



City of Yamhill

A small taste of Oregon

AGENDA
CITY COUNCIL MEETING
Wednesday, April 13, 2022
7:00 P.M.

IN-PERSON with VIRTUAL OPTION

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88038776992?pwd=WDF1eW4yUkcrVWNCMjFJdEI3RnZoUT09>

Passcode: 151833

Please use one of the following phone numbers:

(253) 215-8782 or (346) 248-7799

Webinar ID: 880 3877 6992

Passcode: 151833

When dialing in, *9 raises your hand.

1. CALL TO ORDER

2. PUBLIC COMMENT

Yamhill encourages all citizens to comment on any City business (except land use applications). This is not a dialogue platform. Comments shall be limited to five minutes. If you request special accommodation or additional time, please contact s.b.candau@cityofyamhill.org, 503-662-3511 in advance.

A. Jay Disbrow

3. PRESENTATIONS

A. Water Advisory Committee

B. Yamhill Neighborhood Association

4. UNFINISHED BUSINESS

A. None

5. NEW BUSINESS

A. Proclamation: Showing City of Yamhill Support of Child Abuse Prevention Month - April 2022 – *Mayor reads proclamation*

B. Amendment to Ordinance Municipal Code Chapter 3.54 WATER CONSERVATION REGULATIONS – *consider Public Hearing and 1st Reading*

C. Executive Recruitment and/or Restructuring – *consider direction to Staff*

D. Employment Handbook draft – *information for review only*

E. Payroll Services – *consider third-party Payroll Services contract*

6. CONSENT AGENDA¹

- A. Approve Council Minutes
(1) Regular Session – March 9, 2022
- B. Financial Statement July 2021-March 2022

7. DEPARTMENT REPORTS

- A. City Report: Administration, Police, Public Works, Public Comment Responses
- B. Mayor Comments

8. ANNOUNCEMENTS

- A. Statement of Economic Interest (SEI) due April 15, 2022
- B. City Council Goal Setting Retreat April 23, 2022, 10:00 AM
- C. Upcoming Topics
 - Resolution 794 Employee Handbook 2022 - *consider adoption*
 - Organizational Development Report – *information only*
 - City Council Goals FY23 - *information only*
 - Resolution 795 City Council Code of Conduct – *consider adoption*

9. ADJOURNMENT

¹ The Consent Agenda is normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.

2. A.

Jay Disbrow
Main Street
Yamhill, OR 97148
30 March, 2022

RECEIVED
MAR 30 2022

Open Letter To: Mayor, City Council, and Citizens of Yamhill

BY:

Subj: Police services Town hall meeting, Request for

Further to my request to the City Council for a town hall meeting to review police services, at the 9 March 2022 council meeting.

Whereas the City placed a Police Service Fee (PSF) on the utility rate payers about a year ago,

Whereas the annual budget process will be starting soon, so now is good time for a public update,

Whereas the police budget increased by 13% from 2020-2021 \$496,567 to 2021-2022 \$509,236, to more than half a million dollars,

Whereas the 2021-2022 budget, allocated \$730,851 for the general fund of which \$509,236, or 70% was allocated to the police dept. leaving only \$221,615 for city administrative services,

Whereas over the past several years small communities like Yamhill have dismantled their police department, not because of the quality of policing, but the cost of policing.

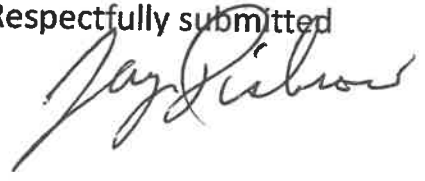
Therefore it is very important for the city to have an open dialog with the citizens to ensure the public gets the policing they need, at a price they are willing to pay, and transparency so as not to erode public confidence.

These figures and four attached pages are taken from the 2021-2022 City Budget posted on the City web page.

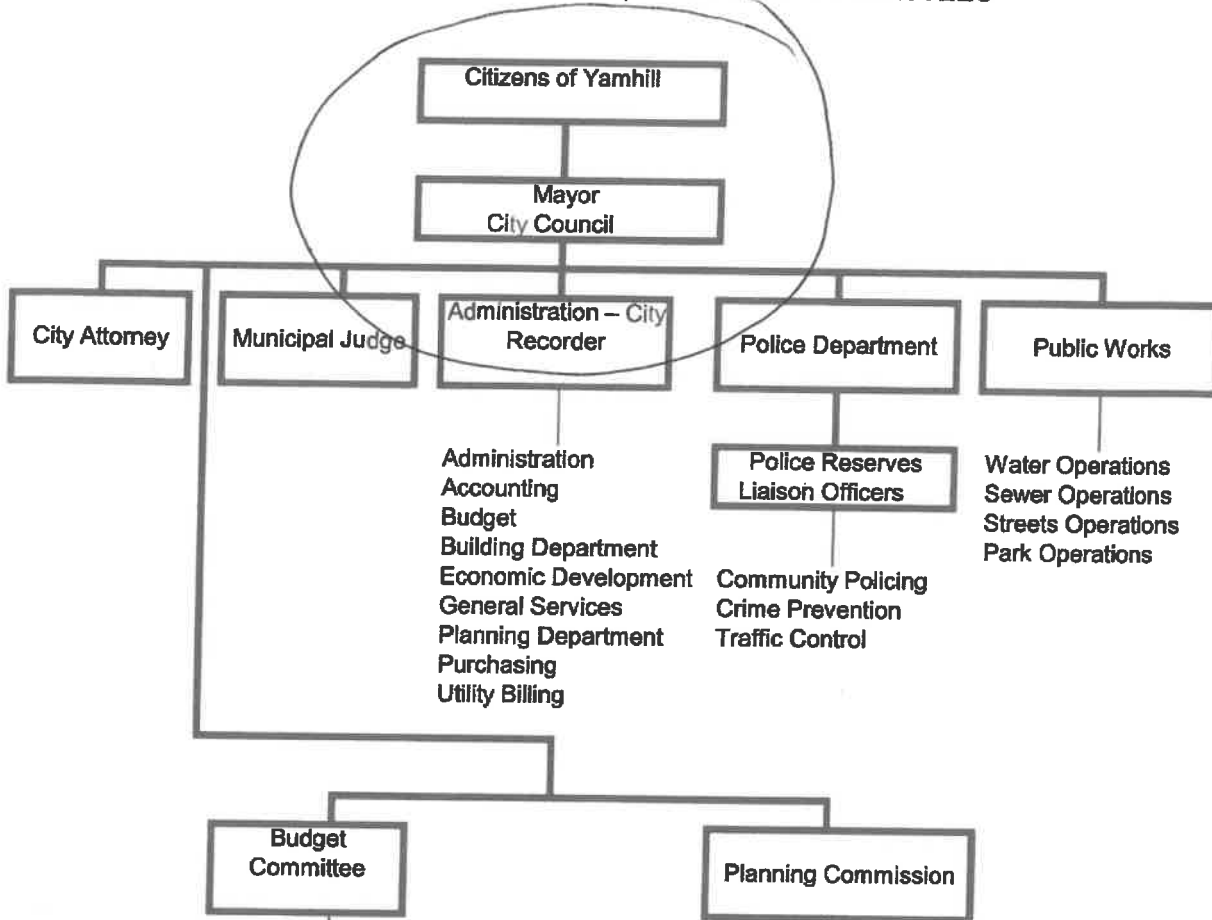
The concerns are budgetary, not intending to defund the police, or do away with our police.

My hope is that the Citizens of Yamhill will contact the City, Mayor, and Council, and voice their opinions and concerns on this very important issue.

Respectfully submitted



**CITY OF YAMHILL, OREGON
ORGANIZATIONAL CHART, INCLUDING COMMITTEES**



The Budget Committee consists of the Council plus five citizens who are residents of the City and are not officers or employees of the City. The members are appointed by the Council. The Committee elects its own chairperson and vice-chair person. The Committee reviews and approves the annual budget and highly encourages the participation of the citizenry during the annual budget process.

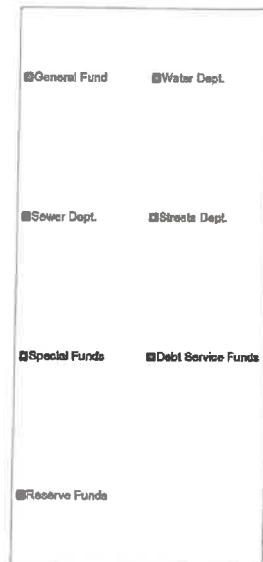
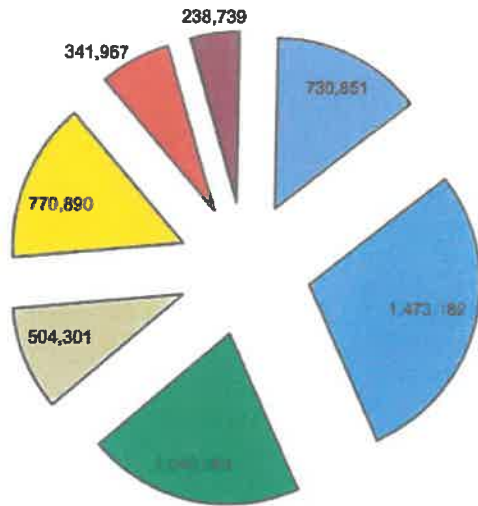
Under certain circumstances, the Budget Committee will review the supplemental budget.

The commission consists of five members who are residents of the City and are not Council members, officers, or employees of the City. The members are appointed by the Council. The Mayor, City Attorney, and other such personnel that the Council may from time to time designate are entitled to sit with the commission, take part in discussions, but may not have the right to vote on issues. The commission elects its own chairperson and vice-chairperson. The City Recorder serves as the commission secretary and is in charge of keeping an accurate record of all commission proceedings. The commission is in charge of review and approval of all matters related to development and the City's general plan.

**CITY OF YAMHILL, ORGEON
FISCAL YEAR 2021-22 BUDGET**

**ALL FUNDS AND FUND TYPES
PROPOSED BUDGET FY 2021-22
\$5,107,994**

General Fund



General Fund	730,851
Water Dept.	1,473,182
Sewer Dept.	1,048,064
Streets Dept.	504,301
Special Funds	770,890
Debt Service Funds	341,967
Reserve Funds	<u>238,739</u>
	\$5,107,994

RESOURCES

GENERAL FUND
Fund

CITY OF YAMHILL
(Municipal Corporation)

Historical Data			Adopted Budget	RESOURCE DESCRIPTION	Budget for Next Year 2021-2022			
Actual	Second Preceding	First Preceding			Proposed By	Approved By	Adopted By	
18-19	19-20	20-21	Current Year	Budget Officer	Budget Committee	Governing Body		
				Beginning Fund Balance			-	
1	85,685	813,437	140,000	10-100 Available Cash on hand	121,112	121,112	121,112	1
2							-	2
3	16,219	11,568	14,000	10-901 Previously Levied Taxes	14,000	14,000	14,000	3
4	1,243	1,219	1,200	10-902 Cigarette Tax	1,200	1,200	1,200	4
5	19,038	17,510	18,000	10-903 Liquor Tax	18,000	18,000	18,000	5
6	14,667	16,277	15,000	10-904 State Revenue Sharing	15,000	15,000	15,000	6
7	11,659	19,444	2,000	10-913 Miscellaneous Income	2,000	2,000	2,000	7
8	11,303	12,431	6,000	10-914 Police Misc Income	6,000	6,000	6,000	8
9	100	500	100	10-923 Administrative Towing Fees	100	100	100	9
10	63,636	50,679	55,000	10-924 Municipal Court Fines	55,000	55,000	55,000	10
11	45,113	45,952	46,000	10-925 Franchise Fees	44,000	44,000	44,000	11
12	31,611	25,342	25,000	10-928 Admin. Court Fees	25,000	25,000	25,000	12
13	815	820	700	10-932 Business Licenses	700	700	700	13
14	1,563	1,341	1,100	10-941 Muni Court Assessments	1,100	1,100	1,100	14
15	5,000	-	-	10-946 Grant	1,000	1,000	1,000	15
16	-	1,000	1,000	10-948 Grant- Planning	1,000	1,000	1,000	16
17	4,271	2,868	3,500	10-942 Grant-ODOT Seat Belt	3,500	3,500	3,500	17
18	-	2,161	-	10-943 Grant ODOT Speed	4,000	4,000	4,000	18
19	1,576	1,671	3,000	10-944 Grant ODOT- DUII	4,000	4,000	4,000	19
20	-	806	2,000	10-945 Grant ODOT Distracted Driving	3,500	3,500	3,500	20
21	22,478	12,899	5,000	10-952 Interest	5,000	5,000	5,000	21
22	1,080	580	1,000	10-961 Park Usage Fees	1,000	1,000	1,000	22
23	907,384	-	-	10-971 Timber Sale	-	-	-	23
24	15,000	-	9,000	10-985 Transfer In (Police Veh. Resv)	15,000	15,000	15,000	24
25	20,000	-	-	10-986 Transfer in (Bldg Fund)	-	-	-	25
26	-	-	75,000	10-990 Transfer in (City Hall Rsv)	-	-	-	26
27	-	7,780	70,000	10-962 Land Use Fees	10,000	10,000	10,000	27
28	-	3,000	5,000	10-912 Judge Services	4,000	4,000	4,000	28
29	-	1,078	1,200	10-915 Dog License Revenue	1,200	1,200	1,200	29
30	-	10,000	10,000	10-950 Police SRO -Yamhill/Carlton SD	10,000	10,000	10,000	30
31	-	-	-	10-922 Police Service Fee	28,000	29,000	29,000	31
32	-	-	-	10-951 National Night Out	1,500	1,500	1,500	32
33				10-991 Interfund loan - Water Fund	100,000	-	-	33
34								34
35								35
36	1,279,441	1,060,363	509,800	Total Resources Except Tax Levy	496,912	396,912	396,912	36
37	277,202	289,844	286,518	Taxes Necessary to Balance Budget	324,488	333,939	333,939	37
				Taxes Collected in Year Levied				
	1,556,643	1,350,207	796,318	TOTAL RESOURCES	821,400	730,851	730,851	

(20)

(3)

DETAILED EXPENDITURES

GENERAL FUND - POLICE
Organizational Unit-Fund

CITY OF YAMHILL
(Municipal Corporation)

Historical Data									
Actual			Adopted Budget	RESOURCE DESCRIPTION	Budget for Next Year 2021-22				
Second Preceding 18-19	First Preceding 19-20	Current Year 20-21			Proposed By FTE's Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
				PERSONNEL SERVICES					
1	64,916	66,864	69,300	11-104 Police Chief	1	73,840	75,000	75,000	1
2	50,880	52,457	55,200	11-105 Police Officer	1	73,320	73,320	73,320	2
3	40,650	41,870	44,200	11-107 Traffic Officer	1	61,302	61,302	61,302	3
4	-	-	-	11-122 Police Corporal	1	-	-	-	4
5	-	841	1,800	11-115 Overtime		2,500	2,500	2,500	5
6	8,105	9,527	9,000	11-117 ODOT Grant Payroll		10,000	10,000	10,000	6
7	118,998	140,310	155,000	11-120 Payroll Costs		175,919	175,919	175,919	7
8	-	7,352	10,000	11-108 Reserve Officer (SRO)		10,000	10,000	10,000	8
9									9
10	283,549	319,221	344,500	TOTAL PERSONNEL	4.0	406,881	408,041	408,041	10
11									11
12				MATERIALS & SUPPLIES					12
13	1,440	2,003	2,100	11-210 Utilities		2,150	2,150	2,150	13
14	4,227	3,543	4,500	11-221 Equipment Maintenance		4,800	4,800	4,800	14
15	20,430	21,213	20,000	11-027 Vehicle Maintenance		21,000	21,000	21,000	15
16	729	1,059	2,000	11-300 Attorney/Legal Fees		2,100	2,100	2,100	16
17	14,787	16,742	16,100	11-304 8-1-1 YCOM		16,600	16,600	16,600	17
18	2,738	1,940	3,000	11-305 Dues, Meetings & Training		3,100	3,100	3,100	18
19	305	-	600	11-327 Resource Materials		600	600	600	19
20	1,498	2,213	2,100	11-328 Office Supplies		2,150	2,150	2,150	20
21	2,163	959	3,000	11-330 Uniform Allowance		3,100	3,100	3,100	21
22	4,841	5,341	5,000	11-331 Police Equipment		5,150	5,150	5,150	22
23	509	85	600	11-333 Investigation Expenses		620	620	620	23
24	9,750	9,900	11,000	11-202 Liability Insurance		12,000	12,000	12,000	24
25	-	-	-	11-252 Miscellaneous Expense		100	100	100	25
26				11-253 Misc. Grant Expenses		1,000	1,000	1,000	26
27				11-254 Peer support Expense		100	100	100	27
28	-	-	-	11-336 Nation Night Out Expense		1,500	1,500	1,500	28
29	63,495	65,008	70,000	TOTAL MATERIALS & SUPPLIES		75,870	75,870	75,870	27
30				CAPITAL OUTLAY					28
31	14,937	15,030	22,000	11-405 Vehicle Lease		20,000	20,000	20,000	29
32	1,950	1,950	1,800	11-404 Policy & Procedure Manual		1,825	1,825	1,825	30
33	-	-	3,000	11-977 Mobile Data Computers		3,000	3,000	3,000	31
34	-	95,358	-	11-976 Police Radios		500	500	500	32
35	16,887	112,338	26,800	TOTAL CAPITAL OUTLAY		25,325	25,325	25,325	33
36									34
37				RESERVE TRANSFERS					35
38	2,000	-	-	11-522 Reserve Transfer (PD Vehicle)		-	-	-	36
39									37
40	2,000	-	-	TOTAL OTHER REQUIREMENTS		-	-	-	38
41									39
	365,931	496,567	441,300	TOTAL POLICE		508,076	509,236	509,236	

(4)

S.A.



City of Yamhill
A small taste of Oregon



BEFORE THE CITY COUNCIL FOR THE CITY OF YAMHILL, OREGON

A Proclamation Showing the City of Yamhill, Oregon's
Support of Child Abuse Prevention Month - April 2022

Proclamation

Whereas, child abuse is one of our nation's most serious public health problems with scientific studies documenting the link between the abuse of children and a wide range of medical, emotional, psychological, and behavioral disorders; and

Whereas, it is estimated that 1 in 4 children will suffer significant abuse before the age of 18 and annually over tens of thousands of Oregon children – 78,632 in 2020 -- are reported to the Department of Human Services as having been abused or neglected with 1,642 child abuse victims confirmed in 2020 alone, although many cases go unreported – and this was especially true during the Covid-19 pandemic when many children were isolated and away from the eye of mandatory reports; and

Whereas, the physical, emotional, mental, and financial impact of abuse falls on children of all ages and abilities, who come from all economic, racial and social backgrounds; and these crimes affect many more family members, friends, neighbors and community; and

Whereas, effective child abuse prevention efforts succeed because of partnerships created among state and local government agencies, schools, faith communities, civic and community organizations, law enforcement agencies, and the business community while recognizing that feeling connected to community can be a protective factor against child abuse; and

Whereas, The City of Yamhill is dedicated to stopping child abuse and supporting survivors and their non-offending families while working to prevent;

Whereas, each of us has a role to play in stopping the problem of child abuse as part of solution – by learning how to prevent, recognize and report child abuse and supporting prevention, education and empowerment programs for children and youth;

Now, therefore, we, the City of Yamhill, do hereby proclaim April 2022 to be:

Child Abuse Prevention Month

We reaffirm Yamhill, Oregon's commitment to creating a safer, healthier, more thriving community for our children and taking steps to help prevent child abuse through awareness efforts, prevention promotion and trainings on responding responsibly. We encourage all citizens to Wear Blue on April 21, 2022 as a public statement in Yamhill in support of child abuse prevention! Further we call upon all citizens to invest in the lives of children by learning what they can do to help stop child abuse through Juliette's House, a community resource, by visiting www.julietteshouse.org.

Dated this day _____

Mayor Y. Potter



City of Yamhill

A small taste of Oregon

Staff Report

Meeting Date:	April 13, 2022
Item Number:	5.B.
Prepared By:	Petra Schuetz, City Administrator Pro Tem
Topic:	Amend Ordinance 539 Municipal Code – Water Conservation Policy

Recommendation

Staff recommends City Council consider a Public Hearing and First Reading of Ordinance 539, An amendment to Municipal Code regarding the water conservation policy.



Background

In 2021, the Water Advisory Committee (WAC) worked diligently to improve the City's policies on water conservation after the citywide negative effects of the 2021 drought. To supplement this recommendation to change the Municipal Code, a draft Public Involvement Plan for Water Conservation will be forthcoming from the City Administrator Pro Tem.

Public Comments

From: Paul Smoland <paulsmoland@gmail.com>

Sent: Wednesday, March 30, 2022 10:21 AM

Subject: Re: Water Advisory Committee Request

To all:

I object to the edit in 3.54.020 (C) (1) Where it says "all voluntary water restriction items listed in Yamhill Municipal code section 3.54.020(B)(2) Shall be mandatory." These 'restrictions' are ,I believe, meant to be voluntary and educational. The only restriction mentioned that might be mandatory is that about watering outside on odd and even days.

I don't feel the City should, or wants to, be involved in timing showers, watching you shaving, or determining the amount of water necessary for plants to survive.

Paul Smoland
paulsmoland@gmail.com
Yamhill, OR 97148

Budget Impact	Fiscal Year	Funding Source
None	2022	N/A

Attachments

- A. Draft Ordinance 539

CITY OF YAMHILL
ORDINANCE NO. 539

AN ORDINANCE OF THE CITY OF YAMHILL AMENDING CHAPTER 3.54 WATER CONSERVATION REGULATIONS OF THE MUNICIPAL CODE, ADOPTING NEW PROVISIONS AND DECLARING AN EMERGENCY

WHEREAS, The Yamhill Water Advisory Committee submitted recommendations to City Council January 12, 2022 concerning proposed changes to Yamhill Municipal Code Chapter 3.54 Water Conservation Regulations

WHEREAS, the City Council referred the recommendation to legal services January 12, 2022; and

WHEREAS, Planning Commission was not required to review the recommendation regarding water conservation because it is not a land use matter; and

WHEREAS, the City Council desires to adopt new provisions relating to water conservation; and

WHEREAS, an emergency is declared due to the timing of the needed policy prior to drought season

NOW, THEREFORE, THE CITY OF YAMHILL ORDAINS AS FOLLOWS:

Section 1. **Amendment of Municipal Code Chapters.** The Yamhill City Council here by adopts amendments to Chapter 3.54 Water Conservation Regulations of the Yamhill Municipal Code as set forth on Exhibit A

Section 2. **Codification.** The City Recorder is hereby directed to codify this ordinance as a part of the Yamhill Municipal Code.

Section 3. **Emergency Clause and Effective Date.** This Ordinance being essential to the preservation of the health, safety and welfare of the city, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its passage by the City Council and approval by the Mayor.

ENACTED by the City Council on the 13th day of April, 2022, by the following votes:

Ayes: _____

Nays: _____

Abstained: _____

Absent: _____

DATED and signed by the Mayor this 13th day of April, 2022.

Yvette Potter, Mayor

Attest: _____
Petra Schuetz, City Administrator Pro Tem

Chapter 3.54 WATER CONSERVATION REGULATIONS

3.54.010 Findings and Declaration of a Water Emergency.

- (A) Upon a finding that the municipal water supply system may soon be incapable of providing an adequate water supply for normal usage due to a prolonged drought, system failure, or any other event, the Facilities Manager or their designee, after consultation with the Mayor (if possible), may declare a Water Shortage Watch without requiring curtailment.
- (B) Upon a finding that the municipal water supply system is incapable of providing an adequate water supply for normal usage due to a prolonged drought, system failure, or any other event, the Facilities Manager or designee, after consultation with City Administrator, and by declaration of the Mayor, may declare that water usage must be curtailed.
- (C) The declaration shall include the effective date, the reason for the declaration, and the level of prohibition declared in writing. After the Facilities Manager or their designee/Mayor's declaration, the City Council shall examine the declaration and any curtailment actions. The Council may thereafter take whatever steps it deems necessary to address the water emergency, including continuing the restrictions and limitations imposed by the City Administrator or designee, modifying them, or eliminating them if the Council finds that the emergency has been abated or eliminated. The City Council may include an estimated time for review or revocation of the declaration.
- (D) If the Mayor fails or is unable to declare a water emergency, the City Council has the right to do so, providing it makes the necessary written findings and sets out the facts giving rise to the water emergency.

3.54.020 Levels of Prohibition.

(A) Level I — WATER SHORTAGE WATCH; PUBLICITY.

- (1) Level I. In determining whether to declare a Water Shortage Watch, the City Administrator or designee shall consider water storage levels, available supply sources, available usable storage on hand, drawdown rates, projected supply capability, outlook for precipitation, daily water use patterns, and availability of water from other sources shall be considered.
- (2) In the event that a Level I Water Shortage Watch is declared, an extensive public outreach will be initiated using all reasonably available media and any other method deemed appropriate to inform the public of an impending water shortage. Level I Water Shortage Watch conditions do not mandate reduction in use of water demand.

(B) Level II — WATER SHORTAGE; RESTRICTIONS.

- (1) Level II. If a Level II Water Shortage is declared, and extensive public outreach will be initiated using all reasonable media and any other method deemed appropriate to inform the public of an existing water shortage.
- (2) Upon declaration of a Level II Water Shortage, the public shall be encouraged to voluntarily adhere to the following guidelines:
 - (a) Services with even numbered addresses shall water outside of the house only on even numbered days and services with odd numbered addresses shall water outside of the house only on odd numbered days.
 - (b) All watering shall be done between the hours of 6:00 p.m. and 10:00 a.m.
 - (c) Limit watering lawn, garden, and shrubbery to the minimum necessary for plants to survive.
 - (d) Eliminate continuous running of water while shaving or rinsing dishes.
 - (e) Limit the use of washing machines and dishwashers and operate only when fully loaded.
 - (f) Use showers instead of bathtubs for bathing and limit showers to no more than four-minutes.
 - (g) Limit flushing of toilets.
 - (h) Collect water (used water) for use in flushing toilets.
 - (i) Use biodegradable and/or disposable dishes.
 - (j) Use flow restriction and other water-saving devices where possible.
 - (k) Eliminate washing down outside areas such as sidewalks, patios, parking lots, service bays, or aprons.
 - (l) Limit car washing, and
 - (m) Delay new landscape work until the water shortage has ended. (During the months of June thru September)

(C) Level III — WATER SHORTAGE; DECLARATION OF MANDATORY RESTRICTIONS; ILLEGAL ACTS.

- (1) Level III. Upon the declaration of a Level III Water Shortage, and until the time as the declaration of water shortage has been rescinded, all voluntary water restriction items listed in Yamhill Municipal Code Section 3.54.020(B)(2) shall be mandatory. Where the restrictions of a Level III Water Shortage conflict with the guidance in YMC 3.54.020(B), the restrictions of the Level III Water Shortage shall control.

- (2) Upon declaration of a Level III Water Shortage, and until the time as the declaration of water shortage has been rescinded, it shall be unlawful to use or permit the use of water from the City water system for any of the following purposes:
- (a) Watering, sprinkling or irrigating lawn, grass, or turf.
 - (b) Washing, wetting down, or sweeping with water, sidewalks, walks and ways, driveways, parking lots, open ground, or other hard surfaced areas.
 - (c) Power washing of buildings, roofs and homes prior to painting, repair, remodeling, or reconstruction, and not solely for aesthetic purposes.
 - (d) Washing trucks, cars, trailers, tractors or other land vehicles or boats or other water-borne vehicles, except by commercial establishments or fleet washing facilities which recycle or reuse the water in their washing processes, or by bucket and hose with shut-off mechanism.
 - (e) Cleaning, filling, or maintaining decorative water features, natural or manmade, including, but not limited to, fountains, lakes, ponds, and streams, unless the water is re-circulated through the decorative water feature. Water features which do not include continuous or constant in-flowing water are not included.
 - (f) Wasting water by leaving unattended hoses running.
 - (g) Filling swimming, wading pools, hot tubs, or tanks; or to refill existing swimming or wading pools, and hot tubs which have been drained.
 - (h) Using water from fire hydrants for any purpose other than firefighting or other public emergency.
 - (i) Watering, sprinkling or irrigating flowers, plants, shrubbery, groundcover, crops, vegetation, or trees except from 6:00 p.m. to 10:00 a.m.

- (3) Exceptions to Level III Restrictions. When a Level III Water Shortage has been declared, City water systems may, nonetheless, be used for the following purposes:
- (a) Watering high-use athletic fields that are used for organized play, subject to the determination of City Manager or designee and in consultation with Yamhill-Carlton School District that sufficient water is available for this purpose.
 - (b) Watering in locations where there is a demonstrable need for water or spraying to meet public health or safety requirements, such as to alleviate immediate fire or sanitation hazards; for dust control to meet air quality requirements mandated by the Oregon Department of Environmental Quality (DEQ).
 - (c) Washing vehicles where the health, safety and welfare of the public is contingent upon frequent vehicle cleaning, such as to clean garbage trucks and vehicles that transport food and other perishables, or as otherwise required by law. Owners/operators of these vehicles are encouraged to utilize establishments which recycle or reuse the water in their washing process.
 - (d) Incidental uses of water (including birdbaths and garden ponds or pools) that serve the essential needs of pets, livestock, or other animals in the Yamhill City Limits.

(D) Level IV ——WATER SHORTAGE; DECLARATION OF MANDATORY RESTRICTIONS; ILLEGAL ACTS

- (1) Level IV. Upon the declaration of a Level IV Water Shortage, and until the time as the declaration of water shortage has been rescinded, all voluntary water restriction items listed in Yamhill Municipal Code Section 3.54.020(B)(1) shall be mandatory. Where the restrictions of a Level IV Water Shortage conflict with the guidance in YMC 3.54.020(B) or (C), the restrictions of the Level IV Water Shortage shall control.
- (2) Upon the declaration of a Level IV Water Shortage, and until the time as the declaration of water shortage has been rescinded, it shall be unlawful for any person or entity to use or permit the use of water from the City water system for any of the following purposes:
 - (a) Watering, sprinkling or irrigating flowers, plants, shrubbery, groundcover, crops, vegetation, or trees.
 - (b) Watering high-use athletic fields that are used for organized play.
- (2) Exceptions to Level IV Restrictions. When a Level IV Water Shortage has been declared, City water systems may nonetheless be used for the following purposes
 - (a) Where there is a demonstrable need to meet public health or safety requirements, such as to alleviate immediate fire or sanitation hazards; for dust control to meet air quality requirements mandated by the Oregon Department of Environmental Quality.
 - (b) Where the health, safety and welfare of the public is contingent upon frequent vehicle cleaning, such as to clean garbage trucks and vehicles that transport food and other perishables, or as otherwise required by law. Owners/operators of these vehicles are encouraged to utilize establishments which recycle or reuse the water in their washing process.
 - (c) Incidental uses of water (including birdbaths and garden ponds or pools) that serve the essential needs of pets, livestock, or other animals.

(E) Level V ——WATER SHORTAGE EMERGENCY; DECLARATION OF MANDATORY RESTRICTIONS; ILLEGAL ACTS

- (1) Level V—Emergency. Upon the declaration of a Level V Water Shortage Emergency, and until the time as the declaration of water shortage has been rescinded, all voluntary water restriction items listed in Yamhill Municipal Code Section 3.54.020(B)(1) shall be mandatory. Where the restrictions of a Level V Water Shortage Emergency conflict with the guidance in YMC 3.54.020(B), (C), or (D), the restrictions of the Level V Water Shortage Emergency shall control.

- (2) Upon the declaration of a Level V Water Shortage Emergency, and until the time as the declaration of water shortage has been rescinded, it shall be unlawful for any person or entity to use or permit the use of water from the City water system for any outside use. The City shall robustly pursue enforcement of Level V Water Shortage Emergency restrictions and assessment of penalties. The City shall also meet with large commercial and industrial water customers to discuss strategies for reduction of water uses. In addition to the restrictions outlined in YMC 3.54.020(C) and (D), the following restrictions apply to any use of City water systems:
 - (a) Restricted or limited residential usage.
 - (b) Restricted or limited of activities which require or may require the need for water supplies. For example, fireworks display that would otherwise be allowed under State law and local ordinance.
 - (c) Any restrictions identified by the Public Works Superintendent.
 - (d) Any restriction identified by the Fire Chief.
 - (e) Other restrictions deemed necessary by the city administration.
- (3) Failure of any water user to receive actual notice of the declaration of a water emergency or the actions deemed necessary by the Facilities Manager or their designee to address the emergency shall not relieve the user of obeying any restrictions or restrictions on the use of water imposed by the Facilities Manager or their designee.

3.54.030 Enforcement.

- (A) Warning. Each violation shall receive a warning. The letter of warning shall be in writing, shall specify the violation, may require compliance measures, and shall be served upon the resident either personally, by office or substitute service, or by certified or registered mail, return receipt requested.
- (B) Citation. After the resident has received a warning letter, any subsequent violation shall be treated as a civil infraction pursuant to Chapter 1.36, General Penalty, of the Yamhill Municipal Code.

3.54.040 Violation—Penalties.

- (A) First violation: Warning letter.
- (B) Second violation of same type: Class C infraction.
- (C) Third violation of same type: Class B infraction.
- (D) Fourth and subsequent violation: Class A infraction.
- (E) Third and subsequent violations under Level III may include water shut-off.
- (F) In addition, the City may bring an action against any person, entity, or other water user violating the terms of any restriction or limitation imposed by the City pursuant to Sections 3.54.010 through 3.54.050. In such event, the City shall be entitled to all costs and expenses (including attorney's fees) caused or resulting from the user's failure or

refusal to comply with the terms of the restrictions imposed by the City Recorder or Council.

- (G) Each day that a violation of this Chapter is permitted to continue or occur by the water user shall constitute a separate offense subject to penalties under this Section.

3.54.050 Amendments, Special Rules, Contracts.

The City Council shall have the power, at any time, to amend, change, or modify any rule, rate, or charge, and to make special rules, and contracts, and all water service is subject to such power.

DRAFT



City of Yamhill

A small taste of Oregon

Staff Report

Meeting Date:	April 13, 2022
Item Number:	5.D.
Prepared By:	Petra Schuetz, City Administrator Pro Tem
Topic:	Employee Handbook update

Recommendation

Review draft Employee Handbook update. It will be presented to City Council May 11, 2022 to consider acknowledgement.



Background

The last review of the Yamhill personnel policies was 2017.

Best practice is to review personnel policies annually. The employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between Yamhill and its employees, *other than those found in applicable collective bargaining agreements. To the extent that a provision in a valid collective bargaining agreement contradicts or is inconsistent with what is in this employee handbook, the collective bargaining agreement provision controls.* The policies stated in this handbook are subject to change at any time at the sole discretion of Yamhill with or without prior notice. It will supersede any prior handbooks or written policies of Yamhill that are inconsistent with its provisions including the current "Personnel Policy Manual" Resolution R-739 (February 2017).

Staff Comments To Date

- *There needs to be language regarding the Yamhill Police Department Policy Manual and this handbook for clarification to avoid confusion due to conflicting policies. There are numerous policies that are addressed here and in The Yamhill Police Department Policy. I have highlighted several areas in question. [These were generally questions as opposed to recommended changes]*
- *The wording of "Yamhill" and "the Yamhill" does not seem to flow with the language sentence structure. Should the wording be The City of Yamhill and/or The City?*

- *I would recommend to include language that indicates what happens when an employee reaches the 200 hour cap. Also, I feel it is importance to have incentives for purposes of making employment with the City competitive with other Cities. And there needs to be specific language regarding the cap on vacation. For example, does the employee still accumulate their accrual or does the accrual stop when the 200 hours is reached? From my perspective there are options for incentive of agencies that include the cap of 200 hours. For example, if the vacation hours exceed the 200 hours, one option would be the employee has the option to cash out the hours through payment, which would require a budget increase requirement, and/or an option of if the vacation hours exceed the 200 hours, that the hours rollover into the employee's sick time.*
- *There needs to be language included for current employees to be grandfathered in regarding their current vacation accrual status so that they do not lose their current accrual status of a lesser amount.*
- *I disagree with reducing the Vacation from 200 hour even further, down to 140 hours. It is already a challenge for employees with longevity to keep their vacation hours down and reducing it even further would be a set up for failure so to speak. This along with a few other recommendations of the reduction of incentives would create a challenge to have positions markeable for keeping current employees and for future hiring I feel our focus should be on supporting a budget for this and not reducing the cap below 200 hours.*
- *"Vacation Pay upon Termination
Upon separation of employment, employees who have completed six (6) months of employment will be paid for unused vacation time that has been earned through the last day of work." I agree with this incentive. Can there be language added in regarding the utilization of vacation time for their PERS at retirement? And language included of a certain amount of elibility or payout for vacation of unused vacation and not the full 200 hours? For example, that amount being 140 hours?*
- *I don't feel we should be putting a cap on sick leave. This has been discussed before and I feel it will set a mindset of use it or lose it, even with a carryover, creating a possible scenario of abuse of sick time use. There is no monetary value to sick leave for payout at retirement etc. I feel that placing the time allotment for consecutive sick day use would be appropriate without an overall cap.*
- *"If an employee takes more than three (3) consecutive scheduled workdays as sick leave, Yamhill may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a*

healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault, or stalking.” I don’t agree that the City should be requesting documentation from survivors of domestic violence, harassment, sexual assault, stalking or any other persons crimes.

- *“Up to 24 hours of bereavement leave” I feel The City should provide support for its employees during these times and I don’t feel 24 hours is sufficient and not paid. Can there be language of paid with the option of utilizing the sick time and if there is not enough sick time accrual to allow the use of the leave donation?*
- *Currently our Birthday is considered a holiday and to be taken in the month of the employee’s birthday. Is this incentive being removed? [turns into floating holiday for more flexibility.]*
- *[does not recommend] discipli[ne] of an employee who does not have available vacation time that is required to attend court order subpoena that could result in a contempt of court for non-compliance? Especially with the below information regarding religious belief accommodation with no language of disciplinary or termination?*
- *[For] Employees who are eligible for crime victim leave - I would avoid requesting protection orders, stalking orders or any form of ERPOP orders from employees, Those documents contain confidential information that should not be disseminated.*
- *[For] Domestic Violence Leave and Accommodation Policy - I would avoid requesting protection orders, stalking orders or any form of ERPOP orders from employees, Those documents contain confidential information that should not be disseminated.*
- *[Recommend adding] Employee Use of Yamhill -Provided or Paid For Mobile Devices – “An employee who refuses to provide Yamhill access to his/her personal mobile device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.”*

Budget Impact	Fiscal Year	Funding Source
None	2022	N/A

Attachments

- A. Draft Employee Handbook



Employee Handbook

Last Update May 2022

Adopted by Resolution XXX, May 11, 2022

Welcome to the City of Yamhill (Yamhill)! We're glad to have you on our team. We believe that our employees are our most valuable assets. 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 Yamhill, you will become a productive and successful member of Yamhill's team.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between Yamhill 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 Yamhill with or without prior notice. This handbook supersedes any prior handbooks or written policies of Yamhill that are inconsistent with its provisions. It does not, however, substitute for collective bargaining agreement provisions. To the extent that a provision in a valid collective bargaining agreement contradicts or is inconsistent with what is in this employee handbook, the collective bargaining agreement provision controls.

This handbook does not create a contract of employment between Yamhill and its employees. With the exception of employees who are subject to a collective bargaining agreement, all employment at Yamhill is "at will." That means that either you or Yamhill 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 – CBA- or written contract of employment). No supervisor, manager, or representative of Yamhill 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 Yamhill (or that is included in a collective bargaining agreement).

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

Sincerely,

Petra Schuetz

City Administrator Pro Tem

City of Yamhill

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I. Equal Employment Opportunity (EEO) Policies

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

All employees are encouraged to discuss these EEO Policies with City Administrator at any time if they have questions relating to the issues of harassment, discrimination or bullying, or what it means to work in a respectful workplace.

A. No-Discrimination, No-Retaliation Policy

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

For purposes of this and all other Yamhill policies, "race" is defined to include physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hair styles HB 2935). Further, "protective hairstyles" is defined as "hairstyle, hair color or manner of wearing hair, including braids (regardless of whether the braids are created with extensions or styled with adornments, locs and twists HB 2935)".

Yamhill's commitment to equal opportunity applies to all aspects of the employment relationship — including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

B. Statement Regarding Pay Equity

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

See also "Statement Regarding Pay Practices" policy, below.

C. No-Harassment Policy

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

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

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during Yamhill-related or -sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of Yamhill's employees.

Such harassment is prohibited whether committed by Yamhill employees or by non-employees including elected officials, appointed official, members of the community, volunteers, interns and vendors.

Sexual Harassment

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

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct 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; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

Other Forms of Prohibited Harassment

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

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

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on Yamhill property;
- "Teasing" or mimicking the characteristics of someone with a physical or mental disability;
- Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.
- Negative comments or teasing a person about their natural hair, hair texture, hair type or hair style (see definition of "race" on page 1). Employees may not touch another employee's hair without permission to do so, even if the touch is extended out of curiosity or as a compliment.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of unprofessional conduct.

Complaint Procedure

Employees, volunteers or interns who have experienced a sexual assault, any harassment, discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of City Administrator or a supervisor or member of management as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that he/she wants it to stop.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with Yamhill's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, Yamhill 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.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use Yamhill's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although Yamhill cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against Yamhill, the employee must provide written notice of the claim within 180 days of the act or omission the employee claims has caused him/her harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

Protection Against Retaliation

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

Employees who believe they have been retaliated against in violation of this policy should immediately report it to City Administrator or any supervisor or member of management. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

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

Other Resources Available to Employees

Yamhill provides an **Employee Assistance Program (EAP)** through CIS to employees and dependents who are enrolled in Yamhill's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: **1-800-433-2320**, or go online to **canopywell.com**. The EAP program provides

confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

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

Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing his/her experience.

Yamhill is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires Yamhill to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with Yamhill regarding his/her experience and/or employment status, the employee should contact City Administrator. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If Yamhill and employee do reach an agreement, Yamhill will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about his/her experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about Yamhill or making comments that would lower Yamhill in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that Yamhill and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

D. No-Bullying Policy

Yamhill strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. Yamhill, 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 that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with 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 websites for co-workers, managers or supervisors or elected officials.

This is not a complete list.

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

E. Disability Accommodation Policy

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

Accommodations

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

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, Yamhill) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations or training materials provided by Yamhill, providing readers and interpreters, or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with 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/her need for a reasonable accommodation. Both Yamhill and employee must monitor the employee's accommodation situation and adjust as needed.

F. Pregnancy Accommodation Policy

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact City Administrator to discuss their options for continuing to work and, if necessary, leave of absence options. Yamhill will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on Yamhill's operations.

Although this policy refers to “employees,” Yamhill will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth, or a related medical condition.

Requesting a Pregnancy-Related Accommodation

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

No Discrimination, No Retaliation

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

Employees who ask about, request, or use accommodations under this policy and applicable Oregon law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn’t have a known limitation. Under Oregon law, an employer the size of Yamhill should not require an employee to use sick leave if a reasonable accommodation can be made that doesn’t impose an undue hardship on the operations of Yamhill. Also, no employee will be denied employment opportunities if the denial is based on the need of Yamhill to make reasonable accommodations under this policy.

Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under [Oregon’s sick leave law], [the Oregon Family Leave Act] [and the Family Medical Leave Act – both OFLA and FMLA do not apply to Yamhill due to its smaller size].

G. Reporting Improper or Unlawful Conduct — No Retaliation

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

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

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

Employee Reporting Options

In addition to Yamhill's Open-Door Policy, employees who wish to report improper or unlawful conduct should first talk to his/her supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with City Administrator. Supervisors and managers are required to inform the City Administrator about reports of improper or unlawful conduct they receive from employees.

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

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

Additional Protection for Reporting Employees

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

Policy Against Retaliation

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

In addition, Yamhill prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no Yamhill employee will be adversely affected because he/she refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. Yamhill may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

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

II. Classification and Compensation

A. Probationary Period of Employment

All new employees, including current employees who are promoted or transferred within Yamhill, are hired into an introductory training period that generally lasts no less than six months. This period is an

extension of the employee selection process. During this period, you are in training and under observation and evaluation by your supervisor. 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 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 Yamhill meets your expectations of an employer.

At or before the end of the probationary period, a decision about your employment status will be made. Yamhill will decide whether to: (1) Extend your probationary period; (2) Move you to regular, full-time or regular, part-time status; or (3) Terminate your employment.

Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and Yamhill may terminate the employment relationship during the introductory period for any lawful reason. Further, completion of the introductory period or continuation of employment after the introductory period does not entitle you to remain employed by Yamhill for any definite period of time. Both you and Yamhill are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law.

B. Employee Classification

Yamhill classifies employees as follows:

1. Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in Yamhill's benefit programs.
2. Regular Part-time (Benefits Eligible): Employment requiring 20 hours per week but less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, part-time employees are eligible to participate in Yamhill's benefit programs.
3. Regular Part-time (Not Benefits Eligible): Employment requiring less than 20 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 20 hours will not constitute a change in benefit status. Regular, part-time employees working 20 hours or less per week are not eligible for benefits except those mandated by applicable law.
4. Temporary: Employment in a job established for a specific purpose, for a specific period, or for the duration of a specific project or group of assignments. Temporary employment can either be full-time or part-time. Temporary employees are not eligible for benefits other than those mandated by applicable law.

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

C. The Workweek

Yamhill has established regular working hours to promote a productive work environment that will be serve our citizens. The general office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

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

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

D. Meal Periods and Rest Breaks

Non-exempt employees are required to take a paid, uninterrupted 10-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for at least 10 minutes and up to 15 minutes.

Non-exempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours and up to 60 minutes. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform his/her supervisor before the end of the shift so that Yamhill may pay the employee for that work.

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

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

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

E. Rest Breaks for Expression of Breast Milk

Yamhill will provide reasonable rest periods to accommodate an employee who needs to express milk for her child eighteen (18) months of age or younger. If possible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not possible, or if the employee is exempt from overtime laws, the employee is entitled to take a reasonable period each time the employee has a need to express milk.

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

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

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

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

Notice

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

Storage

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

F. Overtime

Time-and-a-Half

Yamhill pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 40 in any workweek. See "Employee Classification," above.

Limitation on Overtime Pay

Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 40 hours worked per workweek required to receive overtime pay.

Assignment of Overtime Work

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

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

Supervisor Authorization

No overtime may be worked by non-exempt employees unless specifically authorized in writing by a supervisor or manager. Employees who work unauthorized overtime may be subject to discipline.

Compensatory (Comp) Time

Overtime hours can be paid or, at the employee's option with Yamhill approval, accumulated at time and one-half up to a maximum of 80 hours and taken as comp time off. Employees are encouraged to work with their manager/supervisor to schedule and *use comp time within 60 days of when it is accrued*. Comp time is not intended to be banked. At the discretion of an employee's manager/supervisor, employees who have accrued less than 80 comp hours may be able to choose whether to have the accrued comp time cashed out at the rate earned by the employee at the time the employee receives the payment. Any hours not taken in the fiscal year in which they were earned will be paid to the employee with the last payroll check in June of each year. When an employee is separated from employment with Yamhill, any remaining comp time will be paid to the employee.

G. Timekeeping Requirements

All non-exempt employees must accurately record time worked on a timecard for payroll purposes. A timecard may be electronic. 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 Yamhill business. Filling out another employee's timecard, allowing another employee to fill out your timecard, or altering any timecard will be grounds for discipline up to and including termination. An employee who fails to record his/her time may be subjected to discipline as well.

Salaried exempt employees are also required to record their time on a timecard. These employees will be instructed separately on this process.

H. Employee-Incurred Expenses and Reimbursements

Yamhill 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. Yamhill will not pay for or reimburse the costs incurred by a spouse, registered domestic partner or travel companion who accompanies the employee on Yamhill-approved travel.

Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) within two weeks of the expense being incurred or the employee risks forfeiting his/her payment or reimbursement.

Some examples of actual and reasonable business-related expenses that Yamhill 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 the current 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 Yamhill.

I. Payroll Policies

You will be paid bimonthly. For hourly (non-exempt) employees, “bimonthly” is defined as every other Friday, and those are the dates you should report on your timecard.

For salaried (exempt and non-exempt) employees, “bimonthly” is defined every other Friday.

Paydays are generally the last working day of each month, for both non-exempt and exempt employees.

Yamhill does not provide advance payments of salary or loans from salary to be earned.

Net pay will be directly deposited into the employee’s bank account unless an employee requests otherwise. If an employee requests to pick up his/her paycheck from Yamhill, only the employee named on the paycheck will be allowed to do so unless the employee provides written permission to Yamhill for someone else to receive the check.

J. Statement Regarding Pay Practices

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

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

K. Reporting Changes to an Employee’s Personal Data

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

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

Employees may not intentionally withhold information from Yamhill about the items listed above to continue to receive benefits or anything of value for themselves or anyone else. Upon request, Yamhill 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.

L. Performance Reviews

All Yamhill employees will receive performance reviews *at least* once a year. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments,

employee development, promotions, retention, and discipline/termination. Any employee who fails to satisfactorily perform the duties of his/her position is subject to disciplinary action (including termination).

Yamhill'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, Yamhill will strive to provide a formal performance review *at least* 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 30 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 a regular basis.

III. Time Off and Leaves of Absence

A. Attendance, Punctuality and Reporting Absences

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work their entire work schedule, except for unpaid break periods or when required to leave on authorized Yamhill 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 phone or text no later than 30 minutes before the start of the employee's shift/workday. 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 result in termination of employment.

B. Vacation

It is the policy of Yamhill 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 length of service as of his/her employment anniversary date. For regular, full-time employees, vacation accrues as follows:

<u>Years of Service</u>	<u>Accrual Rate</u>
1 st through 3 rd year	6.67 hrs monthly
4 th through 7 th year	10.00 hrs monthly

8 th through 12 th year	13.34 hrs monthly
Start of the 13 th year and after	16.67 hrs monthly

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

Vacation must be scheduled with one's supervisor at least two weeks in advance of the date(s) the employee wishes to take as vacation.

For those who have worked beyond their 13th as of 2022, their accrual shall remain as stated in the former Personnel Policy i.e. for every year beyond 10 years of service, the employee will accrue 1 additional vacation day for every year service beyond 10 years.

Vacation Maximum Accumulation

Employees are expected to take vacation every year. Vacation plays an important role in an employees' career. Rested employees are more productive employees. Vacation reduces stress, help prevent burnout, and promotes work-life balance by allowing for more time to be spent with friends and family. This is an important part of Yamhill's wellness program.

Full-time regular employees may accrue vacation leave to a maximum of 200 hours. Part-time regular benefits eligible employees may accrue vacation leave to a maximum of 200 hours. If the maximum accrual is reached, additional vacation leave will not accrue until the leave balance has been brought down below the maximum hours allowed.

Vacation Pay upon Termination

Upon separation of employment, employees who have completed six (6) months of employment will be paid for unused vacation time that has been earned through the last day of work.

C. Sick Leave

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

Employees with questions about this policy may contact the City Administrator. Please also refer to the Oregon Sick Leave Law poster that is posted in City Administrator's office common/filing area and is incorporated here by reference.

Eligibility and Accrual of Paid Sick Leave

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

Employees begin to accrue paid sick leave on the first day of employment but may not use paid sick leave until the 91st day of employment. After the 91st day of employment, paid sick leave may be used as it is accrued.

Employees may accrue and use up to 40 hours of paid sick leave per calendar year. Paid sick leave shall accrue at the rate of one hour for every 30 hours worked until the 80-hour yearly accrual cap is reached. Paid sick leave shall be taken in hourly increments.

Pay Rate and Carryover

Paid sick leave will be paid at the employee's regular rate of pay. Exempt employees are presumed to work 40 hours in each workweek for purposes of their sick leave accrual unless their normal workweek is less than 40 hours, in which case sick leave is accrued based on the employee's normal workweek. Generally, sick leave pay will be included in the paycheck for the next payroll period after sick leave is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined in the "Use of Sick Leave" section below.

Sick leave is meant to be used or carried over; any unused sick leave will not be cashed out upon separation from employment. If an employee leaves employment and is rehired within 180 days, the employee's sick leave balance will be restored.

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

Use of Sick Leave

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

1. For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or his/her covered family member.
"Family member" means the eligible employee's spouse, same-gender domestic partner (as described in ORS 106.300 to 106.340), biological child, adopted child, stepchild, foster child; same-gender domestic partner's child, parent, adoptive parent, stepparent, foster parent, parent-in-law; same-gender domestic partner's parent, grandparent, grandchild; and any individual with whom the employee has or had an *in loco parentis* relationship.
2. For any purpose allowed under the Oregon Family Leave Act, including bereavement leave.
3. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272).
4. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

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

Employee Notice of Need for Sick Leave

Foreseeable Sick Leave. If the need for sick leave is foreseeable, an employee must notify their supervisor and fill out a leave form as soon as practicable before the leave is to begin. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of Yamhill. Employees must notify their supervisor of any change in the expected duration of sick leave as soon as is practicable. After returning to work, the employee shall fill out a leave form which should accompany the pay period.

Unforeseeable Sick Leave: If the need for sick leave is unforeseeable, the employee must notify their supervisor as soon as practicable and comply generally with Yamhill's call-in procedure.

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

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

Sick Leave Documentation

If an employee takes more than three (3) consecutive scheduled workdays as sick leave, Yamhill *may* require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault, or stalking.

Sick Leave Abuse

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

Holidays and Floating Holidays

Yamhill recognizes ten holidays each year. All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday the proportion that their normally scheduled number of hours equals 40 hours per week.

The holidays celebrated are:

- | | | |
|-----|------------------------|--|
| 1. | New Year's Day | January 1 |
| 2. | Presidents' Day | February 21 |
| 3. | Memorial Day | Last Monday in May |
| 4. | Independence Day | July 4th |
| 5. | Labor Day | First Monday in September |
| 6. | Veteran's Day | November 11th |
| 7. | Thanksgiving Day | Fourth Thursday in November |
| 8. | Day after Thanksgiving | Friday after Thanksgiving |
| 9. | Christmas Day | December 25 th |
| 10. | Floating Holiday | Used before December 31 st (or lost) [replaces Birthday and can be used for Birthday] |

Veterans Day — Yamhill will provide paid time off for Veterans Day if an employee would otherwise be required to work on that day and if the employee provides: (a) at least three weeks' written notice to City Administrator that he/she intend to take time off for Veterans Day; and (b) documents showing that he/she is a veteran. To take this leave, the veteran must have served on active duty in the armed forces for at least six months and received an honorable discharge. If the individual served in a reserve or National Guard unit, the employee is not qualified for leave unless he/she were deployed or served on active duty for at least six months. Yamhill will notify the employee, at least 14 days before Veterans Day, whether he/she will receive time off for Veterans Day. If Yamhill determines that providing time off on this holiday would cause significant economic or operational disruption or undue hardship, the request will be denied, but Yamhill will allow the worker to take a single day off within one year of Veterans Day.

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.

If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday and will be granted an alternate day of vacation later. Non-exempt employee required to work on a holiday will receive double-time payment for the hours worked.

Floating Holidays

Employees may select 1 day of with pay, known as a "floating holiday", during a calendar year.

Floating holidays may only be used in full-day increments; partial days are not allowed.

Employees must coordinate requests for floating holidays with their supervisor.

Employees who begin employment after January 1 receive one (1) pro-rated holiday. See City Administrator for more information.

D. Leave Donation

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

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

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

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

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

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

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

E. Bereavement Leave

Up to 24 hours of bereavement leave will be granted to employees who have worked for Yamhill for 90 or more days. This leave is provided to employees who have experienced the death of a family member and is unpaid; employees, however, may use accrued sick leave during the bereavement leave period. "Family Member" is defined to include the employee's spouse, same-sex domestic partner (registered), child, parent, parent-in-law, grandparent, or grandchild, or the same relations of an employee's same-sex domestic partner (registered) or spouse. Requests for bereavement leave must be made to the employee's immediate supervisor before the leave is to begin. This leave will be administered in accordance with Oregon's sick leave law, and the time off will be deducted from the employee's sick leave bank. Please see City Administrator for more information.

F. Jury and Witness Duty

Jury Duty

Yamhill will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. Although jury duty leave is unpaid, the employee may keep the jury duty pay he/she receive, and the employee may use any accrued vacation or sick leave during the stint of jury service.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his/her supervisor or manager informed about the amount of time required for jury duty.

Witness Duty

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

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

G. Religious Observances Leave and Accommodation Policy

Yamhill respects the sincerely held religious beliefs and observances of all employees. Yamhill will make, upon request, an accommodation for such beliefs and observances when a reasonable accommodation is available that does not create an undue hardship on Yamhill'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 City Administrator, and may require the requesting employee to provide proof of the "sincerely held" religious belief

H. Crime Victim Leave Policy

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his/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 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, Yamhill may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

I. Domestic Violence Leave and Accommodation Policy

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

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

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

When seeking this type of leave, the employee should provide as much advance notice as is practicable of his/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 City Administrator as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. Yamhill 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 Yamhill notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give verbal or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

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 Yamhill. Please contact City Administrator immediately with requests for reasonable safety accommodations.

J. Military Leave

Employees who wish to serve in the military and take military leave should contact 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.

Further, eligible employees called for initial active duty for training and for all periods of annual active duty for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service, may be entitled to leave with pay for all regular workdays that fall within a period not to exceed 15 calendar days in any federal training year. Weekend drill obligations are not considered "federal active duty" for training under

this policy; other requirements apply. Please contact City Administrator for more information and to make arrangements for this paid leave.

IV. Employee Benefits

A. Healthcare Benefits

Employees who meet the definition of “benefit eligible” under both Yamhill policy and that of its health insurance provider are entitled to the benefit options offered by Yamhill. Generally speaking, that means Yamhill offers medical insurance for all of its regular, full-time employees unless otherwise established by law. Yamhill pays the cost of individual coverage for its regular, full-time employees. Part-time employees working less than 36 hours are not eligible for health-insurance coverage. Those employees who wish to have their dependents included in the insurance plan *may* be required to pay a portion of the monthly premium for that coverage on a payroll deduction basis per annual adopted Budget.

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 Yamhill. These documents govern all issues relating to employee health insurance. As other employee benefits are offered by Yamhill, 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 by Canopy and is available to all employees and dependents covered on the CIS Regence medical plan. The EAP can be used to assist employees and eligible family members with any personal problems, large or small. Each covered employee and eligible family members can receive up to five (5) personal counseling sessions per situation per year. Sessions can be face to face, over the phone, or online for concerns such as marital conflict, conflict at work, depressions, stress management, family relationships, anxiety, alcohol, or drug abuse, grieving a loss, and career development services.

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

More information regarding this service can be obtained by contacting the City Administrator, or you can contact **Cascade Centers** directly at **1-800-433-2320**, or at **cacadecenters.com**.

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

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

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

1. Report any work-related injury to your supervisor. You must report the injury 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, Yamhill will strive to reemploy you in the most suitable vacant position available at the conclusion of that leave. However, you must first submit documentation from a health care provider who is familiar with your condition certifying your ability to return to work and perform the essential functions of the position.

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

The Return-to-Work program for job-related injuries consists of a team effort by Yamhill, 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, Yamhill 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 Yamhill. While you are on modified or transitional work, you are still subject to all other Yamhill rules and procedures.

Overlap with Other Laws

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

I. PERS (Public Employees' Retirement System) Benefits

Yamhill 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 Yamhill's contributions to employee PERS or OPSRP plans, please see City Administrator.

Yamhill will consider allowing PERS-eligible employees to retire from his/her employment with Yamhill and then rehiring them, as permitted under Oregon law. Yamhill will consider, among other factors, the uniqueness of the employee's skills or experience, the needs of Yamhill, and the ability of existing employees to perform the work of the retiring employee. Please see City Administrator for more information

V. Miscellaneous Policies

A. Alcohol/Drug Use, Abuse and Testing

Yamhill works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them and risks damage to Yamhill's reputation.

Yamhill expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective, and efficient manner. An employee's on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers and others.

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

Prohibited Conduct

The following examples of prohibited conduct do not apply to law enforcement employees who possess drugs, alcohol or other items identified in this policy in connection with law enforcement work.

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

- The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects an employee's physical or mental faculties while at work to any perceptible degree (see definition of "reasonable cause testing" below), and if the employee tests "positive" for any such substances by screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.
- As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon or any other state's law.
- Bringing to Yamhill property, or possessing, items or objects on Yamhill property that contain any "controlled substance," including, for example, "edibles" containing marijuana. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to co-workers, members of the public, or elected officials while on work time or on/in Yamhill property.
- Bringing equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana or controlled substances, such as pipes, bongs, "vape" pens, smoking masks, roach clips, and/or other drug paraphernalia.
- Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to Yamhill property. This prohibition does not apply to employees who possess such items in connection with law enforcement work.

Prescription Drugs and Medical Marijuana

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

Employees must inform their supervisor about their use of any prescription or over-the-counter drugs that could affect their ability to safely perform the duties of their position. If an employee's use of such prescription drugs could adversely affect Yamhill operations or safety of Yamhill employees or other persons, Yamhill may reassign the employee using the prescription drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (Although an employee is not required to provide Yamhill with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required.)

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

Testing

Yamhill reserves the right to:

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

Reasonable Cause Testing

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

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

- The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, and other tests of saliva, blood, and urine. No testing shall be performed under this rule without the approval of the City Administrator or the City Administrator's designee.
- "Reasonable cause" as used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:
 - a pattern of abnormal or erratic behavior;
 - information provided by a reliable and credible source;
 - direct observation of drug or alcohol use;
 - presence of the physical symptoms of drug or alcohol use (*i.e.*, glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
 - unexplained significant deterioration in individual job performance;
 - unexplained or suspicious absenteeism or tardiness;
 - employee admissions regarding drug or alcohol use; and
 - unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

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

An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by City Administrator. The letter of notification shall state the 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 Yamhill property or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, Yamhill may search any furniture, equipment or property provided by Yamhill to the employee, including but not limited to, clothes (uniforms), locker, toolbox, and desk. Employees should have no expectation of privacy in any property, equipment or supplies provided by Yamhill 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 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

Yamhill 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. Yamhill is willing to help such employees obtain appropriate treatment.

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

Yamhill 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 Yamhill to the extent its existing benefits package covers some or all of the program costs.

Although Yamhill 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 Yamhill policy is discovered, the employee's willingness to seek Yamhill or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

Discipline and Consequences of Prohibited Conduct

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

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

Confidentiality

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

B. Mobile Devices Policy

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

Cell Phones and Mobile Devices in General

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

Employees who use personal or Yamhill-provided mobile devices may not violate Yamhill's policies against harassment and discrimination. Thus, employees who use a personal or Yamhill-provided mobile device to send a text or instant message to another employee (or to a citizen or someone not employed by Yamhill) that is harassing or otherwise in violation of Yamhill's policies prohibiting discrimination, harassment, bullying and retaliation will be subject to discipline up to and including termination.

Nonexempt employees may not use their personal or Yamhill-provided mobile device for work purposes outside of their normal work schedule without written authorization in advance from 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. Nothing in this policy removes a nonexempt employee's obligation from recording time for all hours worked.

Employee Use of Yamhill -Provided or Paid for Mobile Devices

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

Employees who receive a mobile device from Yamhill must agree to not use the mobile device for personal use except in emergency situations and must abide by all aspects of the Mobile Device Policy. Further, employees who receive a cell phone or mobile device from Yamhill must acknowledge and understand that because the mobile device is paid for and provided by Yamhill, or subsidized by Yamhill, any communications (including text messages) received by or sent from the mobile device may be subject to inspection and review if Yamhill has reasonable grounds to believe that the employee's use of the cell

phone violates any aspect of the Mobile Device Policy or any other Yamhill policy. **Employees should have no reasonable expectation of privacy in a Yamhill-provided or -paid for mobile device.** An employee who refuses to provide Yamhill access to his/her personal mobile device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Family and friends may not use an employee's Yamhill-provided mobile device.

Mobile Devices and Public Records

Yamhill-related business conducted on Yamhill-provided or personal cell phones/cellular devices may be subject to disclosure and production under Oregon's Public Records laws or in connection with litigation filed against Yamhill or individual employees.

Employee Use of Mobile Devices with Cameras

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

Mobile Device Use While Driving

The use of a mobile device while driving may present a hazard to the driver, other employees, and the public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of handheld cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of Yamhill 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 Yamhill.

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

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

Ownership

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

Use

All of Yamhill's electronic equipment and services are provided and intended for Yamhill business purposes only and not for personal matters, communications, or entertainment. Access to the Internet, websites and other electronic services paid for by Yamhill are to be used for Yamhill business. This means,

for example, that employees may not use Yamhill-provided internal Internet, or Yamhill electronic equipment and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate Yamhill'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 Yamhill, and that is protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the right to privacy, of protected healthcare information or otherwise, or other Yamhill-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, movies, and TV shows. Streaming audio is allowed, provided it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

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

Inspection and Monitoring – No Right to Privacy

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

All information and communications in any format, stored by any means on Yamhill's electronic equipment or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect Yamhill's ownership of the electronic information, electronic equipment or services, or Yamhill's right to inspect such information. Yamhill 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 Yamhill's electronic equipment and services, including all communications and internet usage and resources/sites visited. Yamhill 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 Yamhill's computer systems or mobile devices without approval from the City Administrator. All software installed on Yamhill's computer systems must be licensed. Copying or transferring of Yamhill-owned software to a personal device/equipment may be done only for personal devices/equipment used for Yamhill business and 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 Yamhill management. No employee can examine, change, or use another person's files, output, username, or password unless he/she has explicit authorization from 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. These methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

Inappropriate Web Sites

Yamhill'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 Yamhill'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 or commercial website, social networking web site, web bulletin board or a chat room, whether or not associated or affiliated with Yamhill, 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 Yamhill or Yamhill'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 any Yamhill policies, including Yamhill's no-harassment and no-discrimination and workplace violence policies. Similarly, postings that include threats of violence, that are physically threatening or intimidating, bullying, or harassing, will not be tolerated and may subject an employee to discipline, up to and including termination.

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

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

Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, Yamhill's employees and elected officials, and suppliers or other third parties who do business with Yamhill.

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. 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, Yamhill employees or elected officials, that might constitute harassment or bullying, and/or that violate Yamhill policies. Examples of such conduct might include offensive posts that a reasonable

person would perceive as calculated to intentionally harm an individual's personal or professional reputation, posts that could contribute to a hostile work environment based on race, sex, disability, religion or any other status protected by law or Yamhill policy.

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

Nothing in this policy is meant to prevent an employee from exercising his/her right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern that does not unduly disrupt Yamhill operations. Employees are free to express themselves as private citizens on social media sites, but an employee's exercise of expression is balanced against Yamhill's interest in the effective and efficient fulfillment of its responsibilities to the public.

Request for Employee Social Media Passwords

Yamhill'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 username and password, password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a username and password that would otherwise allow a supervisor/manager to access a private email account not provided by Yamhill.

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

E. Confidential Yamhill Information

Employees must not access, use, or disclose sensitive or confidential information or data except in accordance with Yamhill 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 Yamhill) may be removed from our premises without permission from City Administrator. Likewise, any materials developed by Yamhill's employees in the performance of their jobs is the property of Yamhill and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained regarding Yamhill's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

F. Ethics

At Yamhill, 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 Yamhill or Yamhill's citizens.

We at Yamhill 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 Yamhill 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 at oregon.gov/OGEC**.

If you have questions about whether an activity meets Yamhill's or Oregon's ethical standards, please talk with the City Administrator. 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

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

H. Outside Employment

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

Yamhill requires employees to report outside employment to their City Administrator before the outside employment begins. Thereafter, an employee must provide an update to his/her City Administrator on an annual basis, or sooner if any changes in outside employment occurs. Employees who accept outside employment in violation of this policy may be subject to discipline, up to and including termination.

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 Yamhill property, or in an Yamhill 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 Yamhill 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 Yamhill (see "Holidays" section, above), Yamhill 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 Yamhill will close via email and mobile phone tree.

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 Yamhill from home, you should do so subject to approval by your manager or supervisor. Safety and a trustworthy approach are your guides.

K. Driving While on Business

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

Yamhill 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 Yamhill, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify Yamhill when there are transactions on your driving record such as speeding tickets and citations.

While on Yamhill business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying

their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Mobile Device Use While Driving" policy, above.

Employees who receive a ticket or citation while driving a Yamhill-owned vehicle or while on Yamhill business will be responsible for paying the fine (if any) associated with the ticket or citation and may face discipline up to and including termination.

L. Workplace Violence

Yamhill recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the 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 against another employee, volunteer, elected official, or member of the public with respect to that person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner by Yamhill.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with Yamhill, or that threaten the safety, security, or financial interests of Yamhill. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer, or elected official. Employees should make such reports directly to City Administrator.

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

M. Workplace Inspections — No Right to Privacy or Confidentiality

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

An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voicemail systems and computer systems. *Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by Yamhill; 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.

N. Smoke-Free Workplace

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

Yamhill buildings and vehicles are tobacco- and marijuana-free areas. Tobacco/marijuana use is prohibited during working hours. Further, Yamhill prohibits tobacco/marijuana use in or around Yamhill vehicles and equipment or machinery.

If you wish to smoke tobacco, you must do so outside of Yamhill'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. Yamhill has established employee smoking areas that your supervisor can show you.

O. Hiring of Family Members

Relatives of current employees, or individuals involved in an intimate personal or financial relationship with a current employee, are eligible for hire at Yamhill subject to the same selection process and job requirements and will be evaluated in the same manner as any other applicant. However, persons will not be hired or promoted into positions in which one family member (as defined by Oregon law) or person involved in an intimate personal or financial relationship, would fall under the direct line of supervision of the other family member or partner.

All employees shall avoid being in a position where they are subject to supervisory or oversight authority by a family member, member of their household, or a person with whom they have an intimate personal or financial relationship. If the relative relationship is established after employment because of organizational restructure, marriage, or a development of an intimate personal or financial relationship, the employees involved have an obligation to immediately inform their supervisor, or Human Resources. The employees and Yamhill will jointly make a good faith effort to find an alternative assignment for one of the two employees. Depending on business need, this may include, but is not limited to restructuring duties, assignment to another position, and assignment to another shift or change in supervision. If no alternative assignment is available, the two employees will have 30 days to decide who will resign. If a decision is not made within 30 days, Yamhill will make the final decision, based on Yamhill's operational and financial needs.

Policy violations including, but not limited to, failure to disclose a family relation, or an intimate personal or financial relationship, will be investigated by Yamhill. Policy violations may result in progressive discipline of employees, up to and including termination of employment. Supervisors and lead workers may be disciplined for taking employment actions based upon the relationship.

VI. Termination of Employment

A. Workplace Rules and Prohibited Conduct

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 Yamhill'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 Yamhill 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 Yamhill property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of Yamhill equipment, materials, or facilities.
- Provoking a fight or fighting during work hours or on Yamhill property.
- Carrying firearms or any other dangerous weapon on Yamhill 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 Yamhill 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 Yamhill 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 Yamhill.
- Misrepresentation of Yamhill policies, practices, procedures, or your status or authority to enter into agreements on behalf of Yamhill. Employees may not use Yamhill's name, logo, likeness, facilities, assets, or other resources of Yamhill for personal gain or private interests.
- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security or Yamhill 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 Yamhill or outside regulatory or legislative bodies.
- Failing to timely pay water/sewer/tax accounts with Yamhill on time, and/or whose Yamhill - provided services are disconnected. This includes, without limitation, situations where the employee writes a check to Yamhill that is refused for payment due to non-sufficient funds.
- Harassment or discrimination that violates Yamhill policy.

This statement of prohibited conduct does not alter Yamhill's policy of at-will employment. Except for employees subject to a collective bargaining agreement or contract of employment, Yamhill 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 always perform to the best of their abilities. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet Yamhill standards, Yamhill 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 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 the employment of an employee for serious violations of Yamhill policies, procedures, and rules and for other inappropriate behavior or conduct, Yamhill may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. Yamhill may also choose to send the employee to a training or an education opportunity.

In all cases, Yamhill will determine the nature and extent of any discipline based upon the circumstances of each individual case and, where applicable, collective bargaining agreement provisions. Yamhill may proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when Yamhill deems such action appropriate. Yamhill 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 Yamhill as much notice as possible —a *minimum* of two weeks for non-exempt employees and one month for exempt employees. 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' or one-month notice of your intent to leave Yamhill, you will not be eligible for re-employment at a later date.

Employees who miss three or more consecutive workdays without contacting their immediate supervisor are typically considered to have resigned their employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with City Administrator before making a final decision.

Employees must return all Yamhill 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 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 or termination of employment.

By policy, Yamhill 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.



Acknowledgment of Receipt City of Yamhill Employee Handbook

I acknowledge that I have received and will read a copy of Yamhill's Employee Handbook I also understand that a copy of the Handbook has been provided to me and is available to me at any time on the City's server.

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

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

I have reviewed Yamhill's policies regarding equal employment opportunity and that Yamhill aims to provide 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 Human Resources, the City Administrator, or any trusted manager or supervisor.

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

I have read this acknowledgement carefully before signing.

Employee Signature

Date

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



**For Employees Covered Under a CBA (Police Officers)
Acknowledgment of Receipt of 2022 Personnel Policies**

I acknowledge that I have received and will read a copy the 2022 Yamhill Employee Handbook (Handbook). I also understand that a copy of policies in the Handbook is available to me at any time to review in the City Administrator's Office.

I understand that Yamhill has adopted the personnel policies in the Handbook only as a general guide about policies, work rules and the work environment. I acknowledge that the Personnel Policies of the Handbook 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 will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to Human Resources, the City Administrator, or any trusted manager or supervisor. I understand that I may bring complaints about these issues to my shop steward or trusted union representative, but that Yamhill may not be able to address the issue unless notice is provided to Yamhill by you or the shop steward/union representative.

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

I have read this acknowledgement carefully before signing.

Employee Signature

Date

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



Staff Report

Meeting Date: April 13, 2022
Item Number: 5.E.
Prepared By: Petra Schuetz, City Administrator Pro Tem
Topic: Payroll Services

Recommendation

Consider third-party Payroll Services contract.

Background

Local governments have complex payroll rules that change regularly. It is common to underestimate tax obligations, PERS, deferred comp, etc. Because of this and the fact the Administrative Clerk reports spending 30+ hours per month processing payroll, it was recommended, and Mayor Potter approved soliciting a third-party payroll serve.



Many third-party payroll services will also handle other HR tasks too. For example, they may help manage employee benefits and compensation packages or offer employee self-service portals so team members can monitor their pay stubs and request changes as needed. Many provide direct deposit too. With direct deposits, paychecks are automatically added to employee accounts. Third-party payroll also reduces payroll mistakes inherent in the manual process. An RFQ was posted in February with almost no response, so staff directly solicited multiple companies. The lowest qualified bid is pending at the time this report was written. However, staff will present you with a draft contract and the recommended vender at the April meeting.

Budget Impact	Fiscal Year	Funding Source
\$1,000-\$3,000 annually	2022 and beyond	General Fund - Contracted Services

Attachments

- A. Draft Contract will be handed out at the April meeting.



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING
Wednesday, March 9, 2022, 7:00 P.M.
MINUTES

REGULAR MEETING

1. CALL TO ORDER: Roll Call

Present by Teleconference: Councilors Kay Echaury and Tim Askey

Present In-Person: Mayor Yvette Potter, Councilors Marci Hedin, and Andrew McMullen

Staff Present In-Person: Sharon Bregante-Candau, Administrative Clerk; Petra Schuetz, Interim City Administrator; and John Christiansen, City Engineer

Staff Present by Teleconference: Greg Graven, Chief of Police; Jason Wofford, Facility Manager; and Walt Wendolowski, City Planner

2. PUBLIC HEARING:

Public Hearing on Subdivision Permit Application SDV 21-1.

Mayor Potter opened the Public Hearing at 7:03 pm for Subdivision SDV 21-1.

The Yamhill Planning Commission previously held a Public Hearing on December 15, 2021, with a continuation on February 2, 2022, on the subdivision application. At the February Continuation of a Public Hearing, the Planning Commission voted and denied Subdivision SDV 21-1 based on the testimony received during the December 15, 2021, hearing and material submitted during the open record. The Commission found the proposal failed to comply with all decision criteria for a Subdivision contained in the Yamhill Municipal Code.

The applicant filed an appeal on February 18, 2022.

Mayor Potter stated that the public hearing was for consideration of the appeal of the Planning Commission's denial of SDV 21-1 Park Meadows Subdivision.

The applicant representation, Mark Hoyt, Sherman, Sherman, Johnnie & Hoyt, LLP, spoke during the proponent portion of the public hearing in regard to process. Jake Lucey, the developer for the subdivision, Mike Henry, and Andre Chernishov, HBH Consulting Engineers, provided a presentation that is included in the record.

City Planner, Walt Wendolowski, summarized the process up to the point of the public hearing for the denial of SDV 21-1 and the status report that is included in the record.

Councilor McMullen asked about water loss at the intake at the water plant, Jason Wofford, Facilities Manager, responded that was due to the design of the intake. Wofford stated that the overall water loss had improved since the AKS Engineering report from 2018 from 20% to approximately 13-14% due to fixes in the water system lines. Wofford also reported that the water loss percentage would continue to decrease as the City is moving forward with water

conservation, leak detection, potentially the log jam project, and correction operation of the impound.

Mayor Potter announced she will start with proponent's testimony and move to opponent's testimony with everyone having a chance to speak.

Proponents:

- Chuck Mitchell of Second St.

Opponents:

- Doug Edwards of Maple St.
- Darrell Smith of Third St.
- Rocky Losli of Second St.
- Robert Davis representing Yamhill Neighborhood Association of Maple St.
- Patty Pairan of Maple St. – in-person and email submitted on March 2, 2022
- Melissa Shaver of Turner Creek Rd. – email submitted February 28, 2022
- Jenny Morrison of Adcock Rd.

Neutral:

- Sherry Wilson of Main St.
- Shea Corrigan of Third St.

Mayor Potter called for any technical questions to be answered by the applicant's representation.

Following the testimonies, Mayor Potter allowed time for the applicant's representation to make a final rebuttal.

Mayor Potter called for staff recommendations. Wendolowski said it was the Planning Commission's recommendation, who denied the application due to adequate supply of water and the City Council needs to decide if they want to uphold that decision.

Mayor Potter closed the Public Hearing at 9:23 pm and asked for a short recess before the Council deliberates.

REGULAR MEETING

Regular Meeting was opened by Mayor Potter at 9:25 pm.

3. PUBLIC COMMENT:

Public comment was received from the following:

Jay Disbrow, Sherry Wilson, and Chuck Mitchell.

4. PRESENTATIONS:

Added to agenda by Mayor Potter: Yamhill Downtown Association (YDA)
Amy Brewer and Kimberly Howell presented on the Beverly Cleary events that will happen the 2nd weekend in May. Amy Brewer stated that the theme this year will be to celebrate the character Ribsy from the Beverly Cleary book characters with a dog park in Yamhill. Amy Brewer and Kimberly Howell will provide the City with a flyer to post on the website.

A. Water Advisory Committee

Water Advisory Committee Chair Jensen reported a Letter of Interest was received from the City of Hillsboro for the City to fill out for the potential intertie; Council will need to decide if they wish to proceed to fill that out. Chair Jensen also stated that the Water Advisory Committee (WAC) is waiting to hear back on the changes that the WAC proposed to Council for Chapter 3.54 Water Conservation Regulations of the Municipal Code.

B. Yamhill Neighborhood Association

Yamhill Neighborhood Association representative, Robert Davis, presented the information date March 1, 2022, that is included in the record.

5. UNFINISHED BUSINESS:

A. None

6. NEW BUSINESS:

A. Public Hearing, Consider Appeal No. SDV 21-1 Subdivision

Motion by Echaury to uphold the Planning Commission's denial of SDV 21-1 Subdivision, adopting findings contained in the Planning Commission Order, no second, the motion did not carry.

Motion by Askey, seconded by Hedin to reverse the Planning Commission denial and approve the application SDV 21-1.

Wendolowski asked to amend the motion by adding "adopting the findings and conditions of approval in the December 1, 2021, staff report to the Planning Commission" to the end of the motion. Councilor Askey approved the amendment to his motion, Councilor Hedin 2nd the amendment.

Roll call: Ayes: Potter, Hedin, McMullen, and Askey
Nays: Echaury

The motion carried.

B. Public Hearing, Consider Second Reading Ordinance No. 536, Camping on Public Property

Mayor Potter made motion for the reading of Ordinance No. 536 to be read.

Councilor Askey read Ordinance No. 536, by title only, for the second time.

Mayor Potter tabled the vote on Ordinance No. 536 until after the Public Hearings of Ordinances 537 and 538.

C. Public Hearing, Consider First Reading with Emergency and adoption of Ordinance No. 537, Storing Vehicles or Objects on Streets

Mayor Potter made motion for the reading of Ordinance No. 537 to be read.

Councilor Echauri read Ordinance No. 537, by title only, for the first time.

Mayor Potter tabled the vote on Ordinance No. 537 until after the Public Hearing of Ordinance 538.

D. Public Hearing, Consider First Reading with Emergency and adoption of Ordinance No. 538, Overnight Sleeping in Vehicle

Mayor Potter made motion for the reading of Ordinance No. 538 to be read.

Councilor Echauri read Ordinance No. 538, by title only, for the first time.

Motion by McMullen, seconded by Echauri, to adopt Ordinance No. 536, Ordinance No. 537, and Ordinance No. 538 to address unauthorized camping and parking within the City of Yamhill.

Roll call: Ayes: Potter, Echauri, Hedin, McMullen, and Askey
Nays: None

The motion carried.

E. Consider adoption of Resolution 793 Procurement and Contracting Policy

Motion by Hedin, seconded by Echauri, to adopt Resolution R-793, a Resolution adopting the Yamhill policy for contracting and purchasing, supplanting previous policies.

Roll call: Ayes: Potter, Echauri, Hedin, McMullen, and Askey
Nays: None

The motion carried.

RESOLUTION NO. R-793

A RESOLUTION ADOPTING THE YAMHILL POLICY FOR CONTRACTING AND PURCHASING, SUPPLANTING PREVIOUS POLICIES

7. **CONSENT AGENDA:** *(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)*

- A. Approve Council Minutes
 - (1) Special Session – October 26, 2021
 - (2) Special Session – December 22, 2021
 - (3) Regular Session – November 3, 2021
 - (4) Regular Session – February 9, 2022
- B. Financial Statements July 2021-February 2022

Motion by Echaury, seconded by McMullen, to approve the Consent Agenda.

Roll call: Ayes: Potter, Hedin, Echaury, McMullen and Askey
Nays: None

The motion carried.

8. **DEPARTMENT REPORTS:**

- A. City Administration Report – combination of all Departments with responses to previous month’s public comment questions

Chief Graven provided clarification on calls.

Bregante-Candau reported the City received the award from the Congressional grant submitted for the Treatment Plant to Reservoirs Planning Study project.

- B. Mayor Comments

None.

9. **ANNOUNCEMENTS:**

- A. Statement of Economic Interest (SEI) due April 15, 2022
- B. City Council Goal Setting Retreat March/April TBA 2022
- C. City Council Executive Session Per ORS 192.610(2)(a) March TBA, 2022

10. **ADJOURNMENT: 10:27 P.M.**

Motion by Echaury that the meeting adjourn at 10:27 P.M.

The motion carried by unanimous vote.

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Sharon Bregante-Candau, Administrative Clerk

L.B.

Income Statement
3/1/2022 to 3/31/2022

	Mar 2022 Mar 2022 Actual	Jul 2021 Mar 2022 Actual
Revenue		
Transfers In		
Transfer in - Parks		100.00
Transfer In - Sewer Fund		12,000.00
Transfer In - Street SDC		100.00
Transfer In - Water Fund		17,000.00
Transfer In - Water SDC		158,000.00
Transfer In- Water Depr		53,600.00
Other Revenue		
Admin Court Fees	1,263.70	17,954.03
Business License		200.00
Cigarette Taxes		1,071.21
Code Compliance Fees		75.00
County Building Services	12.84	7,941.52
Dog License Revenue		360.75
Franchise Fees		8,341.30
Grant - ODOT- DUII	452.43	3,786.66
Grant - ODOT PSG/Speed Grant		2,170.38
Grant - ODOT Seat Belt		1,915.95
Grant - Planning		1,000.00
Grant -ODOT Distracted Driving		1,658.70
Interest Income		9,102.70
Land Use Fees	250.00	3,220.00
Liquor Taxes		15,834.44
Loan - SDWLF		216,150.42
Miscellaneous Income	1,108.00	129,491.29
Municipal Court Equip Assmt	42.00	631.00
Municipal Court Fines	2,873.16	41,432.46
Municipal Court Training Assmt	63.00	944.00
National Night Out		997.00
Park Fees	150.00	480.00
Police Misc. Income	655.92	8,114.68
Police Service Fee	2,725.00	18,465.00
Police SRO-Yamhill/Carlton SD	7,500.00	15,000.00
Previously Levied Taxes		5,153.87
Property Tax Revenue		337,957.58
Recology Franchise Fees	772.29	3,511.55
Security Deposits	1,232.84	17,757.22
State Gas Tax Revenue		61,904.06
State Revenue Sharing		335,558.24
System Development Charges		12,262.00
Users Fees	88,295.66	776,013.50
Vehicle Replacement Assmt	214.16	3,162.91
Total Revenue	\$107,611.00	\$2,300,419.42
Total Gross Profit	\$107,611.00	\$2,300,419.42

Expenses

Requirements

911 YCOM Dispatch		10,251.81
Admin Clerk	3,286.08	34,359.54
Ads & Printing	1,099.32	2,563.86

**Income Statement
3/1/2022 to 3/31/2022**

	Mar 2022	Jul 2021
	Mar 2022	Mar 2022
	Actual	Actual
Assessments	1,317.50	14,983.07
Attorney/Legal Fees	682.00	24,928.04
Audit Fees		22,048.50
Bail Refunds		75.00
Building Maintenance	200.07	1,181.23
Chemicals		10,944.69
Christmas Decorations		440.90
City Clerk	4,192.88	42,790.74
City Planner		255.00
City Recorder		20,047.55
Collection System	714.50	24,563.62
Community Support Services		500.00
Contract Services	11,160.76	146,680.86
Copy/Postal/Computing	606.00	2,458.00
Court Interpreter	100.00	800.00
Debt Service Expense		228,490.99
Deposit Refund	232.46	1,962.60
Distribution System	1,588.70	17,682.34
Dues, Travel, Training	150.00	8,920.11
Emergency Services		167.98
Equipment/Maintenance	974.62	3,825.55
Facilities Manager	4,187.08	41,109.19
Footpaths/Bikepaths		282.13
Gen Park Mxt & Improvement		19.99
I & I, TV Insp & Cleaning		3,142.50
Investigation Expenses	24.86	476.63
Janitorial Services	175.00	1,531.25
Liability Insurance	300.00	50,033.60
Meter Replacement	1,243.30	3,614.08
Misc. Tools	60.79	3,580.99
Miscellaneous Expense	94.50	2,560.48
Municipal Judge	250.00	2,000.00
National Night Out Expense		500.00
ODOT Grant Payroll		7,860.34
Office Equip/Maint/Supplies		654.47
Office Supplies	99.98	1,151.58
Operations & Maint	1,682.39	36,517.88
Pager Pay	416.00	3,208.00
Payroll Expense	19,609.55	255,565.66
Permits		4,266.00
Planning/ City Recorder		1,055.10
Plant Operator	5,071.86	38,160.68
Police Chief	5,768.00	60,866.78
Police Equipment		2,368.42
Police Officer	5,661.60	53,202.98
Policy & Procedure Manual		1,825.00
Postage		2,644.00
Reserve Officer	774.69	4,404.42
Reserve Transfer (ACER Reserve		24,000.00
Reserve Transfer (Park)		100.00
Resource Materials		24.99
Safety Equipment & Supplies	211.62	1,055.00

Income Statement
3/1/2022 to 3/31/2022

	Mar 2022	Jul 2021
	Mar 2022	Mar 2022
	Actual	Actual
SCA First Street Project		141,454.30
SCADA/ Security System		564.00
Sludge Hauling		936.25
Software		2,027.32
Street Lights	991.39	9,377.24
Street Maintenance		3,391.50
Support Services	2,155.00	26,357.06
System Improvements		923.75
Traffic Officer	4,593.60	45,572.15
Transfer Out (Street Fund)		53,700.00
Transfer Out (Water Debt Svc)		158,000.00
Transfer Out (Water Deprec)		5,000.00
Uniform Allowance	99.98	549.98
Utilities	6,475.03	42,711.13
Utility Worker I	4,291.20	52,987.38
Utility Worker II		1,503.22
Vehicle Lease		11,264.00
Vehicle Maintenance	3,495.80	25,086.37
Website/IT		259.68
West First Street Sidewalk		5,000.00
Other Expense		
Trees		3,511.89
Total Expenses	\$94,038.11	\$1,818,881.34
Total Net Income (Loss) From Operations	\$13,572.89	\$481,538.08
Total Net Income (Loss)	\$13,572.89	\$481,538.08

General Fund
Statement of Revenue and Expenditures

Account Number	Current Period Mar 2022 Mar 2022 Actual	Year-To-Date Jul 2021 Mar 2022 Actual	Annual Budget Jul 2021 Jun 2022	Jul 2021 Percent of Budget	
Revenue & Expenditures					
Revenue					
General Revenues					
4928	Admin Court Fees	1,263.70	17,954.03	25,000.00	71.82%
4100	Beginning Budget Balance	0.00	0.00	121,112.00	0.00%
4932	Business License	0.00	200.00	700.00	28.57%
4902	Cigarette Taxes	0.00	1,071.21	1,200.00	89.27%
4915	Dog License Revenue	0.00	360.75	1,200.00	30.06%
4925	Franchise Fees	0.00	8,341.30	44,000.00	18.96%
4946	Grant	0.00	0.00	1,000.00	0.00%
4944	Grant - ODOT- DUII	452.43	3,786.66	4,000.00	94.67%
4943	Grant - ODOT PSG/Speed Grant	0.00	2,170.38	4,000.00	54.26%
4942	Grant - ODOT Seat Belt	0.00	1,915.95	3,500.00	54.74%
4948	Grant - Planning	0.00	1,000.00	1,000.00	100.00%
4945	Grant -ODOT Distracted Driving	0.00	1,658.70	3,500.00	47.39%
4952	Interest Income	0.00	1,302.43	5,000.00	26.05%
4912	Judge Services	0.00	0.00	4,000.00	0.00%
4962	Land Use Fees	250.00	3,220.00	10,000.00	32.20%
4903	Liquor Taxes	0.00	15,834.44	18,000.00	87.97%
4913	Miscellaneous Income	10.00	107,234.22	2,000.00	5,361.71%
4924	Municipal Court Fines	2,873.16	41,432.46	55,000.00	75.33%
4941	Municipal Court Training Assmt	63.00	944.00	1,100.00	85.82%
4951	National Night Out	0.00	997.00	1,500.00	66.47%
4961	Park Fees	150.00	480.00	1,000.00	48.00%
4914	Police Misc. Income	655.92	8,114.68	6,000.00	135.24%
4922	Police Service Fee	2,725.00	18,465.00	29,000.00	63.67%
4950	Police SRO-Yamhill/Carlton SD	7,500.00	15,000.00	10,000.00	150.00%
4901	Previously Levied Taxes	0.00	5,153.87	14,000.00	36.81%
4900	Property Tax Revenue	0.00	337,957.58	333,939.00	101.20%
4904	State Revenue Sharing	0.00	335,558.24	15,000.00	2,237.05%
4923	Towing Fees	0.00	0.00	100.00	0.00%
4985	Transfer In -Police Veh Resv	0.00	0.00	15,000.00	0.00%
	General Revenues Totals	\$15,943.21	\$930,152.90	\$730,851.00	
	Revenue	\$15,943.21	\$930,152.90	\$730,851.00	
	Gross Profit	\$15,943.21	\$930,152.90	\$730,851.00	
Expenses					
Administrative Dept					
6103	Admin Clerk	492.92	5,154.97	6,781.00	76.02%
6325	Ads & Printing	39.68	774.08	1,200.00	64.51%
6300	Attorney/Legal Fees	682.00	8,045.11	5,000.00	160.90%
6301	Audit Fees	0.00	5,795.34	4,700.00	123.31%
6412	Building Maintenance	114.81	649.62	2,500.00	25.98%
6335	Christmas Decorations	0.00	440.90	1,000.00	44.09%
6102	City Clerk	628.94	6,322.92	8,176.00	77.34%
6101	City Recorder	0.00	6,391.55	21,329.00	29.97%
6306	Contract Services	739.74	9,603.21	2,000.00	480.16%
6305	Dues, Travel, Training	0.00	1,087.72	1,500.00	72.51%
6334	Emergency Services	0.00	167.98	500.00	33.60%
6309	Janitorial Services	175.00	1,531.25	2,800.00	54.69%
6202	Liability Insurance	100.00	7,083.00	6,983.00	101.43%
6252	Miscellaneous Expense	94.50	1,022.32	500.00	204.46%

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2021
		Mar 2022 Actual	Jul 2021 Mar 2022 Actual	Jul 2021 Jun 2022	Percent of Budget
6328	Office Supplies	0.00	319.66	1,500.00	21.31%
6200	Operations & Maint	49.99	3,661.94	6,000.00	61.03%
6120	Payroll Expense	905.00	14,454.53	28,645.00	50.46%
6329	Postage	0.00	94.67	250.00	37.87%
6795	Reserve for Contingencies	0.00	0.00	3,964.00	0.00%
6210	Utilities	861.61	6,305.10	8,500.00	74.18%
6032	Website/IT	0.00	259.68	250.00	103.87%
Administrative Dept Totals		\$4,884.19	\$79,165.55	\$114,078.00	
Building					
6103	Admin Clerk	0.00	(1.43)	0.00	0.00%
6120	Payroll Expense	0.00	(0.36)	0.00	0.00%
Building Totals		\$0.00	(\$1.79)	\$0.00	
City Council					
6332	Community Support Services	0.00	500.00	2,000.00	25.00%
6305	Dues, Travel, Training	0.00	2,111.54	800.00	263.94%
6252	Miscellaneous Expense	0.00	1,000.00	1,000.00	100.00%
City Council Totals		\$0.00	\$3,611.54	\$3,800.00	
Municipal Court					
6103	Admin Clerk	492.92	5,153.77	6,781.00	76.00%
6250	Assessments	1,317.50	14,983.07	22,000.00	68.10%
6300	Attorney/Legal Fees	0.00	0.00	500.00	0.00%
6224	Bail Refunds	0.00	75.00	500.00	15.00%
6102	City Clerk	1,048.22	10,540.92	13,626.00	77.36%
6310	Court Interpreter	100.00	800.00	1,200.00	66.67%
6305	Dues, Travel, Training	150.00	410.20	1,200.00	34.18%
6311	Municipal Judge	250.00	2,000.00	3,000.00	66.67%
6328	Office Supplies	0.00	34.06	500.00	6.81%
6200	Operations & Maint	0.00	975.83	1,500.00	65.06%
6120	Payroll Expense	1,026.40	9,880.14	17,261.00	57.24%
Municipal Court Totals		\$4,385.04	\$44,852.99	\$68,068.00	
Park Dept					
6200	Operations & Maint	0.00	1,547.29	3,000.00	51.58%
6120	Payroll Expense	81.33	898.20	2,729.00	32.91%
6523	Reserve Transfer (Park)	0.00	100.00	100.00	100.00%
6401	Trees	0.00	3,511.89	4,500.00	78.04%
6210	Utilities	222.00	1,274.84	1,000.00	127.48%
6109	Utility Worker I	214.56	2,756.76	2,231.00	123.57%
6108	Utility Worker II	0.00	30.06	816.00	3.68%
Park Dept Totals		\$517.89	\$10,119.04	\$14,376.00	
Planning Dept					
6103	Admin Clerk	164.30	1,717.89	2,260.00	76.01%
6325	Ads & Printing	919.67	1,565.31	1,000.00	156.53%
6303	City Planner	0.00	255.00	8,000.00	3.19%
6306	Contract Services	0.00	3,179.48	1,000.00	317.95%
6305	Dues, Travel, Training	0.00	533.20	500.00	106.64%
6328	Office Supplies	0.00	89.95	200.00	44.98%
6120	Payroll Expense	50.29	1,075.66	4,778.00	22.51%
6114	Planning/ City Recorder	0.00	1,055.10	3,555.00	29.68%
Planning Dept Totals		\$1,134.26	\$9,471.59	\$21,293.00	
Police Dept					
6304	911 YCOM Dispatch	0.00	10,251.81	16,600.00	61.76%
6300	Attorney/Legal Fees	0.00	4,713.58	2,100.00	224.46%

General Fund Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2021
		Mar 2022 Actual	Jul 2021 Mar 2022 Actual	Jul 2021 Jun 2022	Jun 2021 Percent of Budget
6305	Dues, Travel, Training	0.00	1,123.17	3,100.00	36.23%
6221	Equipment/Maintenance	919.11	2,773.30	4,600.00	60.29%
6333	Investigation Expenses	24.86	476.63	620.00	76.88%
6202	Liability Insurance	0.00	11,438.00	12,000.00	95.32%
6252	Miscellaneous Expense	0.00	0.00	100.00	0.00%
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%
6977	Mobile Data Computers	0.00	0.00	3,000.00	0.00%
6336	National Night Out Expense	0.00	500.00	1,500.00	33.33%
6117	ODOT Grant Payroll	0.00	7,860.34	10,000.00	78.60%
6328	Office Supplies	99.98	677.43	2,150.00	31.51%
6115	Overtime	0.00	0.00	2,500.00	0.00%
6120	Payroll Expense	6,193.54	104,005.92	175,919.00	59.12%
6254	Peer Support Expense	0.00	0.00	100.00	0.00%
6104	Police Chief	5,768.00	60,866.78	75,000.00	81.16%
6331	Police Equipment	0.00	2,368.42	5,150.00	45.99%
6105	Police Officer	5,661.60	53,202.98	73,320.00	72.56%
6976	Police Radios	0.00	0.00	500.00	0.00%
6404	Policy & Procedure Manual	0.00	1,825.00	1,825.00	100.00%
6106	Reserve Officer	774.69	4,404.42	10,000.00	44.04%
6327	Resource Materials	0.00	24.99	600.00	4.17%
6107	Traffic Officer	4,593.60	45,572.15	61,302.00	74.34%
6330	Uniform Allowance	99.98	549.98	3,100.00	17.74%
6210	Utilities	345.00	2,738.16	2,150.00	127.36%
6405	Vehicle Lease	0.00	11,264.00	20,000.00	56.32%
6027	Vehicle Maintenance	1,047.12	9,794.12	21,000.00	46.64%
Police Dept Totals		\$25,527.48	\$336,431.18	\$509,236.00	
Sewer					
6103	Admin Clerk	0.00	(7.99)	0.00	0.00%
6102	City Clerk	0.00	(94.32)	0.00	0.00%
6119	Facilities Manager	0.00	18.32	0.00	0.00%
6118	Pager Pay	0.00	65.00	0.00	0.00%
6120	Payroll Expense	0.00	36.24	0.00	0.00%
6121	Plant Operator	0.00	64.90	0.00	0.00%
6109	Utility Worker I	0.00	72.00	0.00	0.00%
Sewer Totals		\$0.00	\$154.15	\$0.00	
Street					
6103	Admin Clerk	0.00	(1.15)	0.00	0.00%
6119	Facilities Manager	0.00	10.46	0.00	0.00%
6120	Payroll Expense	0.00	11.80	0.00	0.00%
6109	Utility Worker I	0.00	27.00	0.00	0.00%
Street Totals		\$0.00	\$48.11	\$0.00	
Unallocated					
6102	City Clerk	0.00	628.80	0.00	0.00%
6119	Facilities Manager	0.00	(4.00)	0.00	0.00%
6120	Payroll Expense	0.00	401.78	0.00	0.00%
6121	Plant Operator	0.00	(0.50)	0.00	0.00%
6109	Utility Worker I	0.00	540.00	0.00	0.00%
Unallocated Totals		\$0.00	\$1,566.08	\$0.00	
Water					
6103	Admin Clerk	0.00	(7.99)	0.00	0.00%
6102	City Clerk	0.00	(94.32)	0.00	0.00%
6119	Facilities Manager	0.00	23.56	0.00	0.00%

General Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2021
		Mar 2022	Jul 2021	Jul 2021	Percent of
		Actual	Actual	Jun 2022	Budget
6118	Pager Pay	0.00	65.00	0.00	0.00%
6120	Payroll Expense	0.00	45.77	0.00	0.00%
6121	Plant Operator	0.00	64.90	0.00	0.00%
6109	Utility Worker I	0.00	81.18	0.00	0.00%
Water Totals		\$0.00	\$178.10	\$0.00	
Expenses		\$36,448.86	\$485,596.54	\$730,851.00	
Revenue Less Expenditures		(\$20,505.65)	\$444,556.36	\$0.00	
Net Change in Fund Balance		(\$20,505.65)	\$444,556.36	\$0.00	

Fund Balances

Beginning Fund Balance	654,273.79	189,211.78	0.00	0.00%
Net Change in Fund Balance	(20,505.65)	444,556.36	0.00	0.00%
Ending Fund Balance	633,768.14	633,768.14	0.00	0.00%

Report Options

Fund: General Fund
 Period: 3/1/2022 to 3/31/2022
 Detail Level: Level 1 Accounts
 Display Account Categories: Yes
 Revenue Reporting Method: Actual - Budget
 Expense Reporting Method: Actual - Budget
 Budget: General Fund Master
 Display Subtotals: No

Water Fund
Statement of Revenue and Expenditures

Account Number		Current Period Mar 2022 Mar 2022 Actual	Year-To-Date Jul 2021 Mar 2022 Actual	Annual Budget Jul 2021 Jun 2022	Jul 2021 2022 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	179,071.00	0.00%
4952	Interest Income	0.00	1,344.96	3,000.00	44.83%
4913	Miscellaneous Income	0.00	15,767.07	1,500.00	1,051.14%
4940	Security Deposits	473.64	7,204.34	2,500.00	288.17%
4960	Users Fees	36,784.19	356,784.28	568,670.00	62.74%
	Revenue	\$37,257.83	\$381,100.65	\$754,741.00	
	Gross Profit	\$37,257.83	\$381,100.65	\$754,741.00	
Expenses					
6103	Admin Clerk	920.10	9,628.35	12,659.00	76.06%
6325	Ads & Printing	69.99	112.24	500.00	22.45%
6300	Attorney/Legal Fees	0.00	10,245.34	3,000.00	341.51%
6301	Audit Fees	0.00	10,707.83	6,200.00	172.71%
6326	Chemicals	0.00	10,944.69	22,000.00	49.75%
6102	City Clerk	1,257.86	12,743.37	16,351.00	77.94%
6101	City Recorder	0.00	5,848.08	19,907.00	29.38%
6306	Contract Services	9,317.14	66,509.04	101,000.00	65.85%
6150	Debt Service Expense	0.00	216,150.42	0.00	0.00%
6427	Deposit Refund	110.99	194.27	500.00	38.85%
6237	Distribution System	1,588.70	17,682.34	40,000.00	44.21%
6305	Dues, Travel, Training	0.00	2,608.01	3,500.00	74.51%
6334	Emergency Services	0.00	0.00	2,000.00	0.00%
6221	Equipment/Maintenance	0.00	679.74	0.00	0.00%
6119	Facilities Manager	1,884.18	18,477.33	32,202.00	57.38%
6407	Intake Structure	0.00	0.00	500.00	0.00%
6201	Lab Equipment	0.00	0.00	500.00	0.00%
6232	Large Meter Testing	0.00	0.00	1,500.00	0.00%
6202	Liability Insurance	100.00	22,808.60	21,525.00	105.96%
6233	Meter Replacement	1,243.30	3,614.08	15,000.00	24.09%
6203	Misc. Tools	60.79	288.76	1,000.00	28.88%
6252	Miscellaneous Expense	0.00	268.71	1,000.00	26.87%
6230	Office Equip/Maint/Supplies	0.00	245.98	500.00	49.20%
6200	Operations & Maint	682.33	11,778.63	40,000.00	29.45%
6115	Overtime	0.00	0.00	4,000.00	0.00%
6118	Pager Pay	208.00	1,539.00	3,500.00	43.97%
6120	Payroll Expense	4,910.12	53,331.35	115,976.00	45.98%
6204	Permits	0.00	887.00	2,000.00	44.35%
6121	Plant Operator	2,405.34	17,952.74	24,365.00	73.68%
6329	Postage	0.00	1,274.67	1,500.00	84.98%
6795	Reserve for Contingencies	0.00	0.00	85,637.00	0.00%
6521	Reserve Transfer (ACER Reserve)	0.00	12,000.00	12,000.00	100.00%
6415	Reservoir Cleaning	0.00	0.00	500.00	0.00%
6208	Safety Equipment & Supplies	28.64	379.64	1,200.00	31.64%
6409	SCADA/ Security System	0.00	0.00	5,000.00	0.00%
6417	Sludge Hauling	0.00	886.25	3,000.00	29.54%
6529	Transfer Out (Water Deprec)	0.00	5,000.00	5,000.00	100.00%
6210	Utilities	2,634.91	15,556.30	18,000.00	86.42%
6109	Utility Worker I	1,716.48	20,493.33	18,371.00	111.55%
6108	Utility Worker II	0.00	676.45	17,848.00	3.79%
6405	Vehicle Lease	0.00	0.00	17,500.00	0.00%
6027	Vehicle Maintenance	1,224.34	9,062.21	8,000.00	113.28%

Water Fund
Statement of Revenue and Expenditures

Account Number		Current Period Mar 2022 Actual	Year-To-Date Jul 2021 Mar 2022 Actual	Annual Budget Jul 2021 Jun 2022	Jul 2021 Jun 2022 Percent of Budget
6426	Water Filter Media	0.00	0.00	70,000.00	0.00%
	Expenses	\$30,363.21	\$560,574.75	\$754,741.00	
	Revenue Less Expenditures	\$6,894.62	(\$179,474.10)	\$0.00	
	Net Change in Fund Balance	\$6,894.62	(\$179,474.10)	\$0.00	

Fund Balances

Beginning Fund Balance	(1,469.77)	184,898.95	0.00	0.00%
Net Change in Fund Balance	6,894.62	(179,474.10)	0.00	0.00%
Ending Fund Balance	5,424.85	5,424.85	0.00	0.00%

Water SDC Fund
Statement of Revenue and Expenditures

Account Number		Current Period Mar 2022 Mar 2022 Actual	Year-To-Date Jul 2021 Mar 2022 Actual	Annual Budget Jul 2021 Jun 2022	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	636,943.00	0.00%
4952	Interest Income	0.00	1,149.53	2,000.00	57.48%
4792	System Development Charges	0.00	12,262.00	6,131.00	200.00%
	Revenue	\$0.00	\$13,411.53	\$645,074.00	
	Gross Profit	\$0.00	\$13,411.53	\$645,074.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	387,074.00	0.00%
6416	System Development	0.00	0.00	100,000.00	0.00%
6524	Transfer Out (Water Debt Svc)	0.00	158,000.00	158,000.00	100.00%
	Expenses	\$0.00	\$158,000.00	\$645,074.00	
	Revenue Less Expenditures	\$0.00	(\$144,588.47)	\$0.00	
	Net Change in Fund Balance	\$0.00	(\$144,588.47)	\$0.00	
Fund Balances					
	Beginning Fund Balance	516,055.04	660,643.51	0.00	0.00%
	Net Change in Fund Balance	0.00	(144,588.47)	0.00	0.00%
	Ending Fund Balance	516,055.04	516,055.04	0.00	0.00%

Sewer Fund
Statement of Revenue and Expenditures

Account Number		Current Period Mar 2022 Mar 2022 Actual	Year-To-Date Jul 2021 Mar 2022 Actual	Annual Budget Jul 2021 Jun 2022	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	250,811.00	0.00%
4952	Interest Income	0.00	1,154.34	1,000.00	115.43%
4913	Miscellaneous Income	1,098.00	6,490.00	500.00	1,298.00%
4940	Security Deposits	759.20	10,552.88	2,000.00	527.64%
4920	Sewer Inspections	0.00	0.00	900.00	0.00%
4960	Users Fees	35,879.65	281,405.39	392,553.00	71.69%
	Revenue	\$37,736.85	\$299,602.61	\$647,764.00	
	Gross Profit	\$37,736.85	\$299,602.61	\$647,764.00	
Expenses					
6103	Admin Clerk	920.10	9,628.35	12,659.00	76.06%
6325	Ads & Printing	69.98	112.23	500.00	22.45%
6300	Attorney/Legal Fees	0.00	1,924.01	1,500.00	128.27%
6301	Audit Fees	0.00	5,545.33	5,200.00	106.64%
6326	Chemicals	0.00	0.00	1,500.00	0.00%
6102	City Clerk	1,257.86	12,743.37	16,351.00	77.94%
6101	City Recorder	0.00	5,848.08	19,907.00	29.38%
6227	Collection System	714.50	24,563.62	25,000.00	98.25%
6306	Contract Services	593.88	52,920.52	91,000.00	58.15%
6427	Deposit Refund	121.47	268.33	1,000.00	26.83%
6305	Dues, Travel, Training	0.00	1,046.27	2,500.00	41.85%
6334	Emergency Services	0.00	0.00	2,000.00	0.00%
6119	Facilities Manager	1,465.48	14,371.32	25,046.00	57.38%
6231	I & I, TV Insp & Cleaning	0.00	3,142.50	2,000.00	157.13%
6201	Lab Equipment	0.00	0.00	1,500.00	0.00%
6430	Lab Upgrade	0.00	0.00	2,000.00	0.00%
6202	Liability Insurance	100.00	8,704.00	8,400.00	103.62%
6203	Misc. Tools	0.00	3,292.23	1,500.00	219.48%
6252	Miscellaneous Expense	0.00	269.45	1,000.00	26.95%
6230	Office Equip/Maint/Supplies	0.00	408.49	750.00	54.47%
6328	Office Supplies	0.00	30.48	500.00	6.10%
6200	Operations & Maint	41.25	13,060.03	35,000.00	37.31%
6115	Overtime	0.00	0.00	4,000.00	0.00%
6118	Pager Pay	208.00	1,539.00	3,500.00	43.97%
6120	Payroll Expense	4,554.92	50,037.70	110,509.00	45.28%
6204	Permits	0.00	3,379.00	3,000.00	112.63%
6121	Plant Operator	2,405.35	17,952.77	24,365.00	73.68%
6329	Postage	0.00	1,274.66	1,500.00	84.98%
6795	Reserve for Contingencies	0.00	0.00	115,358.00	0.00%
6521	Reserve Transfer (ACER Reserve)	0.00	12,000.00	12,000.00	100.00%
6208	Safety Equipment & Supplies	182.98	675.36	1,500.00	45.02%
6409	SCADA/ Security System	0.00	564.00	35,000.00	1.61%
6417	Sludge Hauling	0.00	50.00	3,000.00	1.67%
6210	Utilities	2,411.51	16,836.73	18,000.00	93.54%
6109	Utility Worker I	1,716.48	20,493.33	18,371.00	111.55%
6108	Utility Worker II	0.00	676.45	17,848.00	3.79%
6405	Vehicle Lease	0.00	0.00	15,000.00	0.00%
6027	Vehicle Maintenance	1,224.34	6,230.04	8,000.00	77.88%
	Expenses	\$17,988.10	\$289,587.65	\$647,764.00	
	Revenue Less Expenditures	\$19,748.75	\$10,014.96	\$0.00	
	Net Change in Fund Balance	\$19,748.75	\$10,014.96	\$0.00	

Sewer Fund
Statement of Revenue and Expenditures

Account Number	Current Period Mar 2022 Mar 2022 Actual	Year-To-Date Jul 2021 Mar 2022 Actual	Annual Budget Jul 2021 Jun 2022	Jul 2021 Jun 2022 Percent of Budget
Fund Balances				
Beginning Fund Balance	284,561.89	294,295.68	0.00	0.00%
Net Change in Fund Balance	19,748.75	10,014.96	0.00	0.00%
Ending Fund Balance	304,310.64	304,310.64	0.00	0.00%

Sewer SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Mar 2022 Mar 2022 Actual	Year-To-Date Jul 2021 Mar 2022 Actual	Annual Budget Jul 2021 Jun 2022	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	331,979.00	0.00%
4952	Interest Income	0.00	553.78	1,300.00	42.60%
4792	System Development Charges	0.00	0.00	3,650.00	0.00%
	Revenue	\$0.00	\$553.78	\$336,929.00	
	Gross Profit	\$0.00	\$553.78	\$336,929.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	36,929.00	0.00%
6416	System Development	0.00	0.00	300,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$336,929.00	
	Revenue Less Expenditures	\$0.00	\$553.78	\$0.00	
	Net Change in Fund Balance	\$0.00	\$553.78	\$0.00	
Fund Balances					
	Beginning Fund Balance	339,800.17	339,246.39	0.00	0.00%
	Net Change in Fund Balance	0.00	553.78	0.00	0.00%
	Ending Fund Balance	339,800.17	339,800.17	0.00	0.00%

Street Fund
Statement of Revenue and Expenditures

Account Number		Current Period Mar 2022 Mar 2022 Actual	Year-To-Date Jul 2021 Mar 2022 Actual	Annual Budget Jul 2021 Jun 2022	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	107,580.00	0.00%
4952	Interest Income	0.00	598.74	2,500.00	23.95%
4292	Recology Franchise Fees	772.29	3,511.55	4,000.00	87.79%
4291	SCA Grant	0.00	0.00	98,200.00	0.00%
4290	State Gas Tax Revenue	0.00	61,904.06	70,000.00	88.43%
4993	Transfer In - Street SDC	0.00	100.00	100.00	100.00%
4992	Transfer In- Water Depr	0.00	53,600.00	53,600.00	100.00%
	Revenue	\$772.29	\$119,714.35	\$335,980.00	
	Gross Profit	\$772.29	\$119,714.35	\$335,980.00	
Expenses					
6103	Admin Clerk	131.44	1,375.45	1,808.00	76.08%
6101	City Recorder	0.00	482.69	1,422.00	33.94%
6306	Contract Services	510.00	14,212.36	30,000.00	47.37%
6221	Equipment/Maintenance	55.51	372.51	5,000.00	7.45%
6119	Facilities Manager	837.42	8,212.20	14,312.00	57.38%
6236	Footpaths/Bikepaths	0.00	282.13	8,000.00	3.53%
6200	Operations & Maint	908.82	5,494.16	5,000.00	109.88%
6120	Payroll Expense	1,837.66	20,091.33	25,273.00	79.50%
6121	Plant Operator	261.17	2,125.87	3,110.00	68.36%
6795	Reserve for Contingencies	0.00	0.00	51,796.00	0.00%
6978	SCA First Street Project	0.00	141,454.30	151,800.00	93.18%
6241	Storm Drain Replacement	0.00	0.00	5,000.00	0.00%
6229	Street Lights	991.39	9,377.24	8,500.00	110.32%
6222	Street Maintenance	0.00	3,391.50	10,000.00	33.92%
6109	Utility Worker I	643.68	8,523.78	3,266.00	260.99%
6108	Utility Worker II	0.00	120.26	6,693.00	1.80%
6973	West First Street Sidewalk	0.00	5,000.00	5,000.00	100.00%
	Expenses	\$6,177.09	\$220,515.78	\$335,980.00	
	Revenue Less Expenditures	(\$5,404.80)	(\$100,801.43)	\$0.00	
	Net Change in Fund Balance	(\$5,404.80)	(\$100,801.43)	\$0.00	
Fund Balances					
	Beginning Fund Balance	16,731.64	112,128.27	0.00	0.00%
	Net Change in Fund Balance	(5,404.80)	(100,801.43)	0.00	0.00%
	Ending Fund Balance	11,326.84	11,326.84	0.00	0.00%

Streets SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Mar 2022 Mar 2022 Actual	Year-To-Date Jul 2021 Mar 2022 Actual	Annual Budget Jul 2021 Jun 2022	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	139,276.00	0.00%
4952	Interest Income	0.00	299.09	400.00	74.77%
4792	System Development Charges	0.00	0.00	1,987.00	0.00%
	Revenue	\$0.00	\$299.09	\$141,663.00	
	Gross Profit	\$0.00	\$299.09	\$141,663.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	36,563.00	0.00%
6416	System Development	0.00	0.00	105,000.00	0.00%
6535	Transfer Out (Street Fund)	0.00	100.00	100.00	100.00%
	Expenses	\$0.00	\$100.00	\$141,663.00	
	Revenue Less Expenditures	\$0.00	\$199.09	\$0.00	
	Net Change in Fund Balance	\$0.00	\$199.09	\$0.00	
Fund Balances					
	Beginning Fund Balance	149,546.13	149,347.04	0.00	0.00%
	Net Change in Fund Balance	0.00	199.09	0.00	0.00%
	Ending Fund Balance	149,546.13	149,546.13	0.00	0.00%

City Report

March 2022

Administration

General

- City Hall remains open 8:00A-12:00P on Fridays
- COVID indoor mask policy has been lifted statewide!
- SEI reporting due April 15

Projects/Grants

- Third-Party Payroll Services – see separate agenda item
- Fiscal Year 2022 payroll audit – see separate agenda item
- American Rescue Plan Act ARPA funds – First report due April 30, 2022 for technology in Council Chambers
- Filtration Media Grant - Media filtration is used in the water treatment process to remove many solids from water or wastewater and requires little maintenance. Media filtration is a type of filter process when water passes through the filtration media it will remove solids from the liquid. Complete Water Solutions media filters are used for filtering out numerous small particles, including sediment, iron, chlorine, and organic materials. The top layer of the filter media consists of fine sand, which removes the small particles. The underlying layers of the filter media support the sand and allow for efficient drainage of the newly filtered water. The process and time for water to pass through the water filtration system is dependent on what the water will be used for. Media filtration is suitable for all types of water systems, ranging from industrial applications to commercial use. A kick-off meeting was held March 31, 2022 with Delta Operations, contractor. This project is **tentatively scheduled for the end of June.**



Significant Contacts/Meetings

- Mayoral check-ins
- Councilor Hedin check-ins
- Councilor Askey check-in
- Direct report weekly check-ins
- Water Utility Committee
- Center for Sustainable Infrastructure introductory meeting
- League of Oregon Cities Statewide legislative conference calls
- ARPA funding workshop
- Jay Disbrow re: request for Police Townhall this year



Public Works Department

Other

- Completed job description reviews
- Local Government Personnel Institute review contract scope for pay market analysis – potentially added to draft FY 23 Budget
- Continued notes to next City Administrator
- Scheduled Goal-Setting Retreat, Executive Session
- Drafting updates to 2013 Personnel Policy

Police

