

1. Agenda

Documents:

[CC_AGENDA_01-14-2016.PDF](#)

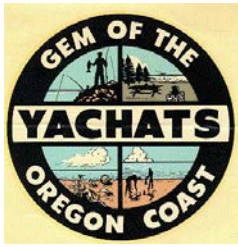
2. Meeting Materials

Documents:

[2016_MGPP.PDF](#)
[AMENDMENT_SEWER_POLICY-1-16.PDF](#)
[BILLS-12-15.PDF](#)
[CC_MINUTES_01-14-16.PDF](#)
[CEO_1-16.PDF](#)
[COMMISSION_MEMBERSHIPS_1-16.PDF](#)
[CORRECTION_RES_2015-12-01-WATER_SEWER-RATES.PDF](#)
[EMERGENCY_PLANNING_COMMITTEE_REPORT-1-16.PDF](#)
[EMPLOYEE_HANDBOOK-1-16.PDF](#)
[LETTER_MOW_1-16.PDF](#)
[LETTER_REED_BETTY-1-16.PDF](#)
[LETTER-REED_2_-1-16.PDF](#)
[LETTER-RUTHERFORD-1-16.PDF](#)
[MEMO_CHAIR_PC_SHORELAND_SETBACK_AMMENDMENTS-1-16.PDF](#)
[ORD_340-SHORELAND_SETBACKS.PDF](#)
[PWD_1-16.PDF](#)
[RECORDER_REPORT-1-16.PDF](#)

The Yachats City Council 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.



CITY OF YACHATS CITY COUNCIL MEETING

Civic Meeting Room, Yachats Commons

January 14, 2016

Regular Meeting 2:00 P.M.

AGENDA

- I. Announcements and Correspondence – Letter: Meals on Wheels
- II. Citizen's Concerns
- III. Consent Agenda
 - A. Minutes of December 7, 2015 Work Session and December 10, 2015 Regular Meeting.
 - B. Bills for Approval
 - C. Correction to Resolution No. 2015-12-01
 - D. Mardi Gras Parade Permit
- IV. Reports
 - A. City Council
 - B. Written Reports:
Public Works Department, City Recorder and Code Enforcement Officer
- V. Public Hearing - Ordinance No. 340 – Shoreland Protection
- VI. Business
 - A. Recruitment Services
 - B. Update – Sanitary Sewer Maintenance Policy
 - C. Update – Employee Handbook
 - D. Commission Membership
- VII. Other Business
 - A. From the Council
 - B. From the Staff

This meeting is open to the public and interested citizens are invited to attend. This is an open meeting under Oregon Revised Statutes, not a community forum; audience participation is at the discretion of the Council.

The meeting will be audio taped. Minutes of this and all public meetings are available for review in the City Office. The meeting place is accessible to persons with disabilities. Please let us know if you will need any special accommodations to attend the meeting by calling the City Recorder at 547-3565, or Oregon Relay 1-800-735-2900 (T.D.D.) two days in advance.

The 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.



Posted

Nancy Batchelder - City Recorder

CITY OF YACHATS - PARADE PERMIT APPLICATION

Application for parade permit shall be made to the City Council or its designee at least seven days prior to the intended date of the parade, unless the time is waived by the City Council or designee.

Organization: Yachats Area Chamber of Commerce

Applicant (Responsible Person): Vicky Prince, Mardi Gras Parade Chair Person

Mailing Address: PO Box 728 **City:** Yachats **State:** OR **Zip:** 97498

Phone Number: 541-547-3213

Date of the proposed parade: 2-6-16 **Start Time:** 6 pm **End Time:** 6:30 pm

Estimated number of participants: 50-100 **Vehicles:** NA* **Animals:** 5-10 dogs on leashes

Describe the desired route, including assembling points: The 3rd Annual Mardi Gras Parade will follow the same route as the 2014 event and begins from the Yachats Lions Hall, W 4th and Pontiac. Travels west on 4th St to Ocean View Dr; south on Ocean View Dr to 3rd St; east on 3rd St. to Pontiac; north on Pontiac to W 4th St., Yachats Lions Hall.

**The YRFPD provided a vehicle at the beginning of the parade last year for safety purposes and we would like to have them do so again, however this is not confirmed.*

Diagram showing route may be drawn on the back of this form, showing all streets, cross streets, assembling points, traffic diversion points, etc.

- ◆ City Council or its designee shall notify the applicant of the decision within three days after receipt of the application.
- ◆ City Council or its designee shall issue a parade permit conditioned on the applicant's written agreement to comply with the terms of the permit unless the Council or its designee finds that the time, route, and size of the parade will unreasonably disrupt the movement of other traffic; the parade is of a size or nature that requires the diversion of so great a number of police officers the line of movement and contiguous areas that allowing the parade would deny reasonable police protection to the city; the parade will interfere with another parade for which a permit has already been issued; information contained in the application is found to be false or a material detail is omitted; or, the applicant refuses to agree to abide by or comply with all conditions of the permit.
- ◆ City Council or its designee may impose reasonable conditions in the permit, including but not limited to: requiring an alternate date; requiring an alternate route; and restricting the size of the parade.
- ◆ The City Council or its designee may revoke a parade permit if circumstances clearly show that the parade can no longer be conducted consistent with public safety.

I have read and fully understand the information provided above, and I agree to comply with any conditions of the permit imposed by City Council or its designee, or cancel parade if unable to comply. I understand that if conditions imposed are significantly different than proposed plans and compliance is not possible, alternate applications may be submitted.:



Signature of Applicant (Responsible Person/Chair Person)

02/05/2015

Date

☐ Approved

☐ Denied

☐ Approved with the following conditions:

City Official/Officer

CITY COUNCIL AGENDA COVER-SHEET
--

From: Nancy Batchelder, City Recorder

- ☒ Regular Meeting Agenda Item ☐ Work Session Discussion Topic
- o Add to agenda for _____ meeting.
 - o Continue this item until _____.
 - o Item dismissed.

DATE: 1-5-2016

Title: Update to Sanitary Sewer Maintenance Policy

Item: In reviewing the Policy and the Municipal Code, Wastewater Treatment Plant Operator Dave Buckwald noticed there was a difference in the wording in one section of the policy from the Code and has recommended that the policy wording be changed to be the same as the Code.

If the City Council adopts the change, the amended Section of the Sanitary Sewer Maintenance Policy would read as follows:

2. Routine Maintenance and Inspection Goals

A. Sanitary Sewer Mains

Scope of City's Responsibility -

Scope of City's Responsibility - The City will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, wastewater treatment plants, and other components. The property owner shall be responsible for all the maintenance and repair and the costs associated therewith of the private sewer lateral from the structure to the City sanitary main line. (Ord. 313 Amended March 2012; Ord. 278, Amended, March 2008; Ord. 188 § 7, 1996) The City assumes no responsibility to inspect laterals up to and including the connection to the public system, even if that lateral and or connection is within the public right of way.

~~The City will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, waste water treatment plants, and other components. Private property owners are responsible for the maintenance of sanitary sewer components from their home or building up to the property line at the public right of way, (the City's responsibility will be to repair laterals in the ROW but the City assumes no responsibility to inspect laterals) up to and including the connection to the public system, even if that connection is within the public right of way (with appropriate permits up to but excluding the connection to the public system.~~

Bills for Approval

December 2015

A/P Checks 12-15-15	\$74,260.92
A/P Checks 12-22-15	\$44,980.13
Manual Checks	\$235.00

Total checks for Period**\$119,476.05**

Mayor

Councilor

Councilor

Councilor

Councilor

Accounts Payable Check Register Report - Bank of the West-196002034*For The Fiscal Periods Range From 2016-6 To 2016-6**For All Vendors And For Outstanding Checks - Computer Generated, Hand Written*

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
3145	H	12/30/2015	119	OHA Cashier	\$75.00	O
3146	H	12/30/2015	29	OR DEPARTMENT OF ENVIRONMENTAL QUALITY	\$160.00	O
20703	C	12/15/2015	1002	AFLAC	\$266.16	O
20704	C	12/15/2015	40	ALSEA BAY POWER PRODUCTS	\$128.94	O
20705	C	12/15/2015	221	ANALYTICAL LABORATORY & CONSULTANTS INC	\$45.00	O
20706	C	12/15/2015	1272	AT&T MOBILITY	\$181.72	O
20707	C	12/15/2015	43	BAKER & TAYLOR	\$267.01	O
20708	C	12/15/2015	842	BANKCARD CENTER-NB	\$451.58	O
20709	C	12/15/2015	962	BANKCARD CENTER-RB	\$783.63	O
20710	C	12/15/2015	1033	C & K MARKET INC	\$161.62	O
20711	C	12/15/2015	47	CENTRAL LINCOLN PUD	\$6,179.57	O
20712	C	12/15/2015	1255	CIVIL WEST ENGINEERING SERVICES, INC	\$14,950.13	O
20713	C	12/15/2015	1255	CIVIL WEST ENGINEERING SERVICES, INC	\$1,017.03	O
20714	C	12/15/2015	50	CLEAR OUTLOOK	\$250.00	O
20715	C	12/15/2015	929	MARK W CLEMENTS	\$763.75	O
20716	C	12/15/2015	140	DAHL DISPOSAL	\$300.00	O
20717	C	12/15/2015	1275	DAVID N. ALLEN	\$2,185.50	O
20718	C	12/15/2015	94	DOUGS ELECTRIC	\$601.00	O
20719	C	12/15/2015	720	GOLD CHEVROLET BUICK GMC CADILLAC	\$1,519.30	O
20720	C	12/15/2015	1148	JACK C ERIKSEN	\$200.00	O
20721	C	12/15/2015	1036	JD COMPUTER AND CELLULAR	\$375.00	O
20722	C	12/15/2015	939	LINCOLN CO CHILDRENS ADVOCACY CENTER	\$1,000.00	O
20723	C	12/15/2015	820	LINCOLN CO PLANNING & DEVELOPMENT	\$65.00	O
20724	C	12/15/2015	1276	LINDA GRIST D'VILLE	\$325.00	O
20725	C	12/15/2015	1182	MATTHEW ARCK	\$991.25	O
20726	C	12/15/2015	880	MY SISTERS PLACE	\$1,000.00	O
20727	C	12/15/2015	12	ONE CALL CONCEPTS INC	\$3.96	O
20728	C	12/15/2015	160	OR CASCADES WEST COG	\$475.00	O
20729	C	12/15/2015	218	OR SECRETARY OF STATE	\$270.00	O
20730	C	12/15/2015	38	OREGON AFSCME COUNCIL 75	\$385.16	O
20731	C	12/15/2015	113	OAMR	\$50.00	O
20732	C	12/15/2015	1195	OREGON COAST COMMUNITY COLLEGE FOUNDATION	\$1,000.00	O
20733	C	12/15/2015	1009	OREGON EMPLOYMENT DEPARTMENT	\$333.77	O
20734	C	12/15/2015	127	OREGON LINEN INC	\$298.97	O
20735	C	12/15/2015	107	PIONEER TELEPHONE	\$1,568.54	O

Accounts Payable Check Register Report - Bank of the West-196002034*For The Fiscal Periods Range From 2016-6 To 2016-6**For All Vendors And For Outstanding Checks - Computer Generated, Hand Written*

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
20736	C	12/15/2015	1201	REECE & ASSOCIATES, INC.	\$16,145.70	O
20737	C	12/15/2015	211	RETIRED SENIOR VOLUNTEER PROGRAM	\$1,000.00	O
20738	C	12/15/2015	1197	SHELL	\$351.31	O
20739	C	12/15/2015	988	BARBARA SHEPHERD	\$115.00	O
20740	C	12/15/2015	471	SOLVE	\$2,500.00	O
20741	C	12/15/2015	1061	SPEER HOYT LLC	\$181.00	O
20742	C	12/15/2015	657	ELISA M SPRINGSTEEN	\$225.00	O
20743	C	12/15/2015	852	STAPLES ADVANTAGE	\$201.16	O
20744	C	12/15/2015	109	TCB ANSWERING SERVICE INC	\$73.10	O
20745	C	12/15/2015	151	USTI	\$83.55	O
20746	C	12/15/2015	33	WALDPORT ACE HARDWARE	\$37.98	O
20747	C	12/15/2015	802	WALL & WALL PC	\$13,985.00	O
20748	C	12/15/2015	702	WESTERN STATES ELECTRICAL CONSTRUCTION INC	\$177.65	O
20749	C	12/15/2015	337	XEROX CORPORATION	\$624.98	O
20750	C	12/15/2015	68	YACHATS MERCANTILE	\$165.90	O
20751	C	12/23/2015	155	ALAN BROWN TIRE CENTER	\$918.82	O
20752	C	12/23/2015	43	BAKER & TAYLOR	\$293.34	O
20753	C	12/23/2015	1033	C & K MARKET INC	\$10.85	O
20754	C	12/23/2015	15	CASH & CARRY	\$84.85	O
20755	C	12/23/2015	150	COPELAND LUMBER YARDS	\$222.33	O
20756	C	12/23/2015	1128	FERGUSON ENTERPRISES	\$447.23	O
20757	C	12/23/2015	8	FRIENDS OF THE YACHATS COMMONS	\$9,000.00	O
20758	C	12/23/2015	1277	JESSICA TREON	\$100.00	O
20759	C	12/23/2015	499	MCI	\$63.19	O
20760	C	12/23/2015	643	NEWPORT AUTO PARTS	\$147.30	O
20761	C	12/23/2015	301	NORTHWEST ROOFING LLC	\$11,725.00	O
20762	C	12/23/2015	119	OHA Cashier	\$160.00	O
20763	C	12/23/2015	1009	OREGON EMPLOYMENT DEPARTMENT	\$333.77	O
20764	C	12/23/2015	127	OREGON LINEN INC	\$26.91	O
20765	C	12/23/2015	71	OREGON MAYORS ASSOCIATION	\$65.00	O
20766	C	12/23/2015	852	STAPLES ADVANTAGE	\$230.63	O
20767	C	12/23/2015	540	LEON C STERNER	\$1,137.00	O
20768	C	12/23/2015	33	WALDPORT ACE HARDWARE	\$21.99	O
20769	C	12/23/2015	802	WALL & WALL PC	\$1,000.00	O
20770	C	12/23/2015	1270	WILLAMETTE LIFE MEDIA	\$384.00	O

Accounts Payable Check Register Report - Bank of the West-196002034*For The Fiscal Periods Range From 2016-6 To 2016-6**For All Vendors And For Outstanding Checks - Computer Generated, Hand Written*

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
20771	C	12/23/2015	30	YACHATS AREA CHAMBER OF COMMERCE	\$16,191.25	O
20772	C	12/23/2015	175	YACHATS YOUTH & FAMILY ACTIVITIES PROGRAM	\$2,416.67	O
Cleared					\$0.00	
Outstanding					\$119,476.05	
Void					\$0.00	

CITY OF YACHATS

A/P Control Report

for user AsystAdmin from 2016-6 to 2016-6

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
21737	107	PIONEER TELEPHONE	1	DEC2015	Yes	2016 6		12/3/2015	1/2/2016		\$1,568.54
		Desc: Mo. Landline Services									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	10-01-5251	Office Phone, Cell or DSL		148.47		0.00	0		
		Desc: Mo. Landline Services									
		2	22-01-5251	Office Phone, Cell or DSL		104.42		0.00	0		
		Desc: Mo. Landline Services									
		3	23-01-5251	Office Phone, Cell or DSL		55.20		0.00	0		
		Desc: Mo. Landline Services									
		4	24-01-5251	Office Phone, Cell or DSL		164.28		0.00	0		
		Desc: Mo. Landline Services									
		5	60-01-5251	Office Phone, Cell or DSL		661.78		0.00	0		
		Desc: Mo. Landline Services									
		6	70-01-5251	Office Phone, Cell or DSL		434.39		0.00	0		
		Desc: Mo. Landline Services									
21738	50	CLEAR OUTLOOK	1	406792	Yes	2016 6		12/1/2015	12/31/2015		\$250.00
		Desc: Window washing									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	22-01-5470	Equipment Repair & Maintain		50.00		0.00	0		
		Desc: Window washing									1099
		2	24-01-5330	Maintenance-Building or Lan		200.00		0.00	0		
		Desc: Window washing									1099
21739	1033	C & K MARKET INC	1	1603204	Yes	2016 6		12/2/2015	1/1/2016		\$57.12
		Desc: Lab supplies									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	70-01-5341	Plant & System Operations		57.12		0.00	0		
		Desc: Lab supplies									
21740	1033	C & K MARKET INC	1	1603207	Yes	2016 6		12/1/2015	12/31/2015		\$39.01
		Desc: Utility billing									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	60-01-5341	Plant & System Operations		19.51		0.00	0		
		Desc: Utility billing									
		2	70-01-5341	Plant & System Operations		19.50		0.00	0		
		Desc: Utility billing									
21741	1033	C & K MARKET INC	1	1603203	Yes	2016 6		12/1/2015	12/31/2015		\$65.49
		Desc: Lab supplies									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	70-01-5341	Plant & System Operations		65.49		0.00	0		
		Desc: Lab supplies									
21742	720	GOLD CHEVROLET BUIC	1	6004134/1	Yes	2016 6		11/30/2015	12/30/2015		\$1,519.30
		Desc: Colorado repair									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	60-01-5341	Plant & System Operations		455.79		0.00	0		
		Desc: Colorado repair									
		2	70-01-5341	Plant & System Operations		1,063.51		0.00	0		
		Desc: Colorado repair									
21743	657	ELISA M SPRINGSTEEN	1	OCT/NOV2015	Yes	2016 6		12/3/2015	1/2/2016		\$225.00
		Desc: Custodial									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	22-01-5330	Maintenance-Building or Lan		225.00		0.00	0		
		Desc: Custodial Oct/Nov 2015									1099
21744	1009	OREGON EMPLOYMENT	1	DEC15/15	Yes	2016 6		12/15/2015	1/14/2016		\$333.77
		Desc: Garnish									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category

CITY OF YACHATS

A/P Control Report

for user AsystAdmin from 2016-6 to 2016-6

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	1	10-00-2120		Payroll Withholding Payable			333.77		0.00	0	
	Desc:	Garnish									
21745	1276	LINDA GRIST D'VILLE	1	YAC1506	Yes	2016	6	12/1/2015	12/31/2015		\$325.00
	Desc:	Willamette Living Ad									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	12-01-5220		Marketing & Website			325.00	0.00	0		
	Desc:	Willamette Living Ad									
21746	1275	DAVID N. ALLEN	1	Docket2015-01	Yes	2016	6	11/30/2015	12/30/2015		\$2,185.50
	Desc:	MuniCourt Docket 2015-01									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	10-01-5212		Code Enforcement			2,185.50	0.00	0		
	Desc:	MuniCourt Docket 2015-01									
21747	38	OREGON AFSCME COUN	1	NOV2015	Yes	2016	6	12/3/2015	1/2/2016		\$385.16
	Desc:	Union dues									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	10-00-2120		Payroll Withholding Payable			385.16	0.00	0		
	Desc:	Union dues									
21748	1201	REECE & ASSOCIATES, IN	1	5671	Yes	2016	6	11/30/2015	12/30/2015		\$2,780.70
	Desc:	101 Waterline									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	20-01-7242		Waterline Construction - Hwy			2,780.70	0.00	0		
	Desc:	101 Waterline									
21749	1201	REECE & ASSOCIATES, IN	1	5670	Yes	2016	6	11/30/2015	12/30/2015		\$13,365.00
	Desc:	HWY101									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	20-01-7223		Hwy 101 Improvement Projec			13,365.00	0.00	0		
	Desc:	HWY 101									
21751	47	CENTRAL LINCOLN PUD	1	DEC2015	Yes	2016	6	12/7/2015	12/31/2015		\$6,179.57
	Desc:	Electricity									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	10-01-5252		Office Utilities			372.08	0.00	0		
	Desc:	Electricity									
	2	10-01-5411		Street Lighting			980.45	0.00	0		
	Desc:	Electricity									
	3	22-01-5252		Office Utilities			138.07	0.00	0		
	Desc:	Electricity									
	4	23-01-5252		Office Utilities			146.68	0.00	0		
	Desc:	Electricity									
	5	24-01-5252		Office Utilities			514.62	0.00	0		
	Desc:	Electricity									
	6	60-01-5342		Plant Utilities			1,703.88	0.00	0		
	Desc:	Electricity									
	7	70-01-5342		Plant Utilities			2,132.06	0.00	0		
	Desc:	Electricity									
	8	10-01-5209		Emergency Prep. & Public S			191.73	0.00	0		
	Desc:	Electricity									
21752	988	BARBARA SHEPHERD	1	Winterfest2015	Yes	2016	6	12/3/2015	1/2/2016		\$115.00
	Desc:	Winterfest Raffle									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	12-01-5220		Marketing & Website			115.00	0.00	0		
	Desc:	Winterfest Raffle									1099
21753	94	DOUGS ELECTRIC	1	C31084F	Yes	2016	6	11/12/2015	12/12/2015		\$87.00
	Desc:										
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category

CITY OF YACHATS

A/P Control Report

for user AsystAdmin from 2016-6 to 2016-6

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
		1 70-01-5344		Plant & System Maintenance			87.00		0.00	0	
		Desc:		Troubleshoot water control unit							
21754	1148	JACK C ERIKSEN	1	1953	Yes	2016	6	11/15/2015	12/15/2015		\$200.00
		Desc:		Landscape maint.							
		Line		Account Number			AP Amount		Liq Amount	Project	Task
		1		23-01-5421			200.00		0.00	0	
		Desc:		Landscape Maint.							1099
21755	127	OREGON LINEN INC	1	397716	Yes	2016	6	12/3/2015	1/2/2016		\$142.47
		Desc:		supplies							
		Line		Account Number			AP Amount		Liq Amount	Project	Task
		1		24-01-5335			142.47		0.00	0	
		Desc:		supplies							
		2		24-01-5335			0.00		0.00	0	
		Desc:									
21756	802	WALL & WALL PC	1	YE2015	Yes	2016	6	12/10/2015	1/9/2016		\$13,985.00
		Desc:		Audit, fiscal year end 6/30/15							
		Line		Account Number			AP Amount		Liq Amount	Project	Task
		1		60-01-5261			4,895.00		0.00	0	
		Desc:		Audit, fiscal year end 6/30/15							
		2		70-01-5261			4,895.00		0.00	0	
		Desc:		Audit, fiscal year end 6/30/15							
		3		10-01-5261			4,195.00		0.00	0	
		Desc:		Audit, fiscal year end 6/30/15							
21757	40	ALSEA BAY POWER PRO	1	201641	Yes	2016	6	12/8/2015	1/7/2016		\$84.94
		Desc:		Boot Dryer/ clothing allow.							
		Line		Account Number			AP Amount		Liq Amount	Project	Task
		1		60-01-5341			22.48		0.00	0	
		Desc:		Boot dryer							
		2		60-01-5341			22.47		0.00	0	
		Desc:		Boot dryer							
		3		70-01-5341			39.99		0.00	0	
		Desc:		D. Buckwald clothing allowance							
21758	1002	AFLAC	1	825120	Yes	2016	6	12/1/2015	12/31/2015		\$266.16
		Desc:		Accident Ins Premiums							
		Line		Account Number			AP Amount		Liq Amount	Project	Task
		1		10-00-2120			83.34		0.00	0	
		Desc:		N. Batchelder PU685827							
		2		10-00-2120			59.94		0.00	0	
		Desc:		R. Roberts PU685828							
		3		10-00-2120			72.56		0.00	0	
		Desc:		K. Jackson							
		4		10-00-2120			50.32		0.00	0	
		Desc:		J.Mabe							
21759	43	BAKER & TAYLOR	1	4011418150	Yes	2016	6	11/18/2015	12/18/2015		\$267.01
		Desc:		Books							
		Line		Account Number			AP Amount		Liq Amount	Project	Task
		1		22-01-7202			267.01		0.00	0	
		Desc:		Books							
21762	140	DAHL DISPOSAL	1	71FE-CB56	Yes	2016	6	11/30/2015	12/30/2015		\$300.00
		Desc:		Brush box							
		Line		Account Number			AP Amount		Liq Amount	Project	Task
		1		80-01-5310			300.00		0.00	0	
		Desc:		Brush Box							

CITY OF YACHATS

A/P Control Report

for user AsystAdmin from 2016-6 to 2016-6

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
21763	929	MARK W CLEMENTS	1	MC1048	Yes	2016 6		12/7/2015	1/6/2016		\$763.75
		Desc: City CMS									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	15-01-5641 City Hall Reserve			763.75		0.00	0		
		Desc: City CMS									1099
21764	1182	MATTHEW ARCK	1	MA1045	Yes	2016 6		11/30/2015	12/30/2015		\$991.25
		Desc: Property Management									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	15-01-5641 City Hall Reserve			991.25		0.00	0		
		Desc: Property management									1099
21765	12	ONE CALL CONCEPTS IN	1	5110513	Yes	2016 6		11/30/2015	12/30/2015		\$3.96
		Desc: OR Utility Notif. Ctr.									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	60-01-5341 Plant & System Operations			1.98		0.00	0		
		Desc: OR Utility Notif. Ctr.									
		2	70-01-5341 Plant & System Operations			1.98		0.00	0		
		Desc: OR Utility Notif. Ctr.									
21767	852	STAPLES ADVANTAGE	1	8037028555	Yes	2016 6		11/28/2015	12/28/2015		\$32.80
		Desc: Supplies									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	60-01-5341 Plant & System Operations			16.40		0.00	0		
		Desc: supplies									
		2	70-01-5341 Plant & System Operations			16.40		0.00	0		
		Desc: supplies									
21768	1197	SHELL	1	79315123511	Yes	2016 6		12/9/2015	1/8/2016		\$351.31
		Desc: Shell Fleet Plus Card									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	21-01-5312 Equipment Operation			117.09		0.00	0		
		Desc: Fuel									
		2	60-01-5312 Equipment Operation			117.09		0.00	0		
		Desc: Fuel									
		3	70-01-5312 Equipment Operation			117.13		0.00	0		
		Desc: Fuel									
21769	1061	SPEER HOYT LLC	1	10-1299-001	Yes	2016 6		11/30/2015	12/30/2015		\$181.00
		Desc: Muni.Court-Loigman									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	10-01-5212 Code Enforcement			181.00		0.00	0		
		Desc: MuniCourt-Docket: 2015-01									
21772	151	USTI	1	85730	Yes	2016 6		11/30/2015	12/30/2015		\$38.55
		Desc: ePayments									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	60-01-5341 Plant & System Operations			19.28		0.00	0		
		Desc: ePayments									
		2	70-01-5341 Plant & System Operations			19.27		0.00	0		
		Desc: ePayments									
21773	702	WESTERN STATES ELECT	1	12489	Yes	2016 6		11/23/2015	12/23/2015		\$177.65
		Desc: Looping project									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	15-01-7920 Water System Improvements			177.65		0.00	0		
		Desc: Looping project									
21774	33	WALDPORT ACE HARDW	1	010029152	Yes	2016 6		12/8/2015	1/7/2016		\$37.98
		Desc: Lab/weather station parts									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category

CITY OF YACHATS

A/P Control Report

for user AsystAdmin from 2016-6 to 2016-6

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	1	70-01-5341		Plant & System Operations			37.98		0.00	0	
	Desc:	Lab/weather station parts									
21776	337	XEROX CORPORATION	1	082427779	Yes	2016	6	12/1/2015	12/31/2015		\$624.98
	Desc:	Copier Lease/Billable Copies									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	10-01-5311		Equipment Lease			155.31	0.00	0		
	Desc:	1/3 lease									
	2	60-01-5341		Plant & System Operations			218.12	0.00	0		
	Desc:	1/3 lease - 1/2 reg copies-1/3 color									1099
	3	70-01-5341		Plant & System Operations			218.12	0.00	0		
	Desc:	1/3 lease - 1/2 reg copies- 1/3 color									
	4	10-01-5440		Other Office Expense			33.43	0.00	0		
	Desc:	Color copies									
21777	1195	OREGON COAST COMMU	1	2015-2016	Yes	2016	6	12/9/2015	1/8/2016		\$1,000.00
	Desc:	Budget allocation									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	10-01-5439		Misc. Public Services			1,000.00	0.00	0		
	Desc:	Budget allocation									
21778	211	RETIRED SENIOR VOLUN	1	2015-2016	Yes	2016	6	12/9/2015	1/8/2016		\$1,000.00
	Desc:	Budget allotment pledge									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	10-01-5439		Misc. Public Services			1,000.00	0.00	0		
	Desc:	Budget allotment pledge									
21779	939	LINCOLN CO CHILDRENS	1	2015-2016	Yes	2016	6	12/9/2015	1/8/2016		\$1,000.00
	Desc:	Budget allotment pledge									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	10-01-5439		Misc. Public Services			1,000.00	0.00	0		
	Desc:	Budget allotment pledge									
21781	160	OR CASCADES WEST CO	1	2015-2016	Yes	2016	6	12/9/2015	1/8/2016		\$475.00
	Desc:	Budget allotment pledge									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	10-01-5439		Misc. Public Services			475.00	0.00	0		
	Desc:	Budget allotment pledge									
21782	880	MY SISTERS PLACE	1	2015-2016	Yes	2016	6	12/9/2015	1/8/2016		\$1,000.00
	Desc:	Budget allotment pledge									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	10-01-5439		Misc. Public Services			1,000.00	0.00	0		
	Desc:	Budget allotment pledge									
21783	471	SOLVE	1	2015-2016	Yes	2016	6	12/9/2015	1/8/2016		\$2,500.00
	Desc:	Budget allotment pledge									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	10-01-5439		Misc. Public Services			2,500.00	0.00	0		
	Desc:	Budget allotment pledge									
21785	109	TCB ANSWERING SERVIC	1	10564	Yes	2016	6	11/30/2015	12/30/2015		\$73.10
	Desc:	Security answering serv.									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	60-01-5341		Plant & System Operations			36.55	0.00	0		
	Desc:	Security answering serv.									
	2	70-01-5341		Plant & System Operations			36.55	0.00	0		
	Desc:	Security answering serv.									
21787	962	BANKCARD CENTER-RB	1	12/1/15	Yes	2016	6	12/10/2015	1/9/2016		\$783.63
	Desc:	Misc.									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category

CITY OF YACHATS

A/P Control Report

for user AsystAdmin from 2016-6 to 2016-6

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
	1	60-01-5270		Travel			288.36		0.00	0	
	Desc:	Water Conf.R.McClung									
	2	60-01-5341		Plant & System Operations			149.73		0.00	0	
	Desc:	Map hanger rack									
	3	70-01-5341		Plant & System Operations			149.72		0.00	0	
	Desc:	Map hanger rack									
	4	60-01-5317		Tools & Small Equipment			25.97		0.00	0	
	Desc:	tools									
	5	70-01-5317		Tools & Small Equipment			25.97		0.00	0	
	Desc:	tools									
	6	60-01-5240		Office Materials, Supplies &			143.88		0.00	0	
	Desc:	YachatsPW.com									
21789	127	OREGON LINEN INC	1	399120	Yes	2016	6	12/10/2015	1/9/2016		\$129.55
	Desc:	Matts									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	60-01-5341		Plant & System Operations			64.78	0.00	0		
	Desc:	Matts									
	2	70-01-5341		Plant & System Operations			64.77	0.00	0		
	Desc:	Matts									
21790	127	OREGON LINEN INC	1	399121	Yes	2016	6	12/10/2015	1/10/2015		\$26.95
	Desc:	Matts									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	10-01-5440		Other Office Expense			26.95	0.00	0		
	Desc:	Matts									
21791	842	BANKCARD CENTER-NB	1	DEC2015	Yes	2016	6	12/1/2015	12/31/2015		\$451.58
	Desc:	Misc.									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	12-01-5220		Marketing & Website			29.00	0.00	0		
	Desc:	WooBox									
	2	10-01-5240		Office Materials, Supplies &			36.49	0.00	0		
	Desc:	Break supplies									
	3	70-01-5341		Plant & System Operations			36.49	0.00	0		
	Desc:	Break supplies									
	4	60-01-5341		Plant & System Operations			36.49	0.00	0		
	Desc:	Break supplies									
	5	22-01-7202		Books			313.11	0.00	0		
	Desc:	Books									
21793	68	YACHATS MERCANTILE	1	NOV2015	Yes	2016	6	12/4/2015	1/3/2016		\$165.90
	Desc:	Misc.									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	21-01-5316		System Maintenance			135.35	0.00	0		
	Desc:	Misc.									
	2	60-01-5344		Plant & System Maintenance			6.00	0.00	0		
	Desc:	Misc. Rags									
	3	10-01-5209		Emergency Prep. & Public S			24.55	0.00	0		
	Desc:	Emergency Cont. Maint.									
21794	94	DOUGS ELECTRIC	1	C31143F	Yes	2016	6	12/7/2015	1/6/2016		\$514.00
	Desc:	Library repairs									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
	1	22-01-5330		Maintenance-Building or Lan			514.00	0.00	0		
	Desc:	Wall heaters/fan repairs									
21796	218	OR SECRETARY OF STAT	1	2014-2015	Yes	2016	6	12/14/2015	1/13/2016		\$250.00
	Desc:	2014-2015 Audit									
	Line	Account Number					AP Amount	Liq Amount	Project	Task	Category

for user AsystAdmin from 2016-6 to 2016-6

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount		
		1	10-01-5210	Dues, Memberships & Fees			250.00	0.00		0			
		Desc:	2014-2015 audit										
21797	151	USTI	1	86158	Yes	2016	6		12/10/2015	1/9/2016		\$45.00	
		Desc:	1099's										
		Line	Account Number				AP Amount		Liq Amount		Project	Task	Category
		1	60-01-5341	Plant & System Operations			15.00	0.00		0			
		Desc:	1099's										
		2	70-01-5341	Plant & System Operations			15.00	0.00		0			
		Desc:	1099's										
		3	10-01-5240	Office Materials, Supplies &			15.00	0.00		0			
		Desc:	1099's										
21798	113	OAMR	1	2016-K.Jackson	Yes	2016	6		12/1/2015	12/31/2015		\$50.00	
		Desc:	Membership renewal 2016										
		Line	Account Number				AP Amount		Liq Amount		Project	Task	Category
		1	10-01-5255	Education and Training			50.00	0.00		0			
		Desc:	Membership renewal K.Jackson										
21799	1036	JD COMPUTER AND CELL	1	11560	Yes	2016	6		12/12/2015	1/11/2016		\$375.00	
		Desc:	Computer maint.										
		Line	Account Number				AP Amount		Liq Amount		Project	Task	Category
		1	60-01-5341	Plant & System Operations			125.00	0.00		0			
		Desc:	WTP computer										
		2	60-01-5341	Plant & System Operations			25.00	0.00		0			
		Desc:	WiFi PW										
		3	70-01-5341	Plant & System Operations			25.00	0.00		0			
		Desc:	WiFi PW										
		4	24-01-7213	Operating Equipment			125.00	0.00		0			
		Desc:	User support computer install										
		5	22-01-5470	Equipment Repair & Maintain			75.00	0.00		0			
		Desc:	Computer/printer maint.										
21800	221	ANALYTICAL LABORATO	1	73563	Yes	2016	6		11/30/2015	12/30/2015		\$45.00	
		Desc:	WTP lab testing										
		Line	Account Number				AP Amount		Liq Amount		Project	Task	Category
		1	60-01-5341	Plant & System Operations			45.00	0.00		0			
		Desc:	WTP lab testing										
21801	40	ALSEA BAY POWER PRO	1	199208	Yes	2016	6		10/21/2015	11/20/2015		\$44.00	
		Desc:	Jack hammer rental										
		Line	Account Number				AP Amount		Liq Amount		Project	Task	Category
		1	70-01-5341	Plant & System Operations			44.00	0.00		0			
		Desc:	Jack hammer rental										
21802	820	LINCOLN CO PLANNING &	1	963YRR-holding	Yes	2016	6		12/14/2015	1/13/2016		\$65.00	
		Desc:	Holding tank fee										
		Line	Account Number				AP Amount		Liq Amount		Project	Task	Category
		1	60-01-5210	Dues, Memberships & Fees			65.00	0.00		0			
		Desc:	Holding tank fee										
21803	1255	CIVIL WEST ENGINEERIN	1	3401-002.06	Yes	2016	6		11/26/2015	12/26/2015		\$14,950.13	
		Desc:	3401-002 South Tank										
		Line	Account Number				AP Amount		Liq Amount		Project	Task	Category
		1	15-01-7920	Water System Improvements			14,950.13	0.00		0			
		Desc:	3401-002 South Tank										
21804	1255	CIVIL WEST ENGINEERIN	1	3401-003.05	Yes	2016	6		11/26/2015	12/26/2015		\$1,017.03	
		Desc:	3401-003 LOOPING PROJECT										
		Line	Account Number				AP Amount		Liq Amount		Project	Task	Category
		1	15-01-7920	Water System Improvements			1,017.03	0.00		0			
		Desc:	Looping project										

A/P Control Report

for user AsystAdmin from 2016-6 to 2016-6

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period		PO Nbr	Invoice Date	Due Date	Discount Date	Amount	
21805	852	STAPLES ADVANTAGE	1	8037126135	Yes	2016	6		12/5/2015	1/4/2016		\$168.36	
		Desc:	supplies										
		Line	Account Number					AP Amount	Liq Amount		Project	Task	Category
		1	22-01-5340 Operating Materials & Suppli					71.32	0.00		0		
		Desc:	Ink cartridge										
		2	60-01-5341 Plant & System Operations					48.52	0.00		0		
		Desc:	Batteries/bandages										
		3	70-01-5341 Plant & System Operations					48.52	0.00		0		
		Desc:	Batteries/bandages										
21807	1272	AT&T MOBILITY	1	NOV2015	Yes	2016	6		12/14/2015	1/13/2016		\$181.72	
		Desc:	Wireless Service										
		Line	Account Number					AP Amount	Liq Amount		Project	Task	Category
		1	60-01-5251 Office Phone, Cell or DSL					80.01	0.00		0		
		Desc:	1/2 PW Wireless Service										
		2	70-01-5251 Office Phone, Cell or DSL					67.15	0.00		0		
		Desc:	1/2 PW Wireless Service										
		3	24-01-5251 Office Phone, Cell or DSL					34.56	0.00		0		
		Desc:	Wireless Service										
21808	218	OR SECRETARY OF STAT	1	2014-2015 Urba	Yes	2016	6		12/14/2015	1/13/2016		\$20.00	
		Desc:	Filing Fee-Urban Renewal Audit										
		Line	Account Number					AP Amount	Liq Amount		Project	Task	Category
		1	90-01-5210 Dues, Memberships & Fees					20.00	0.00		0		
		Desc:	Filing Fee-Urban Renewal Audit										
21809	155	ALAN BROWN TIRE CENT	1	72500170419	Yes	2016	6		12/17/2015	1/16/2016		\$918.82	
		Desc:	Side arm mower tires										
		Line	Account Number					AP Amount	Liq Amount		Project	Task	Category
		1	30-01-5341 Plant & System Operations					918.82	0.00		0		
		Desc:	Side arm mower tires										
21810	150	COPELAND LUMBER YAR	1	36-74996703-00	Yes	2016	6		11/30/2015	12/30/2015		\$63.00	
		Desc:	Rebar-Storm drain										
		Line	Account Number					AP Amount	Liq Amount		Project	Task	Category
		1	21-01-5316 System Maintenance					63.00	0.00		0		
		Desc:	Storm drain rebar										
21811	150	COPELAND LUMBER YAR	1	36-74997338-00	Yes	2016	6		12/1/2015	12/31/2015		\$88.75	
		Desc:	Storm Drain concrete										
		Line	Account Number					AP Amount	Liq Amount		Project	Task	Category
		1	21-01-5316 System Maintenance					88.75	0.00		0		
		Desc:	Storm drain concrete										
21812	1033	C & K MARKET INC	1	1603205	Yes	2016	6		12/10/2015	1/9/2016		\$10.85	
		Desc:	Supplies										
		Line	Account Number					AP Amount	Liq Amount		Project	Task	Category
		1	60-01-5341 Plant & System Operations					5.43	0.00		0		
		Desc:	Break supplies										
		2	70-01-5341 Plant & System Operations					5.42	0.00		0		
		Desc:	Break supplies										
21813	15	CASH & CARRY	1	147286	Yes	2016	6		12/4/2015	1/3/2016		\$84.85	
		Desc:	Supplies										
		Line	Account Number					AP Amount	Liq Amount		Project	Task	Category
		1	60-01-5341 Plant & System Operations					24.42	0.00		0		
		Desc:	Supplies										
		2	70-01-5341 Plant & System Operations					24.41	0.00		0		
		Desc:	Supplies										
		3	24-01-5335 Custodial Support & Supplies					36.02	0.00		0		
		Desc:	Supplies/ Kitchen/ Custod.										

CITY OF YACHATS

A/P Control Report

for user AsystAdmin from 2016-6 to 2016-6

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount
21814	8	FRIENDS OF THE YACHAT	1	JAN2016	Yes	2016	6		12/31/2015	1/30/2016	\$9,000.00
		Desc: Quartely allotment									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	24-01-5260	Professional Services		9,000.00		0.00	0		
		Desc: Quartly allotment									
21815	1128	FERGUSON ENTERPRISE	1	0494779	Yes	2016	6		12/4/2015	1/3/2016	\$273.42
		Desc: Looping Project									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	15-01-7920	Water System Improvements		273.42		0.00	0		
		Desc: Looping project									
21816	1128	FERGUSON ENTERPRISE	1	0494119	Yes	2016	6		12/9/2015	1/8/2016	\$173.81
		Desc: Saddle									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	70-01-5344	Plant & System Maintenance		173.81		0.00	0		
		Desc: Saddle for replacemetn									
21817	540	LEON C STERNER	1	11/3/15	Yes	2016	6		12/21/2015	1/20/2016	\$5.00
		Desc: Reimb. Supplies									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	24-01-5335	Custodial Support & Supplies		5.00		0.00	0		
		Desc: Reimb. Supplies									1099
21818	540	LEON C STERNER	1	DEC2015	Yes	2016	6		12/31/2015	1/30/2016	\$215.00
		Desc: Custodial									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	10-01-5440	Other Office Expense		215.00		0.00	0		
		Desc: Dec. custodial									1099
21819	540	LEON C STERNER	1	DEC/Commons	Yes	2016	6		12/21/2015	1/20/2016	\$917.00
		Desc: Monthly Custodial Service									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	24-01-5335	Custodial Support & Supplies		307.20		0.00	0		
		Desc: Mo. Custodial Service									1099
		2	24-01-5330	Maintenance-Building or Lan		609.80		0.00	0		
		Desc: Mo. Custodial Service									1099
21820	301	NORTHWEST ROOFING L	1	135	Yes	2016	6		12/14/2015	1/13/2016	\$11,725.00
		Desc: Commons roofing									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	15-01-7902	Parks & Commons Reserve		11,725.00		0.00	0		
		Desc: Commons roofing									
21821	127	OREGON LINEN INC	1	400444	Yes	2016	6		12/17/2015	1/16/2016	\$26.91
		Desc: Supplies									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	24-01-5335	Custodial Support & Supplies		26.91		0.00	0		
		Desc: Supplies									
21823	643	NEWPORT AUTO PARTS	1	481788	Yes	2016	6		12/14/2015	1/13/2016	\$83.98
		Desc: Equipment service									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category
		1	60-01-5344	Plant & System Maintenance		27.99		0.00	0		
		Desc: Equipement service									
		2	70-01-5344	Plant & System Maintenance		27.99		0.00	0		
		Desc: Equipement service									
		3	21-01-5316	System Maintenance		28.00		0.00	0		
		Desc: Equipment service									
21824	643	NEWPORT AUTO PARTS	1	481172	Yes	2016	6		12/10/2015	1/9/2016	\$63.32
		Desc: Water Clar. Repair tools									
		Line	Account Number			AP Amount		Liq Amount	Project	Task	Category

for user AsystAdmin from 2016-6 to 2016-6

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount	
		1	60-01-5317	Tools & Small Equipment				63.32	0.00	0		
		Desc:	Water Clar. Repair tools									
21825	1009	OREGON EMPLOYMENT	1	123115	Yes	2016	6		12/31/2015	1/30/2016	\$333.77	
		Desc:	Garnish									
		Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
		1	10-00-2120	Payroll Withholding Payable				333.77	0.00	0		
		Desc:	Garnish									
21826	30	YACHATS AREA CHAMBE	1	JAN2016	Yes	2016	6		12/31/2015	1/30/2016	\$16,191.25	
		Desc:	Qtrly Allotment									
		Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
		1	12-01-5202	Visitors Center				16,191.25	0.00	0		
		Desc:	Qtrly Allotment									
21827	175	YACHATS YOUTH & FAMI	1	Jan2016	Yes	2016	6		12/31/2015	1/30/2016	\$2,416.67	
		Desc:	Monthly Allotment									
		Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
		1	10-01-5439	Misc. Public Services				2,416.67	0.00	0		
		Desc:	Monthly allotment									
21828	33	WALDPOR ACE HARDW	1	010029187	Yes	2016	6		12/14/2015	1/13/2016	\$21.99	
		Desc:	Drill bit									
		Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
		1	70-01-5344	Plant & System Maintenance				21.99	0.00	0		
		Desc:	Drill bit-influent tap									
21829	852	STAPLES ADVANTAGE	1	8037217738	Yes	2016	6		12/12/2015	1/11/2016	\$230.63	
		Desc:	Misc. supplies									
		Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
		1	60-01-5240	Office Materials, Supplies &				21.74	0.00	0		
		Desc:	Ink									
		2	70-01-5240	Office Materials, Supplies &				21.74	0.00	0		
		Desc:	Ink									
		3	60-01-5341	Plant & System Operations				38.16	0.00	0		
		Desc:	First Aid supplies									
		4	70-01-5341	Plant & System Operations				38.16	0.00	0		
		Desc:	First Aid supplies									
		5	60-01-5341	Plant & System Operations				38.50	0.00	0		
		Desc:	Battery back-up									
		6	70-01-5341	Plant & System Operations				38.50	0.00	0		
		Desc:	Battery Back-up									
		7	60-01-5341	Plant & System Operations				16.92	0.00	0		
		Desc:	Utility billing									
	8	70-01-5341	Plant & System Operations				16.91	0.00	0			
	Desc:	Utility billing										
21830	499	MCI	1	DEC2015	Yes	2016	6		12/13/2015	1/12/2016	\$63.19	
		Desc:	Long Distance Service									
		Line	Account Number					AP Amount	Liq Amount	Project	Task	Category
		1	10-01-5251	Office Phone, Cell or DSL				10.17	0.00	0		
		Desc:	Long Distance Service									
		2	22-01-5251	Office Phone, Cell or DSL				11.08	0.00	0		
		Desc:	Long Distance Service									
		3	23-01-5251	Office Phone, Cell or DSL				8.81	0.00	0		
		Desc:	Long Distance Service									
		4	24-01-5251	Office Phone, Cell or DSL				8.80	0.00	0		
		Desc:	Long Distance Service									
	5	60-01-5251	Office Phone, Cell or DSL				13.11	0.00	0			
	Desc:	Long Distance Service										

for user AsystAdmin from 2016-6 to 2016-6

Trans	Vendor	Name	Bank ID	Invoice	Posted	Fiscal Period	PO Nbr	Invoice Date	Due Date	Discount Date	Amount	
		6	70-01-5251	Office Phone, Cell or DSL		11.22		0.00	0			
		Desc:	Long Distance Service									
21831	119	OHA Cashier	1	2016-2017	Yes	2016	6		12/22/2015	12/31/2015	\$160.00	
		Desc:	2016-2017 Renewal Cert.									
		Line	Account Number				AP Amount	Liq Amount		Project	Task	Category
		1	60-01-5210	Dues, Memberships & Fees		80.00	0.00		0			
		Desc:	R.Roberts 2016-2017 Renewal Cert.									
		2	60-01-5210	Dues, Memberships & Fees		80.00	0.00		0			
		Desc:	R. McClung									
21832	1277	JESSICA TREON	1	121515	Yes	2016	6		12/22/2015	1/21/2016	\$100.00	
		Desc:	ReFund Deposit									
		Line	Account Number				AP Amount	Liq Amount		Project	Task	Category
		1	24-00-4335	Rents or Fees		100.00	0.00		0			
		Desc:	ReFund Deposit									
21834	150	COPELAND LUMBER YAR	1	36-75001918-00	Yes	2016	6		12/15/2015	1/14/2016	\$70.58	
		Desc:	Sign posts									
		Line	Account Number				AP Amount	Liq Amount		Project	Task	Category
		1	21-01-5317	Tools & Small Equipment		70.58	0.00		0			
		Desc:	Sign Posts									
21835	71	OREGON MAYORS ASSO	1	2016OMA	Yes	2016	6		12/22/2015	1/21/2016	\$65.00	
		Desc:	2016 OMA Membership dues									
		Line	Account Number				AP Amount	Liq Amount		Project	Task	Category
		1	10-01-5210	Dues, Memberships & Fees		65.00	0.00		0			
		Desc:	2016 Membership dues									
21836	1270	WILLAMETTE LIFE MEDIA	1	1618	Yes	2016	6		11/2/2015	12/2/2015	\$384.00	
		Desc:	1/3 page Ad-Holiday 2015									
		Line	Account Number				AP Amount	Liq Amount		Project	Task	Category
		1	12-01-5220	Marketing & Website		384.00	0.00		0			
		Desc:	1/3 page ad									
21837	802	WALL & WALL PC	1	09/25/15	Yes	2016	6		9/25/2015	10/25/2015	\$1,000.00	
		Desc:	Urban Renewal Agency Compilation fiscal year end 2015									
		Line	Account Number				AP Amount	Liq Amount		Project	Task	Category
		1	90-01-5261	Auditor		1,000.00	0.00		0			
		Desc:	Urban Renewal Agency Compilation fiscal year end 2015									
21838	43	BAKER & TAYLOR	1	4011432865	Yes	2016	6		12/2/2015	1/1/2016	\$293.34	
		Desc:	Books									
		Line	Account Number				AP Amount	Liq Amount		Project	Task	Category
		1	22-01-7202	Books		293.34	0.00		0			
		Desc:	Books									
21839	119	OHA Cashier	1	Rick-CC&BF201	Yes	2016	6		12/30/2015	12/30/2015	\$75.00	
		Desc:	Cross Connection and Back Flow Annual Fee - McClung									
		Line	Account Number				AP Amount	Liq Amount		Project	Task	Category
		1	60-01-5341	Plant & System Operations		75.00	0.00		0			
		Desc:										
21840	29	OR DEPARTMENT OF ENV	1	Rick-2-yr-cert	Yes	2016	6		12/30/2015	12/30/2015	\$160.00	
		Desc:	2-yr cert for McClung - DEQ									
		Line	Account Number				AP Amount	Liq Amount		Project	Task	Category
		1	70-01-5341	Plant & System Operations		160.00	0.00		0			
		Desc:										

[illegible]

**CITY OF YACHATS
CITY COUNCIL MEETING
Civic Meeting Room, Yachats Commons
January 14, 2016
Regular Meeting 2:00 P.M.
MINUTES**

The regular meeting of the City Council was called to order by Mayor Ronald Brean at 2:00 p.m. in the Civic Meeting Room at the Yachats Commons. Council members present: Greg Scott, Sandy Dunn, Barbara E. Frye and Max Glenn.

I. Announcements and Correspondence – Letter: Meals on Wheels

II. Citizen's Concerns

Yvonne Wulff said that she wanted to thank Rick McClung, the Public Works Department and the local motels who helped following the slide.

Nathan Bernard said that he was just told that there would be an upgrade to the water line in front of his business and it seems that now would be a good time to upgrade the service to his business as well. The current service was meeting the needs of the previous business and his current needs, but with the brewery going online he would like a 2" meter installed. He only wants to fill vessels faster and he is not actually looking to increase capacity so he does not believe that he should be charged the additional System Development Charges that a developer would be charged and he is requesting a waiver of those additional fees.

Brean said that the City Council would like to think about this proposal.

Scott said that he would like to think about how this could impact future applications.

Brean asked that this be added to the February work session agenda.

III. Consent Agenda

- A. Minutes of December 7, 2015 Work Session and December 10, 2015 Regular Meeting.**
- B. Bills for Approval**
- C. Correction to Resolution No. 2015-12-01**
- D. Mardi Gras Parade Permit**

Motion to adopt the Consent Agenda, Aye – 5, No – 0.

IV. Reports

A. City Council

Scott said that a temporary employee was hired to populate the fields in the property database.

Frye said that she attended a meeting held by Samaritan regarding their annual needs survey.

Frye said that she is on the Lincoln County Community Health Clinic Advisory Council. They are trying to expand the hours of the Waldport High School Clinic for adults but that is going to work out so she suggested that they try opening one in Yachats. They have indicated interest in doing so.

1
2 Glenn said that he has spent quite a bit of time working on different possibilities for banking
3 opportunities, including interactive ATMs for the old bank building.
4

5 Glenn said that the City would not have to have a bank charter in order to rent out the safe deposit
6 boxes.
7

8 There should be two more alternative proposals for the Bank Use Task Force to consider at their
9 next meeting, including one from the Chamber of Commerce for an Events Center.
10

11 Brean said that he had a meeting with Dennis Comfort who is now the Regional Director for State
12 Parks and he is very willing to work on resolving the 804/Ocean View Drive problem.
13

14 Brean said that he is working with a group at the Angell Job Corps.
15

16 Brean said that the Annual Peace Hike took an alternative route due to the slide. Three trees fell in
17 the exact place where the group would have been gathered if the Hike had gone to the Amanda
18 Statue as normal - at the very time when they would have been standing there.
19

20 Brean said that he attended a meeting of the other coastal community mayors. It was discussed
21 that Mayors and Councils are the governments that are the closest to their citizen and usually the
22 first to work to solve the problems of their communities in ways that the State and Federal
23 governments cannot.
24

25 **B. Written Reports:**

26 Public Works Department, City Recorder and Code Enforcement Officer, attached in writing.
27

28 **V. Public Hearing - Ordinance No. 340 – Shoreland Protection**
29

30 Brean opened the public hearing and asked if there was any testimony. He referenced the written
31 testimony received. There was no additional testimony and the public testimony portion of the
32 public hearing was closed.
33

34 Dunn said that she was confused about why the amendment was necessary.
35

36 Brean said that in the last Comprehensive Review there was more focus on Shoreland Protection
37 and very specific setbacks were added.
38

39 Several years later when a property owner wished to build on a lot along Gender Creek some of
40 the property owners in the area believed the lot should not be developed in that way, and it
41 became apparent that there was some confusion about the language in the Code regarding the
42 setbacks and the way that creeks were designated.
43

44 So, for the past two years the Planning Commission has been working to provide specific setbacks
45 and protection for rivers, streams, and waterways and to bring the Code in line with the City's
46 Comprehensive Plan.
47

48 Scott said that there was an appeal filed by a group with the Land Use Board of Appeals and the
49 Planning Commission has been working to craft the amendment in such a way as to provide the
50 needed protection while addressing the concerns of those that filed the appeal.
51

1 Scott said that since she was present at the work session on Monday Planning Commission Chair,
2 Nan Scott has suggested that the words “on either side of the stream” should be added to two
3 places in Subsection D.2. and “around the wetland” as follows:

4
5 D. Protection Standards.

6 1. Ocean Protection Standards. Prior to development on ocean shoreland a site
7 specific geotechnical report shall be submitted to the City in accordance with Section 9.52.050.
8 Setbacks shall be a minimum twenty-five (25) feet from the top of the bank or greater if
9 recommended by an Oregon certified engineering geologist.

10 2. Riparian Corridor Protection Standards. The riparian corridor for fish bearing
11 streams shall be 50 feet [on either side of the stream](#). The riparian corridor for non-fish bearing
12 streams identified on the Designated Streams Map shall be 25 feet [on either side of the stream](#).
13 The riparian corridor for a significant wetland shall be 25 feet [around the wetland](#). See Section 3
14 below for additional Yachats River Protection Standards.

15
16 Brean said that while there may still be an appeal filed with LUBA, he believes that the City will be
17 in a stronger position with this amendment.

18
19 Motion to adopt Ordinance No. 340 – Shoreland Protection, with the amended wording proposed
20 by the Chair of the Planning Commission, at this meeting, Aye – 5, No – 0.

21
22 **VI. Business**

23 **New Item: Election of Council President**

24
25 Scott was unanimously elected as Council President.

26
27 **New Item: Joint Meeting with Lincoln County Commissioners**

28
29 City Council selected the March 9, 2016 at 6:00 p.m. for the Joint Meeting with the County
30 Commissioners. Agenda items will be discussed at the February Work Session.

31
32 **A. Recruitment Services**

33
34 Motion to hire Prothman as the Recruiting Service for the City Administrator and authorize the
35 Mayor to sign the agreement, Aye – 5, No – 0.

36
37 **B. Update – Sanitary Sewer Maintenance Policy**

38
39 Wastewater Treatment Operator, Dave Buckwald said that the Sanitary Sewer Maintenance Policy
40 and the Municipal Code are slightly different and this update will make the two consistent.

41
42 Motion to adopt the updated Sanitary Sewer Maintenance Policy, Aye – 5, No – 0.

43
44 **C. Update – Employee Handbook**

45
46 Motion to adopt the updated Employee Handbook, Aye – 5, No - 0

47
48 **D. Commission Membership**

49
50 Lisa McGrath was present to interview for the Budget Committee and asked about the Finance
51 Committee.

1 Brean explained the duties of the Finance Committee.

2
3 McGrath said that she has worked on governmental auditing for the past 18 years.

4
5 John Moore was present to interview for the Budget Committee.

6
7 Moore explained that he has many years experience in finance and non-profits and wishes to
8 become involved in the community.

9
10 Motion to reappoint Brad Webb to the Budget Committee, appoint Lisa McGrath to the Budget
11 Committee, appoint Lisa McGrath and John Moore to the Finance Committee, Aye – 5, No – 0.

12
13 **VII. Other Business**

14 **A. From the Council – None.**

15 **B. From the Staff – None.**

16
17 There being no further business before the City Council, the meeting was adjourned at 3:30 p.m.
18 PM.

19
20
21
22
23 _____
24 Ronald L. Brean, Mayor

25 Attest:

26
27
28
29 _____
Nancy Batchelder, City Recorder

Code Enforcement Report
December 2015

Hope everyone is enjoying the Holidays. The Village was very busy over the Christmas Holiday, but very quiet, No problems were reported to me. I hope the same is true for New Year's Eve. I hope this New Year will continue the increase in volunteer compliance with the City's Ordinances. Happy New Year to all.

- Accompanied CLPUD on the lighting / energy audit of the Yachats Commons.
- Checked and filled all dog bag dispensers.
- Attended City Council work session.
- Attended Finance Committee meeting.
- Call from resident – some roofing problems on a neighboring property. Called the rental agent and she had someone come out and repair it.
- Attended City Council meeting.
- Resident called regarding a broken window on property on Marine Drive. I checked it out and researched the property owner. The owners appreciated the call and would be down in a couple of days to repair the window.
- The window had plywood on it.
- Completed vacation rental inspection on Ocean View Drive.
- I became a Grandpappa on New Year's Day.

Respectfully Submitted,

Donald W. Niskanen, CEP
Code Enforcement Officer
City of Yachats

CITY COUNCIL AGENDA COVER-SHEET
--

From: Nancy Batchelder, City Recorder

- ☒ Regular Meeting Agenda Item ☐ Work Session Discussion Topic
- o Add to agenda for _____ meeting.
 - o Continue this item until _____.
 - o Item dismissed.

DATE: 1-5-2016

Title: Commission Membership

Item: The following people have indicated that they are willing to continue serving on the Commissions (the new terms they will serve if reappointed are indicated):

Christine Orchard – Planning Commission – 12/31/2019
Dean Shrock – Parks and Commons Commission – 12/31/2018
Brad Webb – Budget Committee – 12/31/2018

Related Goal:

Reference And Review Material:

Budget Impact:

Additional Information:

Attachments:

CITY OF YACHATS

RESOLUTION NO. 2015-12-01 -Correction

**A RESOLUTION SETTING THE RATES FOR WATER AND WASTEWATER SERVICE,
ESTABLISHING AN INDEX FOR FUTURE ADJUSTMENTS TO THE RATES AND A
CAPITAL IMPROVEMENT RESERVE FEE, EXTENDING THE LOW-INCOME WAIVER
TO THE WASTEWATER BASE AND CONTINUING OTHER FEES**

WHEREAS, the Public Works & Streets Commission held meetings to discuss the water and wastewater rate structure on July 7, 2015, September 1, 2015, and October 6, 2015; the Finance Committee discussed various options at meetings held on August 12, 2015 and October 14, 2015; and, the City Council discussed the subject at work sessions, special meetings and regular meetings held on August 10, 2015, August 13, 2015, September 2, 2015, September 10, 2015, October 8, 2015, October 12, 2015 and November 3, 2015; and

WHEREAS, it has been 10 years since the City of Yachats had a rate adjustment. The cost of operating and maintaining utilities has increased over those 10 years and the City is facing the need for infrastructure repairs and improvements in the next few years and revenues under the current rate structure are not keeping up with the costs; and

WHEREAS, a model was developed that allowed for a careful analysis of the situation and a long-term plan. The City now has a good sense of what it costs to deliver water under the current conditions, what is necessary for repairs and infrastructure replacement in the next few years, and what is needed longer term to assure water delivery and wastewater treatment going forward. That analysis has allowed a thoughtful look at rate structures and a measured adjustment that is neither too high nor too low; and

WHEREAS, it has been determined that by including two units of water in the base rate all customers will be paying to maintain the system that is available for use when the tap is turned on – a “ready to serve charge”; and

WHEREAS, to avoid the need for a future catch-up adjustment the new water rates will be indexed to the Construction Cost Index and adjusted automatically each July 1;

NOW THEREFORE, the City of Yachats resolves

Section 1 Base Rates

Rate - Inside City Limits	Water	Wastewater
Including 2 units of water (200 cf) and \$2 Capital Improvement Reserve Fee	\$43.00	\$42.00
Rate – Highest Users		
Including 2 units of water (200 cf) and \$2 Capital Improvement Reserve Fee	A Permanent Base Rate will be established by the an average of the YEU base amounts charged for the previous 12 month period	A Permanent Base Rate will be established by the an average of the YEU base amounts charged for the previous 12 month period
Rate – Outside City Limits		
Including 2 units of water (200 cf) and \$2 ³ Capital Improvement Reserve Fee	\$64.50	

Section 2 Consumption Rates

Rate - Inside City Limits	Water	Wastewater
Per 100 cf of water Including \$0. 25 <u>50</u> Capital Improvement Reserve Fee	\$4.75	5.25
Rate – Outside City Limits		
Per 100 cf of water Including \$0. 25 <u>75</u> Capital Improvement Reserve Fee	\$7.13	

Section 3. Annual Adjustment

On July 1 of every succeeding year, these water and wastewater rates will be adjusted based upon the Construction Cost Index [applicable to Yachats for](#) the preceding year ending December 31.

Section 4 Low Income Waiver

A waiver of 50% of the monthly water and wastewater base charge shall be considered by the City Recorder based upon written request by the user and documentation of eligibility for low-income assistance from the State of Oregon.

Section 5 Continuance of Utility Related Fees and Discounts

The following fees and discounts are continued:

Service Change/Service Takeover Fee. A fee of \$10 shall be charged each new account for a service change/service takeover. This fee shall not apply to a change in mailing address only.

Water Permit and Inspection Fee. A non-refundable fee of \$20 shall be charged for a permit to connect to and inspection of water service.

Sewer Permit and Inspection Fee. A non-refundable fee of \$20 shall be charged for a permit to connect to and inspection of building sewers.

Meter Inspection Fee. A fee of \$10.00 shall be charged for water meter inspection requested by the customer.

NSF Check Fee. Checks returned for NSF will be deposited a second time. If the check is returned a second time, a \$25 fee will be added to the account.

Meter Removal Fee. A fee of \$20.00 shall be charged for removal of a water meter if the removal is approved by the City.

Reconnection Fee. A fee of \$20.00 shall be charged for water reconnection during business hours. A fee of \$40.00 shall be charged for water reconnection after business hours, weekends, and holidays. If it is necessary for City staff to turn off the water due to a leak on the owner's property because a functioning hand valve is not present, the reconnection fee shall be \$100.00.

Delinquent Account Fees. Delinquent accounts with a balance of \$1.00 or more will be charged 1½ percent per month on the delinquent amount.

Shut-off Notice Fee. Accounts which receive a "door hanger" as a second written notice will be charged a five dollar (\$5) fee.

Collection Fees. A \$25 fee will be added to all closed accounts forwarded to collection.

Prepayment Discount. A discount of 1½% per month may be requested by the customer when making payment in advance for yet un-billed service use for pre-payments equal to, or larger than, six months minimum for any residential account; received before the billing process begins.

Section 6 Effective Date

The water and sewer rates shall be effective with the bills mailed on February 1, 2016

This Resolution is memorializing an action taken by City Council at the November 3, 2015 meeting and was effective as of that date.

PASSED AND ADOPTED this 10th day of December, 2015.

Attest:

Ronald L. Brean, Mayor

Nancy Batchelder, City Recorder

Customer Profile		Council Approval		% Increase	\$ Increase
Usage	Test Period Average # of Meters	Current Rate	New Rate	Percentage	Dollars
No units	162	\$60.00	\$85.00	41.67%	\$25.00
1 Unit	117	68.50	85.00	24.09%	16.50
2 Units	107	77.00	85.00	10.39%	8.00
3 Units	92	85.50	95.00	11.11%	9.50
4 Units	80	94.00	105.00	11.70%	11.00
5 Units	76	102.50	115.00	12.20%	12.50
6 Units	48	111.00	125.00	12.61%	14.00
7 Units	32	119.50	135.00	12.97%	15.50
8 Units	25	128.00	145.00	13.28%	17.00
9 Units	16	136.50	155.00	13.55%	18.50
10 Units	14	145.00	165.00	13.79%	20.00
11 Units	11	153.50	175.00	14.01%	21.50
12 Units	7	162.00	185.00	14.20%	23.00
13 Units	6	170.50	195.00	14.37%	24.50
14 Units	5	179.00	205.00	14.53%	26.00
15 Units	3	187.50	215.00	14.67%	27.50
16 Units	3	196.00	225.00	14.80%	29.00
17 Units	2	204.50	235.00	14.91%	30.50
18 Units	2	213.00	245.00	15.02%	32.00
19 Units	1	221.50	255.00	15.12%	33.50
20 Units	2	\$230.00	\$265.00	15.22%	\$35.00

To: Yachats City Council
From: Bob Bennett, Emergency Planning Committee
Subject: January 2016 Status Report

January 11, 2016

The Emergency Planning Committee (EPC) met on January 5th and spent most of the meeting reviewing the ICS214 Activity Log report prepared by Rick McClung based on the real time emergency of the slide on the south end of town. This is the first attempt to use ICS forms in an actual emergency event. The Committee reviewed the logs and added some suggestions to cover some of the actions in more detail. During the February meeting the Committee will attempt to develop one of the Summary ICS Report forms based on the ICS214. If this works Yachats will then have a simplified process which can be used in the future while still meeting FEMA requirements.

An open invite was made to Frankie Petrick, YRFPD Chief, to attend the EPC meetings as the major work focuses on preparation for the Cascadia Event Exercise in June of this year.

EPC plans to prepare a poster for use during the State of the City Event on January 24th to announce Yachats' participation in the Cascadia Event Exercise. In past city wide meetings people have questions about the City's work on preparation for such an event.

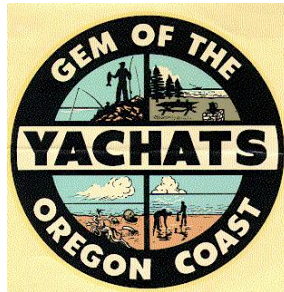
Other items which need to be worked in over the next few months include the following:

- Complete planning for the Cascadia Event on June 7th and June 10th.
 - o June 7th is a 6.0 quake and no tsunami
 - o June 10th is 9.0 quake with a tsunami
- Complete work on the updated Appendixes for the Emergency Plan from the last table top.
- Complete the reverse 911 procedure (currently under review by Jenny Demaris)
- Begin draft of Emergency Debris Management Plan for Yachats
- Consider disposition of south emergency supply container and the construction of the South Water Storage Tank as they appear to occupy the same location at this point. (refer to Public Works Commission and Finance Committee)

CC: Emergency Planning Committee, Walt Weyand, Larry Nixon, Don Goth, Bill Watson, Nancy Batchelder, Rick McClung, Jenny Demaris. Frankie Petrick

EMPLOYEE HANDBOOK

City of Yachats



Adopted by City Council January 14, 2016

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.

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 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 (or that is included in a collective bargaining agreement).

Contents

I. Equal Employment Opportunity (EEO) Policies	1
A. No-Discrimination Policy	1
B. No-Harassment Policy	1
Sexual Harassment	1
Other Forms of Prohibited Harassment	2
Bullying	2
Complaint Procedure	3
Investigation and Confidentiality	3
Protection Against Retaliation	3
C. Disability Accommodation Policy	3
Accommodations	3
Requesting an Accommodation	3
D. Policy on Non-Retaliation	4
Protection from Retaliation	4
Reporting Process	5
II. Employment Status	6
A. Probationary Period of Employment	6
B. Promotional Probation	6
C. Employee Classification	6
D. Reinstatement	7
E. Prior Service Credit	7
F. Timekeeping Requirements	7
E. Employee-Incurred Expenses and Reimbursements	8
F. Payroll Policies	8
G. Reporting Changes to an Employee's Personal Data	8
H. Performance Reviews	9
III. Time Off and Leaves of Absence	10
A. Attendance, Punctuality and Reporting Absences Policy	10
B. Vacation	10
C. Sick Leave	10

D. Holidays.....	11
E. Family Medical Leave	12
Statement of No FMLA/OFLA Coverage.....	12
F. Bereavement Leave.....	12
G. Jury and Witness Duty.....	12
H. Religious Observances Leave and Accommodation Policy	13
I. Crime Victim Leave Policy.....	13
J. Domestic Violence Leave and Accommodation Policy.....	13
K. Military Leave	14
IV. Employee Benefits.....	15
A. Healthcare Benefits.....	15
B. Employee Assistance Program (EAP)	15
C. Workers' Compensation and Safety On the Job	15
Steps to Take if You are Injured on the Job	15
Return to Work	15
Early Return-to-Work Program	16
Overlap with Other Laws	16
I. PERS (Public Employees' Retirement System) Benefits	16
V. Miscellaneous Policies.....	17
Prohibited Conduct.....	17
Prescription Medication and Medical Marijuana	17
Testing.....	17
Search of Property.....	18
Employee Refusal to Test/Search.....	19
Crimes Involving Drugs and/or Alcohol	19
Drug and Alcohol Treatment	19
Confidentiality	19
B. Cellular Devices Policy	20
Cell Phones and Cellular Devices in General (both City provided and personal cell phones/cellular devices)	20
Employee Use of City Provided Cell Phones/Cellular Devices	20
Employee Use of Cell Phones/Cellular Devices with Cameras.....	21
Cell Phones/Cellular Devices and Public Records.....	21

Cell Phone/Cellular Device Use While Driving	21
C. Use of City Email and Electronic Equipment, Facilities and Services.....	21
Ownership	21
Use	21
Inspection and Monitoring	22
Personal Hardware and Software	22
Unauthorized Access	23
Security	23
Inappropriate Web Sites	23
D. Social Media.....	23
Prohibited Postings.....	23
Encouraged Conduct.....	24
Request for Employee Social Media Passwords	24
E. Confidential City Information	24
F. Ethics.....	25
G. Open-Door Policy	25
H. Outside Employment	25
I. Criminal Arrests and Convictions	26
J. Political Activity.....	26
K. Bad Weather/Emergency Closing.....	26
L. Driving While on Business.....	27
M. Workplace Violence	27
N. Workplace Inspections – No Right to Privacy or Confidentiality	27
O. Smoke-Free Workplace.....	28
VI. Termination of Employment	29
A. Workplace Rules and Prohibited Conduct.....	29
B. Retirement or Resignation From Employment.....	30
C. References	31
Employee Acknowledgement	32

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 at any time if they have questions relating to the issues of harassment, discrimination or bullying.

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. No-Harassment Policy

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 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

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 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.

C. Disability Accommodation Policy

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.

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

A. Probationary Period of Employment

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 classifies employees as follows:

1. Regular Full-time: Employment in an established position requiring 40 hours or more of work per week.
2. Regular Part-time: Employment requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time.
3. Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. 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.

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 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.

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.

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 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

Martin Luther King's Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas

Whenever a holiday shall fall on a Sunday, the succeeding Monday shall be observed as the holiday. Whenever the holiday shall 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 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

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.

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.

I. Crime Victim Leave Policy

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

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

Employees who are eligible for crime victim leave must:

- 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

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.

K. Military 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.

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.

B. Employee Assistance Program (EAP)

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. 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

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.

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

Overlap with Other Laws

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 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.

V. Miscellaneous Policies

A. Alcohol/Drug Use, Abuse and Testing

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;
- 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 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).

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

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 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 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 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

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

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. Ethics

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

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 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 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 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 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.

L. Driving While on Business

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.

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.

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.

M. Workplace Violence

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."

N. Workplace Inspections – No Right to Privacy or Confidentiality

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.

O. Smoke-Free Workplace

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

The 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.

VI. Termination of Employment

A. Workplace Rules and Prohibited Conduct

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

- Falsification of employment or other City records.
- Recording of work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time sheets (your own or another employee's).
- Theft or the deliberate or careless damage or destruction of any City property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of City equipment, materials or facilities.
- Provoking a fight or fighting during work hours or on City property.
- 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.
- 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

Acknowledgment of Receipt of 2016 Personnel Policies

I acknowledge that I have received and will read a copy of City of Yachats 2015 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.

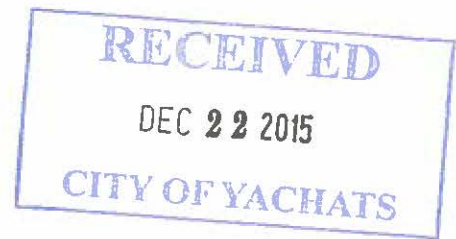


Meals On Wheels

Our Table or Yours

1400 Queen Ave SE, Albany, OR 97322
888-251-8392 Fax 541-924-4544

December 17, 2015



Ron Brean, Mayor
City of Yachats
PO Box 345
Yachats, OR 97498

Dear Mayor Brean,

On behalf of the Senior Meals Program, I would like to thank The City of Yachats for your generous donation of \$475. Your contribution will make a significant difference for seniors in your community.

Thank you for believing in the program and the importance of the services we provide. It is a pleasure to partner with you in our common interest and concern for the seniors.

Seniors will receive hot, nutritious meals as the result of your generous support. On behalf of the Senior Meals / Meals on Wheels Program and the seniors we serve, thank you!

Sincerely,

Diane Harvey
Senior Meals



A program of Senior & Disability Services
Mealsites serving the communities of Albany, Corvallis, Lebanon, Lincoln City, Mill City
Newport, Siletz, South Linn County, Sweet Home, Toledo and Waldport



TO: Yachats City Council

FROM: Betty Reed

RE: Proposed Amendments to Section 9.52.070

I am writing to urge the city to reject the proposed amendments to Section 9.52.070, Shoreland Setbacks, and leave in place, the riparian corridor for streams contained in current code.

This proposal is yet another attempt by the city to weaken current environmental protections - all started by a single developer's desire to build a spec house at the end of Windy Way adjacent to Gender Creek after the property owner threatened litigation. At their core, these rules still seem to seek to achieve the same goal - allow a house at the end of Windy Way too close to the stream and too close to the ocean bluff.

The city spent nearly a year insisting Gender Creek is not a perennial stream. When that failed, a new proposal was made to eliminate the "perennial stream" label and instead "designate" certain streams for only half the protection contained in current code. This too gave rise to threats of litigation from property owners in the Overleaf Development and the city rescinded their new rule, promising a "fix" for those folks.

Now this proposed rule comes, which has something for everyone – except of course, the environment.

In this proposed rule, Agency Creek is declared a "drainage way" reducing the protection from 50 feet to 10 feet. The unnamed stream to the north is left entirely in the hands of the Overleaf Village and Fistera Planned Developments. Gender Creek is stripped of its 50 foot riparian corridor and declared "worthy of a 25 foot buffer." Other waterways listed in the LWI are ignored.

It is clear to me that the new provisions relating to Gender Creek are inconsistent with the rest of the code and are intended to give the illusion of compliance with the Statewide Goals. Simply referencing the goals does not create compliance. These new rules are still in conflict with the Yachats Comprehensive Plan and Statewide Goals.

The Planning Commission assumes the power to "designate" streams and re-classify named streams to "drainage ways" to suit its own purposes. At the same time it attempts to delegate responsibility to development groups.

The new proposal also gives the Planning Commission broad authority to make exceptions to all these rules and specifically cites as a justification to intrude into the riparian corridor the following: *"Adherence to requirements would result in a building footprint less than the norm of the neighboring properties."* No definition is included for the "norm of the neighboring properties." This provision will authorize the planning commission to grant exceptions whenever it is expedient to do so.

The proposed rules are internally inconsistent, in violation of the Yachats Comprehensive Plan and Statewide Goals. They reduce important environmental protections, ignore real hazards from flooding, landslides and erosion.

Please reject them out of hand and leave intact the rules adopted in 2012 with the passage of Ordinance 338.

From: [Will Reed](#)
To: [Kimmie Allison](#); [Ron Brean](#); [Greg Scott](#); [Barbara Frye](#); [Max Glenn](#); [Nancy Batchelder](#); [Sandy Dunn](#)
Cc: [Sandy Rutherford](#)
Subject: Recent memo from Nan Scott re: Shoreland Setbacks rules
Date: Thursday, January 14, 2016 12:41:42 PM

I just read the memo from Nan regarding current setback rules. I must disagree.

The current rules clearly apply to both fish bearing and non fish bearing perennial streams. The idea that only fish bearing streams are currently protected was discussed at length with members of the planning commission (including Nan) and consensus was reached on that point. Some of that discussion was around my kitchen table while we ate ginger molasses cookies and tea with copies of the code spread out on the breakfast bar.

Several of us along Gender Creek spent months proving to the city that Gender Creek is perennial. Other than informal discussions with planning commission members no one at the city has asserted that fishbearing status is a consideration in applying the current riparian corridor of 50 feet to Gender Creek if it is deemed "perennial." If "fishbearing" were a requirement, surely someone would have informed the folks along Agency Creed and the Overleaf Association that current setback rules don't apply to them

Betty Reed

The proposed revision of "Shoreland Setbacks" has two serious problems: (1) It lacks clarity - and (2) it is in basic contradiction to the Comprehensive Plan of the City of Yachats. #1 is definitely a problem, but it is not a fatal flaw. #2, however, is fatal. City regulations cannot be written which contradict the city's own Comprehensive Plan. If this re-write of 9.52.070 is adopted by the City - and if it is appealed to the Oregon Land Use Board of Appeals (LUBA), it will not survive the legal challenge.

The following is **State of Oregon law**:

"Waters of the State include all natural waterways including all tidal and nontidal bays, intermittent streams, constantly flowing streams, lakes, wetlands and other bodies of water in this state, navigable and nonviable. **Natural waterways are defined as waterways created naturally by geological and hydrological processes, and waterways that would be natural but for human-caused disturbance (e.g. channelized or culverted streams, impounded waters, partially drained wetlands or ponds created in wetlands).** (ORS 196.800-196.990, 1995)

Members of the Planning Commission do not have the power to decide what is a creek and what is a "drainage way" - as they have done in the proposed "Setback" regulations.

Agency Creek has become a "drainage way". Gregory Creek is not mentioned nor "designated" - and thus becomes a "drainage way". In fact, every natural waterway within the City (except the Yachats River) becomes a "drainage way" unless it is "designated" a creek by the Planning Commission. But, as noted in the LWI and in the USGS Hydrology map, there are several unnamed streams in Yachats. There are at 3 named creeks: Gender Creek, Agency Creek, and Gregory Creek. All intersect the Shoreland. And all (named or not) deserve special protection for this reason - the special protection described in detail in the City of Yachats Comprehensive Plan. **There is only one Planning Commission "designated" stream in all of Yachats:** Gender Creek. Gender Creek is given 25 ft. setbacks. A couple of weeks ago Gender Creek had floodwater flowing approximately 80 ft. outside of the channel...(video of this is available).

"Drainage Ways", as I understand it, receive only 10 ft setbacks (measured "on-center"). "On-center" appears to be a carpentry term - it is not appropriate for this application, and it is unclear. How do you measure accurately from the center of a creek? Measurements regarding waterways should always begin from some point on a bank (dry land), and not actually in the water - for obvious reasons.

Streams flowing into the Yachats River also receive special protection under the City of Yachats Comprehensive Plan.

Yachats can change its Comprehensive Plan. But as long as it has this one, it cannot pass regulations which are in contradiction to it - as it is poised to do here.

This "designation" power which the Planning Commission has taken upon itself appears to fall under the heading of being "arbitrary and capricious." Why does one creek deserve "designation" and not others? The reasons given are not convincing.

RECENT HISTORY: GREGORY CREEK

Very recently a mudslide occurred near Green Hill/Crestview which apparently has damaged two houses. The arrested mudflow now sits ominously behind 112 Green Hill Drive. Just next to this same house - perhaps not more than 5 feet away - flows Gregory Creek - a creek which drains off storm water and ends at the Pacific Ocean (West of 101 and in the Shorelands) Please note that Gregory Creek is on USGS and National Hydrology maps and in the USGS and NHD database.

Gregory Creek is mentioned nowhere in the "Shoreland Setbacks" revision - against all reason. Here is a creek that demonstrably has the power to promote damaging mud flows and/or landslides - but it is invisible.

Creeks coming down steep slopes contribute to soil saturation - and this leads to mudslides/landslides. It is the duty of the local government to provide adequate setbacks so that lives and property are not placed in jeopardy - per State of Oregon laws regarding known Natural Hazards.

Gregory Creek in its steep slope situation is a textbook example of why wide setbacks are needed to provide at least some margin of protection to residents.

RECENT HISTORY: GENDER CREEK

Gender Creek flooded a few weeks ago because of debris obstruction. The creek flowed down Gender Drive - and the floodwater exceeded the 25 ft setbacks called for in this new revised "Shoreland Setback" regulation ***by more than 50 ft.*** Under the current rules, 50 ft setbacks are in place - and they should be kept. Clear evidence now exists that 25' setbacks are simply inadequate.

Gender Creek has flooded in 1997, 2009, and 2015. This latest flood happened in spite of ODOT culvert work done several years ago. Debris obstruction of creeks in the Yachats area is common - it will happen again and again. And the result will be floods, mud flows, landslides. Adequate setbacks can save lives and property. The setbacks proposed today fall far short of this.

It is my hope that the City Council rejects this revision of 9.52.070 and leaves the current regulations in place.

Sandy Rutherford
23 Windy Way
Yachats, OR 97498

MEMO

TO: Ron Brean, Mayor City of Yachats

FROM: Nan Scott, Chair Yachats Planning Commission

RE: Yachats Zoning and Land Use Code Section 9.52.070 Shoreland Setbacks Draft Amendments

The rationale for the proposed amendments was to provide specific setbacks and protection for rivers, streams, and waterways within the City Limits and to bring the code in line with the City's Comprehensive Plan.

The current code provides specific setback requirements ONLY for the Yachats River and any fish bearing perennial streams. Two unnamed tributaries have been identified that have fish habitat and flow into the Yachats River.

Section 9.52.070 D. 2. States: The provisions of this subsection apply to the river, fish bearing and perennial streams, significant wetlands, and associated riparian areas. *(The punctuation of the highlighted phrase requires that a stream be BOTH fish bearing AND perennial)*

The 50' setback requirement is in keeping with state standards for a fish-bearing stream with an average annual stream flow that is less than 1,000 cubic feet per second (cfs) as per the "Safe Harbor" method.

The "Safe Harbor" method is only applicable on fish bearing rivers and streams, so to be able to set specific setback requirements for the other non-fish bearing streams within the City, the Commission has included justification based on Statewide Goals 5, 7, and 17. This was done upon the advice of the City Attorney and a contact at DLCD (Department of Land Conservation and Development). Otherwise we would have had to use the ESEE (Economic, Social, Environmental, and Energy) method which would have not only been time consuming, but would have likely generated minimal setbacks.

Other streams or creeks that intersect the shoreland but are not specifically mentioned are covered under the Comprehensive Plan Goal A. Protection of Natural Resources, Policy 13 which states:

Where streams and creeks intersect the Shoreland, a 25 ft. buffer shall be maintained; and where a stream and creek intersect the river edge, a 50 ft. buffer shall be maintained. The buffer is to be measured from the top of the bank; ...

One could argue that this covers "Gregory Creek" although this creek was not identified in the LWI. It does show on USGS maps but is located considerably north of the Crestview landslide.

The proposed amendments are far from perfect, but I believe that they are an improvement on the minimal stream protection that currently exists. Although we may want to provide greater protection in some areas, we have to be cognizant of existing development and property rights in those developed areas.

Unstable soils and landslide prone areas are not addressed in this ordinance, but that should be the subject of future discussion in the Planning Commission.

AN ORDINANCE AMENDING THE YACHATS MUNICIPAL CODE SECTION 9.52.070 – SHORELAND SETBACKS

The Planning Commission identified 1) appropriate setbacks for the Yachats River and tributaries, 2) streams that should be subject to the 25 foot buffer, 3) streams that should be maintained in accordance with prior land use approvals, and 4) drainage ways that should be subject to standards that maintain their storm water conveyance and storage function.

Yachats River and Tributaries

The Planning Commission determined that it is appropriate to apply the “safe harbor” method to establish setbacks from the Yachats River and tributaries. The river and tributaries are fish-bearing streams with an average annual stream flow that is less than 1,000 cubic feet per second. Per the “safe harbor” methodology, a 50-foot setback shall be established from the top of a bank for fish-bearing streams with an average annual stream flow that is less than 1,000 cubic feet.

Gender Creek

The Planning Commission determined that Gender Creek is worthy of a 25 foot setback buffer in order to 1) protect a natural resource and conserve open space, 2) reduce risks to people and property from flooding and, 3) to conserve and protect coastal shoreland resources.

Statewide Goal 5 calls for the protection of natural resources and conservation of open space. Gender Creek is an open channel that extends from the hillside located east of the Oregon Coast Highway to the ocean. The only exception to this open channel is the culvert which crosses under the highway.

Although not considered a fish-bearing stream, Gender Creek does provide habitat and a corridor for wildlife. Protection will help to maintain the beneficial effects of the stream as a natural habitat and corridor for wildlife.

Additionally, Gender Creek is valued by nearby residents and property owners for its open space and aesthetic aspects.

Statewide Goal 7 calls for reducing risks to people and property from natural hazards, including flooding. Properties adjacent to Gender Creek have a history of flooding. Gender Creek is essential to surface water management in the southernmost section of Yachats because the stream conveys storm water and helps control flooding. In consideration of the carrying capacity of water in this drainage basin, measures are needed to ensure that the carrying capacity of the stream is not reduced. Maintaining a buffer area adjacent to the stream will help maintain this carrying capacity. It is critical that Gender Creek accommodate storm water runoff and therefore helps to protect people and properties from damage caused by flooding.

Statewide Goal 17 calls for the conservation and protection of coastal shoreland resources and benefits. The coastal shoreland area includes lands west of the Oregon Coast Highway which includes the western section of Gender Creek. As a stream that flows directly into the ocean, it is important to recognize the stream’s value for protection and maintenance of water quality. Methods are needed to minimize man-induced sedimentation of coastal shorelands and water quality in coastal waters. The bank along Gender Creek is susceptible to environmental degradation problems, e.g. erosion and water quality impacts. Methods are needed to prevent and remedy degradation problems along Gender Creek. Therefore, development restrictions adjacent to the stream, including building setbacks and application of development standards, will help preserve and restore the natural features of this coastal waterway.

Unnamed Stream at North End of City

The Planning Commission determined that a 25 foot setback would not be beneficial along the unnamed stream at the north end of the city due to existing and proposed development that provide stream protection measures. The stream runs through the Overleaf Village Planned Development (PD) west of Hwy 101. Development of the Overleaf Village PD included restoration of the stream and maintenance standards that continue to protect and enhance the stream corridor.

1 East of Hwy 101, the stream runs through the northern portion of the proposed Fisterra Planned
2 Development. The preliminary plan approval of Fisterra includes designation of the stream and
3 its associated corridor as open space to be maintained in its natural condition.
4 The unnamed stream shall be preserved and maintained as approved in the Overleaf Village and
5 Fisterra Planned Developments. In the event the Fisterra PD preliminary plan approval expires
6 prior to development, a minimum 25 foot setback would be required for that portion of the
7 stream located east of Hwy 101.

8 Agency Creek

9 Agency Creek consists of a combination of open channels, culverted sections, and underground
10 sections. Development has occurred along the edges of the creek as well as over Agency Creek.
11 Imposing greater setbacks on the limited number of undeveloped properties along the creek
12 could cause significant hardship to development and be out of character with existing
13 development. Agency Creek does not have a history of flooding as seen in other parts of
14 Yachats. The Planning Commission determined that Agency Creek is a drainage way and
15 therefore, subject to the Drainage Way Protection Standards. A 10-foot on-center drainage
16 easement shall be maintained along with other standards identified in the Yachats Zoning and
17 Land Use Code Section 9.52.070.D.4.

18 Streams and Creeks That Intersect the Shoreland

19 Any other streams and creeks that intersect the shoreland, shall be in accordance with Yachats
20 Comprehensive Plan Goal A. Protection of Natural Resources, Policy 13.

21 Other Drainage Ways

22 Other drainage ways are identified in the Yachats Local Inventory. The Planning Commission
23 determined these other drainage ways should continue to be subject to the Drainage Way
24 Protection Standards identified in the Yachats Zoning and Land Use Code Section 9.52.070.

25 B. Definitions:

26 "Drainage Ways."

27 Drainages identified in the LWI, Storm Water Master Plan, and other drainages not yet identified
28 in the LWI or Storm Water Master Plan, except for fish-bearing streams and designated streams.
29 ~~The streams, channels, springs, lakes, reservoirs, ponding areas, and wetlands indicated in the~~
30 ~~LWI.~~

31 "Fish Habitat." Those areas upon which fish depend in order to meet their requirements
32 for spawning, rearing, food supply, and migration.

33 "Ocean Shoreland." Those areas west of the Yachats River Bridge adjacent to the ocean,
34 bay and river.

35 ~~"Riparian Area." The area adjacent to a river or stream, consisting of the area of~~
36 ~~transition from an aquatic ecosystem to a terrestrial ecosystem.~~

37 ~~"Riparian Corridor." Includes the water areas, fish habitat, adjacent riparian areas, and~~
38 ~~wetlands within the riparian area boundary.~~

39 ~~"Riparian Corridor Boundary." An imaginary line that lies 50 feet inland (or upland),~~
40 ~~measured on the horizontal, from the top of the bank of an inland stream, or where no bank is~~
41 ~~discernible, that lies 50 feet inland from the outer edge of non-aquatic vegetation. Where a~~
42 ~~wetland or pond is contiguous to a stream, the riparian area shall be measured 50 feet inland (or~~
43 ~~upland) from the upland edge of the wetland or pond. Where a wetland or pond is not contiguous~~
44 ~~to a stream, the riparian area shall be measured 25 feet inland (or upland) from the upland edge~~
45 ~~of the wetland or pond.~~
46

1 “Riparian or Wetland Corridor.” The area that lies within a line inland (or upland),
2 measured on the horizontal from the top of the bank of a river or stream, or from a significant
3 wetland.

4 “River Shoreland.” Those areas adjacent to the Yachats River from the Yachats River
5 Bridge upstream to the east city limit boundary.

6 “Stream.” A channel, such as a river or creek, that carries flowing surface water,
7 including ~~perennial streams and intermittent~~ full or part-time streams with defined channels, and
8 excluding man-made irrigation and drainage channels.

9 “Stream, Designated.” A stream identified on the Designated Streams Map.

10 “Stream, Fish Bearing.” A fish-bearing stream as identified by the Oregon Department of
11 Fish & Wildlife (ODF&W) which presently include only Yachats River and the Yachats River
12 Tributaries; and any other streams hereafter so identified by ODF&W. ~~A stream identified in the~~
13 ~~LWI as having an intact fish habitat function, i.e. Yachats River, Yachats River Tributaries, and~~
14 ~~a small unnamed creek at the very north end of Yachats.~~

15 ~~“Stream, Perennial.” A stream that has continuous flow in parts of its streambed all year~~
16 ~~round during years of normal rainfall.~~

17 ~~“Water Area.” The area between the banks of a lake, pond, river, or perennial or fish-~~
18 ~~bearing intermittent stream, excluding man-made farm ponds.~~

19 “Wetland.” An area that is inundated or saturated by surface or ground water at a
20 frequency and duration sufficient to support, and that under normal circumstances does support,
21 a prevalence of vegetation typically adapted for life in saturated soil conditions.

22 “Wetland, Significant.” A wetland one-half acre or greater in size that met one or more
23 mandatory criteria as identified in the LWI, i.e. wetlands labeled VC-4, VC-12, LY-19, and LY-
24 25.

25 C. Application and Permits.

26 1. Application. The provisions of Section 9.52.070 shall apply to ocean and river
27 shorelands, and to fish bearing streams, ~~perennial~~ designated streams, significant wetlands, and
28 associated riparian areas identified in the LWI. The provisions of Section 9.52.070 shall also
29 apply to existing fish bearing and ~~perennial~~ designated streams, significant wetlands, and
30 associated riparian areas that are not yet identified in the LWI. Subsection D.4 shall apply to
31 ~~non-fish bearing and non-perennial~~ all remaining drainage ways.

32
33 Development proposed in any wetland identified in the LWI, and wetlands not yet identified in
34 the LWI, shall adhere to Oregon Department of State Lands (DSL) and U.S. Army Corps of
35 Engineers Removal-Fill Law and other provisions. DSL currently requires a permit for any
36 project removing, filling or altering 50 cubic yards or greater in a wetland. A DSL permit is
37 required for removal or fill of any amount of material in a stream designated as essential salmon
38 habitat or state scenic waterways.

39
40 The provisions of Section 9.52.070 are to be applied in conjunction with the provisions of the
41 underlying zone and are also subject to the applicable provisions of Chapters 9.52, 9.54, 9.76,
42 9.80, 9.84, and 9.88. Where the provisions of Section 9.52.070 and the underlying zone conflict,
43 the more restrictive regulations shall apply. Forestry activities subject to the riparian regulations
44 of the Oregon Forest Practices Act are exempt from regulation under Section 9.52.070. Forestry
45 activities not subject to the riparian regulations of the Oregon Forest Practices Act are subject to
46 regulation under Section 9.52.070.

2. Procedure for Development Applications. Except for permit requirements for riparian ~~zone~~corridor vegetation removal or pruning as described in Section 3 below, applicants requesting approval for any development permit in an area which contains a designated resource identified in Section 9.52.070(~~DC.1~~)below, shall submit, along with any application, a detailed site plan and written statement demonstrating how the proposed activities will conform to each of the applicable standards of Section 9.52.070. The City Planner shall review and approve the application if it is determined that all of the applicable criteria are met.

3. Procedure for Riparian ~~Zone~~Corridor Vegetation Removal or Pruning. An executed Permit for Riparian ~~Zone~~Corridor Vegetation Removal or Pruning is required before any person undertakes removal or pruning in a riparian ~~zone~~corridor. The City Planner, Public Works Director, or Code Enforcement Officer shall approve or disapprove the Permit. Failure to complete the application form and secure an executed permit in advance is a violation of City Code. A copy of an approved permit shall be in the possession of any person performing work thereunder for review by any person. Also, a copy shall be published in the Yachats Document Library.

D. Protection Standards.

1. Ocean Protection Standards. Prior to development on ocean shoreland a site specific geotechnical report shall be submitted to the City in accordance with Section 9.52.050. Setbacks shall be a minimum twenty-five (25) feet from the top of the bank or greater if recommended by an Oregon certified engineering geologist.

2. Riparian Corridor Protection Standards. The riparian corridor for fish bearing streams shall be 50 feet on either side of the stream. The riparian corridor for non-fish bearing streams identified on the Designated Streams Map shall be 25 feet on either side of the stream. The riparian corridor for a significant wetland shall be 25 feet around the wetland. See Section 3 below for additional Yachats River Protection Standards. ~~The provisions of this subsection apply to the river, fish bearing and perennial streams, significant wetlands, and associated riparian areas.~~

a. ~~The actual location of the river, streams, wetlands, and riparian areas,~~The riparian corridor shall be delineated in the field by a person qualified to do such a delineation, following procedures accepted by the State of Oregon. A report and map ~~shall be submitted to the City~~ which documents the boundaries shall be submitted to the City~~of the resource and its buffer.~~

b. The ~~outer~~ boundaries of the riparian corridor shall be clearly marked in the field, and such markings shall remain visible for inspection until all development on the site is complete.

c. No filling, grading, excavating, or draining is permitted in a significant wetland ~~area~~ unless such is performed for restoration purposes or in accordance with ~~Section N.E(4)~~ Mitigation Standards. Valid permits from the US Army Corps of Engineers and from the Oregon Department of State Lands, or written proof of exemption from these permit programs must be obtained and presented to the City prior to any such work.

d. The flow from springs, drainages, streams, and other features providing the water necessary to maintain a significant wetland's hydrology, shall not be diminished or substantially increased.

e. Within the riparian corridor boundary, no filling, grading, excavating or draining is permitted~~shall occur, no~~ No impermeable surfaces or structures shall be placed, no non-native vegetation shall be planted, and no vegetation shall be removed or destroyed, except that the

following are allowed, ~~provided they are designed and constructed to minimize intrusion into the riparian area:~~

~~1) Removal of riparian vegetation necessary for a use that requires direct access to the water.~~

~~2) Placement of utilities, drainage facilities, and irrigation pumps.~~

~~3) Replacement or enlargement of existing structures with structures in the same location that do not disturb additional riparian surface area.~~

~~4) The placement of walking paths and road crossings.~~

~~5) Removal of non-native noxious and invasive vegetation and replacement with native plant species.~~ See Section 5.08.110.

~~6) Fish and habitat restoration activities approved by Oregon Department of Fish and Wildlife.~~

~~3) Construction of an access road is permitted within the 50 foot riparian setback as necessary to allow development of property within the city limits on the south side of the Yachats River east of the Highway 101 bridge.~~

~~4) Any other exception approved by the Planning Commission through the Conditional Use process.~~

~~7) Removal of vegetation necessary for the development of water related and water dependent uses.~~

f. Development activities shall not change the natural drainage or ~~substantially~~ increase the water flow.

g. Development activities shall not ~~create~~ cause erosion ~~into the stream, wetland, pond, or riparian area.~~

3. Additional River Protection Standards. The “safe harbor” method requires a 50 foot setback from all fish-bearing streams with average annual stream flow less than 1,000 cubic feet per second. The Yachats River has an average annual stream flow less than 1,000 cubic feet per second therefore a ~~On river shoreland, in order to provide for wildlife habitat and riverbank stabilization, a~~ fifty (50) foot riparian ~~buffer~~ corridor shall be maintained. ~~The riparian buffer is an area that extends inland (or upland), measured on the horizontal, from the top of the bank of the Yachats River or where no bank is discernible, that extends inland from the outer edge of non-aquatic vegetation.~~ Within the first thirty (30) feet, vegetation may be pruned or removed because of storm damage, plant health, disease, damage to existing structures or demonstrated safety endangerment. If vegetation is removed it must be replaced with similar riparian ~~zone~~ plants native to Oregon, as soon as practical. Individual property owners whose property is within the fifty (50) foot riparian buffer are allowed to trim existing plants within ten (10) feet of a building if it is all within their property line. New native riparian plants may be planted within the riparian buffer. Otherwise within the first thirty (30) feet, the existing native riparian vegetation shall remain undisturbed; in the last twenty (20) feet slight vegetative alteration is allowed provided the overstory is retained. Minor pedestrian access paths leading to (but not parallel to) the Yachats River shall be allowed as long as the overstory is not disturbed. ~~Noxious weeds and invasive plants shall be exempt from this restriction.~~ See Yachats Municipal Code Section 5.08.110. No ~~structure~~ other development shall be ~~placed~~ allowed within the riparian ~~buffer~~ corridor. Noxious weeds and invasive plants shall be exempt from this restriction. Where a permitted use of a lot existing prior to the establishment of this amended ordinance would be

precluded by strict adherence to these requirements, the applicant may ask the Planning Commission for an exception to these standards if the applicant meets the following conditions:

a. Adherence to requirements would result in a building footprint less than the norm of the neighboring properties;

b. Disruption of the riparian ~~area has been~~ corridor would be -minimized; e.g. seeking

~~c. —That options such as maximizing variance setbacks~~ variances on the sides of the property away from the ~~aesthetic resource~~ river shoreland ~~or other design methods to minimize impact have been exercised or are not feasible.~~

4. ~~Non-Fish Bearing and Non-Perennial~~ Remaining Drainage Way Protection Standards. To prevent new development from significantly increasing the amount or flow rate of surface water runoff destined for the drainage way, any new development or redevelopment proposed on land containing or adjoining a drainage way shall adhere to the following:

a. No drainage way shall be altered; i.e., filled, culverted, re-routed, or disturbed without prior approval by the City of Yachats.

b. A drainage easement 10-foot on-center shall be maintained.

c. For subdivisions and planned unit developments, include an engineered storm water plan that provides for ~~no~~ on-site storm water detention and primary treatment that screens and separates gross pollutants (sedimentation, floatables, oil and grease).

5. This section is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this section and any other ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

E. Exceptions and Variations.

1. Exceptions to the above standards are:

a. Vegetation removal for structural shoreland stabilization subject to the shoreline stabilization standards in Section 9.52.100.

b. Vegetation removal for bridge maintenance, replacement or repair.

2. Hardship Variances.

a. Applicability. This section applies to lots existing prior to November 9, 1978.

b. Where a minimum building footprint of less than 800 square feet would result from application of the rules of this section, reduction or removal of the restrictions under this section can be granted to allow the building of a structure within such a building footprint through the variance procedure. Applicants for variance from this section should demonstrate, in addition to the criteria found in the variance ordinance (Chapter 9.80), that intrusion into the required riparian corridor, wetland, or drainage way protection areas has been minimized by maximizing setback variances on property line boundaries away from these resources.

3. Map Error. If the resource is not located on a subject property, although the inventory map indicates it to be, the applicant for a building permit shall follow the following procedure:

a. The boundary of the property with proximity to the resource area shall be marked between surveyed property markers with a visible string or tape.

b. The applicant shall contact the City Planner and request a site visit.

c. The City Planner shall inspect the property and, if the resource is not on the subject property, issue the applicant a note stating the resource is not on the subject property and the property is exempt from the provisions of this section.

d. When the extent of the resource area cannot be determined by the City, the applicant shall seek prompt assistance from a natural resource agency in making that determination, or provide a written report from a properly-qualified specialist describing the boundaries of the resource area in relationship to the property boundaries.

4. Mitigation Standards. When impacts within a riparian area are approved, mitigation will be required in accordance with the following standards:

a. When mitigation for impacts to a riparian zone is proposed, the mitigation plan shall comply with all Oregon Department of State Lands and U.S. Army Corps of Engineers wetland regulations. The City may approve a development but shall not issue a building permit until all applicable State and Federal wetland permit approvals have been granted and copies of those approvals have been submitted to the City.

b. When mitigation for impacts to a riparian zone is proposed, a mitigation plan prepared by a qualified professional shall be submitted to the City. The mitigation plan shall meet the following criteria:

1) Mitigation for impacts to a riparian zone shall require a minimum mitigation area ratio of 1:1;

2) The mitigation plan shall document the location of the impact, the existing conditions of the resource prior to the impact, the location of the proposed mitigation area, a detailed planting plan of the proposed mitigation area with species and density, and a narrative describing how the resource will be replaced;

3) Mitigation shall occur on-site and as close to the impact area as possible. If this is not feasible, mitigation shall occur within the same drainage basin as the impact.

4) All vegetation planted within the mitigation area shall be native to the region. Species to be planted in the mitigation area shall replace those impacted by the development activity;

5) Trees shall be planted at a density of not less than 5 per 1000 square feet. Shrubs shall be planted at a density of not less than 10 per 1000 square feet.

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

Ayes: _____ Nays: _____ Abstentions: _____ Absent: _____

Approved by the Mayor this ____ day of _____.

Attest:

Ronald L Brean, Mayor

Nancy Batchelder, City Recorder

Date: Jan. 5th. 2015

To: City Council and Public Works & Streets Commission

From: Rick McClung & David Buckwald

Re: December 2015 Public Works Report

Subject: Work Outside of Normal Operations

Streets	Storm Event	Landslide on Crestview- In the recovery process. Geotech and Civil West Engineering preparing bid documents for contracted repair
CIP-Commons	Roof	Stainless steel vents installed, this completes this project
CIP-Commons	Women's Bathroom Remodel	Completed
CIP -Water	Looping Project	Disinfection of water system complete, lab testing this week. Pump repair this week. Awarded SCADA Contract
CIP- Water	101 Waterline	Contract has been awarded. Work will begin soon.
CIP-Water	Surfside & Reeves Circle waterline replacement	Reece Engineering preparing bid documents
Wastewater	Collection System	41.5 hrs. I & I inspections and CCTV
Wastewater	DEQ	Began DEQ yearend reports
Wastewater	Operator in training	29 hrs. of training at WWTP
Wastewater	Biosolids	24,931 gallons processed for the Land Fill. (10 cans a week)

YACHATS CITY RECORDER'S REPORT

BY NANCY BATCHELDER, CITY RECORDER

January 2016

I completed the updated Emergency Operations Center Contact Information Sheet, forwarded it to the County, and then participated in an Activation Drill held on the morning of December 11. At that time each of the cities, special districts and public works departments were to call into the County EOC to report our situational status using a system of color codes that were developed to simplify and speed the reporting. At that time, Yachats had very little to report.

I completed the Infrastructure initial damage assessment field data collection form on the storm damage the following week and forwarded it to the County so it could be included in the County's report to the State when the County declared a State of Emergency. And, I have been collecting the information that Rick McClung has been forwarding me that will be used as the City works with FEMA.

I have been working on the Supplemental Budget and should have it completed next week. I will have the State required forms published and the Public Hearing scheduled for the February City Council meeting. Then I will begin working on the 2016-2017 Fiscal Year Budget.

I prepared a press release following the December City Council meeting explaining that Yachats was the first City Government to endorse the Declaration of Human Rights and Climate Change as drafted by the Global Network for the Study of Human Rights and the Environment and sent it to the Eugene Register Guard.

I completed the updated Employee Handbook based on the template provided by City County Insurance Services. It is on the agenda for City Council consideration this month.

I prepared a spreadsheet regarding the impact the "Cadillac Tax" on the health insurance would have for the City when it kicked into effect, then found out that implantation has been postponed until 2020.

I was able to find out the amount the bank charged for rent for each size of safe deposit box so the City Council can decide if this is a service the City should provide to the community if a bank or credit union does not choose to lease the space.

Revenues and Expenditures 2016-6

12/31/2015

Account	Budgeted Revenue	Revenue to Date	Difference	% Received	Outliers	Budgeted Expenitures	Expenditures to Date	Difference	% Expended	Outliers
					50.00%					50.00%
General (10)	889,520.00	694,007.08	(195,512.92)	78.02%		889,520.00	672,103.25	217,416.75	75.56%	?
Visitor Amenities (12)	534,309.00	557,644.24	23,335.24	104.37%		534,308.00	306,918.13	227,389.87	57.44%	?
Capital Reserve (15)	2,022,554.00	2,303,280.56	280,726.56	113.88%		2,022,554.00	784,378.79	1,238,175.21	38.78%	
Sys. Dev. (16)	82,524.00	191,135.61	108,611.61	231.61%		82,524.00	20,000.00	62,524.00	24.24%	
Debt Service (17)	86,517.00	86,517.00	0.00	100.00%		86,517.00	0.00	86,517.00	0.00%	
Hwy 101 Project (20)	1,237,309.00	727,135.27	(510,173.73)	58.77%		1,237,309.00	78,384.92	1,158,924.08	6.34%	
Streets (21)	182,164.00	173,603.43	(8,560.57)	95.30%		182,164.00	102,683.21	79,480.79	56.37%	?
Library (22)	24,808.00	23,447.34	(1,360.66)	94.52%		24,808.00	14,058.18	10,749.82	56.67%	?
Log Church Museum (23)	15,467.00	12,101.72	(3,365.28)	78.24%		15,467.00	8,050.40	7,416.60	52.05%	?
Parks and Commons (24)	198,964.00	198,143.85	(820.15)	99.59%		198,964.00	154,753.45	44,210.55	77.78%	?
Storm Drain (30)	38,166.00	63,822.07	25,656.07	167.22%		38,166.00	10,511.52	27,654.48	27.54%	
Water (60)	552,161.00	302,787.57	(249,373.43)	54.84%		552,161.00	261,154.75	291,006.25	47.30%	
Gen. Oblig. Water Bond - 1992 (66)	45,459.00	48,545.36	3,086.36	106.79%		45,459.00	45,459.00	0.00	100.00%	?
Sewer (70)	508,200.00	279,700.20	(228,499.80)	55.04%		508,200.00	270,624.26	237,575.74	53.25%	?
Sewer Debt (76)	1,005,026.00	1,005,026.05	0.05	100.00%		1,005,026.00	258,512.76	746,513.24	25.72%	
USFS Contract (80)	111,650.00	80,211.38	(31,438.62)	71.84%		111,650.00	20,654.41	14,213.60	18.50%	
URD (90)	230,686.00	246,148.38	15,462.38	106.70%		230,686.00	206,051.69	24,634.31	89.32%	?
Totals	7,765,484.00	6,993,257.11	(772,226.89)	90.06%		7,765,483.00	3,214,298.72	4,474,402.29	41.39%	

Total Income over Expenditures 3,778,958.39

All Interfund Transfers are done at the first of the Fiscal Year

Budgeted Expenitures included UEFB and Reserves for Future Use

Fiscal Year 2015-2016**Water System**

Budget for Year	Actual To Date	% of Budget
	12/31/2015	50%

Operations

Revenue			
Cash Carried Forward	\$ 18,861.00	\$ 28,395.37	151%
Services	\$ 530,000.00	\$271,192.28	51%
Installations	\$ 3,000.00	\$ 3,199.92	107%
Other income	\$ 300.00	\$ -	0%
Total Revenue	\$ 552,161.00	\$ 302,787.57	55%
Personnel Expenses	\$ 280,992.00	\$ 116,561.84	41%
Materials & Services	\$ 154,515.00	\$ 79,899.91	52%
Capital Expenditures		\$ -	
Transfer to Reserve	\$ 47,400.00	\$ 47,400.00	100%
Transfer to Debt Service			
Revenue Bonds & Fees	\$ 39,980.00	\$ 17,293.00	43%
Total Expenses	\$ 522,887.00	\$ 261,154.75	50%
	Budget	Actual	
Revenue From Rates	\$ 530,000.00	\$ 271,192.28	
Expenses paid by rates	\$ 475,487.00	\$ 213,754.75	
available for reserve	\$ 54,513.00	\$ 57,437.53	

Personnel Expenses and Materials/Services Capitalized & Transferred to Fund 15	\$ 34,077
--	-----------

Sewer System

Budget for Year	Actual To Date	% of Budget
	12/31/2015	50%

Operations

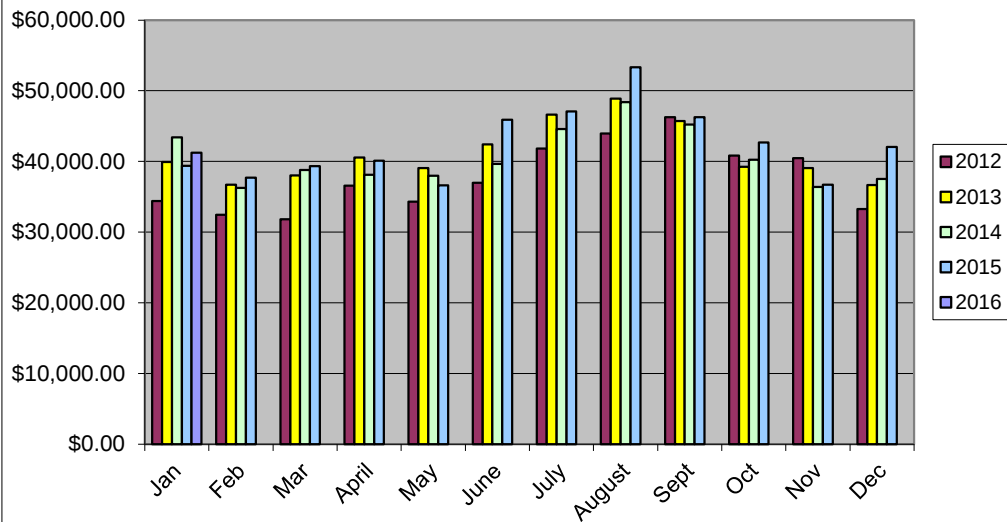
Revenue			
Cash Carried Forward	\$ 12,000.00	\$ 20,255.81	169%
Services	\$ 495,000.00	\$258,411.43	52%
Installations	\$ 600.00	\$ 1,000.00	167%
Other income	\$ 600.00	\$ 32.96	
Total Revenue	\$ 508,200.00	\$ 279,700.20	55%
Personnel Expenses	\$ 234,239.00	\$ 110,403.18	47%
Materials & Services	\$ 160,086.00	\$ 74,629.08	47%
Capital Expenditures			
Transfer to Reserve	\$ 25,000.00	\$ 25,000.00	
Transfer to Debt Service	\$ 60,592.00	\$ 60,592.00	100%
Revenue Bonds			
Total Expenses	\$ 479,917.00	\$ 270,624.26	56%
	Budget	Actual	
Revenue From Rates	\$ 495,000.00	\$ 258,411.43	
Expenses paid by rates	\$ 454,917.00	\$ 245,624.26	
available for reserve	\$ 40,083.00	\$ 12,787.17	

Personnel Expenses and Materials/Services Capitalized & Transferred to Fund 15	none
--	------

Other Income

	Budgeted	Received	%
Urban Renewal Receipts	\$ 200,000.00	\$ 210,714.48	105%
Food & Beverage Tax	\$ 284,000.00	\$ 199,537.59	70%

Water Sales



Sewer Sales

