, and user groups regarding community space use.
10. Receive reports from workgroups, as directed by the City Manager, related to items of interest to the Committee.
11. Hold work sessions, as appropriate, to deliberate on projects it is actively working on.
12. Prepare an annual report summarizing its activities, progress toward City Goals, and funding advocacy efforts. This report shall be submitted to the City Council to be used for the State of the City event.

§ 2.08.400. Finance Committee.

- A. Establishment. The City Council establishes the Finance Committee that shall also serve as the Capital Improvement Planning Committee (CIP Committee). The Finance Committee will work with Commission Chairs and serves in an advisory role to the City Council.
- B. Membership. The City Manager shall serve as the Chair of the Finance Committee. The Finance Committee shall include four to six members skillful in financial analysis. All members must reside in Yachats. In addition to the process set out in YMC 2.08.050, nominations for membership on the Finance Committee will be made jointly by the Mayor, the Council President, and the City Manager in consultation with the Finance Committee.
- C. Term. Members shall serve a three-year term.
- D. Duties. The Finance Committee's mission is to address the City's long-term financial planning. This may include complex organizational issues that impact capital improvement planning, reserve generation, and other long-term financial planning. The Finance Committee, at public meetings, shall:
 1. Provide financial analysis as requested by the City Manager.
 2. Provide a long-term horizon for fund balance projections, including appropriations of remaining projects documented in master plans, revenue, capital expenditures, and reserve balances.
 3. Provide a "State of the City" financial report to the City Council. This would be a snapshot of how the financial long-term picture looks given certain assumptions.
 4. Assist the City Manager on special projects including, but not limited to:
 - a. Review and recommend changes to the City budget through the supplemental budget process.
 - b. Provide project updates, changes, and substitutions for projects in the City's CIP.
 - c. Advise whether system development charges provide for an equitable share of infrastructure and operational costs.

- d. If requested by the City Manager, advise on how the City Manager organizes the financial staff.
 - e. Advise on creation and maintenance of the City's financial reporting.
5. Study proposed capital projects and improvements involving major non-recurring tangible assets and projects which:
 - a. Are purchased or undertaken at intervals of not less than five years, and
 - b. Have a useful life of at least five years, and
 - c. Cost over \$5,000.
6. Other projects assigned by the City Council.
7. The Finance Committee will serve as the Audit Review Committee, responsible for reviewing annual audits as they are presented, conducting auditor interviews and selections as necessary, and providing recommendations to the City Council regarding the annual audit findings.
8. Each year, the Finance Committee will receive from committee chairs and staff, capital project requests identified in the City master plans, committee recommendations, or in support of Council goals. The Finance Committee shall consider the relative need, impact, timing, and cost of these expenditure requests and the effect each will have on the City's financial position. The Finance Committee will provide a completed CIP to the City Council for approval before the completion of the annual budget.
9. The Finance Committee shall prepare an annual report recommending a capital improvement budget for the next fiscal year and a capital improvement program including recommended capital improvements for the following four fiscal years. The report shall be submitted to the City Council for its consideration and approval. Following Council approval, the first-year amounts shall be included in the proposed budget for the next year for consideration by the Budget Committee.
10. Adoption of the City's budget, shall permit the expenditure on capital improvement projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals and the like; but no such expenditure shall be incurred on projects which have not been authorized by an amendment to the capital improvement plan, recommended by the Finance Committee and approved by the City Council in the current year or in prior years.
11. The Finance Committee's report and the City Council's recommended capital budget shall be published and publicly available. The Finance Committee shall deposit its original report with the City Manager's office.



City of Yachats City Staff Report | April 2026
501 Hwy 101 N, Yachats, OR 97498 | www.yachatsoregon.org

CITY MANAGER (Bobbi Price)

Employee Handbook

The City Manager and Recorder have been working to update the Employee Handbook. The current handbook was adopted in 2016. We worked with CIS, our insurance company, and its HR department, and used the template they recommended for this update.

This has been a long process, but a necessary update, and will be given to Council for adoption.

City Fees Ordinance and Update

Many of the existing City fees have not been updated since they were put in place, and many of our fees are tied to City Ordinance. As the cost of doing business continues to rise, these fees have stayed the same.

These include community space rentals, business licenses, vacation rental licenses, and land planning fees.

We are identifying the ordinances to remove the set fee from, so we can tie these to a CPI and adjust annually via resolution, similar to our SDCs, water, and wastewater fees.

Finance Committee

The Finance Committee continues to review the Capital Improvement Budget and evaluate what should be moved forward to future years and what should remain in this upcoming year. It is a difficult task to balance the needs of costly infrastructure and building maintenance with the desire to continue improving facilities. The Finance Committee will make a final recommendation to the City Council after reviewing the CIP budget with the Materials and Services budget.

Meeting with Yachats Rural Fire Protection District

In line with both the City Council Goals and the Fire Protection District's goals, both entities have met and are encouraged to work together and support each other.

Community Engagement- Housing Code Updates

On April 2nd, the City Council, staff, Planning Commission, and Cascadia Partners held a Community Engagement session to share the current status of the draft ordinance and how they have responded to previous community, Council, and Planning Commission input. After the presentation, the community answered questions at breakout tables, with moderators taking notes and summarizing comments from each table.

Next, Cascadia Partners will come back to the Planning Commission and City Council with another work session, further fine-tuning the code updates based on the feedback heard.

Budget work

City Staff and the City Manager are diligently developing the fiscal year 2026/2027 operating budget. The goal is to have a proposed budget ready to present to the Budget Committee at the beginning of May.

CITY DEPUTY RECORDER (Kimmie Jackson)

During the month of March 2025, I worked on the draft of the City's fee schedule for Council review, continuing the effort to organize and modernize fee structures. Work was also completed on the Personnel Handbook, ensuring policies are up to date and aligned with current practices. In addition, I continued drafting and processing ordinances and resolutions as needed to support Council actions.

Public noticing requirements were met for Public Hearing. I also fulfilled all Recorder duties for Council and Commission meetings, including agenda preparation, documentation, and records management.

Labor relations efforts included participation in union negotiations; worked on additional administrative policies.

We progressed budget preparation by developing timelines and required postings to ensure compliance with statutory requirements.

Throughout the month, I continued to provide support to staff as needed, processed lien requests, and completed the placement of liens in accordance with City procedures.

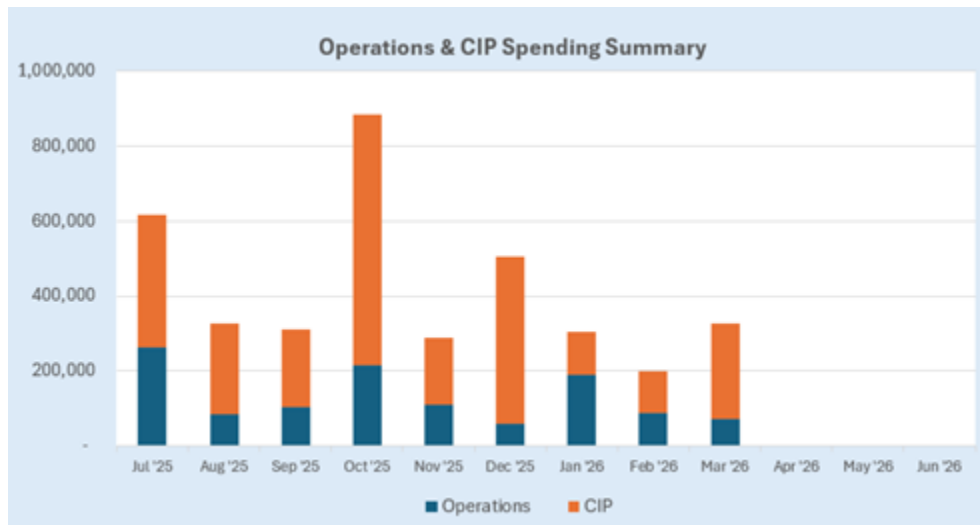
PUBLIC WORKS (Rick McClung and Dave Buckwald)

See additional document

FINANCE OFFICE (Diane Gruver)

Accounts Payable (AP)

- In March, the City paid \$327,093 in invoices from Accounts Payable
- Of this, \$254,537 was designated as spending on CIP projects.
The jump in CIP spending over last month is largely due to the final billing from Top to Bottom Contractors for the LLCM, as well as library and public works CIPs.



Newsletter

As you know, I produce the City newsletter in addition to my bookkeeping tasks. Some months ago, I was struggling to find a replacement for Microsoft Publisher, which the company will stop supporting this upcoming October. Initially I thought MS Word would be an adequate replacement, but it turned out to have major problems for production.

However, my sharp-eyed co-worker Neal Morphis saw that Canva, which we already use, now owns a graphics program called “Affinity.” The software is available at no charge, and turns out to be a very capable replacement for, and *improvement* over Publisher. Affinity is not only a robust page layout program, but has image editing and creation tools that are very advanced. I was able to produce the April newsletter with this new software, and found it easier to use than Publisher, more capable, and was also able to generate smaller PDF files to upload to both the Document Center and as an attachment to eBilling emails. I’m very encouraged that we’ll be able to use this not just for the newsletter, but potentially other complex projects that come up.

CODE COMPLIANCE (David Fortmeyer)

Completed Tasks

- Reached out to local companies that do backflow testing within Yachats city limits and informed them that they may not currently hold a Yachats business license. 4 companies promptly acquired their licenses.
- Reviewed the Yachats Municipal Code for inconsistencies and had discussions with City Planner
- Updated City Hall Safety Data Sheets
- Responded to 1 request tracker complaint about Trespass Lighting
- Responded to 2 request tracker complaints about Illegal Parking
- Responded to 1 request tracker complaint about Trash and Litter
- Closed 1 Miscellaneous Request
- Sent out 1 Notice for Trespass Lighting
- Sent out 1 Notice for Unlawful Trailer Placement
- Sent out 4 reminders for Annual backflow prevention device testing
- Collaborated with City Hall staff to determine courses of action
- Used Request Tracker to follow up on various complaints
- Used Excel spreadsheet to track existing violations and complaints
- Used Excel spreadsheet to track backflow testing
- Resolved outstanding code cases
- Responded to citizen complaints/inquiries

Field Work

- Performed regular “drive-by” compliance checks
- Took photos at various locations to send with emails and notices
- Investigated Request Tracker complaints
- Was on site for 4 backflow prevention device tests

Ongoing Initiatives

- Community Education: Educating residents and businesses on city ordinances
- Topic of interest: Pending

LIBRARY (Traci Altson)

In March we had 3 additional shelves installed so we shut for a few days to get the installed and then to move the books. We moved every single book in the Adult section of the library so it was quite a job!

Our new children's librarian, Karlie Wharton, began work on 3/26. Karlie is busy getting ready for our children's summer reading program.

The Oregon Library Associate chose David Rivinus as Library Supporter of the Year. He will be honored at a luncheon in Portland on April 24th. I was asked to present his award and plan to do so.

The library is busy! We have begun circulating the Oregon Coast Aquarium's Culture passes, which gets Yachats residents plus 3 guests into the aquarium for free. Also, for the month of March, even with being closed a few days, we circulated 545 items (books and DVDS). A "normal" amount of circulation when we were in Room 8 in the Commons was 200.

UTILITY CLERK (Becca Parrish)

- March billing was mailed out on time.
- Responded to phone calls and addressed customer inquiries and utility billing questions.
- Greeted and assisted walk-in customers.
- Processed payments and prepared bank deposits.
- Ongoing maintenance of the billing system to ensure utility account information stays current and accurate.
- Trained on the accounts receivable module with Neal.
- Zoomed in for the OAMR (Oregon Association of Municipal Records) Mid-year academy.

PLANNER (Katherine Guenther)

- Normal volume of calls, emails and pre-application meetings
- Attended joint meeting of Planning Commission and City Council
- Attended Community Engagement Forum with Cascadia Partners
- Met with Cascadia Partners Advisory Committee
- Reviewed latest draft of Cascadia Partners' proposed code amendments
- Reviewed PW Design Standards with Chair of PW&S Committee
- Completing work on property line adjustment/easement agreements to address issues with Gimlet Lane
- Assisted with some code enforcement duties

CIP UPDATE/CITY CLERK (Neal Morphis)

- Camera is set up for viewing the brush box at public works. Link here: [Brush Box Camera | Yachats, OR](#)
- Starlink internet is set up at City Hall, with the assistance of public works and NBS.
- I applied for a planning grant for the potential property acquisition of Salmon Creek watershed properties. If awarded, it will pay for studies of the land.
- I am working with a low voltage electrician to get ethernet cables run to critical points in the Commons. Once done, we will no longer have wireless network connection issues. This is important especially for our civic meetings that are online on Zoom, like City Council.
- Began using Accounts Receivable module in Springbrook to create invoices for things other than utilities. Created two invoices and trained Becca in how to use the system as well.
- We are mostly finished with Little Log Church Museum [Link to gallery of photos](#) We are in the process of getting new display cases for the museum side of the building, they have been ordered we should see them towards the end of May.
- The library is just about complete. The perimeter bookcases are done, and we're approximately 80% done with the interior bookcases. They have had issues with parts coming in damaged and incorrect.
- Making updates to the city website.
- Posting news flashes on the website.
- Uploading documents to the document center.
- Compiled Report of CIP Spending for General Fund [2026-01-09 Report](#)
- Compiled Report of CIP Spending for Public Works [2026-01-09 PW Report](#)

CITY HALL/CITY COORDINATOR (Lorraine Fritz Barrett)

- Continue to greet people, answer phones, retrieve and open mail, respond to emails;
- continue to collect and post donations for Commons;
- out on Workers Compensation from 3/10 - 3/31;
- work on collecting outstanding business license fees, awarding new licenses and retiring non-paying license holders;
- Reader Board and website calendar posting.

Community Spaces Coordinator (Rosa Marchand)

- At this time, Phase Two of Commons North end is being placed on hold and will be revisited at a later date
- **T-Mobile Grant:** All letters of support for the Pavilion rehabilitation project have been received. Thank you to Adam Altson and the CSC for their assistance in securing these letters. All other required documentation has also been secured as well, the budget template has been filled out, and all application questions have been answered. I plan to conduct a final review of the application and submit it by Monday, March 30. (Update: T-Mobile Grant Application has been submitted)
- **OASIS Marine Debris Internship:** The City of Yachats has applied to host an intern this summer through the Oregon Sea Grant OASIS program. If selected, the intern will be based in Yachats from June through August and will assist with the Waste Prevention and Materials Reduction Initiative, a project focused on eliminating waste before recycling or disposal becomes necessary. The intern will help develop policies, operational practices, and purchasing guidelines that reduce material use and waste generation within City buildings and heavily used community facilities. Secondary projects may include identifying system improvements for waste and toxics reduction in municipal operations, as well as supporting the Community Recycling Enhancement Initiative by assessing existing recycling systems to reduce contamination and improve effectiveness (Update: Host Business Orientation on April 14th, at 4pm)
- **Reservation Site and Policy Updates & Securing Rental Spaces**
- We have been actively working to place all recurring events - large and small - as well as ongoing user group activities on the calendar through the end of **2027**. Doing so ensures that these dates are reserved and protected well in advance, providing greater stability and clarity for long-term planning.
- To improve the booking experience, we have updated our reservation process to make it more user-friendly. Under the revised policy, deposits and fees can now be

placed **on hold until the event date**, rather than requiring payment at the time of booking. This change removes a key barrier for renters and simplifies advance planning.

- In addition, we are in the process of updating all rental policies to be more concise and accessible. These updates include clearer language, added images, and improved organization. We are also working to ensure that **all rental spaces; including the Commons, Library and LLCM are live and fully available for booking and reservation** on our sites.
- To further support secure and efficient rentals, we are implementing several facility improvements. These include the installation of **lock boxes for keys**, ensuring doors can be locked to restrict access to non-permitted areas, and exploring the addition of **more Ring cameras** to enhance security.
- **Commons and City Storage Room Cleanup & Surplus Sale**
- We plan to organize and clean Rooms 7 and 8, the multipurpose storage room, and the Commons stage area. Any items that do not belong in these spaces or are no longer in use will be relocated to Room 8 for sorting.
- Additionally, we will remove all items currently stored in the City's storage unit and return items to their appropriate locations. Any items that are unaccounted for, no longer needed, or no longer functional will also be placed in Room 8.
- Once Room 8 is consolidated, we will organize and itemize all stored items in preparation for a surplus sale scheduled for **April 24**. Items that do not sell at the surplus sale will be donated to the Lions Hall Thrift Store or disposed of at the dump, as appropriate.
- After the cleanup and surplus sale are complete, I will create and print detailed layout diagrams showing how items are stored in each Commons room. These layouts will be posted in each room for reference to support ongoing organization and ease of access.
- Creating clear documentation and signage for shelter areas.
- **Room 8:** Due to wear and tear from the library bookshelves, along with years of vendor use, the walls had become scuffed, and the paint was in poor condition. To address this, Room 8 was repainted with light gray walls and white trim around the windows.
- **Room 3:** New Lighting has been installed in Room 3
- **Basketball Hoop repair:** Following the free-throw competition, it was observed that a screw had come loose from one of the basketball hoops. Searose responded promptly to repair the hoop and also realigned the chain to ensure the hoops can be properly leveled when extended.

Projects that need attention

- **Multipurpose Room Lighting:** Several light fixtures in the Multipurpose Room are missing protective cages. I will conduct an inventory, order the replacement cages, and submit a work order to Public Works to have them installed once they arrive.
- **Commons Restroom Signage:** I will research and propose bathroom signage for the Commons to clearly direct visitors to the restrooms within the building. Currently, there is no restroom signage, and with the addition of the new bathrooms, wayfinding will improve public use and accessibility of the space.
- **Recycling Receptacles:** I will continue researching affordable, commercial-grade recycling receptacles suitable for both the Commons and City Hall to improve waste diversion and consistency across facilities.
- **Under-the-Stage Project:** I will identify and reach out to qualified welding and woodworking companies to complete the under-the-stage project.
- **Changing Room Names at The Commons & Updating Rental Advertisement Video:** Recently, we created a short instructional video explaining how to make a reservation at The Commons. Based on public comments, it's clear the video is lacking key information, which confirmed my own concerns that it felt rushed and underdeveloped.
- Community members also suggested renaming the rooms at The Commons to better reflect a Yachatanian sense of place. I believe this is a strong recommendation and one we should move forward with.
- I propose renaming the rooms and redoing the rental advertisement video with a more thoughtful, comprehensive approach. The updated video would briefly walk through each rentable space available across all locations, including The Commons, the Little Log Church & Museum (LLCM), and the library conference room. While it's important to keep the video short enough to hold audience attention, it also needs to clearly communicate what spaces are available and what makes each one unique.
- A well-planned, cohesive video would improve clarity for residents and visitors alike and better support our rental program moving forward.
- City Line Dancing Event?



Date: April 8, 2026
To: Bobbi Price, City Manager
From: Public Works Department
Re: March 2026 Public Works Report/WW CIP Report

Rainfall at Yachats Public Works:

	<u>Inches</u>			
	2026	2025	2024	2023
March	5.84	9.05	9.25	9.50
Rain year to date:	15.76	22.55	34.73	24.57

Total water produced: **3,153,200** gallons

Total water accounted for: **3,135,758** gallons Water loss efficiency: **96%**

Total wastewater treated: **7,209,000** gallons

The following is a list of what was done by Public Works staff in March 2026.

Streets:

- Multiple potholes filled. (47/50lbs bags).
- 4th St. bollard replacement.

Storm Drainage:

- Storm drain cleaning.

Water Treatment Plant:

- Water systems operations.
- Water plant maintc.
- TAG at WTP for repairs.
- Water plant operator office being set up.

Distribution Sys:

- Meter reading and rereads.
- Meter maintc. and replacements.
- Leak inspections.
- Prepped for isolation valve installation.
- Replaced a failing 2inch water main on Shell Street.
- Water service line leak repair on 3rd St.



Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.
- Sent a load of biosolids to Heard Farms.
- TAG at the WWTP.

Collection Sys:

- Lift station inspections.
- Degreased lift stations.
- Float cleaning.
- Located and uncovered two sewer main clean-outs on King St.

Public Works:

- Shop maintc. and clean up.
- Customer complaints.
- Fleet maintc. & repair.
- Equipment maintc. & repair and fueling.
- Multiple locates.
- Brush box handling.
- PW administration.
- Piles picked up for Trails crew.
- Garbage removal at the Commons.
- Samples to Newport.
- City Hall and Commons and New Library work orders.
- PW yard organizing.

- Brush cutting.
- Parts run to Newport.
- Completed safety list for OSHA inspection.
- Safety kit inspections.
- Code Compliance.
- Generator and equipment fueling.
- Pressure washed Public Works buildings at 500 W.7th Street.
- Prepped barrels for potable water storage. (Emergency containers).

Wastewater Capital Improvement Projects:

- **3rd Street Project:**
 - Locating and verifying utilities.
- **Main Lift Station Improvements:**
 - Getting quotes for building painting and new roof.
- **Quiet Water Lift Station Improvements/Riverside Force Main Replacement:**
 - Engineering in process.
- **Pontiac Force Main Replacement / 3rd St Improvements:**
 - Engineering in process. Locating utilities.
- **Wastewater Treatment Plant Upgrades:**
 - Continuing with upgrading such as component replacement.
- **Fire Hydrant Upgrades:**
 - More site preparation and location at the intersection of Driftwood Lane and Marine Drive. Assembled parts.



- **Hanley Manholes:**
 - Located sewer main. Changing the scope of work required.





City Council Regular Meeting

Meeting Date: April 15, 2026

ITEM TITLE: Lincoln County Sheriff's Report

DISCUSSION/BACKGROUND/ISSUE:

The Cities of Yachats and Waldport have been sharing a full-time sheriff's deputy contract for the fiscal year 2025-2026. This arrangement allows Yachats to have a consistent deputy who builds relationships, gets to know the community's residents, monitors traffic patterns, and enforces speed limits.

FISCAL IMPACT:

Annual part-time contract split with the City of Waldport, \$95,000

RELEVANCE TO 2025 COUNCIL GOALS:

1. Achieve water sustainability
 2. Provide safe access to and use of city infrastructure, trails, and parks
 3. Identify ways to expand the housing supply and diversify housing options
 4. Environmentally aware in all we do
 5. Effectively manage and plan for the city's financial needs
 6. Deliver efficient, effective, transparent municipal services
 7. Synchronize and update city policies and administrative rules.
-

PREPARED BY:

Bobbi Price, City Manager

Call Type	Address	Area	Priority	Call Date/Time	Beat	Source
TRF	141 BEACH AV		High	3/13/2026 11:38	NPS03-YACHATS	Field Initiated
TRF	231 HIGHWAY 101 N		High	3/13/2026 12:36	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / NE OCEANWAYSIDE LN		High	3/13/2026 13:06	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / 8TH ST		High	3/13/2026 15:58	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / AQUA VISTA LP		High	3/13/2026 16:08	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / MARINE DR		High	3/13/2026 16:26	NPS03-YACHATS	Field Initiated
AREACK	500 LEMWICK LN		Low	3/20/2026 8:48	NPS03-YACHATS	Field Initiated
TRF	OCEAN VIEW DR / HIGHWAY 101 N		High	3/20/2026 9:40	NPS03-YACHATS	Field Initiated
TRF	935 HIGHWAY 101 N		High	3/20/2026 10:28	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / AQUA VISTA LP		High	3/20/2026 10:43	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / OCEAN VIEW DR		High	3/20/2026 11:09	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / KING ST		High	3/20/2026 12:17	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / MARINE DR		High	3/20/2026 12:43	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / AQUA VISTA LP		High	3/20/2026 13:00	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / NE FOREST HILL ST		High	3/20/2026 13:18	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / AQUA VISTA LP		High	3/20/2026 13:45	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / NE CRABAPPLE DR		High	3/20/2026 15:55	NPS03-YACHATS	Field Initiated
TRF	935 HIGHWAY 101 N		High	3/20/2026 16:24	NPS03-YACHATS	Field Initiated
SUSVEH1	100 OCEAN VIEW DR		Medium	3/27/2026 8:18	NPS03-YACHATS	Field Initiated
ATL	2830 HIGHWAY 101 N		Low	3/27/2026 8:26	NPS03-YACHATS	Field Initiated
FOLLUP	280 OVERLEAF LODGE LN		Low	3/27/2026 9:33	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / AQUA VISTA LP		High	3/27/2026 9:47	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 S / KOHO LP		High	3/27/2026 10:41	NPS03-YACHATS	Field Initiated
TRF	331 HIGHWAY 101 S		High	3/27/2026 11:19	NPS03-YACHATS	Field Initiated
FRAUD3	1882 HIGHWAY 101 N		Medium	3/27/2026 11:37	NPS03-YACHATS	911
TRF	600 HIGHWAY 101 N		High	3/27/2026 12:39	NPS03-YACHATS	Field Initiated
TRF	300 YACHATS RIVER RD		High	3/27/2026 13:33	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / KING ST		High	3/27/2026 14:40	NPS03-YACHATS	Field Initiated
TRF	HIGHWAY 101 N / 8TH ST		High	3/27/2026 15:03	NPS03-YACHATS	Field Initiated
TRESP2	990 HIGHWAY 101 S		Medium	3/27/2026 16:42	NPS03-YACHATS	911

ACC	Motor vehicle accident
ACCHR	Hit & run accident
AIREM	Air emergency via phone
ALERT	Air emergency via tower
ALRMA	Audible alarm
ALRMS	Silent alarm
ANIMAL	Animal problem
AOA	Assist outside agency
AOAOSP	Assist - OSP
APB	All Points Bulletin
AREACK	Area check
ARMPER	Armed person
ARMROB	Armed robbery
ARSON	Arson
ASLT	Assault
ATL	Attempt to locate
BOAT	Boat fire
BOATCK	Boat check or complaint
BOMB	Bomb threat
BOMBF	Bomb device (with fire dept)
BURG	Burglary
CAR	Car fire
CHECK	Patrol check
CIVIL	Civil problem/service
CKWELF	Check welfare
CITCON	Citizen Contact
CODE5	Marked units clear area
CODE6	Code 2 cover (voiced)
COMEVT	Community Event
COMML	Commercial fire
CRIME	Miscellaneous crime
CRIMIS	Criminal Mischeif
COVER	Cover request
DISTRB	Disturbance
DOA	DOA (changed after fire response)
DOMDIS	Domestic Disturbance
DRIVING	ATL - Driving complaint
DROWN	Drowning
DRUG	Drug offense
DUII	Driving while under the Influence
DWS	Driving while suspended
ELUDE	Elude/attempt to elude
EMSG	Emergency message
ESCAPE	Prisoner escape
EXPLOD	Explosion
FIGHT	Fight
FIR	Field Interview

FIRWRKS	Fireworks complaint
FNDPER	Found person
FNDPRO	Found property\
FRAUD	Fraudulent document
FOLLUP	Followup
GRAF	Graffiti
GSW	Gun shot wound
HANGUP	9-1-1 Hangup\
HARASS	Harassment
HAZMAT	Hazardous Materials Incident
HOM	Homicide
ILPARK	Illegal parking
IMPPRO	Impounded property
INTOX	Intoxicated person
KIDNAP	Kidnapping
LIQVIO	Liquor violation
MAINT	Maintenance
MCI1	Mass Casualty Incident (updated on-scene)
MPI1	Multi Patient Incident (updated on-scene)
MENACE	Menacing
MENTAL	Mental/suicidal subject
MISPER	Missing person
MISPRO	Missing property
MISVEH	Missing vehicle
MSG	Message for an officer
NOISE	Noise complaint
OD	Overdose
OPEN	Open door
ORDVIO	Ordinance violation
P&PCK	Parole & Probation check
PREMCK	Premise check
PROWL	Prowler
ROB	Robbery - no weapon
RUN	Runaway
SEARCH	Search and Rescue
SEXOFF	Sex Offense
SHOTS	Shots fired
SHOTSRE	Shots fired at a residence
SPILL	Fuel spill
STAB	Stabbing
STALK	Stalking complaint
STLVEH	Stolen vehicle
SUSACT	Suspicious activity
SUSPER	Suspicious person
SUSVEH	Suspicious vehicle
TESTP	Test - police (information)
THEFT	Theft

THEFTS	Theft - shoplift
TRAIN	Train Derailment
TRAP	Accident with entrapment
TRESP	Trespassing
TRF	Traffic Complaint/stop
TRFASS	Traffic assist
TOW	Towed vehicle
WRNT	Warrant arrest/service
XPORT	Transport



CITY OF YACHATS
EMERGENCY PREPAREDNESS COMMITTEE
MEETING SUMMARY MINUTES
City Hall, 441 Hwy 101 N, OR 97498
Monday, March 2, 2026

- I. **Call to Order Emergency Preparedness Meeting 2:00 pm**
- II. **Roll Call:**

Committee Members	P/A
Linn West, Chair	P
Don Groth	P
Drew Roslund	A
Kathryn Torrence	P
Mary Reeves	P
Kathy McCulloch	P
Tom Rafalski	A

Staff Members	
Kimie Jackson, Recorder	Rosa Marchand, Commons Coord.

REGULAR MEETING

- I. **Announcements / Correspondence**
- II. **Citizens' Concerns - None**
- III. **Reports**
 - a. Fire Dept- Linn & Tom will be attending the Fire Board meeting on 3/9/26, to introduce the Committee's efforts to improve communication and coordination regarding emergency preparedness
 - b. Finance Report - It was noted that approximately \$1,800 has been expended from the operating budget to date. Funds remain available across multiple line items, including Conex at the cemetery and supplies for the Commons shelter. Members will confirm with City staff how these accounts are structured and verify remaining balances.
- III. **New Business**
 - a. Sept 26th - 2 Week Ready Fair - (03:42) The members agreed that hosting a large-scale regional-style event, the Committee intends to create a manageable and informative local fair structured around eight "Two

Weeks Ready” units, including preparedness planning, food, water, waste and hygiene, shelter, first aid, and CERT/emergency management.

The proposed format includes eight informational tables, one for each program unit, each staffed by one or two volunteers. Tables may feature demonstrations, activities, and hands-on components, with supporting handouts and state-provided materials. Mary will contact Kayla at OEM to request trained presenters, printed materials, and available promotional resources. The Committee discussed incorporating interactive elements such as demonstration kits and children’s activities. Members also agreed to invite the American Red Cross and local CERT representatives to participate. Outreach efforts will extend to nearby communities to broaden awareness and attendance. A planning checklist will be developed to track room reservations, volunteer assignments, equipment needs, signage, and promotional tasks. Members agreed to review the Two Weeks Ready manual individually and identify areas of interest for involvement.

- a. Protocol for Emergency Shelter (28:44) Commons & Cemetery Connex
Status: Linn reported that, following a recent radio demonstration, coordination with the County has resulted in plans to reprogram emergency radios to ensure all current key channels are included. Public Works is also reviewing compatibility to improve interagency communication. Updates will be provided once the reprogramming is complete. Regarding the Connex at the cemetery, the Committee continues working with Central Lincoln and an electrician to determine an appropriate power source. A brief extension has been granted on the related grant funding while engineering decisions are finalized.

The Committee discussed shelter and Connex supplies. State-identified first-aid supplies have been ordered, except for EpiPens due to cost. Members discussed contacting pharmaceutical manufacturers to explore donation possibilities. Supplies will be temporarily stored in the Connex until shelving improvements at the Commons are completed. When shelter activation occurs, necessary materials such as cots, tarps, blankets, and tubs of supplies will be transported from the Connex to the Commons. Members noted the need to increase inventory of blankets, towels, toiletries, and basic clothing, and discussed donation options and bulk-purchasing strategies.

The Committee also began drafting a formal shelter operations protocol at City Hall's request. This document will define activation authority, operational procedures, and the overall purpose of the emergency shelter, serving as the City's legal reference for shelter management. Members generally agreed that the shelter's purpose is to provide a temporary safe place for individuals and families displaced by a disaster or event for two days or more. Services may include sleeping space, cots and blankets, snacks and beverages, sanitation facilities, basic first aid, and information regarding recovery efforts. The initial operational goal is to accommodate up to six individuals at the Commons, recognizing that this number may be adjusted depending on circumstances. For larger events, coordination with the American Red Cross and use of additional facilities, including local churches, would occur. The Committee agreed that the protocol document should focus on local operations and defer to Red Cross procedures during a major disaster.

The meeting concluded with Mary contacting OEM regarding presenters and materials; contacting CERT representatives; all members reviewing the Two Weeks Ready manual and identifying preferred units; Linn and Katherine coordinating additional supply orders; Rosa exploring EpiPen donation options; and the Committee continuing development of both the Emergency Preparedness Fair planning checklist and the shelter protocol document.

Adjourn Committee Meeting at 3:55 pm
Minutes prepared by: Kimmie Jackson, Recorder



**CITY OF YACHATS
FINANCE COMMITTEE
MEETING SUMMARY MINUTES
City Hall, 441 Hwy 101 N, OR 97498
Thursday, March 12, 2026**

I. Call to Order

II. Roll Call

Committee Members	P/A
Bobbi Price, City Manager	P
Charles Bame–Aldred	P
Lisa Beck	A
Doug Beck	P
Paul Kelly	P

Staff Members	
Bobbi Price, City Manager	Rick McClung, Water Lead
Neal Morphis, City Clerk	Dave Buckwald, Wastewater Lead

Audience
12

III. Announcements and Correspondence - None

IV. Citizens’ Concerns - None

V. Ongoing Business

- a. FY 26/27 CIP Planning Process Continued review of the FY 2026–2027 Capital Improvement Plan (CIP), members reviewed revisions to several projects, including the Salmon Creek Watershed Project, where assessment and planning will occur in the upcoming fiscal year while the estimated \$750,000 property acquisition has been deferred to FY 2027–2028; grant funding is being pursued for the initial studies. Projects expected to receive grant funding are now highlighted in the CIP document for clarity. Additional updates included adding a \$50,000 Commons roof replacement project in FY 2029–2030 due to the anticipated end of life of the existing roof, and moving the \$100,000 Commons Master Plan implementation to a later year due to the number of major projects already scheduled. Members emphasized

that the current Commons spending should prioritize essential maintenance and repairs rather than expansion.

The members reviewed Commons-related capital projects and agreed to retain critical infrastructure items, while expressing concern about nonessential projects; the proposed \$300,000 public restroom project, with several members noting that existing portable facilities have been adequate and recommending the project be deferred. Consensus supported moving the restroom project out of the immediate CIP year for future consideration; preliminary planning for a second pavilion or event area, including a proposed \$15,000 soil test, was discussed and recommended for deferral given current budget constraints, while a separate required DEQ-related soil testing item would remain; reviewed the overall scale of the CIP, noting the draft total of approximately \$5.3 million compared to roughly \$2.3 million in the prior year. Members acknowledged that the higher figure includes grant-funded and multi-year projects and that actual expenditures are typically lower due to timing and capacity constraints, supporting the continued inclusion of major projects in the plan.

Water and wastewater infrastructure projects were identified as the largest and most critical components of the CIP. Planned work includes wastewater line replacements, lift station improvements, pump station upgrades, and coordinated street and waterline projects. Staff explained that these projects are based on adopted 20-year infrastructure master plans and are prioritized accordingly, with flexibility to adjust as conditions change. The committee agreed that these projects should remain intact due to their importance in preventing system failures and avoiding more costly emergency repairs.

The Estuary Walkway Boardwalk project, estimated at approximately \$700,000 and largely grant-funded, with members recognizing that the City's net financial impact is significantly lower due to anticipated reimbursements.

Additional capital considerations included a proposal for a \$35,000–\$40,000 double-walled fuel storage trailer to improve

emergency preparedness, which may be incorporated into the Public Works budget.

Following discussion and preliminary adjustments, the working CIP total was reduced to approximately \$4.98 million. Staff will continue refining the capital budget, calculating fund transfers, and aligning the CIP with the operating budget, with the committee planning to review a finalized version at its April meeting and consider a recommendation to the City Council.

VI. Other Business

- a. From Committee - the committee discussed recent state legislation related to Transient Lodging Taxes (TLT), noting that the City's current 61% general fund and 39% tourism allocation remains unchanged under grandfather provisions, while any future increase would require a 50/50 split for the additional revenue; members indicated there is currently little interest in raising the tax.

The committee also discussed the need to review utility rates, including water and sewer, with interest in comparing rates to similar communities and potentially exploring tiered rate structures to support conservation and long-term financial sustainability.

Brief updates were also provided on current projects and expenditures, including required upgrades to the Yachats River gauging station, the installation of a Starlink antenna for emergency communications, ongoing engineering work for the Estuary Walkway, progress on pavilion bid documents, and final payments for recent library and museum projects.

Adjourn City Council Meeting 3:22 pm.

Minutes prepared by: Kimmie Jackson, Recorder



CITY OF YACHATS
Community Spaces Committee
MEETING SUMMARY MINUTES
Room 3 441 Hwy 101 N. OR 97498
Tuesday, March 3, 2026, at 2:00 pm

Work Session

I. Meeting called to order

Commission Members	P/A
Adam Altson, Chair	p
John Pravel	P
Dan Wright	A

Staff Members	
Bobbi Price, City Manager	Kimmie Jackson, Recorder
Rosa Marchand, Coordinator	

Work Session

The Community Spaces Committee convened with two members present. All regular agenda items were moved into the work session format. Guests included Tom Lauritzen, who participated in funding discussions.

1. Tree Ordinance - (02:22) The members began by discussing a proposed tree ordinance. The discussion outlined potential components, including regulation of tree removal on public and private property within City limits; permitting requirements; treatment of diseased, dangerous, or dead trees; tree replacement standards; protections during construction; solar access considerations; right-of-way trees; and enforcement mechanisms. The Committee also discussed how other Cities have structured ordinances, including simple diameter-based restrictions and more comprehensive models. The ordinance would apply only within city limits; it was indicated that further drafting work would occur, along with public outreach opportunities.
2. Funding for the Master Plan - (07:26) The members then discussed funding strategies for implementing the adopted Greater Commons

Master Plan. The total estimated cost of the plan projects was identified at approximately \$15 million, potentially reduced to roughly \$13 million if certain high-cost sustainability elements are removed. Members reviewed common municipal funding tools, including savings allocations, loans, bonds, and local option levies. Discussion included the possibility of a recreational tax district; however, concerns were raised about governance structure and the complexities of oversight. A 10-year local option levy was identified as a more straightforward potential funding mechanism should the City pursue voter approval.

The members discussed prioritizing projects, identifying grant-eligible components, and preparing "shovel-ready" packages to improve competitiveness for outside funding. Members emphasized focusing on low-hanging fruit, ADA-related improvements, and projects that could attract state or federal grants. The pavilion project was noted as shovel-ready and well-positioned for grant applications. The Committee also discussed sequencing projects strategically to maintain operational flexibility during renovations.

Budget context was reviewed, including existing Commons-related capital requests totaling over \$1 million for the upcoming fiscal year, with several items tied to Master Plan implementation. The possibility of allocating a portion of City funds annually toward plan implementation was discussed, along with modeling potential levy impacts. The Committee acknowledged the importance of public outreach and suggested utilizing surveys and community engagement to gauge voter support before advancing any bond or levy measure.

Additional discussion addressed transient lodging tax allocations and potential state-level legislative changes, as well as the possible use of Urban Renewal funds and grant opportunities through organizations such as AARP and state parks programs. It was agreed that further refinement of project phasing, cost sequencing, and funding strategies was necessary before advancing to formal funding.

Adjourn Community Spaces Committee Meeting 4:09 pm.
Minutes prepared by Kimmie Jackson, Recorder



CITY OF YACHATS
PLANNING WORK SESSION & REGULAR
COMMISSION

MEETING SUMMARY MINUTES
City Hall, 441 Hwy 101 N, OR 97498
Tuesday, March 17, 2026, 2026

WORK SESSION

- I. Planning Work Session Commission Meeting 2:00 pm**
- II. Call to Order**
- III. Roll Call**

Committee Members	P/A
Marc Sakamoto, Chair	P
Craig Hogan	P
Loren Dickinson	P
Mary Aebi, Vice Chair	P
Jolene Gosselin	P
David Diamond	P
Steve Chase	P

Staff Members	
Bobbi Price, City Manager	Neal Morphis, City Clerk
Kimmie Jackson, Recorder	Katherine Guenther, Planner

Work Session

- I. **(02:24)** The work session was led by the City Attorney Ross Williamson, which focused on updates to public meetings law, including changes under recent state legislation. Topics included definitions of “meeting,” “deliberation,” and “convening,” with emphasis on avoiding unlawful serial communications and ensuring compliance with public meetings requirements; risks associated with informal discussions outside public meetings, including the use of intermediaries or electronic communications that could constitute a quorum; reviewed updated

training requirements, noting that Planning Commissioners will likely be required to complete formal public meetings training through the Oregon Government Ethics Commission.

Willaimson gave an overview of Oregon’s land use framework, including the relationship between state statutes, statewide planning goals, administrative rules, and local implementation through comprehensive plans and development codes; the distinction between legislative and quasi-judicial land-use processes was introduced, with emphasis on the increasing role of administrative decisions resulting from recent legislative changes aimed at streamlining housing development; covered the quasi-judicial process, including application procedures, evidentiary hearings, public notice requirements, and the requirement for written findings supporting decisions. It emphasized the importance of adhering to the 120-day decision timeline.

The City Attorney also introduced principles of impartial decision-making, including avoiding bias, ex parte contacts, and conflicts of interest, noting these are grounded in constitutional due process requirements. Commissioners asked clarifying questions.

Adjourn Work Session at 3:32 pm

Regular Session 3:10 pm

- I. Announcement/Correspondence** - None
- II. (1:34:57) Citizens’ Concerns** - Mark Green, regarding climate change
- III. Ongoing Business**
 - 1. (1:44:34) Noxious Weeds** - The member briefly referenced materials in the meeting packet and noted that the document was a synopsis of prior discussions, reflecting earlier review of a draft outline. Members were asked to confirm whether the summary accurately captured previous input, with no significant additions raised at that time, and would review the materials in more detail before engaging in deeper deliberation at a future meeting.
- IV. (2:05:54) Reports**

- a. The Commission Chairs' Meeting primarily consisted of general information sharing, including ongoing projects.
- b. Planners' Report is attached to the online packet.
- c. Meeting Summary Minutes - No comments

Adjourn City Council Meeting 4:16 pm

Minutes prepared by Kimmie Jackson, Recorder



**CITY OF YACHATS CITY COUNCIL
MEETING SUMMARY MINUTES
City Hall, 441 Hwy 101 N, OR 97498
Wednesday, March 18, 2026**

I. Call to order the City Council and Planning Commission Work Session Meeting at 11:00 am

II. Roll Call

Council Members	P/A
Craig Berdie, Mayor	P
Mary Ellen O’Shaughnessey	P
Catherine Whitten-Carey	P
Barry Collins (Zoom)	P
Nicole Hedlund	P
Marc Sakamoto	P
Loren Dickinson	p
Craig Hogan	P
David Diamond	P
Mary Aebi (Zoom)	p
Jolene Gosseline	p
Steve Chase	P

Staff Members	
Bobbi Price, City Manager	Kimmie Jackson, Recorder
Katherine Guenther, Planner	Neal Morphis, City Clerk

Audience
27

Work Session

Cascadia Partners Code Revision Review: Cascadia Partners, Rachel Cotton, and Rhey Haggerty provided an overview of the multi-year planning effort leading to the proposed amendments, including the 2022 Housing Needs Analysis and the subsequent Housing Implementation Plan. These efforts

identified a significant imbalance in housing supply, with an overabundance of land available for single-family homes and a deficit of land and opportunities for other housing types such as townhomes, plexes, and multi-unit housing. The consultants explained that the current code limits housing diversity and contributes to affordability challenges within the community.

The consultants outlined that the proposed code updates are intended to align local regulations with state housing requirements and to address community-identified goals, including increasing workforce housing and maintaining community character. They clarified that some amendments are mandated by state law—such as allowing certain housing types, updating definitions, permitting single-room occupancy housing, and adopting clear and objective standards—while others are policy choices for the City to consider.

Optional amendments focus on introducing “gentle density” by allowing a wider range of housing types across residential zones. Key proposals include permitting accessory dwelling units in all residential zones, allowing duplexes in areas currently limited to single-family homes, and incrementally increasing the number of allowable units per lot. Additional changes include reducing minimum lot sizes, adjusting parking requirements, and allowing mixed-use development outright in commercial zones. These changes are intended to make housing development more feasible and better aligned with current economic conditions.

Also presented proposed design standards for developments with three or more units to ensure compatibility with neighborhood character and promote pedestrian-friendly design. These standards address building orientation, entrances, and the visual impact of garages, but do not apply to single-family homes or duplexes.

Throughout the presentation, consultants emphasized that anticipated changes would occur gradually over time, with only limited redevelopment expected on a per-block basis. The goal is to incrementally increase housing options without significantly altering the overall character of existing neighborhoods.

The session ended with initial questions and discussion from Council and Commission members, including clarification on density limits and how proposed standards would apply in practice. Further review, community input, and refinement of the draft amendments are planned, with a public workshop scheduled and formal adoption anticipated later in the year following required public hearings.

Next Steps Identified

- **Community Review & Workshop:** A public community workshop is scheduled for April 2 to present the draft code amendments and gather broader public feedback.
- **Ongoing Review & Refinement:** Cascadia Partners will continue working with the City Council, Planning Commission, project management team, and advisory committee to refine the proposed amendments in response to feedback.
- **Additional Meetings:** Further work sessions and advisory meetings are planned to discuss specific code elements and make adjustments as needed.
- **Preparation of Adoption Draft:** Following revisions, an updated “adoption-ready” draft of the code amendments will be prepared.
- **Formal Public Hearings:** The City will conduct required public hearings before both the Planning Commission and City Council, with proper notice, before any decision.
- **Adoption Timeline:** Final adoption of the code amendments is anticipated in early summer, following completion of hearings and revisions.

The process will move from draft review → public input → refinement → formal hearings → adoption.

Adjourn City Council Meeting at 12:30 pm.

Minutes prepared by Kimmie Jackson, Recorder



**CITY OF YACHATS
PUBLIC WORKS & STREETS COMMITTEE
MEETING SUMMARY MINUTES
City Hall, 441 Hwy 101 N, OR 97498
Tuesday, March 10, 2026**

WORK SESSION

I. Public Works & Streets Work Session called to order at 2:00 pm

- I. Presentation & Discussion – Street Lighting: Jennifer Blake presented on street lighting and dark-sky considerations. The discussion focused on current lighting levels in the community, potential impacts on public safety, and emerging best practices for dark-sky compliance, balancing adequate lighting for safety with reducing unnecessary light pollution. Topics included light color temperature, shielding, potential dimming schedules, and examples of other communities that have implemented dark-sky lighting standards; opportunities to evaluate existing lighting locations, including whether some lights could be adjusted, relocated, or turned off during low-activity hours. It was noted that certain lighting on state highways would likely remain under state jurisdiction and could not be modified by the City.

Comments from members focused on potential grant or funding opportunities for future infrastructure improvements and on implementation strategies. No formal actions were taken during the work session.

REGULAR MEETING

II. Public Works & Streets Commission Meeting 3:15 pm

III. Call to Order

IV. Roll Call

Committee Members	P/A
Linn West, Chair	P
Don Groth, Vice Chair	P
Alex Cox	P
James Welch	A

Kevin Erdahl	P
Don Phipps (Zoom)	P

Staff Members	
Neal Morphis, City Clerk	Kimmie Jackson, Recorder
Rick McClung, Water Lead	Dave Buckwald, Wastewater Lead

Audience
15

V. Announcements / Correspondence: Paul Kelly will be the Finance Committee liaison for this commission and will attend meetings.

VI. Citizens' Concerns (5-Minute Limit) - None

VII. Reports

- a. Meeting Summary - The reports can be viewed in the online packet— nothing to report.
- b.
- c. Fire Dept Report - Linn attended the Fire District board meeting, which included the swearing-in of a new Fire Chief. The report emphasized efforts to improve communication and coordination between the City and the Fire District on emergency preparedness matters. Several changes in Fire District leadership were noted, including new board members and an assistant fire chief, which were viewed positively for future collaboration.
- d. Emergency Preparedness Committee Report: Linn emphasized the importance of improving coordination between the City and emergency preparedness organizations. Reestablishing communication and collaborative planning with the Fire District was identified as an important step toward strengthening the community's emergency response planning.
- e. Public Works Report - Rick & Dave provided highlights from the monthly report and described the crew's ongoing work completed during the previous month. Staff noted that several maintenance and operational tasks had been completed and praised the crew's efforts. Additional equipment needs were mentioned, including the potential need for more traffic cones to support street work and safety operations.
- f. Speed Monitoring Report - The reports are attached to the online packet.

- g. PW Finance Report (Don G): The reports can be viewed in the online packet—nothing to report.

VII. Other Business

- a. From Commission: Commissioner Phipps reported on the recent speed data reports, reviewed available data, and discussed observations regarding traffic speeds and potential implications for street safety and enforcement considerations.
- b. From Staff
- c. Next Meeting April 14, 2026

Adjourn Meeting 4:03 pm.

Minutes prepared by: Kimmie Jackson, Recorder



**CITY OF YACHATS CITY COUNCIL
MEETING SUMMARY MINUTES
City Hall, 441 Hwy 101 N, OR 97498
Wednesday, March 18, 2026**

I. Call to order the City Council Meeting at 1:00 pm

II. Roll Call

Council Members	P/A
Craig Berdie, Mayor	P
Mary Ellen O’Shaughnessey	P
Catherine Whitten-Carey (Zoom)	P
Barry Collins	P
Nicole Hedlund	P

Staff Members	
Bobbi Price, City Manager	Kimmie Jackson, Recorder

Audience
24

Regular Meeting

- I. Announcements /Proclamations/Correspondence - (03:59)** The Mayor reported on attendance at the Lincoln County Economic Development Forum, highlighting new data, a SWOT analysis of the county, and opportunities for innovation, tourism, and entrepreneurship that may benefit the community.
- II. Public Comment - (05:36)** Representatives from Pelican Brewing Company announced the recent purchase of the former “Blue Whale” building. They shared plans to renovate the space into a new restaurant, noting the project would focus primarily on cosmetic improvements rather than expansion. Council expressed strong support and welcomed the business as a positive addition to the community.
- III. Public Hearing Vacation Rental Code Amendment - (09:52)** The

Council reviewed the purpose of the updates, which primarily clarifies existing regulations rather than changing policy direction. Key provisions include requiring a natural person to hold the license, maintaining non-transferability upon sale or death, strengthening inspection and compliance requirements, enforcing transient lodging taxes, and improving waitlist procedures. The amendments also reinforce the balance between supporting tourism and preserving community character. Council acknowledged the extensive public involvement and staff work that contributed to the refinement of the ordinance.

Motion:	The Motion was made to approve the updates to the Vacation Rental Code, Ordinance 380:			
Moved:	Whitten-Carey			
Ayes:	Collins, Hedlund, Whitten-Carey, O'Shaughnessey, and Berdie	Nays: 0	Absent: 0	Abstained: 0
Passed:	5/0			

IV. Consent Agenda (20:26): The City Manager Price highlighted ongoing budget development efforts, union negotiations, and the hiring of a new auditor; the hiring of a children's librarian to strengthen library services; updates on the estuary walkway project, noting a slight delay due to engineering transitions but continued progress within grant timelines; updates included continued work on community planning efforts, upcoming public engagement opportunities, and recognition of staff and committee contributions. The Emergency Preparedness Committee was specifically acknowledged for its efforts to improve community safety. The Council emphasized continued focus on responsible growth, community engagement, and maintaining the character and livability of the city.

Motion:	The Motion was made to approve the consent Agenda:			
Moved:	O'Shaughnessey			
Ayes:	Collins, Hedlund, Whitten-Carey, O'Shaughnessey, and Berdie	Nays: 0	Absent: 0	Abstained: 0
Passed:	5/0			

V. New Business

- a. Interview Budget Committee Applicants (49:54) Council interviewed Viki West, Don Phipps, and Anthony Muirhead. Each had a Q&A session, then the vote was called.

Motion:	A card took the vote, and Viki West will take Seat E, and Anthony Muirhead will take Seat C.			
Moved:	O'Shaughnessey			
Ayes:	Collins, Hedlund, Whitten-Carey, O'Shaughnessey, and Berdie	Nays: 0	Absent: 0	Abstained: 0
Passed:	5/0			

(1:35:33)

- b. Resolution 2026-274 Reappointing/Appointing Budget Committee Members:

Motion:	The Motion was made to approve Resolution 2026-274:			
Moved:	Hedlund			
Ayes:	Collins, Hedlund, Whitten-Carey, O'Shaughnessey, and Berdie	Nays: 0	Absent: 0	Abstained: 0
Passed:	5/0			

- c. Resolution 2026-275 Appoint City Manager Budget Officer:

Motion:	The Motion was made to approve Resolution 2026-275:			
Moved:	O'Shaughnessey			
Ayes:	Collins, Hedlund, Whitten-Carey, O'Shaughnessey, and Berdie	Nays: 0	Absent: 0	Abstained: 0
Passed:	5/0			

- d. FY 26/27 Budget Calendar & Overview - (1:37:11) Last item covered by City Manager Price of the timeline for the budget, first meeting to be May 14th at 1pm, and the second on May 28 at 1pm; the budget should be posted May 5th, and if needed, June 5th, and adopt on June 17th Council Meeting

VI. Ongoing Business

- a. Review of Chapter 2.08 Committees (1:40:57) Council conducted a final review of Chapter 2.08, focusing primarily on clarifying membership

requirements and residency rules, and updates to ensure consistency across committees regarding who is eligible to serve. The final document will be presented and voted on at the next public hearing.

VII. Other Business

- a. (1:49:30) Lincoln County Solid Waste Advisory Council needs to appoint a representative to its board.

Motion:	The Motion was made to appoint Barry Collins as the primary representative and Craig Birdie as the alternate to the Lincoln County Solid Waste Advisory Council:			
Ayes:	Collins, Hedlund, Whitten-Carey, O'Shaughnessey, and Berdie	Nays: 0	Absent: 0	Abstained: 0
Passed:	5/0			

- b. (1:54:30) During final comments, the City Manager, Price, and Council expressed appreciation for the recent community basketball event, noting its strong attendance and positive, multi-generational participation. Council discussed interest in hosting similar events in the future, while recognizing scheduling considerations due to an already active community events calendar.

Adjourn City Council Meeting at 2:55 pm.

Minutes prepared by Kimmie Jackson, Recorder



March 2026

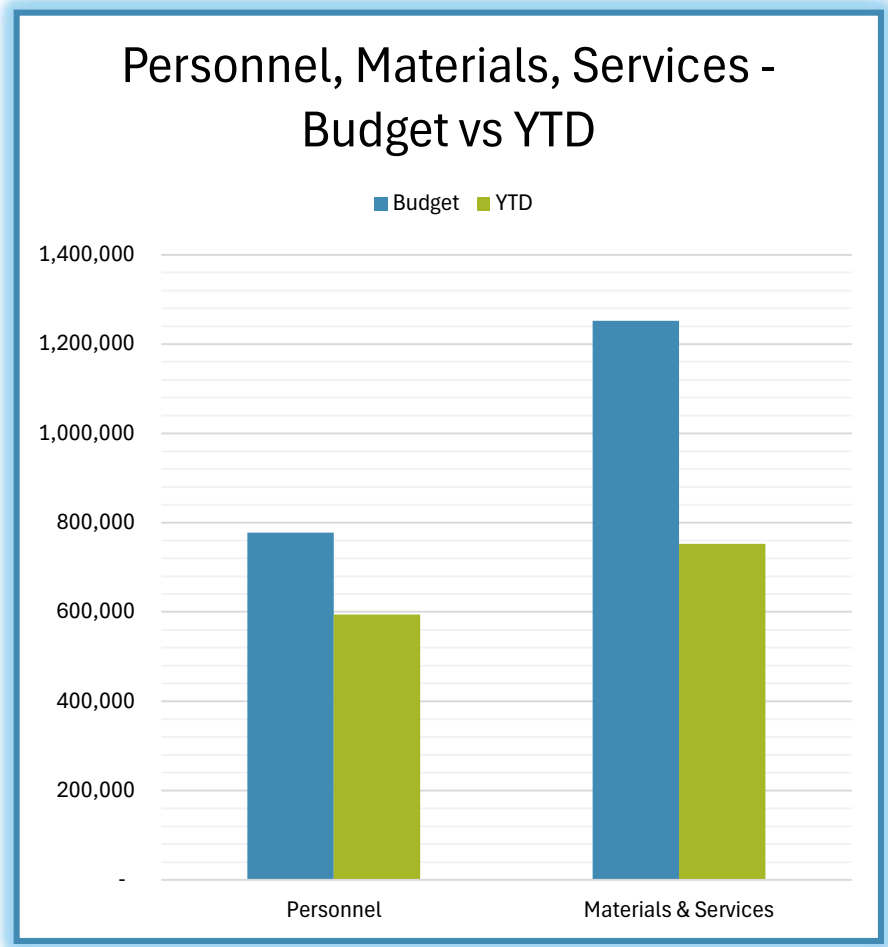
Personnel & Materials

Expenses: Budget vs YTD

(Funds 100, 150, 155, 160)

	<u>Budget</u>	<u>YTD</u>	<u>YTD/Budget</u>
Personnel	777,442	594,296	76%
Materials & Services	1,252,614	753,076	60%

Percentage of Fiscal Year Completed 75.0%





March 2026

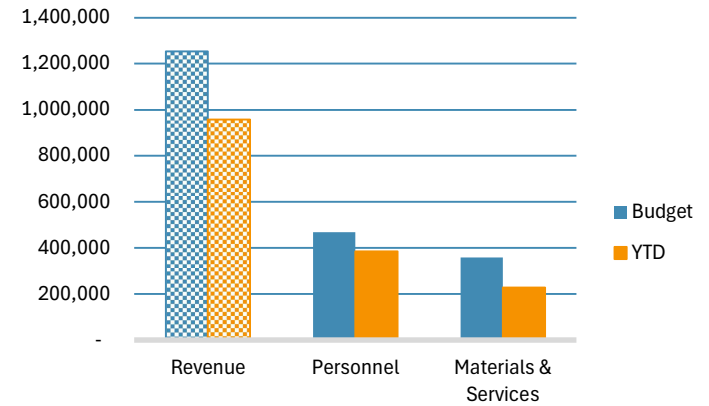
Water & Wastewater

Water Operating Costs

Fund 660

	<u>Budget</u>	<u>YTD</u>	<u>YTD/Budget</u>
Revenue	1,253,651	957,077	76.3%
Personnel	468,796	384,967	82.1%
Materials & Services	358,345	227,298	63.4%

Water - Operating Costs

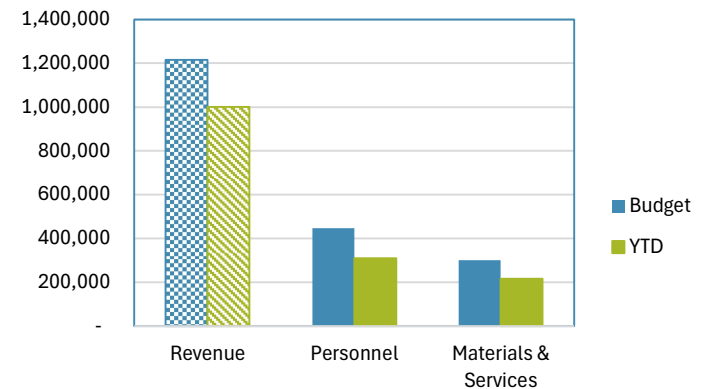


Wastewater Operating Costs

Fund 670

	<u>Budget</u>	<u>YTD</u>	<u>YTD/Budget</u>
Revenue	1,216,124	1,001,056	82.3%
Personnel	447,141	309,858	69.3%
Materials & Services	301,706	215,654	71.5%

Wastewater - Operating Costs



Percentage of Fiscal Year Completed 75.0%



March 2026

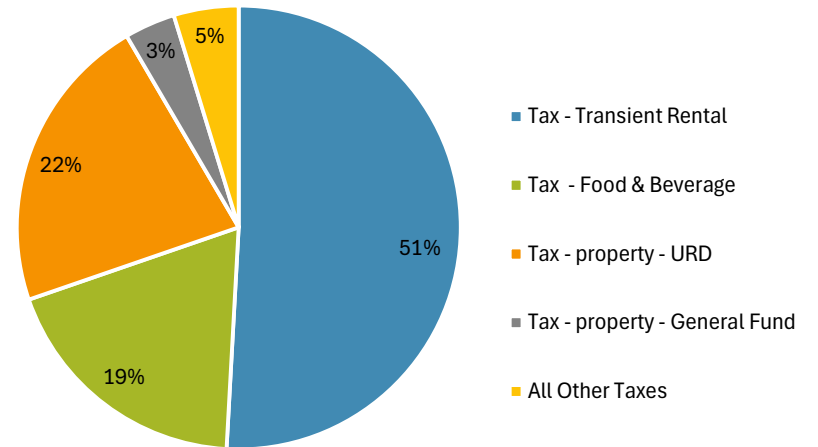
Tax Revenue

Tax Revenue: Budget vs YTD

	Budget	YTD	YTD/Budget
Tax - Transient Rental	1,350,000	968,481	71.7%
Tax - Food & Beverage	500,000	305,903	61.2%
Tax - property - URD	579,994	566,635	97.7%
Tax - property - General Fund	97,758	93,019	95.2%
All Other Taxes	125,653	86,705	69.0%

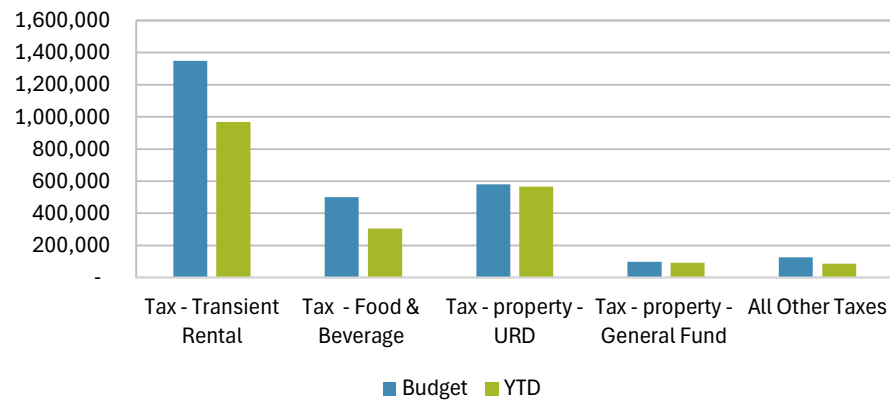
Other Taxes include: Tobacco, OLCC, Marijuana, State Highways, Past due Property Tax

Tax Revenue as Budgeted

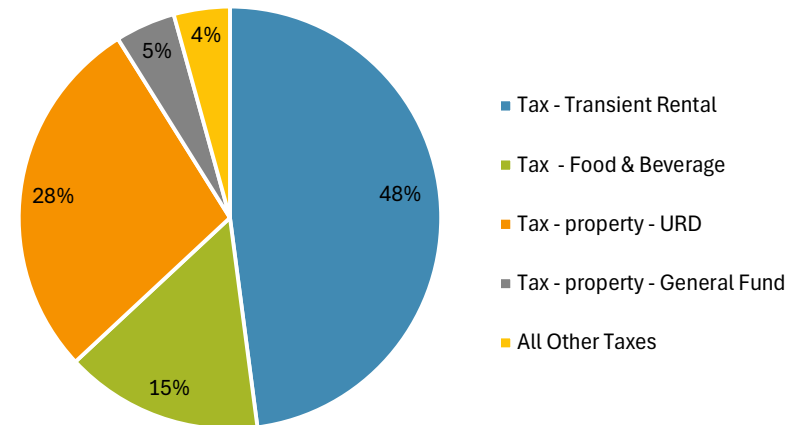


Percentage of Fiscal Year Completed 75.0%

Tax Revenue



Tax Revenue YTD





YACHATS
GEM OF THE OREGON COAST

March 2026

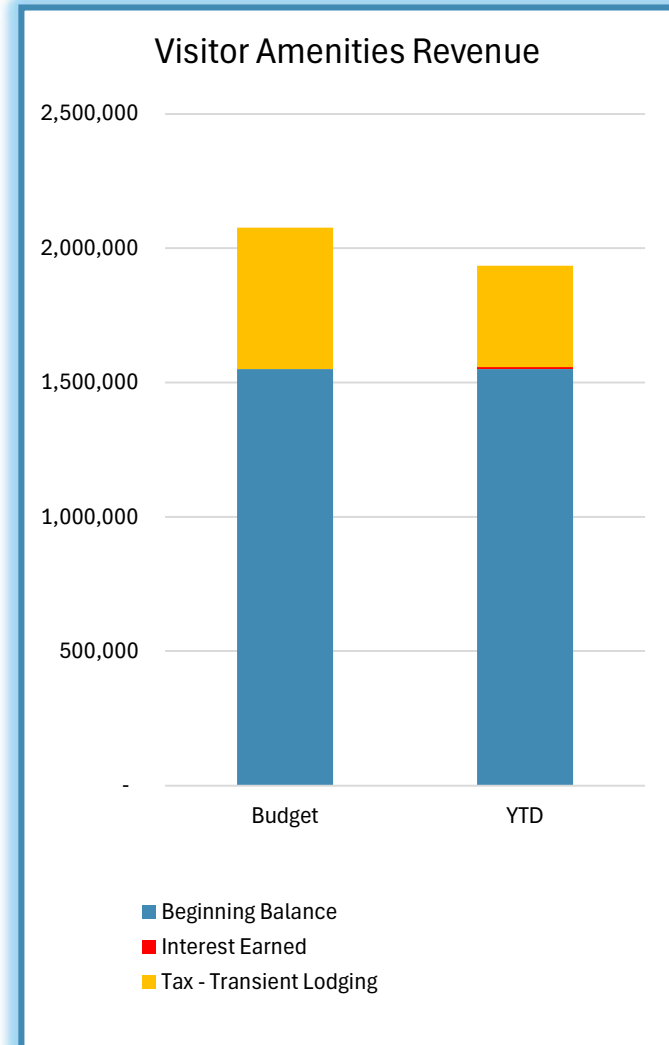
Visitor Amenities

Visitor Amenity

Fund 100-1045

Description	Budget	YTD	YTD/Budget
Beginning Balance	1,549,486	1,549,486	100.0%
Interest Earned	-	7,200	---
Tax - Transient Lodging	526,500	377,724	71.7%
	2,075,986	1,934,410	93.2%

Percentage of Fiscal Year Completed 75.0%



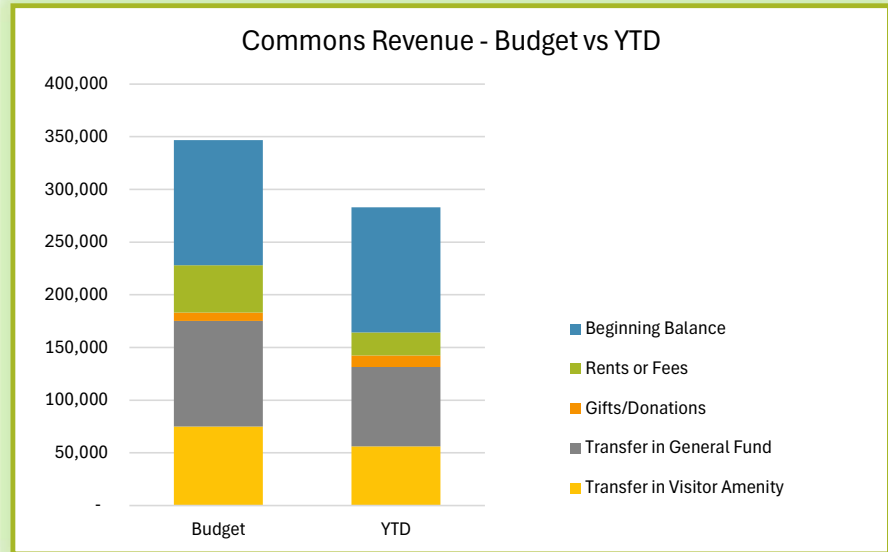


March 2026

Commons Revenue & Expenses

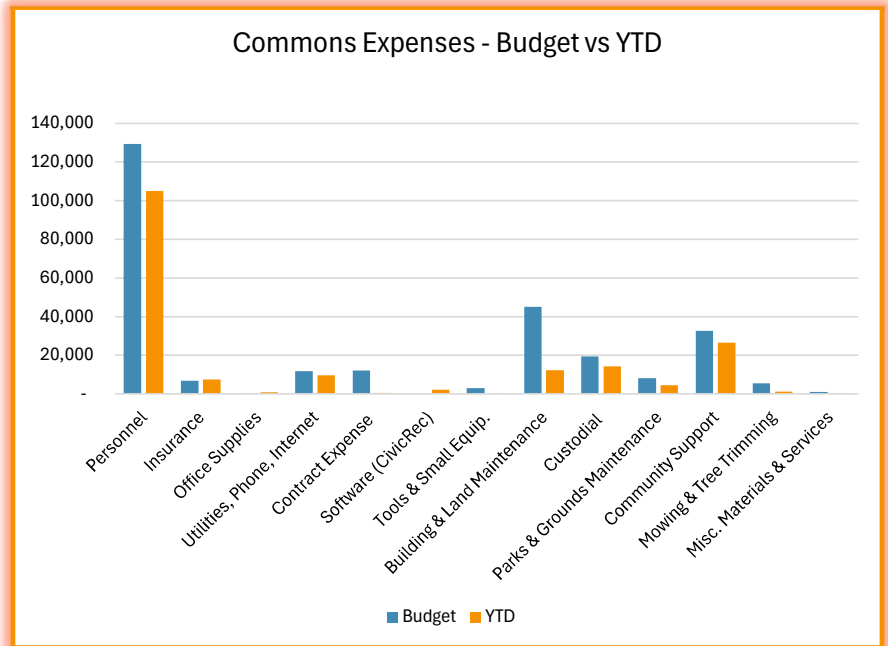
Commons Revenue - Budget vs YTD

	Budget	YTD	YTD/Budget
Beginning Balance	118,734	118,734	100.0%
Rents or Fees	45,000	21,719	48.3%
Gifts/Donations	8,000	11,351	141.9%
Transfer in General Fund	100,000	75,000	75.0%
Transfer in Visitor Amenity	75,000	56,250	75.0%
	346,734	283,055	81.6%



Commons Expenses - Budget vs YTD

	Budget	YTD	YTD/Budget
Personnel	129,305	105,005	81.2%
Insurance	6,695	7,415	110.8%
Office Supplies	262	721	275.7%
Utilities, Phone, Internet	11,693	9,648	82.5%
Contract Expense	12,000	432	3.6%
Software (CivicRec)	-	2,110	--
Tools & Small Equip.	3,000	32	1.1%
Building & Land Maintenance	45,000	12,248	27.2%
Custodial	19,427	14,253	73.4%
Parks & Grounds Maintenance	8,000	4,438	55.5%
Community Support	32,662	26,388	80.8%
Mowing & Tree Trimming	5,500	1,051	19.1%
Misc. Materials & Services	1,000	57	5.7%
	274,544	183,799	66.9%



Note: Expense categories have been arranged by GL code number for this fiscal year

Percentage of Fiscal Year Completed 75.0%

Consolidated Revenue and Expense Statement
Governmental Fund (100, 150, 155, 160)
For Period Ended March 31, 2026

Printed: 4/7/2026

Period 09

Fiscal Year 2026

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
300101	Beginning Balance	\$ 5,764,927.26	\$ 5,764,927.26	\$ -	\$ 5,764,927.26	100.00%	Beginning Balances - Unaudited
300105	Beginning Balance-Hall Bequest	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	100.00%	Beginning Balances - Unaudited
304235	Fines or Liens	\$ 30.85	\$ 85.00	\$ 794.96	\$ 879.96	2852.38%	
304221	Franchise Cable	\$ 24,174.75	\$ 14,222.71	\$ -	\$ 14,222.71	58.83%	Received Quarterly
304223	Franchise Disposal Services	\$ 19,833.96	\$ 14,219.65	\$ -	\$ 14,219.65	71.69%	Received Quarterly
304224	Franchise Electricity	\$ 74,286.00	\$ 51,718.18	\$ 8,521.95	\$ 60,240.13	81.09%	Received Monthly
304222	Franchise Telephone	\$ 3,315.89	\$ 2,733.39	\$ -	\$ 2,733.39	82.43%	Received Annually
304480	Gifts/Donations	\$ 588,000.00	\$ 589,528.40	\$ 1,823.00	\$ 591,351.40	100.57%	
304481	Grants	\$ 89,000.00	\$ 57,082.23	\$ -	\$ 57,082.23	64.14%	
301500	Interest Earned	\$ 223,943.67	\$ 150,975.52	\$ 15,589.30	\$ 166,564.82	74.38%	Reserve Acct & LGIP Interest
304460	Inventory Sale	\$ 1,000.00	\$ -	\$ -	\$ -	0.00%	
304210	License Business	\$ 8,683.00	\$ 7,110.00	\$ 1,000.00	\$ 8,110.00	93.40%	
304211	License Vacation Rental	\$ 30,000.00	\$ 29,103.21	\$ 250.00	\$ 29,353.21	97.84%	
304435	LID Assessments	\$ 2,596.54	\$ 3,560.21	\$ -	\$ 3,560.21	137.11%	
304462	Merchandise Sales	\$ -	\$ 389.00	\$ -	\$ 389.00	0.00%	
304484	Misc Revenue	\$ -	\$ 59.00	\$ -	\$ 59.00	0.00%	
304491	Other Local Resources	\$ 3,479.20	\$ 3,336.94	\$ 985.30	\$ 4,322.24	124.23%	
304690	Other State Sources	\$ 1,025.00	\$ -	\$ -	\$ -	0.00%	
304230	Permits/Filing Fee	\$ 7,761.00	\$ 5,400.01	\$ 250.00	\$ 5,650.01	72.80%	
304461	Rental Income	\$ -	\$ (45.00)	\$ -	\$ (45.00)	0.00%	
304335	Rents or Fees	\$ 50,000.00	\$ 19,047.56	\$ 2,716.84	\$ 21,764.40	43.53%	
304344	SDC Storm Drain Improvement	\$ 9,741.27	\$ 6,439.88	\$ 1,914.99	\$ 8,354.87	85.77%	
304343	SDC Wastewater Reimbursement	\$ 45,501.98	\$ 28,902.55	\$ 9,844.89	\$ 38,747.44	85.16%	

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
304341	SDC Water Improvements	\$ 18,201.98	\$ 11,013.45	\$ 3,925.93	\$ 14,939.38	82.08%	
304342	SDC Water Reimbursements	\$ 13,039.77	\$ 7,220.59	\$ 2,433.90	\$ 9,654.49	74.04%	
304630	State Revenue Share	\$ 20,000.00	\$ 15,221.76	\$ -	\$ 15,221.76	76.11%	
304245	Tax - Food & Beverage Tax	\$ 500,000.00	\$ 277,479.47	\$ 28,423.09	\$ 305,902.56	61.18%	
304622	Tax - Marijuana	\$ 24,389.83	\$ 8,877.96	\$ 11,634.04	\$ 20,512.00	84.10%	
304110	Tax - Property Current	\$ 97,757.93	\$ 93,019.49	\$ -	\$ 93,019.49	95.15%	
304120	Tax - Property Past Due	\$ 1,618.63	\$ 1,234.47	\$ -	\$ 1,234.47	76.27%	
304650	Tax - State Highway	\$ 82,033.24	\$ 48,522.58	\$ 6,572.48	\$ 55,095.06	67.16%	
304620	Tax - State OLCC	\$ 17,611.16	\$ 8,457.23	\$ 1,034.36	\$ 9,491.59	53.90%	
304610	Tax - State Tobacco	\$ 565.53	\$ 332.99	\$ 38.57	\$ 371.56	65.70%	
304240	Tax - Transient Lodging	\$ 1,350,000.00	\$ 968,481.42	\$ -	\$ 968,481.42	71.74%	
314861	Transfer in General Fund	\$ 510,000.00	\$ 255,000.00	\$ 127,500.00	\$ 382,500.00	75.00%	
314883	Transfer in Urban Renewal	\$ 200,000.00	\$ 100,000.00	\$ 50,000.00	\$ 150,000.00	75.00%	
304810	Transfer in URD Admin Reimb	\$ 36,000.00	\$ 18,000.00	\$ 9,000.00	\$ 27,000.00	75.00%	
314863	Transfer in Visitor Amenity	\$ 870,000.00	\$ 435,000.00	\$ 217,500.00	\$ 652,500.00	75.00%	
314890	Transfer in Water System	\$ 43,000.00	\$ 21,500.00	\$ 10,750.00	\$ 32,250.00	75.00%	
304501	Transfer In-South Tnk Debt Svc	\$ 60,000.00	\$ 30,000.00	\$ 15,000.00	\$ 45,000.00	75.00%	
304463	Trolley Rental Income	\$ -	\$ 775.00	\$ 450.00	\$ 1,225.00	0.00%	
	REVENUE	\$ 10,941,518.44	\$ 9,198,932.11	\$ 527,953.60	\$ 9,726,885.71	88.90%	
105101	City Manager	\$ 86,411.00	\$ 58,905.64	\$ 7,633.27	\$ 66,538.91	77.00%	
105102	Deputy Recorder	\$ 46,248.00	\$ 31,425.03	\$ 3,844.60	\$ 35,269.63	76.26%	
105103	Bookkeeping/Accounting	\$ 42,068.00	\$ 27,490.37	\$ 3,521.92	\$ 31,012.29	73.72%	
105104	CIP Coordinator	\$ 29,262.00	\$ 10,814.75	\$ 1,340.96	\$ 12,155.71	41.54%	
105105	Utility Billing Clerk/CSC	\$ 11,808.00	\$ 26,704.43	\$ 2,609.03	\$ 29,313.46	248.25%	
105108	Planner	\$ 53,405.00	\$ 36,687.39	\$ 4,792.70	\$ 41,480.09	77.67%	
105109	Administrative Assistant	\$ 55,512.00	\$ 26,931.23	\$ 1,218.00	\$ 28,149.23	50.71%	
105110	Water Lead	\$ 25,227.00	\$ 8,416.65	\$ 2,217.12	\$ 10,633.77	42.15%	
105111	Wastewater Lead	\$ 11,503.00	\$ 10,082.78	\$ 1,109.92	\$ 11,192.70	97.30%	
105114	Utility Worker 2	\$ 6,394.00	\$ 3,967.84	\$ 162.91	\$ 4,130.75	64.60%	
105115	Community Spaces Coordinator	\$ 50,400.00	\$ 34,331.02	\$ 4,200.00	\$ 38,531.02	76.45%	
105116	Librarian Part Time	\$ 21,396.00	\$ 13,576.49	\$ 2,184.28	\$ 15,760.77	73.66%	
105118	Succession Planning w/License	\$ 7,562.00	\$ 7,876.22	\$ 570.36	\$ 8,446.58	111.70%	

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
105119	Code Enforcer/PW	\$ 37,651.00	\$ 26,520.49	\$ 3,025.05	\$ 29,545.54	78.47%	
105121	Utility Field Foreman	\$ 14,120.00	\$ 13,373.21	\$ 1,546.57	\$ 14,919.78	105.66%	
105122	Utility Worker 1	\$ 9,600.00	\$ 8,857.00	\$ 705.38	\$ 9,562.38	99.61%	
105130	Children's Librarian Part Time	\$ 6,000.00	\$ -	\$ 170.00	\$ 170.00	2.83%	
105140	Fringe Benefits	\$ 54,851.00	\$ 24,842.54	\$ 2,905.87	\$ 27,748.41	50.59%	
105141	Insurance Benefits	\$ 96,033.00	\$ 83,724.86	\$ 9,869.07	\$ 93,593.93	97.46%	
105142	Regular PERS System	\$ 111,991.00	\$ 77,056.75	\$ 9,084.79	\$ 86,141.54	76.92%	
	PERSONNEL	\$ 777,442.00	\$ 531,584.69	\$ 62,711.80	\$ 594,296.49	76.44%	
205202	Visitor Center Operations	\$ 46,125.00	\$ 34,500.00	\$ -	\$ 34,500.00	74.80%	
205209	Emergency Prep & Public Safety	\$ 10,000.00	\$ 1,933.34	\$ 115.75	\$ 2,049.09	20.49%	
205210	Dues & Memberships	\$ 8,126.20	\$ 7,186.07	\$ 298.99	\$ 7,485.06	92.11%	
205214	Marketing (Grants/Prgm/Events)	\$ 270,195.10	\$ 201,550.74	\$ 1,150.00	\$ 202,700.74	75.02%	
205220	Marketing/Road Sign	\$ 104.55	\$ 102.00	\$ -	\$ 102.00	97.56%	
205222	Insurance	\$ 47,204.00	\$ 64,081.62	\$ -	\$ 64,081.62	135.75%	
205224	Trails Maintenance/Supplies/Services	\$ 7,000.00	\$ 4,903.28	\$ 183.67	\$ 5,086.95	72.67%	
205230	Printing (Maps & Signs)	\$ 3,000.00	\$ 780.00	\$ -	\$ 780.00	26.00%	
205240	Office Materials & Supplies	\$ 25,261.62	\$ 13,129.44	\$ 1,697.52	\$ 14,826.96	58.69%	
205241	Computer Equipment and Maint.	\$ 10,000.00	\$ 7,310.72	\$ 15.12	\$ 7,325.84	73.26%	
205251	Telephones/Cell Phones/DSL	\$ 12,181.62	\$ 8,018.55	\$ 956.46	\$ 8,975.01	73.68%	
205252	Utilities	\$ 18,408.10	\$ 10,071.97	\$ 1,716.30	\$ 11,788.27	64.04%	
205253	Postage	\$ 3,000.00	\$ 1,978.79	\$ 31.99	\$ 2,010.78	67.03%	
205255	Education and Training	\$ 22,600.00	\$ 14,333.16	\$ 195.00	\$ 14,528.16	64.28%	
205260	Contract/Professional Services	\$ 92,748.20	\$ 37,362.27	\$ 11,306.96	\$ 48,669.23	52.47%	
205261	Auditor	\$ 7,000.00	\$ -	\$ -	\$ -	0.00%	
205262	Legal Expense	\$ 10,000.00	\$ 5,661.86	\$ 1,150.67	\$ 6,812.53	68.13%	
205263	Bank Charges/Credit Card Fees	\$ 4,170.99	\$ 2,719.50	\$ 544.53	\$ 3,264.03	78.26%	
205270	Travel	\$ -	\$ 1,153.24	\$ -	\$ 1,153.24	0.00%	
205282	Software	\$ 32,712.54	\$ 24,333.94	\$ 1,271.58	\$ 25,605.52	78.27%	
205311	Equipment Lease and Rental	\$ 1,457.60	\$ 1,109.36	\$ 138.67	\$ 1,248.03	85.62%	
205312	Equipment Fuel/Tires/Parts	\$ 341.66	\$ -	\$ -	\$ -	0.00%	
205313	Equipment Repair	\$ -	\$ 304.04	\$ -	\$ 304.04	0.00%	
205317	Tools and Small Equipment	\$ 9,750.00	\$ 953.34	\$ -	\$ 953.34	9.78%	

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
205325	Yard Debris Dumpster	\$ 8,582.76	\$ 5,788.25	\$ 665.38	\$ 6,453.63	75.19%	
205330	Building and Land Maintenance	\$ 64,120.95	\$ 19,108.82	\$ 6,273.00	\$ 25,381.82	39.58%	
205335	Custodial Support/Supplies	\$ 35,062.54	\$ 18,905.87	\$ 2,820.42	\$ 21,726.29	61.96%	
205340	Operating Materials & Supplies	\$ 5,000.00	\$ 171.41	\$ 343.38	\$ 514.79	10.30%	
205345	Books and Periodicals/Programs	\$ 10,500.00	\$ 4,691.25	\$ 17.82	\$ 4,709.07	44.85%	
205361	Parts	\$ 3,000.00	\$ 5,268.23	\$ 33.60	\$ 5,301.83	176.73%	
205362	Consumables	\$ 2,000.00	\$ 71.50	\$ -	\$ 71.50	3.58%	
205363	Outside Services	\$ 599.06	\$ 286.96	\$ -	\$ 286.96	47.90%	
205367	Storm Drain Parts	\$ 500.00	\$ 276.15	\$ 224.00	\$ 500.15	100.03%	
205411	Street Lighting	\$ 21,808.95	\$ 15,771.62	\$ 2,066.56	\$ 17,838.18	81.79%	
205421	Parks/Grounds Maintenance	\$ 22,761.59	\$ 16,275.43	\$ 1,434.63	\$ 17,710.06	77.81%	
205422	Advertising/Legal Notice	\$ 1,000.00	\$ 1,321.42	\$ 227.00	\$ 1,548.42	154.84%	
205438	Lincoln County Program Support	\$ 101,475.00	\$ 48,306.00	\$ -	\$ 48,306.00	47.60%	
205439	Comm Support/Beautification	\$ 202,662.47	\$ 109,968.16	\$ 3,277.72	\$ 113,245.88	55.88%	
205440	Equipment & Furniture	\$ 2,604.83	\$ 1,178.54	\$ -	\$ 1,178.54	45.24%	
205470	Equipment Repair/Maintenance	\$ 7,960.12	\$ 7,815.53	\$ 755.58	\$ 8,571.11	107.68%	
205474	Mowing	\$ 18,171.54	\$ 11,614.00	\$ -	\$ 11,614.00	63.91%	
205475	Tree Removal/Trimming	\$ 11,000.00	\$ 1,950.00	\$ -	\$ 1,950.00	17.73%	
205490	Material and Services	\$ 14,417.40	\$ 326.23	\$ 1,590.99	\$ 1,917.22	13.30%	
208000	Operating Contingency	\$ 78,000.00	\$ -	\$ -	\$ -	0.00%	
	MATERIALS AND SERVICES	\$ 1,252,614.39	\$ 712,572.60	\$ 40,503.29	\$ 753,075.89	60.12%	
217123	Transfer To LLCM	\$ 50,000.00	\$ 25,000.00	\$ 12,500.00	\$ 37,500.00	75.00%	
217124	Transfer To Commons	\$ 175,000.00	\$ 87,500.00	\$ 43,750.00	\$ 131,250.00	75.00%	
217126	Transfer To Capital Reserve	\$ 600,000.00	\$ 300,000.00	\$ 150,000.00	\$ 450,000.00	75.00%	
217127	OP Transfer - Parks & Trails Operations	\$ 85,000.00	\$ 42,500.00	\$ 21,250.00	\$ 63,750.00	75.00%	
217128	Transfer to Parks & Trails	\$ 400,000.00	\$ 200,000.00	\$ 100,000.00	\$ 300,000.00	75.00%	
217129	Transfer to WW Plant Loan	\$ 60,000.00	\$ 30,000.00	\$ 15,000.00	\$ 45,000.00	75.00%	
217130	Transfer to Wastewater Reserve	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00	\$ 75,000.00	75.00%	
217131	Interfund Transfer Street Proj	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00	\$ 75,000.00	75.00%	
217133	Transfer out Storm Drains	\$ 30,000.00	\$ 15,000.00	\$ 7,500.00	\$ 22,500.00	75.00%	
217141	Transfer Out Storm Drain Res.	\$ 30,000.00	\$ 15,000.00	\$ 7,500.00	\$ 22,500.00	75.00%	
217143	Transfer to LLCM Reserve	\$ 160,000.00	\$ 80,000.00	\$ 40,000.00	\$ 120,000.00	75.00%	

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
	TRANSFERS	\$ 1,790,000.00	\$ 895,000.00	\$ 447,500.00	\$ 1,342,500.00	75.00%	
407922	Capital Outlay - Improvement	\$ 470,000.00	\$ 119,707.27	\$ 4,801.50	\$ 124,508.77	26.49%	
407941	Capital Outlay - Equipment	\$ 155,000.00	\$ 140,489.50	\$ 11,266.16	\$ 151,755.66	97.91%	
407942	Capital Outlay-Infrastructure	\$ 1,506,000.00	\$ 1,147,437.36	\$ 162,435.33	\$ 1,309,872.69	86.98%	
407947	Capital Outlay-Street Projects	\$ 272,000.00	\$ 187,166.17	\$ 5,326.50	\$ 192,492.67	70.77%	
	CAPITAL OUTLAY	\$ 2,403,000.00	\$ 1,594,800.30	\$ 183,829.49	\$ 1,778,629.79	74.02%	
205720	Interest Expense	\$ 31,444.46	\$ 23,980.25	\$ 3,849.21	\$ 27,829.46	88.50%	
205721	Interest Expense - DEQ	\$ 46,089.35	\$ 24,495.00	\$ 21,585.00	\$ 46,080.00	99.98%	
205722	Loan Fee - DEQ	\$ 7,443.29	\$ -	\$ 7,443.00	\$ 7,443.00	100.00%	
207630	Principal Payments	\$ 131,999.03	\$ 114,423.05	\$ 17,575.98	\$ 131,999.03	100.00%	
207631	Principal Payments - DEQ	\$ 404,270.65	\$ 200,685.00	\$ 203,595.00	\$ 404,280.00	100.00%	
	DEBT SERVICES	\$ 621,246.78	\$ 363,583.30	\$ 254,048.19	\$ 617,631.49	99.42%	
	TOTAL EXPENSE	\$ 6,844,303.17	\$ 4,097,540.89	\$ 988,592.77	\$ 5,086,133.66	74.31%	
	NET GAIN/(LOSS)	\$ 4,097,215.27	\$ 5,101,391.22	\$ (460,639.17)	\$ 4,640,752.05	113.27%	

Consolidated Revenue and Expense Statement

Enterprise Fund (660 and 670)

For Period Ended March 31, 2026

Printed: 4/7/2026

Period 09

Fiscal Year 2026

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
300101	Beginning Balance	\$ 3,623,875.01	\$ 3,623,875.01	\$ -	\$ 3,623,875.01	100.00%	Beginning Balances - Unaudited
301500	Interest Earned	\$ 152,202.76	\$ 102,371.15	\$ 12,816.53	\$ 115,187.68	75.68%	
304310	Water/Wastewater Services	\$ 1,950,000.00	\$ 1,290,371.60	\$ 157,505.68	\$ 1,447,877.28	74.25%	
304320	Installation Charges	\$ 12,500.00	\$ 5,275.00	\$ 1,825.00	\$ 7,100.00	56.80%	
304335	Rents or Fees	\$ 2,500.00	\$ 2,895.05	\$ 340.81	\$ 3,235.86	129.43%	
304481	Grants	\$ 100,000.00	\$ 20,000.00	\$ -	\$ 20,000.00	20.00%	
314866	Urban Renewal Contribution	\$ 500,000.00	\$ 250,000.00	\$ 125,000.00	\$ 375,000.00	75.00%	
314875	Transfer in Water Operations	\$ 250,000.00	\$ 125,000.00	\$ 62,500.00	\$ 187,500.00	75.00%	
314876	Transfer in Wastewater Service	\$ 200,000.00	\$ 100,000.00	\$ 50,000.00	\$ 150,000.00	75.00%	
314878	Transfer in WWater Plant Debt	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00	\$ 75,000.00	75.00%	
314879	Transfer From SDC	\$ 250,000.00	\$ 125,000.00	\$ 62,500.00	\$ 187,500.00	75.00%	
	REVENUE	\$ 7,141,077.77	\$ 5,694,787.81	\$ 497,488.02	\$ 6,192,275.83	86.71%	
105101	City Manager	\$ 57,607.00	\$ 39,270.36	\$ 5,088.73	\$ 44,359.09	77.00%	
105102	Deputy Recorder	\$ 30,832.00	\$ 20,950.14	\$ 2,563.08	\$ 23,513.22	76.26%	
105103	Bookkeeping/Accounting	\$ 28,046.00	\$ 18,326.90	\$ 2,347.96	\$ 20,674.86	73.72%	
105104	CIP Coordinator	\$ 29,260.00	\$ 18,679.86	\$ 2,316.20	\$ 20,996.06	71.76%	
105105	Utility Billing Clerk/CSC	\$ 47,231.00	\$ 31,583.04	\$ 3,936.01	\$ 35,519.05	75.20%	
105108	Planner	\$ 13,351.00	\$ 9,171.85	\$ 1,198.18	\$ 10,370.03	77.67%	
105110	Water Lead	\$ 79,882.00	\$ 62,438.99	\$ 6,995.24	\$ 69,434.23	86.92%	
105111	Wastewater Lead	\$ 93,037.00	\$ 77,718.50	\$ 8,305.74	\$ 86,024.24	92.46%	

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
105112	Field Utility 2	\$ -	\$ -	\$ -	\$ -	0.00%	
105114	Utility Worker 2	\$ 57,520.00	\$ 46,804.59	\$ 5,860.28	\$ 52,664.87	91.56%	
105118	Succession Planning w/ License	\$ 68,064.00	\$ 44,694.46	\$ 6,790.25	\$ 51,484.71	75.64%	
105119	Code Enforcer/PW	\$ 20,274.00	\$ 12,440.23	\$ 1,802.95	\$ 14,243.18	70.25%	
105121	Utility Field Foreman	\$ 56,475.00	\$ 43,142.25	\$ 5,575.36	\$ 48,717.61	86.26%	
105122	Utility Worker 1	\$ 38,391.00	\$ 23,492.06	\$ 2,925.39	\$ 26,417.45	68.81%	
105140	Fringe Benefits	\$ 66,026.00	\$ 32,201.69	\$ 3,961.20	\$ 36,162.89	54.77%	
105141	Insurance Benefits	\$ 123,992.00	\$ 98,789.22	\$ 12,534.61	\$ 111,323.83	89.78%	
105142	Regular PERS System	\$ 136,390.00	\$ 104,148.67	\$ 12,653.90	\$ 116,802.57	85.64%	
	PERSONNEL	\$ 946,378.00	\$ 683,852.81	\$ 84,855.08	\$ 768,707.89	81.23%	
205210	Dues & Memberships	\$ 1,200.00	\$ 900.50	\$ 150.00	\$ 1,050.50	87.54%	
205211	State Fees	\$ 18,819.28	\$ 18,809.63	\$ -	\$ 18,809.63	99.95%	
205212	Fee Expense	\$ 20,283.63	\$ 15,449.63	\$ 1,541.46	\$ 16,991.09	83.77%	
205222	Insurance	\$ 49,805.00	\$ 54,044.08	\$ -	\$ 54,044.08	108.51%	
205240	Office Materials & Supplies	\$ 13,895.80	\$ 10,505.02	\$ 574.07	\$ 11,079.09	79.73%	
205241	Computer Equipment and Maint.	\$ 3,500.00	\$ 1,187.97	\$ -	\$ 1,187.97	33.94%	
205251	Telephones/Cell Phones/DSL	\$ 22,242.85	\$ 14,440.44	\$ 1,591.72	\$ 16,032.16	72.08%	
205253	Postage	\$ 6,409.18	\$ 3,643.97	\$ 63.98	\$ 3,707.95	57.85%	
205255	Education and Training	\$ 19,500.00	\$ 7,991.71	\$ 570.39	\$ 8,562.10	43.91%	
205260	Contract/Professional Services	\$ 50,000.00	\$ 16,355.29	\$ 2,253.33	\$ 18,608.62	37.22%	
205261	Auditor	\$ 7,000.00	\$ -	\$ -	\$ -	0.00%	
205262	Legal	\$ 18,000.00	\$ 11,323.64	\$ 2,301.33	\$ 13,624.97	75.69%	
205282	Software	\$ 40,000.00	\$ 39,933.81	\$ 1,113.37	\$ 41,047.18	102.62%	
205311	Equipment Lease and Rental	\$ 3,172.20	\$ 2,218.64	\$ 277.33	\$ 2,495.97	78.68%	
205312	Equipment Fuel/Tires/Parts	\$ 12,065.83	\$ 9,119.18	\$ 733.51	\$ 9,852.69	81.66%	
205313	Equipment Repair	\$ -	\$ -	\$ -	\$ -	0.00%	
205317	Tools and Small Equipment	\$ 6,000.00	\$ 2,377.53	\$ -	\$ 2,377.53	39.63%	
205330	Building and Land Maintenance	\$ 6,562.50	\$ 469.00	\$ -	\$ 469.00	7.15%	
205335	Custodial Support/Supplies	\$ 9,649.21	\$ 4,663.99	\$ 490.03	\$ 5,154.02	53.41%	
205342	Plant Utilities	\$ 55,784.97	\$ 34,930.20	\$ 4,413.64	\$ 39,343.84	70.53%	

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
205351	Main Plant Parts	\$ 18,000.00	\$ 13,060.07	\$ 3,781.99	\$ 16,842.06	93.57%	
205352	Main Plant Consumables	\$ 32,000.00	\$ 23,322.25	\$ 4,154.28	\$ 27,476.53	85.86%	
205353	Main Plant Outside Services	\$ 60,000.00	\$ 25,504.78	\$ 2,442.74	\$ 27,947.52	46.58%	
205361	Parts	\$ 62,000.00	\$ 43,347.26	\$ 3,281.21	\$ 46,628.47	75.21%	
205362	Consumables	\$ 6,500.00	\$ 4,900.45	\$ 1,033.83	\$ 5,934.28	91.30%	
205363	Outside Services	\$ 30,000.00	\$ 19,844.45	\$ 661.50	\$ 20,505.95	68.35%	
205440	Equipment & Furniture	\$ -	\$ 1,559.88	\$ -	\$ 1,559.88	0.00%	
205470	Equipment Repair/Maintenance	\$ 19,000.00	\$ 17,801.06	\$ 622.98	\$ 18,424.04	96.97%	
205474	Mowing	\$ 8,660.07	\$ 7,195.00	\$ -	\$ 7,195.00	83.08%	
205475	Tree Removal/Trimming	\$ 10,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	60.00%	
208000	Operating Contingency	\$ 50,000.00	\$ -	\$ -	\$ -	0.00%	
	MATERIALS AND SERVICES	\$ 660,050.52	\$ 410,899.43	\$ 32,052.69	\$ 442,952.12	67.11%	
217126	Transfer To Capital Reserve	\$ 450,000.00	\$ 225,000.00	\$ 112,500.00	\$ 337,500.00	75.00%	
217136	Transfer To Debt Services	\$ 43,000.00	\$ 21,500.00	\$ 10,750.00	\$ 32,250.00	75.00%	
	TRANSFERS	\$ 493,000.00	\$ 246,500.00	\$ 123,250.00	\$ 369,750.00	75.00%	
407921	Capital Outlay - Infrastructure System:	\$ 594,000.00	\$ 155,185.72	\$ 54,891.70	\$ 210,077.42	35.37%	
407941	Capital Outlay - Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
407948	Capital Outlay - Water systems	\$ 1,889,000.00	\$ 567,176.54	\$ 15,816.00	\$ 582,992.54	30.86%	
	CAPITAL OUTLAY	\$ 2,483,000.00	\$ 722,362.26	\$ 70,707.70	\$ 793,069.96	31.94%	
	TOTAL EXPENSE	\$ 4,582,428.52	\$ 2,063,614.50	\$ 310,865.47	\$ 2,374,479.97	51.82%	
	NET GAIN/(LOSS)	\$ 2,558,649.25	\$ 3,631,173.31	\$ 186,622.55	\$ 3,817,795.86	149.21%	

Consolidated Revenue and Expense Statement

Debt Services Fund (155)

For Period Ended March 31, 2026

Printed: 4/7/2026

Period 09

Fiscal Year 2026

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
300101	Beginning Balance	\$ 1,332,033.88	\$ 1,332,033.88	\$ -	\$ 1,332,033.88	100.00%	Beginning Balances - Unaudited
304484	Misc Revenue	\$ -	\$ -	\$ -	\$ -	0.00%	
301500	Interest Earned	\$ 46,656.62	\$ 36,022.78	\$ 3,835.96	\$ 39,858.74	85.43%	
304110	Tax - Property Current	\$ 44,136.63	\$ 46,626.95	\$ -	\$ 46,626.95	105.64%	
304120	Tax - Property Past Due	\$ 730.80	\$ 623.41	\$ -	\$ 623.41	85.31%	
304245	Tax - Food & Beverage Tax	\$ 500,000.00	\$ 277,479.47	\$ 28,423.09	\$ 305,902.56	61.18%	
304501	Transfer In-South Tnk Debt Svc	\$ 60,000.00	\$ 30,000.00	\$ 15,000.00	\$ 45,000.00	75.00%	
314883	Transfer in Urban Renewal	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00	\$ 75,000.00	75.00%	
314890	Transfer in Water System	\$ 43,000.00	\$ 21,500.00	\$ 10,750.00	\$ 32,250.00	75.00%	
	REVENUE	\$ 2,126,557.93	\$ 1,794,286.49	\$ 83,009.05	\$ 1,877,295.54	88.28%	
217129	Transfer to WW Plant Loan	\$ 60,000.00	\$ 30,000.00	\$ 15,000.00	\$ 45,000.00	75.00%	
217130	Transfer to Wastewater Reserve	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00	\$ 75,000.00	75.00%	
	TRANSFERS	\$ 160,000.00	\$ 80,000.00	\$ 40,000.00	\$ 120,000.00	75.00%	
205720	Interest Expense	\$ 31,444.46	\$ 23,980.25	\$ 3,849.21	\$ 27,829.46	88.50%	
205721	Interest Expense - DEQ	\$ 46,089.35	\$ 24,495.00	\$ 21,585.00	\$ 46,080.00	99.98%	
205722	Loan Fee - DEQ	\$ 7,443.29	\$ -	\$ 7,443.00	\$ 7,443.00	100.00%	
207630	Principal Payments	\$ 131,999.03	\$ 114,423.05	\$ 17,575.98	\$ 131,999.03	100.00%	
207631	Principal Payments - DEQ	\$ 404,270.65	\$ 200,685.00	\$ 203,595.00	\$ 404,280.00	100.00%	
	DEBT SERVICES	\$ 621,246.78	\$ 363,583.30	\$ 254,048.19	\$ 617,631.49	99.42%	
	TOTAL EXPENSE	\$ 781,246.78	\$ 443,583.30	\$ 294,048.19	\$ 737,631.49	94.42%	
	NET GAIN/(LOSS)	\$ 1,345,311.15	\$ 1,350,703.19	\$ (211,039.14)	\$ 1,139,664.05	84.71%	

Consolidated Revenue and Expense Statement

Urban Renewal (900)

For Period Ended March 31, 2026

Printed: 4/7/2026

Period 09

Fiscal Year 2026

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	NOTES
300101	Beginning Balance	\$ 356,622.38	\$ 356,622.38	\$ -	\$ 356,622.38	100.00%	Beginning Balances - Unaudited
301500	Interest Earned	\$ 14,978.14	\$ 12,777.69	\$ 1,962.15	\$ 14,739.84	98.41%	
304110	Tax - Property Current	\$ 579,994.44	\$ 566,634.58	\$ -	\$ 566,634.58	97.70%	
304120	Tax - Property Past due	\$ 7,890.29	\$ 6,428.70	\$ -	\$ 6,428.70	81.48%	
304491	Other Local Sources	\$ -	\$ 55.73	\$ -	\$ 55.73	0.00%	
	REVENUE	\$ 959,485.25	\$ 942,519.08	\$ 1,962.15	\$ 944,481.23	98.44%	
205261	Auditor	\$ 3,000.00	\$ -	\$ -	\$ -	0.00%	
	MATERIALS AND SERVICES	\$ 3,000.00	\$ -	\$ -	\$ -	0.00%	
217126	Transfer To Capital Reserve	\$ 500,000.00	\$ 250,000.00	\$ 125,000.00	\$ 375,000.00	75.00%	
217131	Interfund Transfer - Street Capital Reserve	\$ 50,000.00	\$ 25,000.00	\$ 12,500.00	\$ 37,500.00	75.00%	
217137	Trans to South Tank Debt	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00	\$ 75,000.00	75.00%	
217140	Admin Fee Trans to General Fund	\$ 36,000.00	\$ 18,000.00	\$ 9,000.00	\$ 27,000.00	75.00%	
217141	Transfer Out Storm Drain Res.	\$ 50,000.00	\$ 25,000.00	\$ 12,500.00	\$ 37,500.00	75.00%	
	TRANSFERS	\$ 736,000.00	\$ 368,000.00	\$ 184,000.00	\$ 552,000.00	75.00%	
	TOTAL EXPENSE	\$ 739,000.00	\$ 368,000.00	\$ 184,000.00	\$ 552,000.00	74.70%	
	NET GAIN/(LOSS)	\$ 220,485.25	\$ 574,519.08	\$ (182,037.85)	\$ 392,481.23	178.01%	

City of Yachats

Fund Balance Report

		Modified Cash Basis					Better (Worse)			
		FY2022	FY2023	FY2024	FY2025 *	FY2026 **	FY26 VS FY25	FY26 VS FY24	FY26 VS FY23	FY26 VS FY22
		30-Jun-22	30-Jun-23	30-Jun-24	30-Jun-25	31-Mar-26				
City Services	100-1010	743,684	895,783	704,922	835,649	688,010	(147,639)	(16,912)	(207,773)	(55,674)
Commons	100-1020	144,737	133,773	54,788	120,923	99,281	(21,642)	44,493	(34,492)	(45,456)
LLC & Museum	100-1025	6,148	13,164	18,469	19,866	28,404	8,538	9,935	15,240	22,256
Library	100-1030	29,547	27,745	6,021	(7,583)	62,737	70,321	56,716	34,992	33,191
Parks and Trails	100-1035	17,678	24,808	8,243	15,012	5,656	(9,356)	(2,586)	(19,152)	(12,022)
Visitor Amenities	100-1045	1,298,211	1,222,104	1,527,617	1,547,223	995,702	(551,522)	(531,915)	(226,403)	(302,509)
Streets	100-1040	67,073	59,349	67,285	64,215	63,944	(271)	(3,341)	4,595	(3,129)
Storm Drains	100-1050	41,136	19,874	9,753	16,486	27,917	11,431	18,164	8,042	(13,219)
Water	600-1700	144,671	177,324	224,811	210,792	125,062	(85,730)	(99,749)	(52,262)	(19,609)
WasteWater	670-1800	160,811	201,148	304,715	378,753	325,544	(53,209)	20,829	124,396	164,733
Total Operating Funds		2,653,694	2,775,074	2,926,624	3,201,337	2,422,257	(779,080)	(504,367)	272,930	1,216,868
SDC's	160-1605	751,225	814,536	911,099	657,294	580,333	(76,961)	(330,766)	(234,203)	(170,892)
Revenue Water Bond	155-1200	43,413	43,650	43,907	44,165	33,651	(10,513)	(10,256)	(9,998)	(9,761)
Water Gen Obl Bond	155-1218	49,140	51,554	55,324	59,289	66,155	6,866	10,832	14,601	17,016
South Tank Loan	155-1268	120,268	120,358	120,447	120,537	110,626	(9,911)	(9,821)	(9,732)	(9,642)
WasteWater Loans (2)	155-1276	874,919	909,929	1,101,220	1,155,056	929,231	(225,825)	(171,989)	19,302	54,312
Urban Renewal	900-9000	290,175	468,968	498,048	360,477	392,481	32,004	(105,567)	(76,487)	102,306
Total Restricted Funds		2,129,140	2,408,995	2,730,045	2,396,819	2,112,478	(284,341)	(617,567)	600,905	694,595
City Services Reserves	150-1010	147,935	186,780	231,318	205,983	67,922	(138,061)	(163,396)	(118,858)	(80,013)
Commons Reserves	150-1020	153,468	161,555	250,056	301,991	330,151	28,159	80,095	168,595	176,683
LLC & Museum Reserves	150-1025	208,077	194,809	166,185	(69,093)	30,890	99,984	(135,295)	(163,918)	(177,187)
Library Reserves	150-1030	286,775	253,085	479,203	413,262	(42,999)	(456,261)	(522,202)	(296,084)	(329,774)
Parks and Trails Reserves	150-1035	219,407	500,211	441,797	237,923	475,452	237,530	33,655	(24,759)	256,046
Streets Reserves	150-1040	101,356	104,557	44,158	37,013	23,946	(13,067)	(20,213)	(80,612)	(77,410)
Storm Drains Capital	150-1050	70,198	119,311	54,228	50,966	63,743	12,777	9,514	(55,569)	(6,456)
Water Reserves	660-1705	1,769,111	1,856,074	2,077,703	2,036,288	2,122,071	85,783	44,368	265,997	352,960
WasteWater Reserves	670-1805	1,034,069	1,060,779	1,417,896	1,318,358	1,245,119	(73,239)	(172,778)	184,339	211,050
Total Capital Reserves		3,990,394	4,437,163	5,162,544	4,532,690	4,316,294	(216,397)	(846,250)	1,172,150	1,899,783
Total Fund Balances		8,773,228	9,621,231	10,819,213	10,130,846	8,851,029	(1,279,817)	(1,968,184)	2,045,985	3,811,245

* FY2025 audit not final

City of Yachats
Contract Expense Report
YTD Through March 31, 2026

DESCRIPTION/VENDOR NAME	YTD FY2026
Ace Alarms	1,237.48
Bader, Donna	1,524.88
Cline, Janet Financial Services	25,765.00
Elaine Howard Consulting, LLC	4,706.85
First Student, Inc. - Trolley	3,921.67
General Code	2,867.00
NXNW Creative	500.00
Oregon Cascades West COG Planning	2,147.95
Oregon Labor Law Poster Service	152.00
Pacific Habitat Services, Inc.	4,123.50
Perez, John	18,436.25
R C & H JR LLC	165.00
Subway	82.77
TCB Security Services Inc	1,647.50
TOTAL PAID YEAR TO DATE	\$ 67,277.85

FY2026 ANNUAL BUDGET AMOUNT \$ 142,748.20

PERCENTAGE EXPENDED 47.13%



City Council Regular Meeting

Meeting Date: April 15, 2026

ITEM TITLE: *Local Wetland Inventory Report Update*

DISCUSSION/BACKGROUND/ISSUE:

Pacific Habitat has been diligently working on our Local Wetland Inventory (LWI). Following their attendance at the December Council meeting, they have provided monthly progress updates.

In February, the DRAFT LWI was submitted, and this month the DRAFT Map was delivered.

April 8th-

I just submitted the updated LWI package to DSL. Jevra was happy to hear it was coming. I will follow up with her in a few days to find out if she can provide a review timeline.

Shawn Eisner

Pacific Habitat Services, Inc. | Environmental Consultants

○ 503.570.0800



City of Yachats Workgroup Report- March 2026 - DUE March 30th

Workgroup: Trails/YIPS

Report Date: 03/25/2026

Overview of Activities

- Weeding done in Peace Parks and the area S of the library
- Adding a step to the steep section of Amanda Trail
- Widening and adding gravel to sections of the Amanda Trail
- Several trail volunteers have spent >100 hours helping OPRD make improvements to the 804 Trail

Next Steps and Future Plans

- Procure materials and build a fence along the west side of the area S of the library
- Coordinate with City staff in planning trail and plantings S of the library and around the E and W sides of the library

Requests for Support or Resources

-

Workgroup: Keeping Yachats Beautiful

Report Date: 3/24/26

Overview of Activities

- 3/27/26 is a scheduled weed day. Expecting around 8 or more to show. After we will go to the Green Salmon for drinks courtesy of Cheryl Templin, owner of the strip mall.
- We will weed in front of CK Market and between the 3rd and 4th.

Progress and Achievements

- Was able to find another person to adopt the flower bed on West 2nd and Hwy 101. Katrina Wilson from Waldport.

Next Steps and Future Plans

- Still would like to show Bobbie the Christmas tree area, to make it less weedy.
- Probably around July will need to bring in more wood chips for the beds.

Workgroup: Estuary Walkway

Report Date:

Overview of Activities

- Reviews of pre-final bidding and construction documents by Civil West, with Team comments. Preparation of documents to provide design guidance for built-in furnishings on Overlook. Review of effects of timing on grants, etc.

Progress and Achievements

- Prepare design guidance drawings for built-in furnishings at Overlook as requested by Neal and Rick.

Group Goals

- Review changes in design, drawings, and timing related to the change in engineering by Verdantas' acquisition of Civil West. Provide input to the City as requested. Formulate strategies to address delays in the completion of bidding and construction documents caused by the acquisition. Contact and communicate with Three Rivers Foundation concerning delays in the project with respect to the current grant.
- The estimate for completion of this project is year's end.

Recommendations

- Involvement of the Estuary Walkway Team in changes being undertaken by Verdantas
- Joanne will write a report to TRF requesting an extension of the grant award.

Workgroup: Under Stage Storage @ Commons

No new activity to report

From: [Kimmie Jackson](#)
To: [Adam Altson](#)
Subject: FW: Online Form Submission #410 for City of Yachats Volunteer Agreement
Date: Wednesday, March 4, 2026 8:20:00 AM

FYI

k

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, February 25, 2026 11:15 AM
To: City Hall <cityhall@YachatsMail.org>; Kimmie Jackson <recorder@YachatsMail.org>
Subject: Online Form Submission #410 for City of Yachats Volunteer Agreement

City of Yachats Volunteer Agreement

City of Yachats

501 Highway 101 N

PO Box 345

Yachats, OR 97498

Phone: 541-547-3565

Fax: 541-547-3063

Thank you for your interest in volunteering for City of Yachats!

We value community involvement and look forward to partnering with volunteers to help us better serve the citizens of Yachats. To ensure the safety of our volunteers and protect the interests of the City, all prospective volunteers are required to complete a brief application and follow the process outlined below.

The application process includes the following steps:

1. Complete the volunteer application form & submit
2. The City Recorder will schedule a meeting between the applicant and

- the City Manager to discuss the role and what to expect.
3. The application will be forwarded to the relevant commission or committee for review.
 4. If selected to move forward, the applicant will be interviewed by the City Council.
 5. City Council will then vote on the appointment.

Thank you again for your willingness to contribute your time and talents. We appreciate your interest in serving our community!

First Name	William
Last Name	Reeves
Address	[REDACTED]
City	Yachats
State	OR
Zip Code	97498
Daytime Phone	[REDACTED]
Evening Phone	[REDACTED]
Email	[REDACTED]

(Section Break)

Volunteer Activity

<p>Please describe the type of volunteer work you are interested in performing, activity/event, or Commission/Committee you wish to volunteer for.</p>	<p>Working with the Community Spaces Committee. I am Bass Trombonist with the Yachats Big Band and act as liason with Rosa Matchand on setup and use for our monthly Big Band Concerts. I also participate in other activities at the Commons and would like to help.</p>
--	---

<p>Please list the date(s) or</p>	<p>I guess the committee is once a month, three year term.</p>
-----------------------------------	--

range of dates for which
you would like to
volunteer

Statement of Interest or Related Experience for Commissions & Committees	Mary and I moved here in 2019 and lived across the street from the then Mayor. With a lot that goes on in the community. I was involved in community support for a commercial building In Salida Colorado and on the commission for the Salida Airport.
--	---

Upload document, if needed	<i>Field not completed.</i>
----------------------------	-----------------------------

(Section Break)

References

*Please list two references that are **not related to you** and that have knowledge of your relevant experience for the type of volunteer activity you are interested in.*

Reference 1

First Name	Quinton
------------	---------

Last Name	Smith
-----------	-------

Address	<i>Field not completed.</i>
---------	-----------------------------

City	Yachats
------	---------

State	OR
-------	----

Zip Code	97498
----------	-------

Phone Number	
--------------	---

Relationship	Neighbor
--------------	----------

Years Known	7 years
-------------	---------

Reference 2

First Name	Neal
------------	------


Last Name	Morphis
-----------	---------

Address	city hall
---------	-----------

City	Yachats
State	OR
Zip Code	97498
Phone Number	<i>Field not completed.</i>
Relationship	It's his fault I'm applying
Years Known	2

Emergency Information

Name and contact information for the person(s) to reach in the event of an emergency.

Name	Mary Reeves
Phone Number	
Relationship	Wife
Name	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Relationship	<i>Field not completed.</i>

I understand and agree to the following:

- I will keep all issues pertaining to city business confidential
- I may be subject to background and motor vehicle record checks.
- I will adhere by Oregon Occupational Safety and Health Division (OR-OSHA) safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

I hereby certify that the facts set forth in this volunteer registration are true to the best of my knowledge. I agree that if the information given in my registration, resume, or any other materials, or during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status.

I understand that City of Yachats is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration form is intended to create a contract between City of Yachats and me. In addition to the above items, I agree to comply with the policies, rules, regulations, and procedures of

City of Yachats, which I understand may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or City of Yachats.

Signature William Reeves

Date 2/25/2026

Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement

I PARENT/GUARDIAN as parent or legal guardian, hereby grant permission for MINOR to do volunteer work for City of Yachats. In the event of an emergency, accident, or illness, I authorize City of Yachats and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature in the following hereby represents that I have read, understand, and to this agreement.

Parent/Guardian *Field not completed.*

Minor *Field not completed.*

Signature *Field not completed.*

Date *Field not completed.*

Version 2025-08-28

Email not displaying correctly? [View it in your browser.](#)



**CITY OF YACHATS
RESOLUTION NO. 2026-277
A RESOLUTION APPOINTING MEMBERS TO THE
COMMUNITY SPACES COMMITTEE**

WHEREAS, The following Commission member has agreed to accept an appointment to the Community Spaces Committee, if offered, and

WHEREAS, The City Council discussed the appointment at the April 15, 2026, meeting; and

NOW THEREFORE, the City of Yachats resolves that the following appointment is made:

Community Spaces Committee:

- William Reeves, Seat B, Expiring 12/27

Passed and adopted April 15, 2026. This Resolution is effective upon adoption.

Attest:

Craig Berdie, Mayor

Bobbi Price, City Manager



*City Council Regular Meeting
Meeting Date: April 15, 2026*

ITEM TITLE: *FY 26/27 Capital Improvement Budget*

DISCUSSION/BACKGROUND/ISSUE:

Since January, the City of Yachats Finance Committee and staff have diligently evaluated the Capital Improvement Budget. This process began by assessing the status of FY 25/26 projects to determine which were completed and which would require carryover into the upcoming fiscal year.

Staff then reviewed various master plans, identified specific projects, and considered requests from city departments.

The City's critical infrastructure is aging and requires significant investment to ensure that high-quality service is maintained for all residents.

The Finance Committee reviewed this budget alongside the estimated City operating budget to evaluate the overall impact on municipal funds. During thorough discussions, it was recognized that while these projects significantly affect the City's reserve funds, the skyrocketing cost of materials makes them a high-level priority. Addressing these needs now will prevent future infrastructure failures and avoid even higher expenses due to the rising costs of supplies.

The Finance Committee has voted to recommend this CIP budget as presented to the City Council.

CIP Overview

Water	\$1,281,00
Wastewater	\$1,794,00
Streets	\$470,000
Storm Drains	\$321,000
City Hall	\$93,500
Commons	\$640,000
Parks & Trails	\$720,000
LLCM	\$0
Library	\$25,000
Total Enterprise	\$3,075,000
Total General Fund	\$2,269,500
Total Capital Outlay	\$5,344,500

RELEVANCE TO 2026 COUNCIL GOALS:

1. Secure Sustainable Water Storage & Improve wastewater and water sustainability efforts
 2. Provide safe access to and use of city infrastructure, trails, and parks
 3. Identify ways to expand the housing supply and diversify housing options
 4. Environmentally aware in all we do
 5. Effectively manage and plan for the city's financial needs
 6. Deliver efficient, effective, transparent municipal services
 7. Synchronize and update city policies and administrative rules.
 8. Continue to prepare for all emergencies
-

Recommendation:

To approve the Capital Improvement Budget as presented

PREPARED BY:

Bobbi Price, City Manager

CITY OF YACHATS
CAPITAL IMPROVEMENT PROJECTS

4/9/2026

				CIP BUDGET		FISCAL 2025-2026		SPEND or CARRY		CIP 5 YEAR PROJECTION						
				ADOPTED APPROP	APPROPS AFTER RECLASS	(ACTUAL) SPEND TO DATE	(REMAINING) AVAILABLE TO YEAR END	Estimated Spending through June	CARRY FORWARD	FISCAL CIP YR1	FISCAL CIP YR2	FISCAL CIP YR3	FISCAL CIP YR4	FISCAL CIP YR5	FISCAL CIP >5YRS	TOTAL CIP
PRIORITY	MASTERPLAN	DEPARTMENT / DETAIL	ESTIMATED COST	2025-2026	4/9/2026	4/9/2026				2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	>2031	2026<
WATER (WTP)																
1	M/P D-02	System Pressure Release Valve Rehab/ Update	50,000								50,000					50,000
1	M/P D-03	Windsong Street Service Reconnections	11,000								11,000					11,000
1	M/P D-04	New PRV at 7th Street & Radar Road	101,000								101,000					101,000
1	M/P D-05	New PRV on King Street Between 7th and Prospect Ave	101,000								101,000					101,000
1	M/P D-06	New 8" Water Main on Radar Road at Prospect Ave	57,000								57,000					57,000
1	M/P D-07	New 8" Water Main on King Street at Prospect Ave	86,000								86,000					86,000
1	M/P D-10	Combs Circle Pressure Release Valve Rehab	40,000								40,000					40,000
1	M/P D-13	2ND ST PH3 Loma to River Rd Waterline Construction	150,000	284,000	284,000	282,197	1,803	0	0							0
1	M/P S-03	Analysis / Engineering SWLCWPUD	75,000	50,000	50,000	11,157	38,843	0		50,000	50,000	50,000	50,000	50,000	50,000	300,000
1	M/P S-05	Reedy Creek Raw Water Pipeline Improvements	208,000	300,000	7,802	7,802		0			300,000					300,000
1	M/P T-01	Water Plant Electrical Control Systems - MCC (Master Control)	814,000								407,000	407,000				814,000
1	M/P T-01	WTP Upgrade CIP Annually	30,000	30,000	48,837	48,837	0	0		30,000	30,000	30,000	30,000	30,000	30,000	180,000
2	M/P D-08	New 8" Water Main on West Third (3rd) Street	167,000							511,000						511,000
2	M/P D-08	West Third Street Engineering Water		30,000	30,000	9,950	20,050	20,050	0							0
2	M/P D-09	New 4" Water Main and PRV on Horizon Hill Road (Hillside Rock)	737,000												737,000	737,000
2	M/P D-11	Yachats Ocean Road Service Reconnections	20,000												20,000	20,000
2	M/P D-15	Pontiac Street Waterline - 3rd to 4th	88,000								186,000					186,000
2	M/P D-16	Shell Street Waterline	79,000												79,000	79,000
2	M/P D-17	Gender Drive and Windy Way Waterlines	254,000												254,000	254,000
2	M/P D-18	Pontiac Street Waterline - 2nd to 3rd	105,000								220,000					220,000
2	M/P D-19	Hanley Drive Waterline	47,000												47,000	47,000
2	M/P P-01	New Radar Road Pump Station	767,000												767,000	767,000
2	M/P P-02	New Horizon Hill Pump Station & Reservoir	1,079,000												1,079,000	1,079,000
2	M/P ST-01	New 200,000-gallon Lower Radar Road Reservoir	2,000,000												2,000,000	2,000,000
2	M/P ST-04	Feasibility Study For Water Tank - New Reservoir Site A		210,000	136,982	136,982	0	0	0							0
2	M/P ST-04	Feasibility Study For Water Tank - New Reservoir Site B		0	73,000			73,000	0	170,000						170,000
2	M/P ST-05	1,000,000-gallon Reservoir Replacement	8,000,000								4,000,000	4,000,000				8,000,000
		Property Acquisition for Reservoir Replacement		750,000	750,000	0	0	0	750,000							0
2	M/P T-02	Water Plant Clarifier - Rehabilitation of Drives (\$641K)	250,000								250,000					250,000
2	M/P T-03	WTP Mixed Media Filter Rehabilitation	350,000												350,000	350,000
2	M/P T-04	WTP Compressor Upgrades	20,000									20,000				20,000
2	M/P T-07	WTP Building Seismic Retrofit	270,000												270,000	270,000
3	M/P D-20	Automated Water Meter Reading System	318,000												318,000	318,000
		Annual Hydrant Replacements	10,000	30,000	32,385	32,385	0			40,000	40,000	40,000	40,000	40,000	40,000	240,000
		Blackstone 126 res Fence	25,000	25,000	25,000	0	0	0	0							0
		Public Works Slide Gate	20,000	0	20,075	20,075	0	0	0							0
		SCADA Upgrade	60,000	30,000	30,000	7,646	22,354	22,354	0	30,000	30,000	30,000	30,000	30,000	30,000	180,000
		Water Booster Stations Gensets	70,000	80,000	80,000			0	80,000	80,000						80,000
		Water Meter Upgrades		25,000	15,711	15,711		9,289	0	25,000	25,000	25,000	25,000	25,000	25,000	150,000
		Water Treatment Plant Fence	20,000	20,000	20,000											0
		Overlook Water Line Engineering and Construction		0	25,000	0	25,000	25,000	0	250,000						250,000
		Yachats River Gaging Station Upgrade	7,100	0	7,100											0
		Salmon Creek Watershed Planning Assessments	100,000							70,000						70,000
		Salmon Creek Watershed Property Acquisition	750,000							750,000						750,000
		Yachats River Gaging Station Upgrade		0	7,064	7,064	0	0	0							
		Vehicle Radio System Install		0	3,092	3,092	0	0								
		Water Unplanned / Contingency		25,000	25,000					25,000	25,000	25,000	25,000	25,000	25,000	150,000
		TOTAL WTP	17,336,100	1,889,000	1,671,048	582,898	108,049	149,693	830,000	1,281,000	6,759,000	4,627,000	200,000	200,000	6,121,000	19,188,000
WASTEWATER (WWTP)																
1	M/P G-01	Sewer Line from King Street to 3rd Street (Manhole D-220 to Manhole D-270)	140,000								140,000					140,000
1	M/P G-02	Mainline A Manhole between A-040 to A-050	141,000	15,000	15,000			0	15,000	15,000					141,000	156,000
1	M/P G-03	Mainline D Manhole D-010 to D-030, Ocean View Drive	263,000								45,000	263,000				308,000
1	M/P G-04	Hanley Drive Sewer Manholes	40,000	20,000	40,000	1,148	38,852	38,852	0	40,000						40,000

CITY OF YACHATS
CAPITAL IMPROVEMENT PROJECTS

4/9/2026

				CIP BUDGET		FISCAL 2025-2026		SPEND or CARRY		CIP 5 YEAR PROJECTION						
				ADOPTED APPROP	APPROPS AFTER RECLASS	(ACTUAL) SPEND TO DATE	(REMAINING) AVAILABLE TO YEAR END	Estimated Spending through June	CARRY FORWARD	FISCAL CIP YR1	FISCAL CIP YR2	FISCAL CIP YR3	FISCAL CIP YR4	FISCAL CIP YR5	FISCAL CIP >5YRS	TOTAL CIP
PRIORITY	MASTERPLAN	DEPARTMENT / DETAIL	ESTIMATED COST	2025-2026	4/9/2026	4/9/2026				2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	>2031	2026<
1	M/P P-03	Quiet Water Lift Station Improvements	493,000	50,000	50,000	9,900	40,100	40,100	0	250,000	193,000					443,000
1	M/P T-02	SBR and Digester Diffuser Membrane Replacement	15,000												15,000	15,000
1	M/P T-04	PW Rehab - Roofing	200,000										100,000	100,000		200,000
1	M/P T-04	PW Rehab Exterior Panels	350,000										100,000	250,000		350,000
1	M/P T-05	Outfall Pipeline Improvements	120,000	30,000	0				0	30,000	200,000					230,000
2	M/P F-01	Pontiac Lift Station Force Main Engineering	45,000	12,000	12,000	1,800	10,200	10,200	0							0
2	M/P F-01	Pontiac Lift Station Force Main Improvements	121,000							186,000						186,000
2	M/P F-02	Riverside Lift Station Force Main Engineering	33,000	33,000	33,000	7,033	25,967	25,967	0							0
2	M/P F-02	Riverside Lift Station Force Main Improvements	326,000									326,000				326,000
2	M/P P-04	Main Lift Station Improve	405,000	166,000	166,000	48,513	117,487	80,000	0	100,000						100,000
2	M/P P-05	Parkside Lift Station Improvements	218,000							109,000	109,000					218,000
2	M/P P-06	Riverside Lift Station Improvements	250,000							100,000	100,000					200,000
2	M/P P-07	Pontiac Lift Station Improvements	218,000							109,000	109,000					218,000
2	M/P T-07	New Biosolids Disposal Site Acquisition	50,000												50,000	50,000
2	M/P T-08	Biosolids Manure Spreader	100,000												100,000	100,000
2	M/P T-09	Aerobic Digester and Sludge Storage Tank Air Supply System Imps.	223,000												223,000	223,000
2	M/P T-10	Aerobic Digester Tank Coating and Piping Improvements	330,000												330,000	330,000
2	M/P T-11	SBR, EQ Basin, & Digester Control System Upgrades	972,000												972,000	972,000
2	M/P T-13	SBR Basin #3	1,236,000												1,236,000	1,236,000
		Annual Inflow and Infiltration (I&I) Rehabilitation	40,000	40,000	40,000	0	40,000	25,000		40,000	40,000	40,000	40,000	40,000	40,000	240,000
		Public Works Slide Gate	25,000	0	18,849	18,849	0	0	0							0
		2ND PH3 Loma to River Rd Wasteline Construction	50,000	50,000	50,000	47,589	2,411	0	0							0
		Wastewater Treatment Plant Upgrades	240,000	85,000	85,000	61,671	23,329	23,329	0	150,000						150,000
		949 Yachats River Rd Property Improvements		58,000	26,000	5,827	20,173	20,000	0	10,000	10,000	10,000	10,000	10,000	10,000	60,000
		West 3rd Street Engineering Wastewater		10,000	10,000	4,366	5,634	6,985	0							0
		West 3rd Street Construction Wastewater line 460 feet of 8" line	400,000							500,000						500,000
		PW Design Standards		0	2,000	0	2,000	2,000	0							0
		Wastewater Mixing Zone Study		0	10,000	0	10,000	10,000	0	40,000						40,000
		Public Works Pickup 4wd with tow package	50,000							50,000						50,000
		Fuel tank trailer	40,000							40,000						40,000
		Vehicle Radio System Install		0	3,092	3,092	0	0	0							
		Wastewater Unplanned / Contingency		25,000	25,000					25,000	25,000	25,000	25,000	25,000	25,000	150,000
		TOTAL WWTP	7,134,000	594,000	585,941	209,789	336,152	282,433	15,000	1,794,000	971,000	664,000	275,000	425,000	3,142,000	7,271,000
		TOTAL ENTERPRISE BEFORE CAPITALIZED LABOR	24,470,100	2,483,000	2,256,989	792,686	444,201	432,126	845,000	3,075,000	7,730,000	5,291,000	475,000	625,000	9,263,000	26,459,000

CITY OF YACHATS
CAPITAL IMPROVEMENT PROJECTS

4/9/2026

PRIORITY	MASTERPLAN	DEPARTMENT / DETAIL	ESTIMATED COST	CIP BUDGET		FISCAL 2025-2026		SPEND or CARRY		CIP 5 YEAR PROJECTION					TOTAL CIP	
				ADOPTED APPROP	APPROPS AFTER RECLASS	(ACTUAL) SPEND TO DATE	(REMAINING) AVAILABLE TO YEAR END	Estimated Spending through June	CARRY FORWARD	FISCAL CIP YR1	FISCAL CIP YR2	FISCAL CIP YR3	FISCAL CIP YR4	FISCAL CIP YR5		FISCAL CIP >5YRS
				2025-2026	4/9/2026	4/9/2026				2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	>2031	2026<
STREETS																
		EAST 2nd Street PH 3 - Loma to River Rd 560'														
		Loma to River Rd General Engineering	13,000	20,000	0			0	0							0
		Loma to River Rd General Construction	187,000	30,000	50,000	47,511	2,489	0	0							0
																0
		STREET PROJECTS														0
		Crosswalk Flashers		0	3,110	3,110	0	0	0							0
		Oceanview Drive	50,000												50,000	50,000
		Oceanview Drive Delineators		0	10,000	3,567	6,433	6,433	0							0
		Street Paving Upgrades	100,000	110,000	96,890	90,306	6,584	3,000	0	110,000	110,000	110,000	110,000	110,000	110,000	660,000
		West 3rd Street Engineering - Streets		5,000	5,000	4,930	70	0	0							0
		West 3rd Street Construction	250,000							357,500						357,500
		Underground Utilities - Ocean View Drive - 2nd St to 7th - Phase 1	500,000								500,000					500,000
		Equipment - Street Paving Roller	100,000							100,000						100,000
		Transportation Growth Master Plan	10,000							10,000						10,000
		TOTAL GENERAL STREETS BEFORE CAPITALIZED LABOR	1,210,000	165,000	165,000	149,425	15,575	9,433	0	577,500	610,000	110,000	110,000	110,000	160,000	1,677,500
STORM DRAINS																
		Loma to River Rd Storm Drains	40,000	40,000	40,000	37,590	2,410	0	0							0
		Marine/101 Storm Drain	60,000	60,000	35,000	0	35,000	0	35,000	60,000						60,000
		West 3rd Street Engineering - Storm Drains		7,000	7,000	5,864	1,136	1,136	0							0
		West 3rd Street Storm Drains Construction								181,000						181,000
		Overlook Drive Storm Drain Upgrade Engineering and Construc		0	10,000	0	10,000	10,000	0	80,000						
		Storm Drain Master Plan		0	15,000	0	15,000	15,000	0							
		Oceanview Drive Storm Drains									20,000					20,000
		TOTAL BEFORE CAPITALIZED LABOR	100,000	107,000	107,000	43,454	63,546	26,136	35,000	321,000	20,000	0	0	0	0	261,000
CITY HALL																
		Conex replacement and supplies	11,000	11,000	17,386	11,964	5,422	5,422	0	23,000						23,000
		Emergency Preparedness	40,000								20,000	5,000	5,000	5,000	5,000	40,000
		Exterior Rehabilitation; ADA Compliant/Code & Safety Review	60,000							60,000						60,000
		Code Compliance Vehicle	12,000	10,000	0	0										0
		Radar Speed Trailer	13,166	13,000	13,166	13,166	0	0	0							13,000
		Masterplan Project Implementations - City Hall									50,000	50,000	50,000	50,000	50,000	250,000
		City Hall Lighting Upgrade	5,609	6,000	5,935	5,935	0	0	0							0
		Generator Rehousing and Relocation for City Hall	50,000							50,000						50,000
		Trolley Purchase	127,324	121,000	127,324	127,324	0	0	0							0
		Trolley Signage	8,000							8,000						8,000
		North wall repair - upgrade window and remove drawer - to fix leak	12,500							12,500						12,500
		Starlink Antenna	2,189	0	2,189	2,189	0	0	0							
		Security Remodel	10,000	5,000	0	0	0				60,000					60,000
		TOTAL BEFORE CAPITALIZED LABOR	351,788	166,000	166,000	160,578	5,422	5,422	0	93,500	190,000	55,000	55,000	55,000	55,000	516,500
PARKS & TRAILS																
		Extension of Walkway to State Park	750,000								200,000	100,000	100,000	100,000	100,000	600,000
		Landmark Park and Improvements	450,000							20,000	200,000	100,000	100,000	100,000		520,000
		Estuary Walkway Construction	875,000	250,000	250,000	40,707	209,293	209,293	0	700,000	0	0	0	0	0	700,000
		Underground Utilities	200,000	100,000	100,000	0	100,000	100,000	0	0						0
		Masterplan Project Implementations - Parks and Trails									50,000	50,000	50,000	50,000	50,000	250,000
		TOTAL BEFORE CAPITALIZED LABOR	2,275,000	350,000	350,000	40,707	309,293	309,293	0	720,000	450,000	250,000	250,000	250,000	150,000	2,070,000
COMMONS																
		Gutters, Fascia, Paint, Roof Repair	80,000							80,000						80,000
		Emergency Shelter - Commons	30,000	10,000	5,000	374	4,626	4,626	0	5,000	5,000					10,000
		Sound / Lighting Updates	25,000	50,000	53,960	53,960	0	0	0							0
		Generator Rehousing and Relocation - Resiliency Measure	15,000	15,000	15,000	0	15,000	0	15,000	200,000						200,000
		Park Plan / Civic Plan / Masterplan		20,000	5,025	5,025	0	0	0							0

CITY OF YACHATS
CAPITAL IMPROVEMENT PROJECTS

4/9/2026

				CIP BUDGET		FISCAL 2025-2026		SPEND or CARRY		CIP 5 YEAR PROJECTION						
				ADOPTED APPROP	APPROPS AFTER RECLASS	(ACTUAL) SPEND TO DATE	(REMAINING) AVAILABLE TO YEAR END	Estimated Spending through June	CARRY FORWARD	FISCAL CIP YR1	FISCAL CIP YR2	FISCAL CIP YR3	FISCAL CIP YR4	FISCAL CIP YR5	FISCAL CIP >5YRS	TOTAL CIP
PRIORITY	MASTERPLAN	DEPARTMENT / DETAIL	ESTIMATED COST	2025-2026	4/9/2026	4/9/2026				2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	>2031	2026<
		Masterplan Project Implementations									100,000	100,000	100,000	100,000	100,000	500,000
		Public Restroom	150,000	25,000	50,000	49,458	542	0	0		300,000					300,000
		Stairs NE Entrance	30,000	45,000	0						45,000					45,000
		Commons NE Entrance	105,000								105,000					105,000
		Existing Pavilion Upgrades	40,000	160,000	160,000	4,169	155,831	155,831	0	300,000						300,000
		Commons Addition for YYFAP		0	15,939	15,939	0	0	0		200,000	1,000,000	1,000,000			2,200,000
		Commons Acoustic Panels MP Room		0	15,060	15,060	0	0	0		55,000					55,000
		YERC - Yachats Events and Recreation Center - Greenspace Pavilion (New)									15,000					15,000
		DEQ Soil Testing from Heating Oil Tank that was removed + remediation	50,000							50,000						50,000
		North end roof upgrade to membrane	50,000										50,000			50,000
		Commons Storage Improvements	14,500							5,000						5,000
		TOTAL BEFORE CAPITALIZED LABOR	589,500	325,000	319,984	143,985	175,999	160,457	15,000	640,000	825,000	1,100,000	1,150,000	100,000	100,000	3,915,000
LIBRARY																
		Preconstruction and Construction	1,150,000	880,000	880,000	879,509	0									0
		Interior Finishing	100,000	100,000	140,000	126,864	13,136	13,000	0							0
		Interior Wall Felt	25,000	25,000	0											0
		ADA Push Buttons for Doors	40,000								40,000					40,000
		Final Landscaping	55,000							25,000						25,000
		TOTAL BEFORE CAPITALIZED LABOR	1,370,000	1,005,000	1,020,000	1,006,373	13,136	13,000	0	25,000	40,000	0	0	0	0	65,000
LLM																
		LLM Rehabilitation	500,000	285,000	255,000	232,939	22,061	22,000	0							0
		TOTAL BEFORE CAPITALIZED LABOR	500,000	285,000	255,000	232,939	22,061	22,000	0	0	0	0	0	0	0	0
		ENTERPRISE FUNDS TOTAL	24,470,100	2,483,000	2,256,989	792,686	444,201	432,126	845,000	3,075,000	7,730,000	5,291,000	475,000	625,000	9,263,000	26,459,000
		GENERAL FUNDS TOTAL	6,296,288	2,403,000	2,382,984	1,777,461	605,032	545,741	50,000	2,377,000	2,135,000	1,515,000	1,565,000	515,000	465,000	8,505,000
		GRAND TOTAL	30,766,388	4,886,000	4,639,973	2,570,148	1,049,233	977,867	895,000	5,452,000	9,865,000	6,806,000	2,040,000	1,140,000	9,728,000	34,964,000
																(246,027)



City Council Regular Meeting

Meeting Date: April 15, 2026

ITEM TITLE: *City of Yachats Employee Handbook Update*

DISCUSSION/BACKGROUND/ISSUE:

The City of Yachats has been utilizing a personnel handbook that dates back to 2016. Many rules and regulations have since changed, and in an effort to ensure compliance with all state regulations, the City Manager and Recorder have updated the Employee Handbook, utilizing a template provided by CIS (our City Insurance agency) from their HR department.

RELEVANCE TO 2026 COUNCIL GOALS:

1. Secure Sustainable Water Storage & Improve wastewater and water sustainability efforts
 2. Provide safe access to and use of city infrastructure, trails, and parks
 3. Identify ways to expand the housing supply and diversify housing options
 4. Environmentally aware in all we do
 5. Effectively manage and plan for the city's financial needs
 6. Deliver efficient, effective, transparent municipal services
 7. Synchronize and update city policies and administrative rules.
 8. Continue to prepare for all emergencies
-

Recommendation:

To adopt the updated Employee Handbook

PREPARED BY:

Bobbi Price, City Manager

EMPLOYEE HANDBOOK

City of Yachats



Adopted by City Council ~~April 15, January 14, 2016~~ 2026

Welcome!

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

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between the City of Yachats and its employees, other than those found in applicable collective bargaining agreements. The policies stated in this handbook are subject to change at any time at the sole discretion of the City of Yachats with or without prior notice. This handbook supersedes any prior handbooks or written policies of Organization that are inconsistent with its provisions. It does not, however, substitute for collective bargaining agreement provisions. You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please ask the City ~~Administrator~~Manager.

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

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I. Equal Employment Opportunity (EEO) Policies

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

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

A. No-Discrimination, No-Retaliation Policy

The City of Yachats provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. The City of Yachats also recognizes an employee's right to engage in protected activity under Oregon and federal law, as discussed in various policies below, and will not retaliate against an employee for engaging in protected activity.

For purposes of this and all other City of Yachats policies, "race" is defined to include physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hair styles). Further, "protective hairstyles" is defined as "hairstyle, hair color or manner of wearing hair, including braids (regardless of whether the braids are created with extensions or styled with adornments, locs and twists)."

The City of Yachats commitment to equal opportunity applies to all aspects of the employment relationship – including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

A. No-Discrimination Policy

The City of Yachats provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information,

~~veteran's status, or any other status protected by applicable federal, Oregon, or local law. This EEO policy applies to all aspects of the employment relationship – including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.~~

B. Statement Regarding Pay Equity

~~The City of Yachats supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon or federal law) in the payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which the City of Yachats pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with the City Manager.~~

B.C. No-Harassment Policy

~~The City of Yachats prohibits harassment and sexual assault in the workplace, or harassment and sexual assault outside of the workplace that violates its employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, the City of Yachats prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.~~

~~Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate AFSCME Representative, or Council at any time if they have questions relating to the issues of discrimination or harassment.~~

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

Commented [A1]: Although Oregon's Pay Equity Law does not require employers to have a policy on the subject, CIS recommends that employers publicly demonstrate commitment to the law. This policy language is one example. Also, employers are required to post a BOLI-prepared poster regarding the law: https://www.oregon.gov/boli/TA/docs/Equal_Pay_Poster.pdf

All CIS members are subject to Oregon's Pay Equity Law.

employees or by non-employees (including elected officials, members of the community, volunteers, interns and vendors).

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

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

Sexual Harassment

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

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

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

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

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

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

Other Forms of Prohibited Harassment

~~The City of Yachats policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.~~

~~The City of Yachats policy also prohibits harassment such as verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:~~

- ~~• Jokes, pictures (including drawings), epithets, or slurs;~~
- ~~• Negative stereotyping;~~
- ~~• Displaying racist symbols anywhere on the City of Yachats property;~~
- ~~• "Teasing" or mimicking the characteristics of someone with a physical or mental impairment or disability;~~
- ~~• Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them;~~
- ~~• Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or~~

- Written or graphic material that speaks badly of or shows hatred toward an individual or group because of one or more protected statuses;
- Negative comments or teasing a person about their natural hair, hair texture, hair type or hair style (see definition of “race” on page 1). Employees may not touch another employee’s hair without permission to do so, even if the touch is extended out of curiosity or as a compliment.

This is not a complete list. All employees are expected to exercise common sense and demonstrate professional conduct in the workplace at all times.

Complaint Procedure

Employees, volunteers, or interns who have experienced a sexual assault, any harassment or discrimination in violation of this policy, who have witnessed such behavior, or who have information about such behavior occurring, are expected and should bring the matter to the attention of the City Manager, AFSCME Representative, or Council as soon as possible. Employees are strongly encouraged to document the information or incident in any written form, or with a voice mail message or phone call. An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that they want it to stop.

Commented [A2]: The law requires the employer to identify two specific individuals who can receive complaints. CIS recommends including a statement that employees can report their concerns to any supervisor or member of management as well.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City of Yachats need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the City of Yachats will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment. In response to the formal complaint, the City Manager will provide a written acknowledgement of said claim.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City of Yachats complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other applicable law, whether criminal or civil. Although the City of Yachats cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take

any legal action against the City of Yachats, they must provide written notice of the claim to the City of Yachats within 180 days of the act or omission the employee claims caused them harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

Protection Against Retaliation

The City of Yachats prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, harassing or discriminatory conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to the City Manager, AFSCME Representative, or Council. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

See also the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

Other Resources Available to Employees

The City of Yachats provides an Employee Assistance Program (EAP) through Canopy to employees and dependents who are enrolled in the City of Yachats medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to canopywell.com. The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

The City of Yachats cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

Other Forms of Prohibited Harassment

Other forms of prohibited harassment under the City's policy and Federal and Oregon law include harassment against an individual based on the individual's race, color, religion, national origin, age, sexual orientation, marital

Commented [A3]: This paragraph has been specifically written for employers who offer CIS medical coverage with Regence and/or Kaiser. If a different EAP is offered, or no EAP is offered, this section will need to be updated or deleted.

Commented [A4]: Given the requirements of the law's inclusion of such language in the harassment policy, it is highly recommended that you alert employees to the existence of this benefit *if your organization provides it.*

~~status, disability, protected activity, and any other status protected by applicable law.~~

~~Such harassment may include verbal, written or physical conduct that denigrates or shows hostility towards an individual because of any protected status, and can include:~~

- ~~• jokes, pictures (including drawings), epithets, or slurs;~~
- ~~• negative stereotyping;~~
- ~~• threatening, intimidating, or hostile acts that relate to a protected class;~~
~~or~~
- ~~• written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.~~

Bullying

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

- ~~1. Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.~~
- ~~2. Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property.~~
- ~~3. Gesture Bullying: non-verbal threatening gestures, glances that can convey threatening messages.~~
- ~~4. Exclusion Bullying: socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.~~
- ~~5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers,~~

and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on web sites for co-workers, managers or supervisors or elected officials.

Complaint Procedure

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and bullying. Further, all employees are responsible for respecting the rights of other employees and strictly adhering to the letter and spirit of this policy. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or the City Administrator, at any time if they have questions relating to the issues of discrimination, harassment, or bullying.

Employees are strongly encouraged to tell the harasser that the behavior is offensive and unwanted, and that they want it to stop. Employees who have experienced any harassment, discrimination, or bullying, are expected and required to bring the matter to the attention of Human Resources or a supervisor or member of management as soon as possible.

In addition, any employee who observes any conduct that he or she believes constitutes harassment, discrimination, or bullying, or who receives information about these types of incidents that may have occurred, must immediately report the matter to the City Administrator.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the City will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Protection Against Retaliation

The City prohibits retaliation in any way against any employee because the employee has made a good-faith complaint pursuant to this policy or the

law, has reported (in good faith) harassing, discriminatory, or bullying conduct, or has participated in an investigation of such conduct. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

See also the Policy on Non-Retaliation, below.

D. No-Bullying Policy

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

1. Verbal Bullying: Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with coworkers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for coworkers, managers or supervisors or elected officials.

This is not a complete list.

Commented [A5]: CIS recommends addressing bullying behaviors in the workplace. The law, however, does not require a policy that prohibits bullying. If your organization chooses to not include the section in this policy on bullying, please remove all references to bullying before distributing it to employees.

BOLI issued its own version of a "respectful workplace policy":

<https://www.oregon.gov/boli/employers/Pages/respectful-workplace-policy.aspx>

Employees who have experienced bullying in violation of this policy, who have witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of the City Manager or a member of City Council as soon as possible. If conduct in violation of this policy is found to have occurred the City of Yachats will take prompt, appropriate action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

C.E. Disability Accommodation Policy

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

Accommodations

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

Requesting an Accommodation

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

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with the City Manager and should specify

which essential functions of the employee's job cannot be performed without reasonable accommodation. In most cases, an employee will need to secure medical verification of their need for a reasonable accommodation. Both the City Manager and employee must monitor the employee's accommodation situation and make adjustments as needed.

No Discrimination, No Retaliation

The City of Yachats prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by the City of Yachats; or (3) needed an accommodation.

Employees who ask about, request or use accommodations under this policy and applicable law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation.

Accommodations

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

Requesting an Accommodation

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

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

F. Pregnancy Accommodation Policy

~~Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact the City Manager to discuss their options for continuing to work and, if necessary, leave of absence options. The City of Yachats will provide reasonable accommodations for employees with known limitations unless such accommodations impose an undue hardship on the City of Yachats operations.~~

~~Although this policy refers to "employees," the City of Yachats will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth or a related medical condition.~~

Requesting a Pregnancy-Related Accommodation

~~Employees who are concerned that their pregnancy, childbirth or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work. All requests for accommodation should be made with the City Manager and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the City of Yachats and the employee find an effective accommodation, or to verify the employee's need for an accommodation. Both the City of Yachats and employee must monitor the employee's accommodation situation and make adjustments as needed.~~

No Discrimination, No Retaliation

~~The City of Yachats prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested~~

accommodations; (2) used accommodations provided by the City of Yachats; or (3) needed an accommodation.

Employees who ask about, request or use accommodations under this policy and applicable law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation.

Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Paid Leave Oregon, Oregon's sick leave law, or speak with the City Manager.

G. Reporting Improper or Unlawful Conduct – No Retaliation

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

- A violation of any federal, Oregon, or local law, rules or regulations by the City of Yachats;
- A violation of law, regulation, or standard pertaining to safety and health in the place of employment;
- Mismanagement, gross waste of funds, abuse of authority;
- A substantial and specific danger to public health and safety resulting from actions of the City of Yachats or one of its employees; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

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

Employee Reporting Options

In addition to the City of Yachats Open Door Policy, employees who wish to report improper or unlawful conduct should first talk to their City Manager. If

you are not comfortable speaking with your City Manager, or you are not satisfied with your City Manager's response, you are encouraged to speak with the City Manager. Supervisors and managers are required to inform the City of Yachats about reports of improper or unlawful conduct they receive from employees.

The City of Yachats will not disclose the identity of any employee who reports any of the information described in this policy during an investigation without the written consent of the employee. Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

Commented [A6]: This is a requirement pursuant to ORS 659A.218.

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

Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City of Yachats violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the employee's disclosure must relate to the conduct of their coworker or supervisor acting within the course and scope of their employment. The disclosure must have been made to: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City of Yachats; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

Policy Against Retaliation

The City of Yachats will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes they are disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in Oregon law or by the City of Yachats policy).

In addition, the City of Yachats prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City of Yachats employee will

~~be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The City of Yachats may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.~~

~~This policy is not intended to protect an employee from the consequences of their own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City of Yachats determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.~~

~~D. Policy on Non-Retaliation~~

~~The City's policy prohibits the taking of any retaliatory action for reporting or inquiring about alleged improper or wrongful activity. All City employees, managers/supervisors and elected officials are encouraged to report in good faith all information regarding alleged improper or wrongful activity that may constitute:~~

- ~~• Discrimination or harassment;~~
- ~~• Fraud;~~
- ~~• Unethical or unprofessional business conduct;~~
- ~~• Noncompliance with City policies/procedures;~~
- ~~• Circumstances of substantial, specific or imminent danger to an employee, manager/supervisor, elected official or the public's health and/or safety;~~
- ~~• Violations of local, Oregon or federal laws and regulations; or~~
- ~~• Other illegal or improper practices or policies.~~

~~The City encourages timely disclosure of such concerns and prohibits retribution or retaliation against any employee (or member of the public) who, in good faith, reports such concerns. No employee, manager or supervisor will be exempt from the consequences of misconduct or inadequate performance by reporting his or her own misconduct or inadequate performance.~~

Protection from Retaliation

Any City employee, manager/supervisor or elected official who, in good faith, reports such incidents as described above will be protected from retaliation (defined as an adverse action taken because an individual has engaged in protected activities), threats of retaliation, discharge, or other discrimination including but not limited to discrimination in compensation or terms and conditions of employment that are directly related to the disclosure of such information. In addition, no City employee may be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations.

Reporting Process

Employees should timely report evidence of alleged improper activity as described above by contacting their immediate supervisor, department head or the City Administrator. Any instances of alleged retaliation or retribution should be reported in the same manner.

All reports will be handled as promptly and discreetly as possible, with facts made available only to those who need to know to investigate and resolve the matter.

II. ~~Employment~~ ~~Status Classification~~ ~~and~~ ~~Compensation~~

~~A.A. Introductory Period of Employment Probationary Period of Employment~~

~~All new employees, including current employees who are promoted or transferred within the City of Yachats, are hired into an introductory training period that generally lasts no less than six (6) months up to (9) nine months at City manager's discretion. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by your manager. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be considered during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position and also provides an opportunity to determine if your knowledge, skills and abilities and the requirements of the position match. It is also an opportunity for you to decide if the City of Yachats meets your expectations of an employer.~~

~~All new employees, including current employees who are promoted or transferred within the City, are hired into an probationary period that generally lasts no less than six (6) months. The probationary period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by your manager. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be considered during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity to determine if your knowledge, skills and abilities and the requirements of the position match. It is also an opportunity for you to decide if the City meets your expectations of an employer.~~

At or before the end of the probationary period, a decision about your employment status will be made. The City will decide whether to: (1) Move

you to regular, full-time or regular, part-time status; or (2) Terminate your employment.

Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and the City may terminate the employment relationship during the probationary period for any or no reason. Further, completion of the probationary period does not entitle you to remain employed by the City for any definite period of time. Both you and the City are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law.

B. Promotional Probation

Every promoted employee shall serve a probationary period of six (6) months. The promoted employee shall be compensated at the permanent rate of the higher job classification. If, before the end of the probationary period, the promoted employee fails to meet the required work standard, or at the employee's option, the promoted employee shall return to his/her previously held position and wage rate. No promoted employee shall be terminated from employment without just cause.

C. Employee Classification

The City of Yachats classifies employees as follows:

1. Regular Full-time: ~~Employment:~~ Employment in an established position requiring 40 hours or more of work per week.
2. Regular Part-time: ~~Employment:~~ Employment requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time.
3. Temporary: ~~Employment:~~ Employment in a job established for a specific purpose, for a specific period of time (refer to CBA), or for the duration of a specific project or group of assignments. Participation in benefits programs for temporary employees is limited to eligibility for workers' compensation. Temporary employment can either be full-time or part-time.

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

A. The Workweek

The City of Yachats has established regular working hours to promote a productive work environment that will serve our citizens. The general office hours are Monday through Friday, 9 a.m. to 4 p.m. (closed to the public on Fridays)

The normal workday is eight (8) hours (8:00a.m to 4:30p.m) and the normal work week is 40 hours. If you are a non-exempt employee, you should not begin work before your normal starting time nor continue to work beyond the normal quitting time without advance approval from the City Manager.

The City Manager may schedule specific work hours for individual employees. Changes to work schedules may be made on an individual basis based on business necessity, at the discretion of the direct supervisor with approval from the City Manager. The City Manager reserves the right to modify schedules consistent with the needs of the City.

B. Meal Period and Rest Breaks

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

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

Commented [A7]: Your organization may choose to provide rest breaks that are longer than 10 minutes, but not less than 10 minutes.

Commented [A8]: Your organization may choose to provide meal periods that are paid or unpaid, or longer than 30 minutes. The law requires only a 30-minute unpaid break for a meal.

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

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available should contact the City Manager.

Length of Work Period	Rest Breaks	Meal Periods
2 hours or less	0	0
2 hrs & 1 min – 5 hrs & 59 min	1	0
6 hours	1	1
6 hrs & 1 min – 10 hrs	2	1
10 hrs & 1 min – 13 hr & 59 min	3	1

C. Rest Breaks for Expression of Breast Milk

(Under Oregon and federal laws, all employers with 10 or more employees must provide reasonable rest periods for employees to express milk and a private place to do so. Employers with 10-50 employees are excluded from complying with these laws if doing so would create an "undue hardship".

Commented [A9]: Employers wishing to take advantage of this exemption should consult with their attorney or CIS Pre-Loss about whether the hardship can be legally asserted.

Employers with six or more employees should still consider providing some type of break for employees who need to express milk, due to Oregon's pregnancy accommodation law – see discussion above.)

Notice

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

Storage

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

F. Overtime

Time-and-a-Half

The City of Yachats pays one and one-half times on an hourly rate for all hours worked over 40 in any workweek. *See* "Employee Classification," above.

Assignment of Overtime Work

You may be required to work overtime. When overtime work is required by the City of Yachats on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the employee performing that job at the conclusion of their straight-time hours will normally be expected to continue to perform the job on an overtime basis.

When overtime is required by the City of Yachats on a Saturday, Sunday or on a holiday, the City of Yachats will endeavor to give the employees required to work notice of their assignment during their last shift worked prior to such Sunday or holiday.

Compensatory (Comp) Time

14.4 Compensatory Time

Upon approval of the supervisor, employees may elect to take compensatory time off instead of pay for accrued overtime using a time and one-half accrual formula. Accrued compensatory time may not exceed a maximum of 40 hours. Accrued compensatory time in excess of 40 hours shall be paid or the employee required to take the compensatory time off in the next pay period in which it is earned.

G.

Timekeeping Requirements

All non-exempt employees must accurately record time worked on a timecard for payroll purposes. Employees are required to record their own time at the beginning and end of each work period. An employee who fails to record their time may be subjected to discipline as well.

H. Employee-Incurred Expenses and Reimbursements

The City of Yachats will pay actual and reasonable business-related expenses incurred by employees during the performance of their job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by the City Manager before they are incurred. The City of Yachats will not pay for or reimburse the costs incurred by a spouse, registered domestic partner or travel companion who accompanies the employee on City of Yachats approved travel.

Commented [A10]: Public employers are not required to provide non-exempt employees with Comp Time. Under the law, Comp Time should be provided only when "when budgeted funds are not available to pay overtime, government agencies may use compensatory time." (From BOLI website.) ORS 653.268. If Comp Time is provided, it is essential to include a cap or limit on the amount of Comp Time that may be accrued, and to identify the individual within your organization who can authorize the accumulation of comp time. Members are encouraged to consult with an experienced wage and hour attorney about their current comp time policy and practice (wage and hour matters are not part of CIS' Pre-Loss program).

Commented [A11]: If your organization does not use timecards, use the appropriate description here.

Some examples of actual and reasonable business-related expenses that the City of Yachats will reimburse/pay for are:

- Conferences or Workshops.
- Education.
- Meals.
- Mileage, Ride-Share Expenses and Parking. Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. Finally, employees using a ride-share service to travel to or from an airport or in connection with work-related travel may also be reimbursed upon submission of receipts on an expense report (the least expensive, but private, option must be selected). Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City of Yachats.

As part of each employee's official compensation package, employees may retain any travel benefit program rewards such as frequent flier miles for the employee's own personal use. If the employee receives such travel benefit awards for their personal use, the employee may need to report the value of such rewards for income tax purposes. If an employee receives compensation from a carrier for delay or cancellation of travel, or similar situation, the employee may retain such compensation for delay or cancellation provided there was no increased cost to the City of Yachats. Any vouchers for unused transportation or lodging paid for by the City of Yachats are the property of the City of Yachats.

I. Payroll Policies

For employees, "month" is defined as the 1st thru the last day of the month.

Paydays are on the 7th and the 22nd of each month, for both non-exempt and exempt employees.

Net pay will be directly deposited into the employee's bank account, unless an employee requests otherwise. If an employee requests to pick up their paycheck from the City of Yachats, only the employee named on the paycheck will be allowed

Commented [A12]: If your organization reimburses the cost of or will pay for certain expenses, list them here and describe what will or will not be covered. Employers are not required by law to provide these expense reimbursements unless covered under the terms of a collective bargaining agreement or contract of employment.

Commented [A13]: You should describe here the frequency with which your employees are paid, and how the "month" or "pay period" is defined. CIS is not necessarily recommending that all employees of CIS members get paid on a monthly basis; this sample policy contains an illustrative example only.

Commented [A14]: Under Oregon law, Employers may direct deposit paychecks unless the employee specifically requests hand-delivery.

to do so unless the employee provides written permission to the City of Yachats for someone else to receive the check.

J. Statement Regarding Pay Practices

The City of Yachats makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the City of Yachats has made any improper deductions, has failed to pay you for all hours worked or for overtime, has failed to pay you in accordance with the law, or has failed to properly calculate your wages in any way, you must immediately report the error to the Bookkeeper and City manager, the City will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination for reporting an error or complaint regarding the City of Yachats pay practices.

See also “Statement Regarding Pay Equity” policy, above.

K. Reporting Changes to an Employee’s Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current with regard to pay, deductions, benefits and other matters is important. If you have changes in any of the following items, please notify the Bookkeeper in person and complete an Action Form to ensure that the proper updates are completed as quickly as possible:

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

L. Performance Reviews

All City of Yachats employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such

Commented [A15]: This should track your current practice and timelines for providing reviews. Also, be sure that the language in your policy about what is reviewed is consistent with the evaluation forms used by your organization. Finally, do not promise annual evaluations or evaluations on a particular anniversary — use language similar to what is included in this policy.

as training, merit pay increases, job assignments, employee development, promotions, retention and discipline/termination. Any employee who fails to satisfactorily perform the duties of their position is subject to disciplinary action (including termination).

The City of Yachats goal is to provide an employee with their first formal performance evaluation within six months after hire or promotion. After the initial evaluation, the City will strive to provide a formal performance review on an annual basis.

Reviews will generally include the following:

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

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed no later than 30 days following the date the performance evaluation was received.

The City Manager is encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis with feedback from their Department Lead.

D.— Reinstatement

Employees who resign from the City of Yachats in good standing may be eligible for re-employment consideration. To determine eligibility, former employees must re-file an employment application with the City of Yachats. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. When a position becomes available, the hiring supervisor will review the former employee's performance record and the circumstances

surrounding his/her departure from the City of Yachats. We are not obligated to rehire former employees.

E. Prior Service Credit

Employees who are rehired by the City of Yachats will receive credit for prior time worked as follows:

Employees who were terminated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within 12 months after the termination date.

Employees who voluntarily terminate their employment with the City of Yachats will receive credit for prior time worked for the purposes of benefit eligibility, subject to management approval, if re-employed within 12 months after the termination date. However, a new anniversary date will be established based on the date of reinstatement.

Rehired employees may be subject to a six-month probationary period and may be asked to attend all medical assessments required of employees otherwise hired.

F. Timekeeping Requirements

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

Salaried exempt employees also may be required to record their time on either a time card or time sheet. These employees will be instructed separately on this process.

E. Employee-Incurred Expenses and Reimbursements

The City will pay actual and reasonable business-related expenses you incur in the performance of your job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by your supervisor/manager before they are incurred. The City will not pay for or reimburse the costs incurred by a spouse, registered domestic partner or travel companion who accompanies the employee on City-approved travel.

Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred or the employee risks forfeiting their payment or reimbursement.

Some examples of actual and reasonable business-related expenses that the City will reimburse/pay for are:

- *Conferences or Workshops:*
- *Education:*
- *Meals:*
- *Mileage and Parking:* Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City.

F. Payroll Policies

The City of Yachats issues payroll checks twice a month: the 15th and the last day of the month. If either of those days falls on a weekend or Monday Holiday, the payroll checks will be released on the Friday before. Payroll is calculated including the last day of the payroll period. In order to provide adequate time for personnel to process payroll, the time sheets will be submitted at least one day prior to the end of the period, using estimated

hours for the final day. Adjustments will be made on the timesheet for the next payroll period if needed to accurately reflect time worked. Supervisors review and approve time sheets. Processed and signed checks may be released the day before payday. However they are not be deposited until the date shown on the check.

G. Reporting Changes to an Employee's Personal Data

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

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

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

H. Performance Reviews

All City employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, retention and termination. Any employee who fails to

~~satisfactorily perform the duties of their position is subject to disciplinary action.~~

~~It is the City's goal is to provide an employee with his/her first formal performance evaluation within six months after hire or promotion. After the initial evaluation, the City will strive to provide a formal performance review on an annual basis.~~

~~Reviews will generally include the following:~~

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

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

~~Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.~~

III. Time Off and Leaves of Absence

A. Attendance, Punctuality and Reporting Absences ~~Policy~~

~~Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work their entire work schedule, except for unpaid break periods or when required to leave on authorized City business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.~~

~~Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their Direct Lead or City Manager via phone/email before the start of the employee's shift/work day. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a written warning. The second separate offense may result in a final warning with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may result in termination of employment.~~

~~Employees are expected to report to work as scheduled, on time and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for unpaid break periods or when required to leave on authorized City business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.~~

~~Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via a telephone call. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.~~

Commented [A16]: Describe: (1) How an employee is to report an absence/tardy, e.g., via phone, text message or email; and (2) How far in advance of a shift/work day the notice must be provided (minutes or hours).

B. Vacation

It is the policy of the City to provide each full-time employee with vacation time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's contract.

Years of Service	Accrual Rate
1 st through 3 rd year	6.67 hrs monthly/80 hours per year/ 10 days
4 th through 7 th year	10.00 hrs monthly/ 120 hours per year/ 15 days
8 th through 12 th year	13.34 hrs monthly/ 160 hours per year/ 20 days
Start of the 13 th year and after	16.67 hrs monthly/ 200 hours per year/ 25 days

Regular, part-time employees earn vacation on their employment anniversary date in the proportion that their normally scheduled number of hours bears to 40 per week. For example, a regular, part-time employee who usually works 20 hours per week would earn 20 hours of vacation upon completing their first year of service.

Vacation Maximum Accumulation

Full-time regular employees may accrue vacation leave to a maximum of 200. Part-time regular benefits eligible employees may accrue vacation leave to a maximum of 100.

Vacation Pay upon Termination

Any regular employee who resigns, is laid off, discharged, or retires from the service of the City for any reason prior to taking her/his vacation shall be compensated by check for all earned but unused vacation she/he accumulated at the time of separation.

Employees shall be eligible for paid vacation after six (6) months of continuous service with the City. Vacation benefits shall be computed from the date of hire.

Employees will accrue vacation hours on a monthly basis.

~~Vacations will be granted at the time requested by the employee, subject to supervisory approval and reasonable operational requirements. If the City is compelled by operational requirements to limit vacations, the employee with the greatest seniority shall be given preference of choice for vacation dates. This seniority right shall be exercised only once per fiscal year.~~

~~Any employee who resigns, is laid off, discharged, or retires from the service of the City for any reason prior to taking his/her vacation shall be compensated by check for all earned but unused vacation she/he accumulated at the time of separation.~~

In case of death, compensation for accrued vacation leave shall be paid in the same manner that salary due the decedent is paid.

Employees are not entitled to pay in lieu of taking time off for vacation.

C. Sick Leave

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

~~Employees with questions about this policy may contact City Manager. Please also refer to the Oregon Sick Leave Law poster that is posted in [Location] and is incorporated here by [reference](#).~~

Eligibility and Accrual of Paid Sick Leave

~~Under Oregon's Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt and non-exempt employees.~~

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

~~Paid sick leave shall accrue at the rate of one hour for every 30 hours.~~

Pay Rate and Carryover

~~Sick leave will be paid at the employee's regular rate of pay. Generally, sick leave pay will be included in the paycheck for the next payroll period after sick leave is used.~~

~~Sick leave is meant to be used or carried over; any unused sick leave will not be cashed out upon separation from employment.~~

Commented [A17]: This BOLI-produced poster can be downloaded for free from: <https://www.oregon.gov/boli/employers/pages/required-worksite-postings.aspx>
CIS recommends cross-referencing this poster to ensure compliance with the law's notification requirements.

Employees may carry over up to a maximum of 40 hours of accrued and unused sick leave for use in a subsequent calendar year but may use only 40 hours of sick leave each calendar year. Sick leave accrual is capped at 80 hours.

Use of Sick Leave

Up to 40 hours of paid sick leave may be used each calendar year for any of the following reasons:

- a. For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or their covered family member.
 - a. "Family member" means the employee's:
 - Spouse or registered domestic partner;
 - Child or the child's spouse or registered domestic partner;
 - Parent or the parent's spouse or registered domestic partner;
 - Sibling or stepsibling or the sibling's or stepsibling's spouse or registered domestic partner;
 - Grandparent or the grandparent's spouse or registered domestic partner;
 - Grandchild or the grandchild's spouse or registered domestic partner; or
 - Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- b. To care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age, or an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability, completed within 12 months after birth or placement of the child.
- c. To recover from or seek treatment for a health condition that renders the employee unable to perform at least one essential function of the position.
- d. Absence associated with the death of a family member (attending funeral, making arrangements, grieving the death).
- e. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault, stalking or bias crime as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272).

f. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

g. Evacuation, air quality index and other head index orders.

Employees absent from work for one or more of the qualifying reasons above must use accrued sick time hours for that reason and on each subsequent day of absence.

Employee Notice of Need for Sick Leave

Foreseeable Sick Leave. If the need for sick leave is foreseeable, an employee must notify the City Manager as soon as practical.

Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, the City Manager may require reasonable documentation.

Sick Leave Abuse

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

~~The City recognizes that an employee's inability to work because of illness or injury may cause economic hardship. For this reason, the City provides paid sick days employees. The days are provided only for the employee's own illness or injury.~~

~~Employees shall accrue sick leave at the rate of eight (8) hours for each calendar month of active employment.~~

~~Employees shall be allowed sick leave compensation when an employee is unable to work because of illness or injury or communicable disease. Sick leave may be used for attending to illness, injury or disease in the employee's immediate family.~~

~~Abuse of sick leave is cause for disciplinary action up to and including discharge.~~

~~An employee who returns following a layoff or a leave without pay shall have reinstated sick leave credits previously accrued.~~

~~In the event of any employee's death or retirement, the beneficiary or employee shall receive fifty (50) percent cash value of all accrued sick leave. All lump sum payment or credits for accumulated sick leave in these instances will be calculated at the same pay rate as existed at the time of the employee's death or retirement. Only employees who have worked for the City for ten (10) years shall be eligible for the retirement cash-out.~~

~~Any City employee may donate a portion of their own accumulated sick leave to another City employee who is off work and who has exhausted their sick leave. Employees may donate up to eighty (80) hours of sick leave, as long as they retain a balance of at least forty (40) hours of their own account.~~

~~A medical leave of absence without pay for a period of six (6) months may be granted any regular employee with at least one (1) year continuous service prior to the medical leave. The City shall maintain the employee's insurance benefits during their absence and the employee shall continue to accrue seniority. The employee shall be returned to his/her same position upon completion of such leave. The leave period may be extended with the approval of the City.~~

D. Holidays

The following days shall be recognized and observed as paid holidays:

- New Year's Day _____ January 1st
- Martin Luther King's Birthday _____ 3rd Monday in January
Juneteenth
- President's Day _____ 3rd Monday in February
- Memorial Day _____ Last Monday in May
Juneteenth _____ June 19th
- Independence Day _____ July 4th
- Labor Day _____ 1st Monday in September
- Columbus Day/Indigenous Day _____ 2nd Monday in October
- Veteran's Day _____ November 11th

Thanksgiving Day _____ 4th Thursday in November
Day after Thanksgiving Day _____ Day after Thanksgiving
Christmas Eve _____ 24th of December
Christmas Day _____ 25th of December

Whenever a holiday shall fall on a Sunday, the succeeding Monday shall be observed as the holiday. Whenever the ~~holiday shall~~ holiday fall on a Saturday, the preceding Friday shall be observed as the holiday.

An employee on an authorized sick leave or vacation when a holiday occurs shall not have such holiday charged against the leave or vacation.

The rate an employee shall be compensated for working a holiday shall not exceed the rate of two (2) times the normal rate of pay in addition to holiday pay.

Regarding covering holidays for state-mandated tests, the Public Works supervisor shall solicit volunteers previous to each holiday. Holiday overtime assignments shall be assigned on the basis of seniority if there is more than one volunteer. If all employees ~~refuse~~ refuse, then the supervisor may assign the overtime to the least senior employee.

If the holiday falls on the employee's scheduled day off, the employee shall receive hour-for-hour compensated time off.

E. Family Medical Leave

E.

Statement of No FMLA/OFLA Coverage

~~City employees are not eligible for leaves of absence under the Oregon Family Leave Act (OFLA) or the federal Family Medical Leave Act (FMLA) due to the entity's small size.~~

One exception is that the City will honor requests from eligible employees to take a leave of absence under the Oregon Military Family Leave Act. Thus, during a period of military conflict, as defined by law, eligible employees with a spouse or registered same-sex domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces ("Military Spouse"), and who has been notified of an impending call or order to active duty (or who has been deployed) is entitled to a total of 14 days of unpaid leave per deployment after the Military Spouse has been notified of an impending call or order to active duty and before deployment and when the Military Spouse is on leave from deployment. To be an eligible employee and entitled to this leave, the employee must have worked an average of 20 hours per week prior to beginning the requested leave.

Paid Leave Oregon (PLO) (for all CIS members using the OED-administered program)

Paid Leave Oregon (PLO) is a state-run program, administered by the Oregon Employment Department (OED), that allows eligible employees to take up to 12-weeks of paid time off per benefit year, for the following reasons:

- **Family leave** – for an employee to care for an eligible family member with a serious illness or injury, to bond with a new child after birth, adoption, or foster care placement, or to effectuate the legal process required for placement of a foster child or the adoption of a child.
- **Medical leave** – for an employee experiencing their own serious health condition or disability due to pregnancy.
- **Safe leave** – for an employee or eligible child dependent experiencing issues related to sexual assault, domestic violence, harassment, bias, or stalking.

The PLO program also allows employees to take an additional two (2) weeks of paid leave for pregnancy, childbirth, or related medical conditions.

Notification Requirements

Although the PLO program is administered by the Oregon Employment Department (OED), employees are required to notify the City of Yachats when they have applied for leave.

Foreseeable Leave: If the need for PLO leave is foreseeable or planned, the employee is required to provide City Manager with at least 30 days' written notice before paid leave begins.

Unforeseeable. If the need for PLO leave is unforeseeable or unplanned, an employee is required to provide oral notice to City Manager within 24 hours of the start of the leave, and the employee must also provide written notice within three (3) days after the start of the leave.

Written notice must include the employee's first and last name, type of leave, explanation of the need for leave, and anticipated timing and duration of leave. Timing and duration of leave should include the employee's plan for taking leave on an intermittent basis (and the proposed schedule) or in one block of time.

If the employee's dates of scheduled leave change, are extended by the PLO program, or if the reason for leave becomes known and/or, if circumstances change during the leave and the leave period differs from the employee's original notice, the employee must notify the City Manager within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees are expected to comply with the City of Yachats normal call-in procedures.

Under Oregon law, an employee who fails to follow these notification requirements may receive reduced PLO benefits; specifically, the first weekly benefit amount will be reduced by 25 percent (the penalty calculated for leaves that are taken in increments of less than a full work week differs). See OAR 471-070-1310(9) and (10).

Accrued Leave and Holiday Pay While on Leave

Employees using accrued leave in addition to receiving PLO benefits will continue to accrue sick, vacation, or other employer-provided leave, and receive holiday pay. Employees who do not use accrued leave while on a Paid Leave will not accrue sick, vacation, or other employer-provided leave, and will not receive holiday pay.

Benefits While on Leave

If an employee is receiving PLO leave benefits, the City of Yachats will continue the employee's healthcare, life, disability, and all eligible voluntary coverage, on the same terms as if the employee had continued to work.

Use of Accrued Leave During PLO Leave

PLO benefits may not provide employees with 100% of their gross regular wages. Employees receiving PLO benefits may choose to use accrued paid leave (sick, vacation, paid time off, etc.), and/or comp time in addition to receiving PLO benefits.

Commented [A18]: Enter your organization's leave request process, such as when requesting OFLA/FMLA leave. Are employees required to use a form, go online, etc.?

Commented [A19]: Per the law, employers can notify the OED if an employee does not give proper notification as indicated in your organization's policy.

Commented [A20]: Update this section to follow your organization's leave policies as it pertains to a paid or unpaid leave or absence.

Commented [A21]: Only include benefits your organization offers. PLO requires employers to continue all benefits, not just health insurance, when an employee is on a PLO leave.

Commented [A22]: This policy does not limit an employee's use of accrued leave up to 100%. Update this section if employees are limited to 100% of their wages.

Complaint Procedure

The City of Yachats prohibits retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested, or used PLO leave.

Who to Contact for More Information

For more information, or if you have questions about the Paid Leave Oregon policy, contact the City Manager.

For more information about the PLO program, including steps for applying for PLO benefits and contact information, go to <https://paidleave.oregon.gov/>

A poster with Paid Leave Oregon information, including information about how to apply for benefits is in the [Location].

Leave Donation

The City of Yachats has implemented a leave donation program to allow employees to voluntarily donate sick, vacation, or compensatory time off to another employee who exhausts, or is likely to exhaust, accumulated paid leave due to an employee's family medical emergency that would otherwise likely cause the employee to take unpaid leave or terminate employment. An "family medical emergency" is defined as a medical condition of the employee or an immediate family member that will require prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.

Any City employee who has worked at least six months in a benefits-eligible position is eligible to participate in the program as a recipient. Any employee who has sick, vacation, or compensatory time available may participate in the program as a donor. Donations may be made between any employee. The City will keep donations confidential, and donors will remain anonymous.

Employees seeking donated leave may provide the City with medical verification of the need for the time off, which includes a certification of the employee's or family member's medical emergency and need for time off, and an estimated return-to-work date.

An employee who is receiving, or is eligible to receive, any type of retirement disability, short-term or long-term disability, or other supplemental income is not eligible to receive donated leave. An eligible employee must apply for the City of Yachats offered short-term disability, if available, and long-term disability benefits.

Commented [A23]: This section is a general explanation of the leave donation program. CIS recommends implementing a detailed, stand-alone policy, as well as a leave donation request form and donation form to be completed by each individual. See the H2R Toolbox for a sample policy and forms.

Commented [A24]: Some organization only allow vacation or compensatory time, while others allow any accrued leave. Update this section with the type of leave employees will be allowed to donate.

Commented [A25]: This eligibility is for example purposes only. Update with your organization's eligibility requirement, such as FT/PT, length of employment, etc.

Commented [A26]: Update with the type of leave that employees are allowed to donate.

Commented [A27]: Remove reference to STD or LTD if your organization does not offer these benefits.

Employees who receive donated leave may receive no more than 40 hours within a calendar year. Any paid sick leave not used by the recipient for the specified incident will be returned to the donor employee.

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

Employees who would like to request donated leave are required to complete a Donated Leave Request Form and submit it to Bookkeeping

F. Bereavement Leave

A leave of absence with pay for up to three (3) days if in-state and five (5) days if out-of-state shall be granted an employee when a death in the employee's family requires the employee's absence. Should circumstances require an employee to be absent longer than the three (3) or five (5) days, the days in excess shall be charged against accumulated sick leave and vacation leave.

G. Jury and Witness Duty

When an employee is called for jury duty or subpoenaed to appear in court as a witness related to his/her employment with the City, he/she will not suffer any loss of pay. She/he shall transfer any and all compensation less mileage allowance received to the City and receive his/her regular compensation for the time covered by the absence. Time not worked because of such service will not affect vacation or sick leave accrual.

H. Religious Observances Leave and Accommodation Policy

~~The City respects the religious beliefs and practices of all employees. The City will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the City's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if~~

accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with the City Administrator.

The City of Yachats respects the sincerely held religious beliefs and observances of all employees. The City of Yachats will make, upon request, an accommodation for such beliefs and observances when a reasonable accommodation is available that does not create an undue hardship on the City of Yachats business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with the City and may require information from the employee in support of the request for accommodation or leave.

Witness Duty

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

Except for employee absences covered under the City's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," or PLO Safe Leave, employees who are subpoenaed to testify in non-work-related legal proceedings must use any available accrued time to cover their absence from work. Employees may present a copy of the subpoena served on them to the City Manager.

I. Crime Victim Leave Policy

Any employee may take unpaid leave to attend to criminal proceedings, if the employee or their immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

"Immediate family member" includes a spouse, registered domestic partner, father, mother, sibling, child, stepchild, or grandparent of the employee.

Employees who are eligible for crime victim leave must:

- Provide as much advance notice as is practicable of their intention to take leave (unless giving advance notice is not feasible); and

- ~~Submit a request for the leave in writing to the City Manager as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.~~

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

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

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

~~Employees who are eligible for crime victim leave must:~~

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

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

J. Domestic Violence Leave and Accommodation Policy

- K. All employees are eligible for reasonable unpaid leave to address domestic violence or the crimes of harassment, sexual assault, bias or stalking (either the employee or the employee's minor dependents).
- L. Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.
- M. Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave. Employees should also determine whether Paid Leave Oregon may provide pay during this type of leave. See the "Paid Leave Oregon" policy for more information.
- N. When seeking this type of leave, the employee should provide as much advance notice as is practicable of their intention to take leave, unless giving advance notice is not feasible.
- O. Notice of need to take leave should be provided by submitting a request for leave in writing to the City Manager as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The City of Yachats will then may require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.
- P. If more leave than originally authorized needs to be taken, the employee should give the City of Yachats notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give verbal or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

~~K. Finally, employees who are victims of domestic violence, harassment, sexual assault, bias crimes or stalking are entitled to a “reasonable safety accommodation” that will allow the employee to more safely continue to work, unless such an accommodation would impose an “undue hardship” on the City of Yachats. Please contact the City Manager immediately with requests for reasonable safety accommodations. All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his or her minor dependents.~~

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

~~Leave is generally unpaid, but the employee may use any accrued vacation or similar paid time off while on this type of leave.~~

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

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

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

~~Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a “reasonable safety accommodation”~~

~~that will allow the employee to more safely continue to work, unless such an accommodation would impose an “undue hardship” on the City. Please contact the City Administrator immediately with requests for reasonable safety accommodations.~~

L.Q. **Military Leave**

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

S. ~~All employees who are members of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service are entitled to a paid leave of absence from duties for a period not exceeding 21 work days in any federal fiscal year (October 1st through September 30th) for training, provided the employee is employed at least six months prior to the leave. Employees who have not worked for the the City of Yachats for six months will also receive up to 21 workdays in any federal fiscal year for the same purposes, but such leave will not be paid. Employees are not required to take their leave in one block of time but may use the paid leave allowed under this rule over the course of the federal fiscal year. The actual number of paid work hours allowed is dependent on the employee’s standard work schedule but must be consistent with the intent of this rule. Employees may use military leave for active duty or inactive duty for training, state active duty and duty under Title 10 or 32 of the United States Code.~~

T. ~~The total number of paid days for both training and active duty shall not exceed the total amount allowed above in any federal fiscal year.~~

U. ~~Absences incurred for additional active duty or inactive duty for training, state active duty and duty under Title 10 or 32 of the United States Code may be charged to accrued paid time off such as vacation or compensatory time or taken as unpaid leave.~~

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

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IV. Employee Benefits

A. Healthcare Benefits

Employees who meet the definition of “benefit eligible” under both City policy and that of its health insurance provider are entitled to the benefit options offered by the City. Generally speaking, that means the City offers medical/vision and dental insurance for all of its regular, full-time employees and their dependents. The City and the employee split the increase in premium 50/50 each year over the base rate that was established to be paid by the City.

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by the City. These documents govern all issues relating to employee health insurance. As other employee benefits are offered by the City, employees will be advised and provided with copies of relevant plan documents. Copies are available from the City ~~Administrator~~ Manager.

B. Employee Assistance Program (EAP)

~~C. This free, confidential service is provided by Canopy and is available to all employees and dependents covered on a CIS Regence or Kaiser medical plan. The EAP can be used to assist employees and eligible family members with any personal problems, large or small. Each covered employee and eligible family members can receive up to five (5) personal counseling sessions per situation per year. Sessions can be face to face, over the phone, or online for concerns such as marital conflict, conflict at work, depressions, stress management, family relationships, anxiety, alcohol or drug abuse, grieving a loss, and career development services.~~

~~D. Canopy also provides educational tools as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and gym membership discounts.~~

~~E. More information regarding this service can be obtained by contacting the City Manager, or you can contact Canopy directly at 1-800-433-2320, or at www.canopywell.com.~~

~~This free, confidential service is provided to all employees covered by our medical insurance benefits, and their covered dependents who may be~~

~~experiencing life problems. Information regarding this service can be obtained by contacting the City Administrator.~~

~~C.F. Workers' Compensation and Safety On the Job~~

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

~~Steps to Take if You are Injured on the Job~~

~~If you are injured on the job, the City of Yachats wants to know about it and expects to learn about it no later than 24 hours after your injury (report all work-related injuries to your supervisor).~~

~~If you seek treatment for your work-related injury and want to apply for workers' compensation benefits, you must do all of the following:~~

- ~~1. Report any work-related injury to your supervisor. You must report the injury no later than 24 hours after the injury.~~
- ~~2. Seek medical treatment and follow-up care if required.~~
- ~~3. Promptly complete a written Employee's Claim Form (Form 801) and return it to City Manager.~~

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

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

~~Steps to Take if You are Injured on the Job~~

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

- ~~1. Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, and no later than 24 hours after injury.~~
- ~~2. Seek medical treatment and follow-up care if required.~~

3. Promptly complete a written Employee's Claim Form (Form 801) and return it to City Administrator.

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

If you require workers' compensation leave, the City of Yachats will strive to reemploy you in the most suitable vacant position available at the conclusion of that leave. However, you must first submit documentation from a healthcare provider who is familiar with your condition certifying your ability to return to work and perform the essential functions of the position.

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

Return to Work

~~If you require workers' compensation leave, the City will strive to reemploy you to the most suitable vacant position available. However, you must first submit documentation from a health care provider who is familiar with your condition demonstrating your ability to return to work and perform the essential functions of the position.~~

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

Early Return-to-Work Program

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

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

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

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~~provided as an accommodation for a disability). If, due to a work related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with the City. While you are on modified or transitional work, you are still subject to all other City rules and procedures.~~

Overlap with Other Laws (see Union Contract)

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

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

I. **PERS (Public Employees' Retirement System) Benefits**

~~The City of Yachats participates in the Public Employees Retirement System (PERS); therefore, your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS. For information about the City of Yachats contributions to employee PERS or OPSRP plans, please see City Manager.~~

~~The City of Yachats will consider allowing PERS-eligible employees to retire from their employment with the the City of Yachats and then rehiring them, as permitted under Oregon law. The the City of Yachats will consider, among other factors, the uniqueness of the employee's skills or experience, the needs of the the City of Yachats, and the ability of existing employees~~

Commented [A28]: Employers with 50 or more employees should leave this paragraph as-is. Employers with 25 or more employees should delete the reference to FMLA. Employers with 15-24 employees should delete the references to OFLA and FMLA. Employers with 6-14 employees should delete the references to OFLA, FMLA and the Americans With Disabilities Act. Employers with fewer than six employees should delete this section altogether.

Commented [A29]: This section should be modified if your organization offers a retirement program in place of or in addition to PERS/OPSRP. It is recommended that employers keep this section minimally worded, due to the fact that the Oregon Legislature has historically made changes to PERS that required frequent and time-consuming changes to employee handbooks with detailed descriptions of PERS/OPSRP benefits.

~~to perform the work of the retiring employee. Please see City Manager for more information.~~

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

Commented [A30]: Although the passage of SB 1049 (effective January 1, 2020) made it easier for most PERS retirees to work for PERS-participating employers and continue to receive PERS benefits, this option presents employers with a variety of employment law and employee benefits issues. Please consult with your organization's counsel or CIS about the issues that an employer should consider before agreeing to this option with any retiree or soon-to-be retiree.

V. Miscellaneous Policies

A. Alcohol/Drug Use, Abuse and Testing

The City of Yachats works to maintain a safe and efficient work environment. An employee's on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers and others.

The City of Yachats expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner.

This policy applies to all employees (except where noted in this policy or where it is inconsistent with applicable law and/or collective bargaining agreement provisions). This policy revises and supersedes all previous drug and alcohol testing policies and practices.

Prohibited Conduct

- Possession, transfer, use or being under the influence of any alcohol while on the City of property, on the City of Yachats time, while driving the City of Yachats vehicles (or personal vehicles while on the City of Yachats business), or in other circumstances which adversely affect the City of Yachats operations or safety of the City of Yachats employees or others.
 - The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol "hangover" adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee's blood alcohol content exceeds .02 percent, the employee will be deemed "under the influence" for purposes of this rule.
- Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on the City of Yachats property, on the City of Yachats time, while driving the City of Yachats vehicles (or personal vehicles while on the City of Yachats, or in other circumstances which adversely affect the City of Yachats operations or safety of the City of Yachats employees.
 - The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely

Commented [A31]: CIS has included two versions of an Alcohol/Drug Use, Abuse and Testing policy. The first is a "zero tolerance" policy. Under that version, employees who show up to work with any detectable amount of drugs or alcohol in their system violate the policy (even if they aren't impaired in any way). The second version is a "no-impairment" policy that tolerates an employee's off-duty alcohol use and lawful use of marijuana (after July 1) but prohibits employees from coming to work impaired.

Because drug and alcohol testing are a mandatory subject of bargaining, these policies must be vetted with your organization's union(s) before implementing them. Otherwise, the policy will apply to only those employees within your organization not covered under a CBA.

Finally, other than restrictions imposed by CBAs, an employer can decide what the consequences of the prohibited conduct may be, i.e., termination of employment or "last-chance agreement" or some combination thereof.

affects an employee's physical or mental faculties while at work to any perceptible degree (see definition of "reasonable cause testing" below), and if the employee tests "positive" for any such substances by screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.

- o As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.
- Bringing to the City of Yachats property, or possessing, items or objects on the City of Yachats property that contain any "controlled substance," including, for example, "pot brownies," "edibles," and candy containing marijuana. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to coworkers, members of the public, or elected officials while on work time or on/in the City of Yachats property.
- Bringing equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana or controlled substances, such as pipes, bongs, "vape" pens, smoking masks, roach clips, and/or other drug paraphernalia.
- Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to the City of Yachats property. This prohibition does not apply to employees who possess such items in connection with law enforcement work.

Prescription Drugs and Medical Marijuana

With the exception of medical marijuana, nothing in this rule is intended to prohibit the use of a drug taken under supervision by a licensed healthcare professional, where its use does not present a safety hazard or otherwise adversely impact an employee's performance or the City of Yachats operations.

Employees must inform their supervisor about their use of any prescription or over-the-counter drugs that could affect their ability to safely perform the duties of their position. If an employee's use of such prescription drugs could adversely affect the City of Yachats operations or safety of the City of Yachats employees or other persons, the City of Yachats may reassign the employee using the prescription drugs

to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (Although an employee is not required to provide the City of Yachats with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required.)

The use of marijuana, which is a Schedule 1 controlled substance under federal law, is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their supervisor other means of accommodating the disability in the workplace, as the City of Yachats will not agree to allow an employee to use medical marijuana as an accommodation. (See "Disability Accommodation Policy," above.)

Commented [A32]: Use the title of your organizations disability accommodation policy here, whatever it may be.

Testing

the City of Yachats reserves the right to:

- a. Subject applicants who are given a condition offer of employment in a safety-sensitive position to a drug and alcohol test;
- b. Test employees reasonably suspected of using drugs or alcohol in violation of this policy;
- c. Discipline or discharge employee who test positive or otherwise violate this policy; and
- d. Test employees when they: (1) cause or contribute to accidents that seriously damage a the City of Yachats vehicle, machinery, equipment or property; (2) result in an injury to themselves or another employee requiring offsite medical attention; or (3) when the City of Yachats reasonably suspects that the accident or injury may have been caused by drug or alcohol use.

Reasonable Cause Testing

If there is reasonable cause to suspect that an employee is under the influence of controlled substances or alcohol during work hours or has used drugs or alcohol in violation of this policy, the City of Yachats may require the employee to undergo testing for controlled substances or alcohol.

As used in this policy, unless the context indicates otherwise:

- The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, and other tests of saliva, blood and

urine. No testing shall be performed under this rule without the approval of the City Manager or the City Manager's designee.

- "Reasonable cause" as used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:
 - a pattern of abnormal or erratic behavior;
 - information provided by a reliable and credible source;
 - direct observation of drug or alcohol use;
 - presence of the physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
 - unexplained significant deterioration in individual job performance;
 - unexplained or suspicious absenteeism or tardiness;
 - employee admissions regarding drug or alcohol use; and
 - unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. This documentation shall be forwarded to the City Manager. Whenever possible, supervisors should locate a second employee or witness to corroborate their "reasonable cause" findings.

An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by the City Manager. The letter of notification shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.

Commented [A33]: The types of tests described here should be those that are used by your organization's testing company.

Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City of Yachats property or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or

alcohol, the City of Yachats may search any furniture, equipment or property provided by the City of Yachats to the employee, including but not limited to, clothes (uniforms), locker, toolbox, and desk. Employees should have no expectation of privacy in any property, equipment or supplies provided by the City of Yachats to employee.

Commented [A34]: CIS strongly recommends preparing a "consent to search" form for the employee to sign before a search is conducted. Please contact CIS for a sample "consent to search" form.

Employee Refusal to Test/Search

An employee who refuses to consent to a test or a search when there is reasonable cause to suspect that the employee has violated this policy is subject to disciplinary action up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.

An employee who refuses to cooperate with any tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

Crimes Involving Drugs and/or Alcohol

Employees shall report the following within one business day of the event:

- Any criminal arrest or conviction for drug- or alcohol-related activity;
- Entry into a drug court or diversion program; or
- Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).

Failure to report as required will result in disciplinary action up to and including termination.

Drug and Alcohol Treatment

The City of Yachats recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. The City of Yachats is willing to help such employees obtain appropriate treatment.

An employee who believes they have a problem involving the use of alcohol or drugs should ask a City Manager for assistance.

the City of Yachats will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any

rehabilitation or treatment program will be a shared financial responsibility of the employee and the City of Yachats to the extent its existing benefits package covers some or all program costs.

Although the City of Yachats recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of the City of Yachats policy is discovered, the employee's willingness to seek the City of Yachats or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

Discipline and Consequences of Prohibited Conduct

An employee who violates this policy will be subject to either termination or a last-chance agreement.

A last-chance agreement is an agreement whereby an employee who would otherwise be terminated is provided an opportunity to address their substance abuse issue and/or performance or safety issues. The last-chance agreement will inform the employee of the problems noted with their performance and specify the performance required for the employee to achieve in order to continue to be employed by the City of Yachats. Violation of the provisions of a last-chance agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, agency, or the City of Yachats is prohibited unless written authorization is obtained from the employee.

Alcohol/Drug Use, Abuse and Testing Policy

Prohibited Conduct

The following conduct is strictly prohibited and will result in disciplinary action up to and including termination:

- a. Possession, sale and/or use of drugs on City premises, while in City provided clothes, while on City or work-related travel, or while on City business;

Commented [A35]: Note: An organization may require an employee to enter into a "last chance agreement" in lieu of termination. Language regarding this option can be found in the "zero tolerance" policy above. If your organization wishes to use last-chance agreements, it should specify so in the policy and list it as an "and/or" option with termination.

- ~~b. Failure to notify the City of an arrest or conviction under any criminal drug or alcohol statute within two days of the arrest or conviction;~~
- ~~c. Possession and/or consumption of alcoholic beverages or being under the influence of alcohol during work hours, while in City provided clothes or on City premises, while operating a City vehicle (or while operating a personal vehicle in connection with the performance of City business), or while performing job functions other than at the employee's home; or.~~
- ~~d. Being under the influence of drugs while on duty, on City premises, on City work time, while in City provided clothes, while on City business, or while operating an City vehicle (or while operating a personal vehicle in connection with the performance of City business).~~

As used in this policy, "drug" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.

Prescription Medication and Medical Marijuana

~~An employee who uses prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or that may affect the safety or well-being of others, must notify the City Administrator of such use immediately before starting or resuming work. This includes, without limitation, medical marijuana. Employees who use medical marijuana in connection with a disability should discuss with their Supervisor other means of accommodating the disability in the workplace, as City will not agree to allow an employee to use medical marijuana as an accommodation. (See "Disability Accommodation Policy," above.)~~

Testing

The City reserves the right to:

- ~~a. subject applicants who are given a conditional offer of employment in a safety-sensitive position to a drug and/or alcohol test;~~

- ~~b. test employees reasonably suspected of using drugs or alcohol in violation of this policy;~~
- ~~c. discipline or discharge employees who test positive or otherwise violate this policy; and~~
- ~~d. test employees after an on-the-job accident.~~

~~The phrase "reasonable suspicion" (or in any variation) used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol, or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:~~

- ~~• a pattern of abnormal or erratic behavior;~~
- ~~• information provided by a reliable and credible source;~~
- ~~• a work-related accident;~~
- ~~• direct observation of drug or alcohol use;~~
- ~~• presence of the physical symptoms of drug or alcohol use (*i.e.*, glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);~~
- ~~• unexplained significant deterioration in individual job performance;~~
- ~~• unexplained or suspicious absenteeism or tardiness;~~
- ~~• employee admissions regarding drug or alcohol use; and~~
- ~~• unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.~~

~~Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. This documentation shall be forwarded to the City Administrator. Whenever possible, supervisors should locate a second employee or witness to corroborate his/her "reasonable cause" findings.~~

~~An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by the City~~

Commented [A36]: If properly announced, employers may engage in "random" drug testing. Please consult with counsel or Pre-Loss about the advisability of instituting such a program.

Commented [A37]: The types of tests described here should be those that are used by your organization's testing company.

~~Administrator. The letter of notification shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.~~

Search of Property

~~When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City property, or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, the City may search the employee's possessions located on City property, including but not limited to, clothes, locker, lunchbox, toolbox, and desk. Employees should have no expectation of privacy in any items they bring on to City property, or in property, equipment or supplies provided by City to employee.~~

Employee Refusal to Test/Search

~~An employee who refuses to consent to a test or a search when there is reasonable cause to suspect that the employee has violated this policy is subject to disciplinary action up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.~~

~~An employee who refuses to cooperate with any and all tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.~~

Crimes Involving Drugs and/or Alcohol

~~Employees shall report:~~

- ~~• any criminal arrest or conviction for drug or alcohol-related activity within five days of the arrest or conviction;~~
- ~~• entry into a drug court or diversion program; or~~
~~loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).~~

Commented [A38]: CIS strongly recommends preparing a "consent to search" form for the employee to sign before a search is conducted. Please contact Pre-Loss for more information.

~~Failure to report as required will result in disciplinary action up to and including termination.~~

~~Drug and Alcohol Treatment~~

~~The City recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. The City is willing to help such employees obtain appropriate treatment.~~

~~An employee who believes that he or she has a problem involving the use of alcohol or drugs should ask a supervisor or the City Administrator for assistance.~~

~~The City will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and the City to the extent its existing benefits package covers some or all of the program costs.~~

~~Although the City recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of the City's policy is discovered, the employee's willingness to seek the City's or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.~~

~~Confidentiality~~

~~All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, agency, or the City is prohibited unless written authorization is obtained from the employee.~~

B. Cellular Devices Policy

C. This policy applies to employee use of cell phones, smart phones, tablets and similar devices, all of which are referred to as "mobile devices" in this policy.

D. Cell Phones and Mobile Devices in General

- E. Employees are allowed to bring personal mobile devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.
- F. Employees who use personal or the City of Yachats-provided mobile devices may not violate the City of Yachats policies against harassment, bullying, and discrimination. Thus, employees who use a personal or the City of Yachats -provided mobile device to send a text or instant message or DM to another employee (or to someone not employed by the City of Yachats) that is in violation of the City of Yachats policies prohibiting discrimination, harassment, and bullying will be subject to discipline up to and including termination.

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

~~Cell Phones and Cellular Devices in General (both City provided and personal cell phones/cellular devices)~~

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

~~Employees who use personal or City provided cell phones/Cellular Devices may not violate the City’s policies against harassment and discrimination. Thus, employees who use a personal or City provided cell phone/Cellular Device to send a text or instant message to another employee (or to a citizen or someone not employed by the City) that is harassing or otherwise in violation of the City’s no-harassment and no-discrimination policies will be subject to discipline up to and including termination.~~

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

Employee Use of the City of Yachats – Provided or Paid for Mobile Devices

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

Employees who receive a mobile device from the City of Yachats must agree to not use the mobile device for personal use except in emergency situations and must abide by all aspects of the Mobile Device Policy. Further, employees who receive a cell phone or mobile device from the City of Yachats must acknowledge and understand that because the mobile device is paid for and provided by the City of Yachats, or subsidized by the City of Yachats, any communications (including text messages) received by or sent from the mobile device may be subject to inspection and review if the City of Yachats has reasonable grounds to believe that the employee’s use of the cell phone violates any aspect of the Mobile Device Policy or any other the City of Yachats policy. Employees should have no reasonable expectation of privacy in an the City of Yachats-provided or -paid for mobile device. An employee who refuses to provide the City of Yachats access to their personal mobile device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Family and friends may not use an employee’s the City of Yachats-provided mobile device.

Employee Use of City Provided Cell Phones/Cellular Devices

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

~~Employees who receive a cell phone or Cellular Device from the City must agree to not use the cell phone/Cellular Device for personal use except in emergency situations and must abide by all aspects of the Cellular Device Policy. Further, employees who receive a cell phone or Cellular Device from~~

~~the City must acknowledge and understand that because the cell phone/Cellular Device is paid for and provided by the City, or subsidized by the City, any communications (including text messages) received by or sent from the cell phone/Cellular Device may be subject to inspection and review if the City has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Cellular Device Policy or any other City policy. An employee who refuses to provide the City access to his/her personal cell phone/Cellular Device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.~~

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

Employee Use of Cell Phones/Cellular Devices with Cameras

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

Cell Phones/Cellular Devices and Public Records

~~City related business conducted on City provided or personal cell phones/Cellular Devices, may be subject to disclosure under Oregon's Public Records laws.~~

Cell Phone/Cellular Device Use While Driving

~~The use of a cell phone or Cellular Device while driving may present a hazard to the driver, other employees and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of hand-held cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of City vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by the City.~~

~~Employees are prohibited from using hand-held cell phones for any purpose while driving on City authorized or City related business. This policy also prohibits employees from using a cell phone or other device to send or~~

~~receive text or “instant” messages while driving on City business. Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or Cellular Device for the call. In either situation, such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.~~

C. Use of City Email and Electronic Equipment, Facilities and Services

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

Ownership

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

Use

~~All the City of Yachats electronic equipment and services are provided and intended for the City of Yachats business purposes only and not for personal matters, communications, or entertainment. Access to the Internet, websites and other electronic services paid for by the City of Yachats are to be used for the City of Yachats business only. This means, for example, that employees may not use the the City of Yachats-provided Internet, or the City of Yachats electronic equipment and services to:~~

- ~~• Display or store any sexually explicit images or documents, or any images or documents that would violate the City of Yachats’s no-harassment, no-discrimination or bullying policies;~~
- ~~• Play games (including social media games) or to use apps of any kind;~~
- ~~• Engage in any activity that violates the rights of any person or the City of Yachats, and that is protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);~~

Commented [A39]: It is not advisable to have a “zero use” policy like this one if your organization allows incidental use. This and the rest of the policy will need to be modified to reflect the realities of your workplace.

- Engage in any activity that violates the right to privacy, of protected healthcare information or otherwise, or other the City of Yachats-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, spyware, adware and other malware);
- Download or view streaming videos for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, provided it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

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

Inspection and Monitoring – No Right to Privacy

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

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

Personal Hardware and Software

Employees may not install personal hardware or software on the City of Yachats computer systems or mobile devices without approval from City Manager. All software installed on the City of Yachats's computer systems must be licensed.

Copying or transferring of the City of Yachats-owned software to a personal device/equipment may be done only for personal devices/equipment used for the City of Yachats business and with the written authorization of the City Manager.

Unauthorized Access

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

Security

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

Inappropriate Web Sites

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

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

Ownership

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

Use

All of the City's electronic equipment, facilities and services are provided and intended for City business purposes only and not for personal matters, communications or entertainment. Access to the Internet, web sites and other

~~electronic services paid for by the City are to be used for City business only. This means, for example, that employees may not use the City provided Internet, or City electronic equipment, facilities and services to:~~

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

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

Inspection and Monitoring

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

~~All information and communications in any format, stored by any means on the City's electronic equipment, facilities or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of~~

Commented [A40]: It is not advisable to have a "zero use" policy if your organization allows incidental use. This and the rest of the policy will need to be modified to reflect the realities of your workplace.

security, but the use of a personal password does not affect the City's ownership of the electronic information, electronic equipment, facilities, or services, or the City's right to inspect such information. The City reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail and other such material to monitor the use of all of the City's electronic equipment, facilities and services, including all communications and internet usage and resources visited. The City will override all personal passwords if it becomes necessary to do so for any reason.

Personal Hardware and Software

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

Unauthorized Access

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

Security

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

Inappropriate Web Sites

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

D. Social Media

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

F. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of coworkers, or otherwise adversely affects our residents or people who work on behalf of the City of Yachats or the City of Yachats legitimate business interests may result in disciplinary action up to and including termination.

G. Prohibited Postings

H. Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate any the City of Yachats policies, including the City of Yachats's no-harassment and no-discrimination and workplace violence policies. Similarly, postings that include threats of violence, that are physically threatening or intimidating, bullying or harassing, will not be tolerated and may subject an employee to discipline, up to and including termination.

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

J. Express only your personal opinions. Never represent yourself as a spokesperson for the City of Yachats unless you are authorized by your manager/supervisor to do so. If the City of Yachats is a subject of the content you are creating, be clear and open about the fact that you are a City of Yachats employee and make it clear that your views do not represent those of the City of Yachats or its employees or elected officials.

K. Encouraged Conduct

L. Always be fair and courteous to coworkers, the residents we serve, the City of Yachats's employees and elected officials, and suppliers or other third parties who do business with the City of Yachats.

Commented [A41]: Use the actual titles of your organization's policies here. You can add other policies here, such as a Code of Conduct, or a professionalism policy. What is important to YOUR organization?

- M. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your coworkers, or by utilizing our Open-Door Policy, than by posting complaints to a social media outlet. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, coworkers, the City of Yachats employees or elected officials, that might constitute harassment or bullying, and/or that violate the City of Yachats policies. Examples of such conduct might include offensive posts that a reasonable person would perceive as calculated to intentionally harm an individual's personal or professional reputation, posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or the City of Yachats policy.
- N. Maintain the confidentiality of the City of Yachats's confidential information. Do not post internal reports, policies, procedures or other internal, the City of Yachats-related confidential communications or information. (See "Confidential the City of Yachats Information" policy, below.)
- O. Nothing in this policy is meant to prevent an employee from exercising their right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern that does not unduly disrupt the City of Yachats operations. Employees are free to express themselves as private citizens on social media sites, but an employee's exercise of expression is balanced against the City of Yachats's interest in the effective and efficient fulfillment of its responsibilities to the public.
- P. Request for Employee Social Media Passwords**
- Q. the City of Yachats's supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant to disclose or to provide access through the employee's or applicant's username and password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a username and password that would otherwise allow a supervisor/manager to access a private email account not provided by the City of Yachats.
- R. Nothing in this policy prohibits the City of Yachats from requiring an employee to produce content from their social media or internet account in connection with the City of Yachats-sponsored investigation into

~~potential misconduct, unlawful or unethical behavior, or policy or rule violations.~~

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

~~Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of the City or the City's legitimate business interests may result in disciplinary action up to and including termination.~~

~~Prohibited Postings~~

~~Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate the City's no-harassment and no-discrimination policies and that include discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.~~

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

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

~~Encouraged Conduct~~

~~Always be fair and courteous to co-workers, the citizens we serve, the City's employees and elected officials, and suppliers or other third parties who do business with the City. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by~~

~~utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, City employees or elected officials, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.~~

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

Request for Employee Social Media Passwords

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

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

E. Confidential City Information

F. Employees must not access, use, or disclose sensitive or confidential information or data except in accordance with the City of Yachats policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use, or disclose

confidential information contrary to Oregon or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

G. 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 Yachats) may be removed from our premises without permission from City Manager. Likewise, any materials developed by the City of Yachats's employees in the performance of their jobs is the property of the City of Yachats and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to the City of Yachats's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

~~Employees must not access, use or disclose sensitive or confidential information or data except in accordance with City policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use or disclose confidential information contrary to Oregon or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.~~

~~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) may be removed from our premises without permission from the City. Likewise, any materials developed by the City's employees in the performance of their jobs is the property of City and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to the City's business may not be disclosed to anyone, except where required for a business purpose or when required by law.~~

F. Artificial Intelligence in the Workplace

This policy aims to ensure that employee use of AI Chatbots conforms with the City of Yachats policies and goals relating to privacy, confidentiality and data security and is used to enhance productivity and efficiency.

Although AI takes many forms and can serve many different functions, this policy addresses only the use of a web-based interface to ask or “prompt” the chatbot in a conversational manner to find answers to questions or to create or edit written content (for example, Open AI’s ChatGPT and Google’s Bard). This policy applies to all the City of Yachats employees and to all work associated with the City of Yachats that those employees perform, regardless of location (on or off the City of Yachats premises).

AI Usage in General

Employees wishing to use AI chatbots in connection with work should discuss the parameters of the intended use with their city manager. The supervisor or manager may approve, deny or modify the requested parameters as best meets the City of Yachats policy, legal requirements or other needs of the City of Yachats. A supervisor or manager may not approve any request to use AI when the use will involve entering propriety or confidential the City of Yachats data without review by the **City Manager**.

All AI chatbot-generated content must be properly cited as “AI chatbot-generated content” when used as a resource for the City of Yachats work, except for general correspondence (such as email or text).

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify actual information generated by the chatbot, that information cannot be used for work purposes.

Authorized AI-generated uses include general knowledge questions meant to enhance your understanding on a work-related topic; to brainstorm ideas related to projects you are working on; to create formulas for Excel spreadsheets or similar programs; to develop or debug code (to be verified before use); to draft an email or letter; for drafting job descriptions or job announcements; or to summarize online research or to create outlines for projects.

Employees must always comply with Oregon’s record retention and public records laws, and any the City of Yachats policy relating to the retention or destruction of public records.

Prohibited AI Uses

Prohibited AI-generated uses include:

- Using any text created by an AI chatbot in final work products of any kind (except as noted above);
- Copying/pasting, typing or in any way submitting the City of Yachats content or data of any kind into the AI chatbot;
- Inputting confidential or sensitive information about the City of Yachats employees (past or present), any individual with reasonable or legally protected privacy interests, or descriptions of the City of Yachats personnel matters into the AI chatbot; or
- Inputting data or information into an AI chatbot that discloses confidential or propriety information of the City of Yachats.

Ethical use

Employees must use generative AI chatbots in accordance with all the City of Yachats policies and values. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the City of Yachats. Such misuse will result in discipline, up to and including termination of employment.

Monitoring

All the City of Yachats policies relating to computer usage, mobile devices and the like apply when using AI chatbots on work time, regardless of whether the equipment is owned or provided by the City of Yachats.

F.G. Ethics

- H. The City of Yachats believes in treating people with respect and adhering to ethical and fair business practices. Employees must avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with the interests of the City of Yachats or the City of Yachats 's residents.
- I. The City of Yachats employees are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. Information on Oregon's ethics laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

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

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

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

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

G. Open-Door Policy

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

~~The City's Open-Door Policy is based on our belief that employee suggestions for improving the City are welcome at any time. If you have a complaint,~~

~~suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in the City, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by the City Administrator.~~

H. Outside Employment

~~Generally, employees may obtain employment with an employer other than the City of Yachats or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.~~

~~An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action.~~

~~Employees may not accept outside employment that involves:~~

- ~~• The use of the City of Yachats time (including the employee's work time), the City of Yachats facilities, equipment and supplies, or the prestige or influence of the employee's position with the City of Yachats. In other words, the employee may not engage in private business interests or other employment activities on the City of Yachats's time or using the City of Yachats's property;~~
- ~~• The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works (or by a State agency); or~~
- ~~• Receipt of money or anything of value for performance of duties that the employee is required to perform for the City of Yachats.~~

~~The City of Yachats requires employees to report outside employment to their City Manager before the outside employment begins. Thereafter, an employee must provide an update to their City Manager on an annual basis, or sooner if any changes in outside employment occur. Employees who accept outside employment in violation of this policy may be subject to discipline, up to and including termination.~~

~~Generally, employees may obtain employment with an employer other than the City or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.~~

~~An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action.~~

~~Employees may not accept outside employment that involves:~~

- ~~• The use of City time (including the employee's work time), facilities, equipment and supplies, or the prestige or influence of the employee's position with City. In other words, the employee may not engage in private business interests or other employment activities on the City's time or using the City's property;~~
- ~~• The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works; or~~
- ~~• Receipt of money or other consideration for performance of duties that the employee is required to perform for the City.~~

~~The City requires employees to report outside employment to their City Administrator on an annual basis, or sooner if any changes in outside employment occurs.~~

~~I. Criminal Arrests and Convictions~~

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

- ~~1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on the City of Yachats property, or in the City of Yachats vehicle (see "Alcohol/Drug Use, Abuse and Testing" policy above);~~
- ~~2. All arrests, citations, convictions, guilty pleas or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or~~
- ~~3. If you are arrested, cited, or convicted of a violation of any law that will prevent you from performing the essential functions of your position.~~

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

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

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

- ~~1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no-contest pleas or diversions that result from conduct which occurred while on duty, on City property, or in an City vehicle (see "Alcohol/Drug Use, Abuse and Testing" policy above);~~
- ~~2. All arrests, citations, convictions, guilty pleas or no-contest pleas that result from crimes involving the theft or misappropriation of property, including money; or~~
- ~~3. If you are arrested, cited or convicted of a violation of any law that will prevent you from performing the essential functions of your position.~~

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

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

J. Political Activity

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

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

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

- ~~• Be required to give money or services to aid any political committee or any political campaign;~~

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

K. Bad Weather/Emergency Closing

Except for regularly scheduled holidays identified by the City (see "Holidays" section, above), the City is open for business on Mondays through Fridays during normal business hours. ~~If there are Except for regularly scheduled holidays identified by the City of Yachats (see "Holidays" section, above), the City of Yachats is open for business on Mondays through Fridays during normal business hours. If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the City Manager will decide whether to and to what extent the City of Yachats will close. Will be notified by City Manager, such as via phone, email, internet, a call-in number, etc.~~

~~In the event of extreme bad weather, we recognize that each employee's ability to safely reach work may be different. If you cannot safely report to work in such circumstances, you should contact your manager. If staff cannot reach the office and are able to serve the City of Yachats from home, you should do so subject to approval by your manager or supervisor. Safety and a trustworthy approach are your guides.~~

~~circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the City Administrator (or his/her designee) will decide whether to and to what extent the City will close. Employees will be reached via phone or text message.~~

~~In the event of extreme bad weather, we recognize that each employee's ability to safely reach work may be different. If you cannot safely report to work in such circumstances, you should contact your manager. If staff cannot reach the office and are able to serve the City from home, you should do so subject to approval by your manager or supervisor. Safety and a trustworthy approach are your guides.~~

Commented [A42]: Check applicable collective bargaining agreements to find out whether they state anything about how employees will be paid on bad weather days. If there is nothing on point, the employer gets to choose how employees should be compensated, if at all. For example, some employers require employees to use accrued vacation time on bad weather days and make it an unpaid day for those who have no accrued leave. Whatever approach you use, it should be described here.

Commented [A43]: Check applicable collective bargaining agreements to find out whether they state anything about how employees will be paid on bad weather days. If there is nothing on point, the employer gets to choose how employees should be compensated, if at all. For example, some employers require employees to use accrued vacation time on bad weather days, and make it an unpaid day for those who have no accrued leave. Whatever approach you use, it should be described here.

M.V. Driving While on Business

W. Employees working in positions where driving is an essential function of their duties must possess a valid driver's license and must carry auto liability insurance on any personal vehicles used to conduct the City of Yachats business. Employees who use their own vehicles for authorized the City of Yachats business use should make any necessary arrangements with their insurance carriers.

X. The City of Yachats may verify the validity of an employee's driver's license and/or driving record at the time of hire and at any point during their employment if driving is an essential function of their job or if so doing relates to a legitimate business purpose of the City of Yachats. the City of Yachats receives automated reports from the Department of Motor Vehicles (DMV) regarding its employees' driving records and notifies the City of Yachats when there are transactions on an employee's driving record such as speeding tickets and citations.

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

Z. Employees who receive a ticket or citation while driving a City of Yachats-owned vehicle or while on the City of Yachats business will be responsible for paying the fine (if any) associated with the ticket or citation and may face discipline up to and including termination.

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

Commented [A44]: Do not use the last sentence in this paragraph if your organization does not currently use, or have plans to use, the DMV reports described here.

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

Commented [A45]: Do not use the last two sentences in this paragraph if your organization does not currently use, or have plans to use, the DMV reports described here.

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

N-AA. Workplace Violence

BB. Threats and acts of violence made by an employee against another employee, volunteer, elected official, or member of the public with respect to that person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner by the City of Yachats.

CC. All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with the City of Yachats, or that threaten the safety, security or financial interests of the City of Yachats. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer or elected official. Employees should make such reports directly to the City Manager.

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

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

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

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

~~O.EE.~~ Workplace Inspections – No Right to Privacy or Confidentiality

~~FF. This policy applies to inspections conducted by the City of Yachats pursuant to policy, established practice or law unless otherwise addressed in a different policy in this Handbook or applicable CBA.~~

~~GG. A City of Yachats-led inspection may include a search of any organization-provided property, such as desks, work areas, file cabinets, voicemail/phone systems and computer systems (including email accounts maintained by the City of Yachats and internet browsing history). *Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail/phone and computer systems assigned to them by the City of Yachats; **these areas are not private.***~~

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

~~An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voice mail systems and computer systems. *Employees are strongly*~~

~~discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voice mail and computer systems assigned to them by the City; these areas are not private.~~

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

P.HH. Smoke-Free Workplace

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

JJ. The City of Yachats buildings and vehicles are tobacco- and marijuana-free areas. Tobacco/marijuana use is prohibited during working hours. Further, The City of Yachats prohibits tobacco/marijuana use in or around the City of Yachats vehicles and equipment or machinery.

KK. Employees who smoke must do so outside of the City of Yachats's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows. The City of Yachats has established employee smoking areas; please contact City Manager for more information.

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

~~The City buildings and vehicles are tobacco-free areas. Tobacco use is prohibited during working hours. Further, the City prohibits tobacco use in or around City vehicles and equipment or machinery.~~

~~If you wish to smoke, you must do so outside of the City's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows. The City has established employee smoking areas that your supervisor can show you.~~

Hiring of Family Members

~~Relatives of current employees, or individuals involved in an intimate personal or financial relationship with a current employee, are eligible for hire at the City of Yachats subject to the same selection and evaluation process and job requirements as any other applicant. However, persons will not be hired or promoted into positions in which one family member (as defined by Oregon law) or person involved in an intimate personal or financial relationship, would fall under the direct line of supervision of the other family member or partner.~~

~~All employees shall avoid being in a position where they are subject to supervisory or oversight authority by a family member, member of their household, or a person with whom they have an intimate personal or financial relationship. If the relative relationship is established after employment as a result of organizational restructuring, marriage, or a development of an intimate personal or financial relationship, the employees involved have an obligation to immediately inform City Manager. The employees and the City of Yachats will jointly make a good faith effort to find an alternative assignment for one of the two employees. Depending on business need, this may include, but is not limited to restructuring duties, assignment to another position, and assignment to another shift or change in supervision. If no alternative assignment is available, the two employees will have 30 days to decide who will resign. If a decision is not made within 30 days, the City of Yachats will make the final decision, based on the City of Yachats operational and financial needs.~~

~~Policy violations including, but not limited to, failure to disclose a family relation, or an intimate personal or financial relationship, will be investigated by the City of Yachats. Policy violations may result in discipline, up to and including termination of employment. Supervisors and lead workers may be disciplined for taking employment actions based upon the relationship.~~

VI. Termination of Employment

A. Workplace Rules and Prohibited Conduct

A. Workplace Rules and Prohibited Conduct

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

- Falsification of employment, time or other the City of Yachats records.
- Recording time worked of anyone other than yourself; allowing another employee to record your work time.
- Theft or the deliberate or careless damage or destruction of any the City of Yachats property, or the property of any other employee, member of the public, vendor or third party.
- Unauthorized use of the City of Yachats equipment, materials, or facilities.
- Provoking a fight or fighting during work hours or on the City of Yachats property.
- Carrying firearms or any other dangerous weapon on the City of Yachats premises at any time.
- Engaging in criminal conduct while at work.
- Causing, creating, or participating in a significant or substantial disruption of work during working hours on the City of Yachats property.
- Insubordination, including but not limited to failure or refusal to follow the lawful orders or instructions of a supervisor or member of management.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. Employees are expected to be at work on time, remain until the workday ends, and perform the work assigned to or requested.
- Sleeping on the job; faking illness or injury to avoid working.
- Excessive personal telephone calls or texting during working hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City of Yachats.

Commented [A46]: Your organization may wish to consider having a stand-alone policy that prohibits employees from bringing firearms or weapons to work.

- Misrepresentation of the City of Yachats policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City of Yachats. Employees may not use the City of Yachats's name, logo, likeness, facilities, assets, or other resources of the City of Yachats for personal gain or private interests.
- Violation of any safety, health, security or the City of Yachats policy, rule, or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City of Yachats or outside regulatory or legislative bodies.
- Failing to timely pay water/sewer/tax accounts with the City of Yachats on time, and/or whose City of Yachats -provided services are disconnected. This includes, without limitation, situations where the employee writes a check to the City of Yachats that is refused for payment due to non-sufficient funds.

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

H. Corrective Action/Discipline Policy

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

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

In all cases, the City of Yachats will determine the nature and extent of any discipline based upon the circumstances of each individual case and, where applicable,

collective bargaining agreement provisions. the City of Yachats may proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when the City of Yachats deems such action appropriate. The City of Yachats retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment).

I. Retirement or Resignation from Employment

Employees choosing to resign or retire are asked to give the City of Yachats as much notice as possible – preferably a minimum of two weeks. When giving two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. Employees who do not give two-weeks' notice of their intent to leave the City of Yachats will not be eligible for re-employment at a later date.

Commented [PB47]: Delete this sentence if this is not your organization's practice.

Employees who miss three or more consecutive workdays without contacting their immediate supervisor are typically considered to have resigned their employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with City Manager before making a final decision.

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

J. References

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

By policy, the City of Yachats discloses only the dates of employment and position(s) held of former employees. A former employee who wants additional personnel information disclosed must authorize the City of Yachats to do so in a writing that identifies the City of Yachats by name and authorizes the City of Yachats to disclose documents or other information specifically identified by the former employee.

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

- ~~• Falsification of employment or other City records.~~
- ~~• Recording of work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time sheets (your own or another employee's).~~
- ~~• Theft or the deliberate or careless damage or destruction of any City property, or the property of any other employee, citizen, vendor or third party.~~
- ~~• Unauthorized use of City equipment, materials or facilities.~~
- ~~• Provoking a fight or fighting during work hours or on City property.~~
- ~~• Carrying firearms or any other dangerous weapon on City premises at any time.~~
- ~~• Engaging in criminal conduct while at work.~~
- ~~• Causing, creating or participating in a significant or substantial disruption of work during working hours on City property.~~
- ~~• Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City employee, customer or vendor.~~
- ~~• Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.~~
- ~~• Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.~~
- ~~• Sleeping or malingering on the job.~~
- ~~• Excessive personal telephone calls during working hours.~~
- ~~• Unprofessional appearance during normal business hours.~~

Commented [A48]: Your organization may wish to consider having a stand-alone policy that prohibits employees from bringing firearms or weapons to work.

- ~~Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City.~~
- ~~Misrepresentation of City policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City. Employees may not use the City's name, logo, likeness, facilities, assets or other resources of the City for personal gain or private interests.~~
- ~~Violations of the Ethics Policy or Oregon's Ethics laws.~~
- ~~Violation of any safety, health, security or City policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City or outside regulatory or legislative bodies.~~
- ~~Failing to timely pay water/sewer/tax accounts with the City on time, and/or whose City provided services are disconnected. This includes, without limitation, situations where the employee writes a check to the City that is refused for payment due to non-sufficient funds.~~
- ~~Harassment or discrimination that violates City policy.~~

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

~~B. Corrective Action/Discipline Policy~~

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

~~intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.~~

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

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

~~B. Retirement or Resignation From Employment~~

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

~~Employees who miss three or more consecutive work days without contacting their immediate supervisor are typically considered to have resigned their employment.~~

~~If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with the City Administrator before making a final decision.~~

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

C. References

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

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

Employee Acknowledgement

VERSION ONE: At-Will and Union Employees

Acknowledgment of Receipt of 2026 City of Yachats Personnel Policies Employee Handbook

2026 City of Yachats Personnel Policies Employee Handbook Version 2026

I acknowledge that I have received and will read a copy of the 2026 City of Yachats Personnel Policies Employee Handbook. I also understand that a copy of the 2026 City of Yachats Personnel Policies Employee Handbook is available to me at any time to review on the City's intranet.

I understand that the City of Yachats has adopted the 2026 City of Yachats Personnel Policies Employee Handbook only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in the City of Yachats's sole discretion. I also understand that the 2026 City of Yachats Personnel Policies Employee Handbook control over any other contradictory statements, other than those found in applicable collective bargaining agreements. I acknowledge that the 2026 City of Yachats Personnel Policies Employee Handbook is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

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

I have reviewed or will review the City of Yachats's policies regarding equal employment opportunity and that the City of Yachats aims to provide a workplace free of harassment, discrimination, and retaliation. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation, or harassment to Human Resources, the City Manager, or any trusted manager or supervisor.

During my employment with the City of Yachats, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new

Commented [A49]: CIS provides two versions of the Employee Acknowledgement form: One version that would be suitable for both at-will and union employees, and another that is suitable for union employees only. The latter version is provided in response to criticism from unions who believe that the former version doesn't adequately address their rights.

The primary goal of this form is to get something in writing, signed by the employee, indicating that he/she received a copy of the handbook. Other details included in the acknowledgement form may be deleted in favor of achieving this goal.

policies are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

Employee Signature _____ Date

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

Acknowledgment of Receipt of 2016 Personnel Policies

I acknowledge that I have received and will read a copy of City of Yachats 2016 Personnel Policies. I also understand that a copy of the Personnel Policies] is available to me at any time to review in the Document Library and in the City Administrator's Office.

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

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

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

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

~~I have read this acknowledgement carefully before signing.~~

~~_____~~
~~-----~~

~~Employee Signature _____ Date~~

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



City Council Regular Meeting

Meeting Date: April 15, 2026

ITEM TITLE: *Admin Policy #26- Ethics for Public Officials: Food, Beverage, and Compensation*

DISCUSSION/BACKGROUND/ISSUE:

Providing meals at meetings and events has been a common practice among Oregon local governments. However, recent OGEC guidance indicates this may violate ethics laws. Under ORS 244.040(1), public officials may not use their position for financial gain, which includes receiving food or beverages. A limited exception allows such provisions only if they are formally approved as part of a compensation package.

The proposed policy ensures compliance with Oregon ethics law (ORS 244.040) and guidance from the Oregon Government Ethics Commission. It clarifies that providing food and beverages to officials and employees is generally prohibited unless formally included as compensation. Adoption will reduce legal risk, increase transparency, and provide clear guidance.

RELEVANCE TO 2026 COUNCIL GOALS:

1. Secure Sustainable Water Storage & Improve wastewater and water sustainability efforts
2. Provide safe access to and use of city infrastructure, trails, and parks
3. Identify ways to expand the housing supply and diversify housing options

4. Environmentally aware in all we do
 5. Effectively manage and plan for the city's financial needs
 6. Deliver efficient, effective, transparent municipal services
 7. Synchronize and update city policies and administrative rules.
 8. Continue to prepare for all emergencies
-

Recommendation:

Staff recommends the adoption of Administrative Policy No. 26

PREPARED BY:

Bobbi Price, City Manager

Administrative Policy No. 26

Ethics for Public Officials

Food, Beverage, and Compensation

Purpose

The purpose of this policy is to ensure compliance with Oregon ethics laws related to the provision of food and beverages to public officials and employees, and to establish clear guidelines under which such provisions may occur as part of an official compensation structure.

Objectives

- To ensure compliance with **ORS 244.040** and applicable Oregon Government Ethics Commission (OGEC) guidance.
- To prevent the improper use of public office for financial gain or avoidance of financial detriment.
- To provide clear direction to elected officials, appointed officials, and employees regarding acceptance of food and beverages.
- To establish when food and beverages may be lawfully provided as part of compensation.
- To promote transparency and ethical decision-making within the organization

Policy Statement

It is a common practice in Oregon for local governments to provide meals to members of their governing bodies during meetings that occur over the lunch or dinner hour, or to hold annual volunteer appreciation lunches or dinners for boards and commissions. Some local governments sponsor team-building events that include food or beverages or provide food and beverages for a holiday potluck or retirement party.

However, according to administrative guidance issued by the Oregon Government Ethics Commission (OGEC), such actions may be prohibited by state ethics laws unless specific conditions are met.

ORS 244.040(1) prohibits public officials from using or attempting to use their office or position to obtain a financial gain or avoid a financial detriment for themselves, their relatives, household members, or any associated business, if that financial gain or avoidance would not otherwise be available but for their position.

OGEC has interpreted this prohibition to apply broadly to food and beverages provided by a public body to its employees and officials. Specifically:

“When a public body offers its elected officials and employees something of value, the financial gain or avoidance of detriment is being made available to the officials and employees because they hold their positions as public officials with that public body. Under ORS 244.040, the default is that any acceptance of free food or beverage by virtue of one's position as a public official is a violation of ORS 244.040(1).”

Authorized Exception – Compensation Structure

ORS 244.040(2)(a) provides an exception to this prohibition where food or beverages are included as part of an official compensation package.

Accordingly, this policy establishes that:

- Food and beverages may be provided **only when expressly included as part of an adopted compensation package.**
- Such inclusion must be **formally approved by the governing body** (e.g., City Council, Board, or Commission).
- The policy must clearly state that such provisions are a component of compensation

Effective Date

This policy becomes effective upon adoption by the governing body, April 15, 2026.

From: Jan Kaplan via OMA Listserv <oma-listserv+j.kaplan_at_newportoregon.gov@gaggle.email>

Sent: Friday, April 3, 2026 12:43 PM

To: OMA Listserv <oma-listserv@gaggle.email>

Subject: [OMA Listserv] City of Newport request for financial support

Fellow Mayors-

In November 2025, the City of Newport learned of a proposed ICE detention facility at the Newport Municipal Airport that would displace the Coast Guard helicopter. Public opposition was overwhelming, with over 800 residents attending a City Council meeting and more than 300 written objections. The City Council formally opposed the facility, retained legal counsel, and filed suit against the federal government to prevent establishing a detention center until and unless all legal requirements are met. Legal costs are now nearing \$300,000 and the City has been using contingency funds to support this effort. The legal case continues, and the City anticipates at least \$500,000 in costs will be incurred.

As the situation has developed several local governments have adopted resolutions in support of Newport and some have inquired about supporting the city's efforts. As such, the City of Newport is asking for financial support from other local governments who would be impacted by a detention facility, as the potential establishment of an immigration enforcement, detention, processing, or related facility in Newport, Oregon, has regional impacts on the safety, local economy, and public infrastructure. Additionally, the United States Coast Guard rescue helicopter, located within the grounds of the Newport Municipal Airport, is critical for search and rescue missions in the region. Newport filed an amicus brief in the lawsuit to retain search and rescue operations in Newport and the Central Coast.

Any financial support from your local government would be greatly appreciated and alleviate the City's need to draw on contingency funds that will continue to dwindle. While we don't want to dictate what is financially feasible for your organization during this time, we recommend an amount between \$5,000-\$20,000, if possible. We recognize that you are under no obligation but would appreciate your consideration.

The city has drafted an IGA that can be used for the governing body to act. While we don't anticipate any excess funds, if this were to occur, the City would return the excess to the contributing parties on a pro rata basis, calculated according to each public entity's percentage of the total contributions.

We appreciate your consideration and please feel free to reach out if you have any questions or need more information. In addition to this email, our City Manager, Nina Vetter, will also be reaching out to fellow City Managers.

Thank you for your consideration,

Jan Kaplan, Mayor City of Newport

j.kaplan@newportoregon.gov

541-270-2667

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF NEWPORT AND
THE CITY OF [REDACTED]
FOR LITIGATION FUNDING
(To prevent an unlawful immigration detention facility and
removal of the USCG rescue helicopter)**

This Intergovernmental Agreement (“this Agreement”) is between the City of Newport, an Oregon municipal corporation (“Newport”), and the City of [REDACTED], an Oregon municipal corporation (“Funding Municipality”), each a “Party,” and collectively referred to in this Agreement as the “Parties.”

RECITALS

- A.** Both Parties are units of local government, organized and operated under the laws of the State of Oregon.
- B.** ORS 190.003 to 190.030 allows units of local government to enter into an agreement for the performance of any or all functions and activities which such units have authority to perform.
- C.** Cities have broad authority to protect the public peace, health, safety, and welfare of their residents and businesses within their jurisdictions.
- D.** The Parties share mutual interests in protecting the public peace, health, safety, and welfare of their residents and businesses within their respective jurisdictions, and in minimizing impacts on tourism, public infrastructure, and the overall well-being of their communities.
- E.** The potential establishment of an immigration enforcement, detention, processing, or related facility in Newport, Oregon, has regional impacts on the community’s well-being and local economy.
- F.** The siting and operation of an immigration enforcement, detention, processing, or related facility in or around Newport, Oregon, would have impacts on the community’s safety, local economy, and public infrastructure.
- G.** The United States Coast Guard (“USCG”) rescue helicopter, located within the grounds of the Newport Municipal Airport, is critical for search and rescue missions in the region.
- H.** Newport has incurred outside counsel legal fees and costs and anticipates incurring additional such fees and costs to (a) prevent the unlawful siting or operation of an immigration enforcement, detention, processing, or related facility, and (b) prevent the unlawful removal of the USCG rescue helicopter in Newport, Oregon (“Newport’s Litigation”).

- I. Funding Municipality wishes to provide financial support for Newport's Litigation.
- J. The purpose of this Agreement is to establish the terms under which the Funding Municipality will provide financial support to Newport for litigation costs incurred for Newport's Litigation.

AGREEMENT TERMS

IT IS HEREBY AGREED by and between the Parties above-mentioned, in consideration of the mutual promises hereinafter stated, as follows:

1. **Litigation Costs.** "Litigation Costs" means reasonable attorneys' fees, expert and consultant fees, court costs, deposition and transcript fees, discovery vendor costs, and reimbursable fees and costs related to Newport's Litigation.
2. **Permitted Uses.** "Permitted Uses" means the defined Litigation Costs, which may only be used for Newport's Litigation, except as described in Section 5(b) below.
3. **Payments.**
 - A. **Payment Structure.** Subject to the conditions herein, Funding Municipality shall provide Newport on an advance basis as follows: Advance payment shall be made in the amount of _____ (\$____) ("Funding") within thirty (30) days of execution of this Agreement solely for the payment of Litigation Costs.
 - B. **Payment Method.** Funding Municipality shall make payments to Newport either by direct deposit (ACH) or by check.
4. **Fund Tracking.** Newport shall place Funding in Newport's General Fund and track Litigation Costs expenditures.
5. **Limitations and Conditions.**
 - A. Funding shall not be used for unrelated legal matters, fines, penalties, sanctions, or internal administrative overhead not directly allocated to Newport's Litigation.
 - B. Any change to Funding or expansion of Permitted Uses requires a written amendment pursuant to Section 11.
6. **Excess Funds Reconciliation.** Within ninety (90) days following conclusion of Newport's Litigation, including the resolution of any post-judgment motions and appeals, Newport shall reconcile all funds received against the actual Litigation Costs. If total public entity contributions exceed total actual Litigation Costs, Newport shall return the excess to the contributing parties on a pro-rata basis, calculated according to each public entity's percentage of the total contributions.

In the event there are Excess Funds, Newport shall provide public entities with a reconciliation statement and supporting activity report documentation.

7. **Records.**
 - A. Nothing in this Agreement requires disclosure of attorney-client privileged or attorney work-product materials.
 - B. Newport shall maintain complete and accurate fiscal books and records of all Litigation Costs related to this Agreement, in accordance with generally accepted accounting principles.
 - C. Upon request by Funding Municipality, Newport shall provide Funding Municipality non-privileged fiscal activity reports showing the amount of donations received and expended for Litigation Costs. Funding Municipality agrees that Newport is not required to provide it with outside counsel attorney invoices.
 - D. Newport shall maintain fiscal records that relate to this Agreement for three (3) years from the date of payment.
8. **Effective Date.** This Agreement is effective upon the signature of all Parties.
9. **Initial Term.** Unless extended or terminated earlier in accordance with this Agreement, this Agreement will terminate within a period of one (1) year. However, such expiration shall not extinguish or prejudice either Party's right to enforce this Agreement with respect to any breach or default in performance which has not been cured.
10. **Renewal.** No renewal period.
11. **Modifications or Amendments.** No modifications or amendments to this Agreement will bind either Party unless in writing and signed by both Parties.
12. **Termination.** Parties may terminate this Agreement at any time by written agreement with no liability on its part, except for payment for Litigation Costs provided prior to the effective date of termination.
13. **Authorized Representatives and Notice.** Each of the Parties designates the following individuals as its authorized representative for administration of this Agreement.

City of Newport
Attention: Steve Baugher
169 SW Coast Highway
Newport, Oregon 97365
S. Baugher@NewportOregon.gov
541-574-0615

City of

Attention: Name, Title
Street Address
City, OR Zip
Email
Phone Number

Either Party may designate a new authorized representative by written notice to the other.

Any notice, invoice, payment, demand, consent, approval, or other communication to be given under this Agreement must be in writing and provided by email addressed to the Party's authorized representative, except as provided below in this section. However, if, in either Party's discretion, email is not the most appropriate method for providing notice, then notice may be provided by personal delivery; certified mail, postage prepaid, return receipt requested; or nationally recognized overnight courier. The effective date of notice shall be: for notice by email, the date and time sent if sent between the hours of 8:00 am and 5:00 pm, otherwise effective at 8:00 am the following business day; for notice delivered in person, the date and time of delivery; for notice by U.S. mail, three (3) days after the date of certification; and for notice by overnight courier, the next business day after deposit with the courier. Parties may change their respective authorized representative by giving written notice to the other Party pursuant to the requirements of this paragraph.

14. **Assignment.** Neither Party may assign rights or obligations under this Agreement without the other Party's prior written consent.
15. **No Third-Party Beneficiaries.** This Agreement confers no rights on any third parties. Funding Municipality and Newport are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or may be construed to give or provide any benefit or right to third persons, either directly or indirectly, unless that party is identified by name in this Agreement.
16. **Indemnity.**
 - A. To the extent permitted by law, each Party shall be responsible for the negligent or wrongful acts or omissions of its officers, employees, and agents. No Party waives any governmental immunity, defense, or limitation of liability available under applicable law.
 - B. In no event shall either Party be liable to the other for indirect, incidental, or consequential damages arising out of this Agreement, except to the extent such limitation is prohibited by law.
17. **Dispute Resolution.** The Parties shall make good-faith efforts to resolve any dispute arising under this Agreement through cooperative means, which may occur at any management level. If the Parties are unable to resolve a dispute independently, they are encouraged to pursue cooperative dispute resolution.

18. **Attorney Fees.** In the event an action, suit, proceeding, including appeals, is brought for failure to observe any of the terms of this Agreement, each Party will be responsible for that Party's own attorney fees, expenses, costs and disbursements for the action, suit, proceeding, or appeal.
19. **Choice of Law, Venue, and Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, without regard to conflict of law principles. Any action or suits involving any question arising under this Agreement must be brought in the appropriate court of the State of Oregon, and the Parties hereby consent to venue in Lincoln County Circuit Court, Oregon, unless exclusive jurisdiction is in federal court, in which case venue shall be in federal district court for the District of Oregon. This section does not constitute a waiver by the Parties of any form of defense or immunity, whether governmental immunity or otherwise, from any claim or from the jurisdiction of any court.
20. **Merger and Contract Construction.** This Agreement contains the entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements, and understandings.
21. **Severability of Provisions.** Any provision of this Agreement held to be invalid, illegal, or unenforceable by any court of competent jurisdiction shall be ineffective to the extent of such invalidity, illegality, or unenforceability without affecting the validity, legality, or enforceability of the remaining provisions to the extent that it did not materially affect the intent of the Parties when they entered into the Agreement; the rights and obligations of the Parties are to be construed and enforced as if this Agreement did not contain the particular provision held to be invalid.
22. **Multiple Counterparts.** This Agreement and any subsequent amendments may be made in one or more counterparts, each of which, when so made, shall be deemed to be an original and all of which taken together shall constitute one Agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement and any amendments so made will constitute an original.

SIGNATURES FOLLOW ON THE NEXT PAGE

SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Agreement by the date set forth below.

CITY OF NEWPORT

CITY OF _____

Approved by:

Approved by:

By: _____
Jan Kaplan, Mayor

By: _____
Name, Title

Date: _____

Date: _____

Approved as to form by:

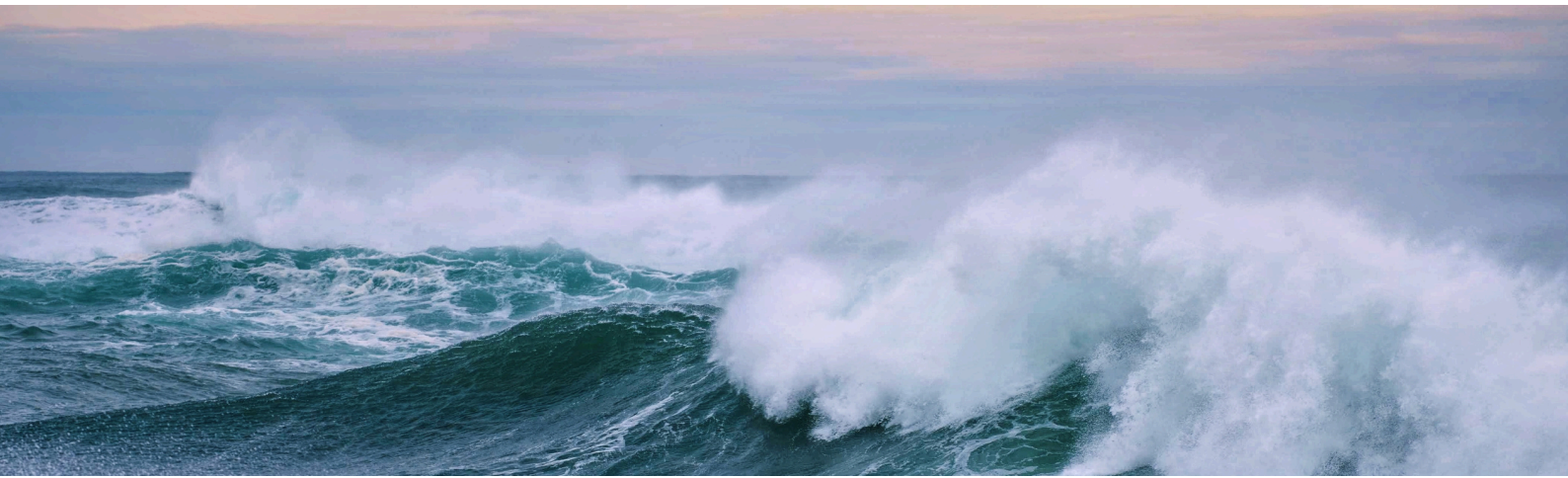
Approved as to form by:

Tiffany Johnson, City Attorney

Name, Title

Date: _____

Date: _____



City Council Report – Yachats Area Chamber of Commerce

Visit Yachats

Prepared by: Nichole Lippincott, Executive Director

Date: April, 2026

Summary of Activities

During this quarter, the Chamber focused on seasonal event activation, continued digital growth, and increasing visitor engagement. Key accomplishments included the successful execution of the annual Arts & Crafts Fair, continued expansion of social media reach, and the launch of the new website, strengthening the foundation for tourism marketing and visitor planning.

Website & Digital Infrastructure

The launch of the new website marked a significant milestone in the Chamber’s digital strategy, providing a more user-friendly and cohesive platform for visitors.

Efforts during this quarter focused on:

- Introducing the new website to users and integrating it across marketing channels
- Supporting continued growth in social media engagement through consistent storytelling and content strategy
- Strengthening digital visibility and visitor planning tools

These efforts contribute to long-term growth in online engagement and support increased visitation through improved digital access and information. See website analytics page.

Social Media & Outreach

Social media engagement continued to grow throughout the quarter, supported by consistent content creation and storytelling aligned with the new brand direction. See social media analytics page.

- Increased audience reach and engagement across platforms
- Continued development of content highlighting events, businesses, and seasonal experiences
- Strengthened connection between digital storytelling and in-person visitation

Events

Arts & Crafts Fair (March)

The annual Arts & Crafts Fair served as a key spring event, attracting approximately 500 visitors per day. The event brought together 43 vendors from across the Pacific Northwest and created a vibrant, community-centered experience for both residents and visitors.

Attendance during the weekend contributed to strong local economic activity, with businesses and lodging providers benefiting from increased visitation.

Lodging & Economic Impact

Hotel occupancy during the Arts & Crafts Fair weekend averaged approximately 95% on both Friday and Saturday nights. This reflects the continued effectiveness of Chamber-led events in driving overnight stays and supporting the local economy during the shoulder season.

Visitor Center Traffic Summary (January–March)

Visitor Center engagement increased over the course of the quarter, with higher visitation corresponding to seasonal shifts and event timing.

Monthly Visitor Counts:

- January: 487
- February: 408
- March: 703

This upward trend highlights the combined impact of event programming and digital outreach efforts. A year-over-year comparison spreadsheet has been created, [click here to view](#).

Content Creation & Campaigns

High-quality photo and video content was captured during both the **Sip & Stroll** and 4th of July weekends, building a strong foundation for year-round marketing.

A new **Winter Storm Watching Campaign** has also been developed, featuring a poster and QR code linking to coastal safety tips and travel information on the Visit Yachats website. [Click here to view the poster](#).

Outcomes & Observations

- Strong event attendance contributed to increased visitation and local economic activity
- Hotel occupancy rates indicate continued success in driving overnight stays
- Social media and digital platforms continue to show steady growth in engagement
- Visitor Center traffic trends reflect effective alignment between marketing efforts and seasonal visitation

Next Steps

Upcoming efforts will focus on:

- Continued digital growth and content development
- Leveraging website performance and analytics to guide strategy

- Supporting upcoming seasonal events and marketing campaigns
- Ongoing evaluation of visitor data to inform future decision-making
- Summer tourism engagement programs
- Sip & Stroll event on April 18th, followed by a community beach clean up in April 19th from 10am-12pm.
- 4th of July event planning



8,837
TOTAL FOLLOWERS



9,881
TOTAL FOLLOWERS

Q3 INSIGHTS

334,659

VIEWS ON FACEBOOK FOR Q3

11,630

TOTAL LIKES ON FB IN Q3

297,989

VIEWS ON INSTAGRAM FOR Q3

7,561

TOTAL LIKES ON INSTAGRAM IN Q3

Q3 YOU TUBE

1,642

IMPRESSIONS

11,098

VIEWS

Q3 INSTAGRAM STORY VIEWS

19,332

JANUARY

6,937

FEBRUARY

11,963

MARCH

Q3 NEW FOLLOWERS

1,498

FACEBOOK

1,424

INSTAGRAM

25

BLUE SKY

WEBSITE ANALYTICS AND PERFORMANCE

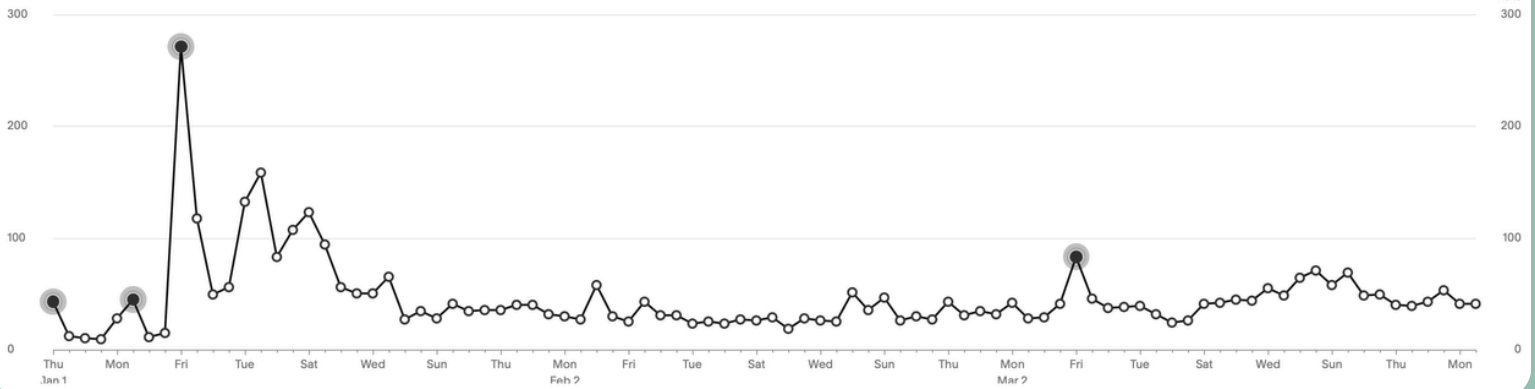
Total Visits

Unique Visitors

Visits

Jan 1 – Mar 31, 2026 • 4,168 Total +100% yr/yr

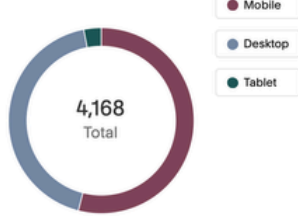
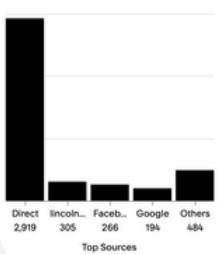
Daily



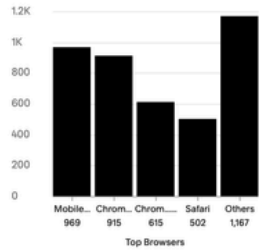
Sources by Visits

VIEW SOURCES

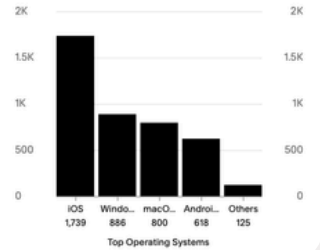
Top Devices by Visits



Top Browsers by Visits



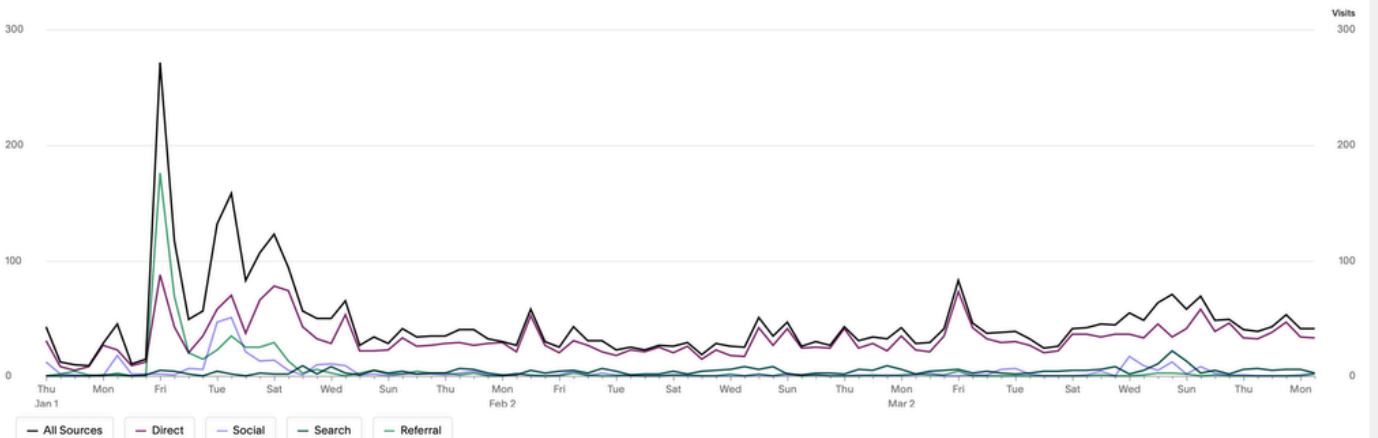
Top Operating Systems by Visits



Traffic

Custom \$ USD

Traffic Traffic Sources Search Keywords Geography





City of Yachats 2026 Goals

City of Yachats Vision

Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.

FOCUS AREA	GOAL	#	2026 ACTIONS	DELIVERABLES	ACTION LEAD	BUDGET	Q1 Project Updates	Q2 Project Updates	Q3 Project Updates	Q4 project Updates
INFRASTRUCTURE	Secure Sustainable Water age & Improve wastewater and water sustainability efforts	1.1	Engineering & Planning for new water storage and funding avenues exploration	Geotechnical work, Engineering if Geotech is adequate. Explore State and Federal funding opportunities	Mayor Berdie		Waiting for road construction to the water tank location.			
		1.2	Water Conservation Efforts	Engage citizens in conserving water best practices			Exploring tiered water rates that will naturally encourage water conservation.			
		1.3	Continue to collaborate with local, regional and state resources on water supply	Participate in Lincoln County Water Source Planning. Look for funding opportunities for existing infrastructure. Continue working with SWLWPUJ			Ensuring the relationship is strong and communication is open			
		1.4	Reduce winter inflow & infiltration into wastewater system	Fund and emphasize reduction of inflow into the wastewater system						
		1.5	Continue the storm drain master plan and include an investigation into impervious surfaces	Completed Stormwater Master Plan. Develop impervious surfaces ordinances within code and development best practices			Storm drain master plan work continues			
		1.6	Develop plans and calculate the cost for new Public Works storage and emergency shelter on property near water plant	Create a project plan for PW use of city property adjacent to water plant. Note that this may be delayed to accommodate potential road to new tank						
LIVABILITY	Provide safe access to and use of City infrastructure, parks, and trails	2.1	Continue pursuing traffic calming and pedestrian safety measures with ODOT	Evaluate if a second speed trailer should be purchased, and continue developing the Transportation Growth Management Plan with ODOT and a hired consultant.	Councilor Carey & O'Shaughnessey		Currently working on our Transportation Growth Management Scope of Work with ODOT and in the initial phases of engaging a consultant.			
		2.2	Analyzing Public Safety Data for Effective Decision-Making: Tracking the efficacy of public safety and code enforcement programs to inform decisions regarding ordinances and overall effectiveness.	Regular reports from Request Tracker, speed cameras, to radar signs from the committees. Structured report delivered to the council either monthly or quarterly. Review existing ordinances related to loitering, dogs, and camping.			Started providing a quarterly report on all code compliance complaints through the request tracker and their status. Speed is tracked monthly via the Public Works Committee. Speed has gone down noticeably in the 25mph zone with the speed trailer and lower speed zones.			
		2.3	Plan for and develop the continuation of the Estuary Walkway, extending a walkable path to the State Park and beyond to Marine Drive, thereby holistically improving overall walkability and pedestrian safety along Ocean View Drive.	Plan for improvements, add no parking and state trail signs. Relocate the camera to ensure the delineators' safety. Geotech, archeology, and planning for the Landmark Park development. Complete the Estuary Walkway build.			Currently focused on getting the scope of work out to bid for the Walkway build.			
		2.4	A comprehensive guide for the maintenance and improvement of all city-owned parks and trails located within the City limits.	Create a budget line item for capital improvements to parks						
		2.5	Begin implementing the Greater Commons Master Plan and complete the existing pavilion rebuild	Phase 2 of North Commons, YYFAP Extension planning, acoustic treatment in the MP room, and get the new green space pavilion planning on the 5-year CIP budget. Complete the existing pavilion. Add sound to the existing pavilion from the old MP room system. Build out the sink area with counters and shelves. Begin planning, designing and engineering of an outdoor public restroom, including pre-			With an extremely high need in our Capital Improvement Budget this year for water and wastewater. This means several Commons and Masterplan projects will be placed on hold. The focus for funds needs to go there. We do have the Pavilion underway. The bid will be posted by the end of April.			
		2.6	Public Art Initiative	Public Art Ordinance up for approval. Form a Public Art Committee based on the proposed Public Arts Ordinance. Develop a funding mechanism for public art. Budget for public art.			The Public Art Ordinance was approved, now we are working on forming a committee.			
		3.1	Feasibility studies on the development of middle-income housing in combination with economic development and rentable commercial spaces associated with the housing.	Exploring properties within the City limits- Budget for property purchase and initial planning	Councilor Hedlund					

HOUSING SUPPLY	Identify ways to expand the housing supply and diversify housing options	3.2	Explore strategies for repurposing existing housing stock, including vacant or underutilized properties, to create full-time residences and multi-family housing options. Including encouraging land donations for public purposes.	Identify properties for incentives to bring homes into the middle-income housing stock. Work with Habitat for Humanity to support affordable housing. Work with the City Attorney on code updates that include condemnation for abandoned homes and projects that have been in violation of City code. Develop a workgroup to support moving this forward.					
		3.3	Continue working with consultants on amending code and zoning to align with State law on housing and expand housing options in the City.	Continue following the recommendations of Cascadia Partners and the Planning Commission. Hold public meetings, consider input, and possibly adopt corresponding ordinance changes			Work continues moving forward with Cascadia Partners. On April 2nd, we held our 2nd Community Engagement meeting, and the Planning Commission and Council will hear the results from that on April 15th.		
ENVIRONMENTAL STEWARDSHIP	Environmentally aware in all we do	4.1	Street Lights Standards for City street lights to comply with Dark Sky standards	Evaluate and collaborate with CLPUD on street lighting to ensure compliance with Dark Sky and City Ordinance.	Councilor Carey		The Public Works & Streets Committee is evaluating the current street lights, as well as what the requirements are for dark skies.		
		4.2	Identify opportunities to expand open spaces, parks, and trails and encourage land donations for public purposes	Assess donation opportunities to ensure alignment with City goals.					
		4.3	Complete the Wetlands Inventory and provide education on Wetlands Pond	Consider all means to ensure that this goal is met: Contractual, DSL Management, Legislative			We have received a draft and a map. These have been through the final review of the City and have been given for final approval to the Department of State Lands on April 8th.		
		4.4	Future City construction projects should prioritize environmental sustainability by carefully evaluating the environmental impact of land use, materials, and overall design. Additionally, all new buildings must ensure the highest level of ADA compliance.	Consider working with a University student to support this goal.			We are bringing on an intern for the summer months, paid for by the Oregon Sea Grant, to help reduce the amount of plastic brought into our community spaces for events.		
		4.5	Review ordinances that significantly impact the environment, such as those related to trees and noxious weeds	How to support staff in the ordinance, eliminate the date for cutting and clearing each year. Who is responsible for the noxious weeds growing along the Highway 101 easement, ODOT or the property owner? Work with them on the cleanup.					
		4.6	Continue to consider the environmental impact when making decisions in all areas of City business						
FISCAL SUSTAINABILITY	Effectively manage and plan for the City's financial needs	5.1	Continue evaluating utility rates to ensure capability to build reserve funds	Working with the Public Works & Streets Committee and Finance Committees	Mayor Berdie		The Finance Committee and Public Works Committee are evaluating tiered rates. The current rate of CIP projects is outpacing the funds we're raising each year for our reserves.		
		5.2	Look at incorporating stormwater fees into utility bills	Evaluate the viability of adding this fee to pay for ongoing storm drain maintenance as indicated in the storm drain master plan			Over \$225,000 from our general fund this year is budgeted to go toward our streets and storm drains projects. There is no revenue source for this work, and we need to continue evaluating whether to add fees to utility bills to cover it.		
		5.3	Advocate with the League of Oregon Cities to allocate funding from the Transient Lodging Tax to Streets & Storm Drains	Write to Legislatures, join with Oregon Coastal Mayors group to advocate, educate community to provide letters of support			The TLJ flexibility bill passed. The Council all wrote to our senator to help move this along.		
		5.4	Explore a Local Improvement District for streets, water, and sewer lines to eliminate septic systems in the City	Explore this with the Public Works & Streets and Finance Committees. Educate community regarding advantages and costs					
		5.5	Continue to move forward with the creation of a new or substantial amendment to the Urban Renewal District	Reevaluate URD maps and projects. Consider implementing consultants recommendations			The Council has heard from consultants specializing in URD, we're waiting now to hear on our MI before we take the next steps on creating a Substantial amendment. That will be our next step		
PUBLIC AWARENESS	Deliver efficient, effective, transparent municipal services	6.1	Public Education on City projects, continue budget education and citizen engagement	Water capacity, public messaging, and street paving plan to be published. Work with a contractor to film a budget education piece to share with residents.	Mayor Berdie		State of the City budget awareness		
		6.2	Enhance the City's online presence and improve citizen engagement by modernizing and optimizing the official City website.	Update when the current contract allows in December of 2026. Request template examples from Civic Plus to prepare for this. List the photos we would like on the site and the issues we want to eliminate.			Website redesign work is beginning		
		6.3	Schedule out the additional Council Recap videos, and continue the employee video. Start articles and videos to help people get to know our Council members.	January-Catherine, February-Craig, March-Nicole, April- Barry, May- Catherine, June-Craig, July- Nicole, August- Barry, September-Craig, October MaryEllen, November- Craig, December- Craig			Council members are each taking turns with the monthly recap		
		7.1	Evaluate the Yachats Municipal Code for clarity and comprehensiveness		Councilor Collins				

ALIGNMENT	Synchronize and update city policies and administrative rules	7.2	Refine committee processes and ordinances	Develop and implement ordinance and administrative policy changes that reflect the new process. Ask Committees to develop best practices			Ch. 2.08 is going before public hearing on April 15th			
		7.3	Apply conduct from City Council rules to Committee, Commission, Workgroups, and City Staff							
		7.4	Continue to encourage mutual collaboration for the people of Yachats	Consider ways to consolidate Committee recruitment						
EMERGENCY PREPAREDNESS	Continue to prepare for all emergencies	8.1	Establish and prepare the Commons to be an Emergency Shelter when individuals are temporarily displaced from their homes.	Ensure CIP funding. Create and document storage for emergency supplies	Mayor Berdie					
		8.2	Improve the quality and organization of supplies stored in containers for major events	Create protocols for nearby key individuals to assume responsibility for the container. Create a means to distribute supplies in the event of an event.			The City of Yachats recently received grant funding for a new Connex on Horizon Hill, filled. Including a Starlink, generator, water filter, shelving and more.			
		8.3	Develop and distribute educational & instructional materials to residents for personal preparedness on a regular basis	Encourage attendance at County events and at City's September event			Preparing for a 2-week ready community fair			
		8.4	Improve communication systems and protocols	Encourage Committee's contribution to newsletter. Teach city council radio operations and protocols			Continue utilizing the Newsletter, mailing list for direct emails and social media to share the work the City is doing.			