



MINUTES
APPROVED BY COUNCIL 2/14/2011
****TUESDAY, October 12, 2010: 6:30 P.M.****
CITY COUNCIL CHAMBERS, CITY HALL
29592 ELLENSBURG AVE
GOLD BEACH OR 97444

Call to order: Time: 6:27PM

1. **The pledge of allegiance**

2. **Roll Call:**

	Present	Absent
Mayor James Wernicke	X	
Council Position #1 Jeff Crook	X	
Council Position #2 Larry Brennan	X	
Council Position #3 Brice Gregory	X	
Council Position #4 Doug Brand	X	
Council Position #5 Tamie Kaufman		X
City Administrator Ellen Barnes	X	
Student Liaison VACANT		

3. **Special Orders of Business:**
 Proclamation: Domestic Violence Awareness Month

Mayor James Wernicke read the Domestic Violence Awareness Month Proclamation into the record.

4. **Consent Calendar**
 Bills Payable for prior months

City Administrator Ellen Barnes explained this was a listing of the bills that had been paid for July, August, and September.

MOTION:
Councilor Larry Brennan made a motion to approve the Consent Calendar. Councilor Brice Gregory seconded the motion.

Mayor Wernicke called for discussion or debate, hearing none, he called the vote.

Record of Vote	<i>Ayes</i>	<i>Nays</i>	<i>Abstain</i>
Council Position #1 Jeff Crook	X		
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory	X		
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	absent		

MOTION CARRIED UNANIMOUSLY			
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5. **Citizens Comments**

Citizen comments from the audience as presented to the Mayor

There were no citizen comments from the audience.

6. **Public Hearing**

There are no public hearings scheduled

There were no public hearings for this meeting.

7. **Citizen Requested Agenda Items**

Frank Burris, OSU Extension Agent

Request for Council approved firing range for 4-H archery club

OSU Extension Agent, Frank Burris gave a brief history of his background. He belonged to the shooting club at his high school and eventually received a scholarship to attend University of Alaska as a member of the shooting team. He feels the 4-H club is important for local youth. He is a strong advocate of youth and the 4-H program. Burris explained the shooting sports program in Curry County had been around since March of 2009. He introduced the local leaders and the students that comprised the club.

Burris said it had come to their attention recently that the club was actually in violation of city ordinance. They currently shoot bow and arrows in the small livestock pavilion at the fairgrounds and have been there since the club started. Burris said he was notified that shooting in the city limits was prohibited. He was before the council to ask their permission to allow the 4-H Shoot Gold Archery Club to continue to shoot within the livestock pavilion. Burris said in his letter that was included in the Council packet, he had made an attempt at resolution language for the council to use.

The Mayor asked if anyone had any questions for Burris or anyone else. Councilor Doug Brand asked Police Chief, PJ Janik if he had any objections to the proposal. Janik said he did not.

MOTION:

Councilor Larry Brennan made a motion to designate the livestock pavilion at the Curry County Fairgrounds as an approved firing range for bows and arrows and pellet guns under the direct supervision of 4-H shooting sports trained instructors and club leaders for the exclusive use of the Shoot Gold 4-H club and its members. Councilor Brice Gregory seconded the motion.

Mayor Wernicke called for discussion or debate. Councilor Brand asked if the county and the fairgrounds had "signed off" on the use? CA Barnes responded that as far as allowing the exception under the city policy, it was within the authority of the council

to permit the use. However, it was up to the 4-H group to get individual permission from the county. If the resolution were approved it would only allow the archery club to shoot within city limits within the designated areas. Barnes said the council could approve the use at this meeting and follow up the approval with a formal motion at the next council meeting.

The Mayor asked if there were any further questions. Councilor Jeff Crook stated he read the section of the ordinance related to the discharge of weapons. He felt it was vague and probably should be more specific. He said down the road he felt it should be fixed.

General discussion with Burriss about membership and who is permitted to shoot.

Brand asked Barnes why the club had to come to the city for permission if the fairgrounds belonged to the county. Barnes explained that they needed permission from both parties. The county: to allow the shooting on their property, and the city: to allow discharge of a weapon(s) within city limits. She stated the city is not granting use of the facility, only to allow the club to discharge weapons within the city limits in a particular location.

More discussion with Burriss about the club. Councilor Crook said his son is a member of the club and the instructors are "top notch." He said the instructors are very responsible.

The Mayor asked if there was any further debate. Hearing none he called for the question.

Record of Vote	<i>Ayes</i>	<i>Nays</i>	<i>Abstain</i>
Council Position #1 Jeff Crook	X		
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory	X		
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	absent		
MOTION CARRIED UNANIMOUSLY			

The Mayor thanked Burriss and the club members for coming to the meeting. The council requested CA Barnes to prepare a resolution for the next meeting.

MOTION:

Councilor Jeff Crook made a motion to ask the City Administrator to draft a resolution for Shoot Gold to shoot at the county facilities.

Councilor Larry Brennan seconded the motion.

Record of Vote	<i>Ayes</i>	<i>Nays</i>	<i>Abstain</i>
Council Position #1 Jeff Crook	X		
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory	X		
Council Position #4 Doug Brand	X		

Council Position #5 Tamie Kaufman	absent		
MOTION CARRIED UNANIMOUSLY			

8. Public Contracts and Purchasing

CA Barnes pointed out in the supplemental packet the Caselle software proposal. Barnes explained that the city had issued a Request for Proposals for new fund accounting software and utility billing software. Barnes said the RFP process ended on Monday and the proposal in the packet is the software vendor that staff recommends.

Councilor Jeff Crook asked about additional licensing fees in the future. Barnes explained the proposal in the packet included conversion, staff training, upgrades, and support. The proposal does not include hardware upgrades that will be required to run the new software. Barnes explained new servers would be required to isolate the financial data from other city software/data.

Mayor Wernicke asked what the Utility Electronic Reading Interface was in the proposal. City Recorder, Jodi Fritts, explained its the interface between the electronic meter read hardware that the Public Works meter reader uses and the billing software.

Councilor Larry Brennan asked if this would save staff time. CA Barnes said this would greatly increase staff efficiency. The new system will allow greater use of existing data and analysis of data. Barnes said this is same accounting software used by Curry County and the City of Brookings. Fritts explained that current software is not designed for government accounting and it takes a lot of handwork to get the program to perform necessary calculations. Barnes offered a timely example of how the new software would increase efficiency: the data needed for the current sewer rate study was not easily extractable from the software. It was necessary to have a temporary worker come in and manually print each of the 800+ sewer customers billing histories for the last year. The program was not able to generate a report with the data the sewer rate study folks needed. Barnes also said the new software will allow us to chart usage right on the customer bill similar to the Coos-Curry Electric Cooperative bill. Fritts said it the new software would be an expense up front, but in the long run it will help with staff time and allow the city greater access to our data in real time.

Councilor Brice Gregory asked how long the training would be. Fritts said it would be one week.

Barnes pointed out the proposal was \$18,000 more than the budgeted \$30,000 for the software upgrade. She said this was the lowest bid and the next bid was actually \$30,000 more than Caselle. Discussion on the software budgeted. Barnes said there was savings the city will realize this fiscal year in other areas of the budget so overage on the software can be absorbed.

General discussion on hardware requirements and server redundancy.

Councilor Crook asked if it would help with the County and Brookings running the same software. Fritts said it would be good because currently there is no one else that runs the software the city runs so there is no one to call for help. It will be nice having neighbors close that can be called and bounce things off them. In an emergency we could call the neighbors to get into our system if something happened to our staff. More general discussion.

Discussion about the Municipal Court module and its capabilities.

Councilor Crook asked if there were security features in this software that we don't currently have. Fritts said yes, and that each module will be security specific by user. Such as: view only, view and edit, administrator, etc. Barnes said from a risk management perspective we will have greater control over our data.

Councilor Brennan asked if Barnes could clarify why it won't be a concern about being over budget and if we could proceed with the acquiring the software without doing anything additional to the adopted budget. Barnes explained it would require a supplemental budget but there are cost savings that are substantial in other areas—it would be a matter of redistributing already budgeted funds.

The Mayor asked Barnes what she would like from the Council. Barnes said she would like a motion to go ahead with the Caselle software. Barnes said this is the time to go ahead with the transition.

MOTION:

Councilor Jeff Crook made a motion to move forward with the Caselle Clarity software and the services proposal. Councilor Doug Brand seconded the motion

Mayor Wernicke called for discussion or debate, hearing none, he called the vote.

Record of Vote	<i>Ayes</i>	<i>Nays</i>	<i>Abstain</i>
Council Position #1 Jeff Crook	X		
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory	X		
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	absent		
MOTION CARRIED UNANIMOUSLY			

9. Ordinances & Resolutions

- a. Resolution R 1011-07, a resolution authorizing the issuance of wastewater revenue bonds for a total not to exceed \$4,158,000 to finance improvements to the wastewater treatment plant

CA Barnes explained the process for the revenue bonds. Barnes said if the council approved the resolution a 60-day clock would start ticking which will allow the public to comment on the bond proposal. The City will issue a public notice to allow

time for objections. After the 60 days the matter will come back before the council. If there are no objections after 60 days then the council can approve authorization for the bond. That gives the green light to go to bid on the project. If there are objections than we have to have a public hearing to hear the objections and then the council will have to decide how to proceed.

MOTION:

Councilor Larry Brennan made a motion to approve resolution R1011-07, a resolution of the City of Gold Beach, Curry County, Oregon, authorizing the issuance of wastewater revenue bonds for a total of not to exceed \$4,158,000, and providing for publication of notice. Councilor Doug Brand seconded the motion.

Mayor Wernicke called for discussion or debate, hearing none, he called the vote.

Record of Vote	<i>Ayes</i>	<i>Nays</i>	<i>Abstain</i>
Council Position #1 Jeff Crook	X		
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory	X		
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	absent		
MOTION CARRIED UNANIMOUSLY			

- b. Resolution R 1011-08 a resolution authorizing the City Administrator to apply for a Safe Routes to Schools grant for sidewalk improvements to upper Third Street (information attached)

CA Barnes explained this is a grant opportunity through the Federal Department of Transportation administered through the Oregon Department of Transportation. The grant has no matching requirements and can fund 100% of the project. Minimum amount, since it is a federal grant, is \$200,000 not to exceed \$500,000. Staff is proposing to put sidewalks on upper Third Street near the library. Students walking or biking to school utilize this area. The grant requires the project must be located within 2 miles of the elementary school, specifically for travel to and from the school.

Councilor Gregory said he thought this had been budgeted in the city budget this fiscal year. Barnes agreed and said the amount was designated for match to any grant we might apply for. Barnes said in order to apply; the project has to be "shovel ready" by 2012. She said the city engineers, Dyer Partnership, has already completed preliminary work on the project. Their recommendation is to partially relocate a portion of Third Street and straighten the road to make it safer. Barnes explained the plan is not to remove any trees since the trees are holding the bank in place. General discussion on sidewalk plan and grant.

Barnes also explained that since federal dollars are involved that will kick in federal requirements such as environmental studies up front, and the project will be subject to prevailing wage (Davis-Bacon) requirements. These federal requirements will

drive up the cost of the project so the \$200,000 minimum probably won't be hard to reach. She also explained the City will not be eligible to administer the grant and we will have to have ODOT do that at a cost of at least \$10,000.

Barnes said the school district and the library district are interested in the project. Staff has met preliminarily with the school district already. Councilor Brennan said this was a project the city has been trying to get going for sometime and if the federal grant could make it happen that was good. Councilor Crook said he walks the area all the time and it is a safety hazard. He said the area is dangerous and he would like to see the sidewalks installed. Councilor Brand said he noted in the application that other items could be rolled into the proposal such as shelters. General discussion on other projects that could be added to the proposal.

The Mayor asked what the timeline was for submission. Barnes said the Notice of Intent had to be submitted by November 16. Barnes said there is actually a step before that with ODOT. We have to identify the project with ODOT and they will give us the initial yes, no, or maybe to apply. General discussion on the application process. Barnes said support from the parents and community will be important in the grant application.

MOTION:

Councilor Jeff Crook made a motion to adopt resolution R1011-08, a resolution authorizing the city administrator to apply to ODOT for a safe routes to schools (SRTS) grant. (Crook read resolution into the record). Councilor Larry Brennan seconded the motion.

Mayor Wernicke called for discussion or debate, hearing none, he called the vote.

Record of Vote	<i>Ayes</i>	<i>Nays</i>	<i>Abstain</i>
Council Position #1 Jeff Crook	X		
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory	X		
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	absent		
MOTION CARRIED UNANIMOUSLY			

10. Miscellaneous Items (including policy discussions and determinations)

- a. Safe Routes to School (SRTS) grant information

This item was discussed earlier in the Ordinances and Resolutions portion of the meeting.

- b. Discussion regarding letter from County Assessor Jim Kolen

CA Barnes directed the council to their packets and a letter from County Assessor Jim Kolen. Barnes explained that the Assessor was notifying local taxing districts that the previously projected tax rate increase of 3% would actually be closer to 2.3%.

Barnes said the impact to the city would be approximately \$3000 less than estimated previously by the Assessor.

The Mayor asked Barnes about the second issue in the letter about the local cable tax. Barnes said she needed to clarify that issue with the County Treasurer. Barnes said after discussion with Kolen, she didn't think this impacted the city that much.

Barnes said this was more of an informational item and a wait and see. General discussion on possible impacts.

c. Discussion: draft Administrative & Personnel policies

CA Barnes explained that staff has spent a significant amount of time going through resolutions of the last 20 years to determine what city policies were actually in effect. A separate booklet of the found and cataloged policies, with a brief memo from the City Recorder, had been provided to the council.

Barnes said the draft administrative and personnel policies in their packets should be compared with the existing policies. She asked that the council compare the two and decide if any of the old ones should be kept within the proposed draft policies.

Barnes went to her office and returned with a large binder that contained the new police policy manual. She said she just received the manual that day and that the manual would be coming before the council for their review and approval. She said that the police policies would have to be compared with the rest of the city policies to ensure they are compatible and are not in conflict. Discussion about the difference between the police union members and non-union city employees and how policy applies to both. Barnes said it was important to ensure that all employees were treated equally. Barnes said it had taken Police Chief Janik over a year to compile the new policy manual.

Councilor Brennan said he had read the draft policies and he felt compared with the hodge-podge of the old policies that the new policies were more relevant and current and should be utilized immediately. General discussion on old policies.

Barnes also said there were serious omissions in the policies, for example: social networking media. The topic may seem tame, however, the legal ramifications are tremendous for public entities. General discussion on social networking media.

Councilor Brennan asked Barnes what was needed from the council to move the policies forward. Barnes said what she needed from the council was for them to go through the current policies and let her know what they wanted to keep. Barnes said as she heard from the council members should would incorporate their suggestions into her draft.

General discussion on old policies found (or lost) and future proposed policies such as financial policies and a salary structure. How policies apply to employees, council and committee members.

- d. Discussion: current city policies

This item was discussed as part of item (c) draft Administrative & Personnel policies

- e. Financial Statements

Financial statements for the month ending July 2010. City Recorder Fritts explained that she would have the first quarter financial statements ready for the next council meeting.

11. City Administrator's Report

CA Barnes gave her Administrator's report which covered: Emergency Management Services, Administration, Finance & Planning, Fire Services, Police Services, and the Visitor Bureau. The complete report is attached to the minutes.

12. Mayor and Council Member Comments

- a. Mayor James Wernicke

The Mayor thanked the City Administrator, Police Chief and Recorder for their hard work.

- b. Councilors
 - 1) Jeff Crook

Echoed the Mayor's comments and thanked the Council and Mayor for their volunteer work and the amount of time they spend on city matters.

- 2) Larry Brennan

Brennan thanked the staff for their organization of materials presented at meetings.

- 3) Brice Gregory

Thanked everyone for their support during his recent medical crisis and stated he would be gone for the next few meetings.

- 4) Doug Brand

Ditto

- 5) Tamie Kaufman

Absent

- c. Student Liaison

Vacant

13. Citizens Comments

Written requests as presented to the Mayor at the beginning of the meeting

There were no citizen comments.

14. Executive Session

None Scheduled

There was no executive session.

MOTION:

Councilor Doug Brand made a motion to adjourn. Councilor Larry Brennan seconded the motion.

Mayor Wernicke called for discussion or debate, hearing none, he called the vote.

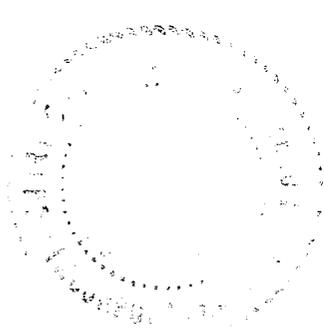
Record of Vote	<i>Ayes</i>	<i>Nays</i>	<i>Abstain</i>
Council Position #1 Jeff Crook	X		
Council Position #2 Larry Brennan	X		
Council Position #3 Brice Gregory	X		
Council Position #4 Doug Brand	X		
Council Position #5 Tamie Kaufman	absent		
MOTION CARRIED UNANIMOUSLY			

15. Adjourn Time: 7:57PM

APPROVED BY THE CITY COUNCIL

2/14/2011
DATE

Jodi Fitts
Jodi Fitts, City Recorder





CITY COUNCIL PACKET
October 12, 2010



AGENDA
****WORKSHOP****

Tuesday, October 12, 2010: 6:15 P.M.
CITY COUNCIL CHAMBERS, CITY HALL
29592 ELLENSBURG AVE
GOLD BEACH OR 97444

Call to order: Time: _____

The pledge of allegiance

Roll Call:

	Present	Absent
Mayor James Wernicke		
Council Position #1 Jeff Crook		
Council Position #2 Larry Brennan		
Council Position #3 Brice Gregory		
Council Position #4 Doug Brand		
Council Position #5 Tamie Kaufman		
City Administrator Ellen Barnes		
Student Liaison VACANT		

WORKSHOP:

Interview of potential committee appointees

Student Liaison: Alayna Brand

Budget: Dave Sanders

Urban Renewal: Laurie Brand

Adjourn Time: _____

The location of the hearing/meeting is accessible to the disabled. Advance notice is requested if special accommodations are needed. Call 541-247-7029 so that appropriate assistance can be provided. The City of Gold Beach is an affirmative action EEOE and complies with section 504 of the rehab act of 1973. Complaints of discrimination should be sent to: USDA, Attention Director, Office of Civil Rights, Washington, D.C. 20250-9419

POST: City Hall
 Post Office
www.goldbeachoregon.gov

EMAILED: Media



AGENDA
REGULAR MEETING
****TUESDAY, October 12, 2010: 6:30 P.M.****
CITY COUNCIL CHAMBERS, CITY HALL
29592 ELLENSBURG AVE
GOLD BEACH OR 97444

Call to order: Time: _____

1. **The pledge of allegiance**

2. **Roll Call:**

	Present	Absent
Mayor James Wernicke		
Council Position #1 Jeff Crook		
Council Position #2 Larry Brennan		
Council Position #3 Brice Gregory		
Council Position #4 Doug Brand		
Council Position #5 Tamie Kaufman		
City Administrator Ellen Barnes		
Student Liaison VACANT		

***NOTE: If you would like to address this Governing Body, please present a completed "Business from the Audience" request to the Mayor at this time. Your request will be added under the CITIZEN COMMENTS section of our agenda. Comments and participation from the audience will be limited to 5 minutes without redundancy.*

3. **Special Orders of Business:**
 Proclamation: Domestic Violence Awareness Month

4. **Consent Calendar**
 Bills Payable for prior months

5. **Citizens Comments**
 Citizen comments from the audience as presented to the Mayor

6. **Public Hearing**
 There are no public hearings scheduled

7. **Citizen Requested Agenda Items**
 Frank Burris, OSU Extension Agent
 Request for Council approved firing range for 4-H archery club

8. **Public Contracts and Purchasing**

9. **Ordinances & Resolutions**

- a. Resolution R 1011-07, a resolution authorizing the issuance of wastewater revenue bonds for a total not to exceed \$4,158,000 to finance improvements to the wastewater treatment plant
 - b. Resolution R 1011-08 a resolution authorizing the City Administrator to apply for a Safe Routes to Schools grant for sidewalk improvements to upper Third Street (information attached)
10. **Miscellaneous Items (including policy discussions and determinations)**
- a. Safe Routes to School (SRTS) grant information
 - b. Discussion regarding letter from County Assessor Jim Kolen
 - c. Discussion: draft Administrative & Personnel policies
 - d. Discussion: current city policies
 - e. Financial Statements
11. **City Administrator's Report**
12. **Mayor and Council Member Comments**
- a. Mayor James Wernicke
 - b. Councilors
 - 1) Jeff Crook
 - 2) Larry Brennan
 - 3) Brice Gregory
 - 4) Doug Brand
 - 5) Tamie Kaufman
 - c. Student Liaison
13. **Citizens Comments**
Written requests as presented to the Mayor at the beginning of the meeting
14. **Executive Session**
None Scheduled

The next regularly scheduled meeting of the Gold Beach City Council is Monday, November 8, 2010, at 6:30PM in the Council Chambers of City Hall, 29592 Ellensburg Avenue, Gold Beach, Oregon

15. **Adjourn Time:** _____

The location of the hearing/meeting is accessible to the disabled. Advance notice is requested if special accommodations are needed. Call 541-247-7029 so that appropriate assistance can be provided. The City of Gold Beach is an affirmative action EEOE and complies with section 504 of the rehab act of 1973. Complaints of discrimination should be sent to: USDA, Attention Director, Office of Civil Rights, Washington, D.C. 20250-9419

POST: City Hall
Post Office

EMAILED: Media

www.goldbeachoregon.gov



PROCLAMATION

WHEREAS, domestic violence is a serious crime that affects people of all races, ages, income levels, and sexes; and

WHEREAS, the crime of domestic violence violates an individual's privacy, dignity, security, and humanity, due to the systematic use of physical, emotional, sexual, psychological, and economic control or abuse; and

WHEREAS, in our county, more than three women are murdered by their husbands or boyfriends, and approximately 1 million incidents of domestic violence are reported in the United States each year; and

WHEREAS, children who grow up in violent homes are believed to be abused and neglected at a rate higher than the national average; and

WHEREAS, domestic violence cost the nation billions of dollars annually in medical expenses, police and court costs, shelters and foster care, sick leave, absenteeism, and non-productivity; and

WHEREAS, only a coordinated community effort will put a stop to this heinous crime;

NOW THEREFORE, be it resolved that I, James H. Wernicke, Mayor of the City of Gold Beach, proclaim October 2010, to be the Domestic Violence Awareness Month.

And I urge all citizens to participate actively to eliminate the use of personal and institutional violence against women and children.

Dated this 12th day of October, 2010

James H. Wernicke, Mayor

JULY BILLS PAYABLE (INCLUDES JUNE BILLS PAID IN JULY)

154 checks issued

----- Vendor Summary -----

Vendor Number / Name	Payable	Net Payment
A00018	DAVID D. HANNA	135.60
A00019	A.E. NELSON LEATHER COMPANY	21.88
A00750	AMERICAN FAMILY LIFE ASSURANCE	900.33
A01500	ANCHOR LOCK & KEY	464.00
B01350	DOUGLAS RAY BRAND	95.00
B01490	LAWRENCE F BRENNAN	95.00
B03000	BUDGE MCHUGH SUPPLY	552.12
C00061	CDW GOVERNMENT INC	405.30
C00100	C & M EQUIPMENT	941.74
C00125	CTR	1,806.78
C00450	DENNIS ANDERSON	1,015.00
C00650	CENTRAL CURRY SCHOOL DISTRICT	500.00
C01075	CHARTER COMMUNICATIONS	349.67
C03000	CITY OF BROOKINGS	296.10
C04215	CITY PROMOTIONAL FUND	18,468.79
C08880	COASTAL PAPER & SUPPLY	442.52
C14500	COOS CURRY ELECTRIC	20,308.28
C17888	CREDIT DATA RESOURCES	45.00
C19000	JEFFREY H. CROOK	95.00
C60000	CURRY COUNTY REPORTER	1,333.80
C60300	CURRY COUNTY ROAD DEPARTMENT	1,292.65
D00076	DAN'S ACE HARDWARE	534.10
D00355	DELONG DIANA	45.00
D04000	DEPARTMENT OF ENVIRONMENTAL Q	7,613.00
D10000	DYER PARTNERSHIP ENGINEERS & PLANN	37,760.95
E00050	EBS TRUST	18,239.78
E00250	ECO STORE	877.50
E00500	EDSON CREEK ROCK PRODUCTS	680.00
E04500	ENVIRO-CLEAN EQUIPMENT INC	438.42
F00200	JODI FRITTS	636.52
F00400	FINISH LINE OFFICE SERVICES	578.40
F03500	FRONTIER	152.78
G00100	GALLS INC	407.34
G00130	GC SYSTEMS INC	614.63
G00150	BRICE EVAN GREGORY	95.00
G00540	GOLD BEACH ELECTRONICS	118.92
G00600	GOLD BEACH LUMBER	501.15
G00775	GOLD BEACH PLUMBING COMPANY	1,008.54
G01050	GB VOL FIRE DEPT	2,264.50
H00005	H.D. FOWLER COMPANY INC	957.88
H00090	HARTMAN'S CABINETS & FURNITURE	2,486.00
H00750	HODGE DISTRIBUTERS INC	118.01
I00075	IDEXX LABORATORIES INC	241.34
I00500	INDUSTRIAL STEEL & SUPPLY	724.02
I00600	INTERSTATE BATTERY CENTER	96.78
I00601	INTEGRA TELECOM	51.54
J00110	PJ JANIK	127.00

K00900	TAMIE KAUFMAN	95.00	95.00
K03000	KEITH'S SPORTING GOODS INC	300.40	300.40
500	KERBO ENGINEERING LLC	1,680.00	1,680.00
5340	LEAGUE OF OR CITIES	2,224.44	2,224.44
L01000	LOCAL GOVERNMENT PERSONNEL INSTIT	400.50	400.50
M00150	MAXWELL & COMPANY, CPA	1,500.00	1,500.00
M30000	MULTINET INFO SYSTEMS INC	100.00	100.00
MC0150	MCCOWAN MD	90.00	90.00
MC0200	MCKAYS MARKET	65.14	65.14
N00970	NATIONAL HOSE TESTING SPEC INC	2,914.00	2,914.00
N10340	NATIONWIDE RETIREMENT SOLUTION	705.00	705.00
N10975	NEILSON RESEARCH CORP	1,020.00	1,020.00
N60550	NORRIS BODY SHOP	510.00	510.00
N60575	NORTH BEND MEDICAL CENTER	72.00	72.00
N80800	NORTHWEST UNIFORMS INC	990.89	990.89
N80900	NRS	170.84	170.84
O00950	ONE CALL CONCEPTS INC	29.40	29.40
O02500	OREGON ASSN. CHIEFS OF POLICE	31.00	31.00
O04600	OREGON COOPERATIVE PURCHASING PR	100.00	100.00
O50035	OREGON DEPARTMENT OF TRANSPORTA	1,244.60	1,244.60
O50950	OREGON SECRETARY OF STATE	250.00	250.00
O60800	OWEN EQUIPMENT COMPANY	520.33	520.33
P00200	PACIFIC POWER PRODUCTS	5,604.78	5,604.78
P00550	PETTY CASH	248.67	248.67
Q00100	QUILL CORP	2,069.90	2,069.90
R00300	RAYS FOOD PLACE	221.93	221.93
R10915	REESE ELECTRIC INC	4,162.09	4,162.09
R10950	RELIABLE	269.29	269.29
R13800	ROBERTS SERVICES INC	240.00	240.00
.000	ROGUE OUTDOOR STORE	30.63	30.63
R50500	ROSE CITY AWNING COMPANY INC	7.50	7.50
S00630	SHELL	144.61	144.61
S00631	SHELLEY'S GRAPHIC ARTS	997.08	997.08
S00900	SOUTH COAST OFFICE SUPPLY INC	123.11	123.11
S02100	STATE OF OREGON	371.75	371.75
S02330	STEWART, OMAR ROY	51.10	51.10
S02350	LINDA STOKES	164.00	164.00
T00050	TEAMSTERS LOCAL UNION # 223	198.00	198.00
T00700	TIDEWATER CONTRACTORS INC	13,262.00	13,262.00
T10000	TRAFFIC SAFETY	997.51	997.51
T20000	TURNER AUTO PARTS	509.59	509.59
U00025	USA BLUE BOOK	482.54	482.54
U00300	UNITED PIPE & SUPPLY CO	886.23	886.23
V01100	VERIZON NORTHWEST	169.78	169.78
V01250	VICKY L WILLIAMETTE	327.00	327.00
W00825	WATKINSON, LAIRD, RUBENSTEIN, BALDW	4,480.59	4,480.59
W07000	WOODBURN CONSTRUCTION	23,740.80	23,740.80
W18500	WEGNER & COMPANY CPA'S PC	1,260.00	1,260.00
W19920	JAMES H. WERNICKE	100.00	100.00
W20000	WEST COAST PAPER	217.10	217.10
W21000	WESTERN MERCANTILE AGENCY INC	219.45	219.45

TOTAL:

203,504.23

AUGUST BILLS PAYABLE

126 checks issued

----- Vendor Summary -----

Vendor Number / Name	Payable	Net Payment
A00200 ACTION TROPHIES	55.00	55.00
A00750 AMERICAN FAMILY LIFE ASSURANCE	300.11	300.11
B01350 DOUGLAS RAY BRAND	95.00	95.00
B01490 LAWRENCE F BRENNAN	95.00	95.00
B03000 BUDGE MCHUGH SUPPLY	327.14	327.14
C00100 C & M EQUIPMENT	2,499.17	2,499.17
C00125 CTR	890.04	890.04
C00350 CAL-OR LIFE FLIGHT	140.00	140.00
C00450 DENNIS ANDERSON	1,165.00	1,165.00
C01000 CHAMBER OF COMMERCE	170.00	170.00
C01075 CHARTER COMMUNICATIONS	74.98	74.98
C04000 CITY COUNTY INSURANCE SERV	75,943.88	75,943.88
C04213 CITY OF MEDFORD	150.00	150.00
C04215 CITY PROMOTIONAL FUND	13,569.83	13,569.83
C14500 COOS CURRY ELECTRIC	4,118.00	4,118.00
C19000 JEFFREY H. CROOK	95.00	95.00
C60000 CURRY COUNTY REPORTER	171.60	171.60
C60300 CURRY COUNTY ROAD DEPARTMENT	1,041.61	1,041.61
C80000 CURRY COUNTY TREASURER	2,488.47	2,488.47
C90000 CURRY SOIL & WATER CONSERVATION	100.00	100.00
D00076 DAN'S ACE HARDWARE	997.46	997.46
D00190 DAY WIRELESS SYSTEMS INC (03)	7.50	7.50
D04000 DEPARTMENT OF ENVIRONMENTAL Q	55,102.00	55,102.00
E00050 EBS TRUST	14,977.30	14,977.30
F00400 FINISH LINE OFFICE SERVICES	127.55	127.55
F03500 FRONTIER	207.17	207.17
F04050 FRONTIER ONLINE	85.98	85.98
G00100 GALLS INC	236.93	236.93
G00150 BRICE EVAN GREGORY	95.00	95.00
G00540 GOLD BEACH ELECTRONICS	55.42	55.42
G00600 GOLD BEACH LUMBER	138.58	138.58
G01250 GOVERNMENT ETHICS COMMISSION UNIT	336.59	336.59
H00005 H.D. FOWLER COMPANY INC	490.80	490.80
H00015 HACH COMPANY	149.12	149.12
H00035 RON HANSON	45.00	45.00
H00750 HODGE DISTRIBUTERS INC	194.48	194.48
I00075 IDEXX LABORATORIES INC	120.67	120.67
I00500 INDUSTRIAL STEEL & SUPPLY	361.71	361.71
I00600 INTERSTATE BATTERY CENTER	41.60	41.60
I00601 INTEGRA TELECOM	1,774.53	1,774.53
I00650 INTERIOR COVERUPS	21.00	21.00
I07000 INVENTORY TRADING COMPANY	358.50	358.50
J00095 JAMES COFFEE STUDIOS	59.65	59.65
J00110 PJ JANIK	40.00	40.00
K00900 TAMIE KAUFMAN	95.00	95.00
K03500 KERBO ENGINEERING LLC	1,480.00	1,480.00
K03800 KERR HARDWARE INC	499.98	499.98
K04500 KIMBALL MIDWEST	56.10	56.10
L00340 LEAGUE OF OR CITIES	20.00	20.00
L01000 LOCAL GOVERNMENT PERSONNEL INSTIT	495.00	495.00
L02600 NATHAN LOYNES	207.00	207.00
MC0075 MCGRUFF SAFE KIDS	140.40	140.40
MC0150 MCCOWAN MD	90.00	90.00

N10340	NATIONWIDE RETIREMENT SOLUTION	705.00	705.00
N10975	NEILSON RESEARCH CORP	535.00	535.00
7000	WILL NEWDALL	120.00	120.00
375	NORTH BEND MEDICAL CENTER	164.00	164.00
N80800	NORTHWEST UNIFORMS INC	23.30	23.30
O00375	OVMA	145.00	145.00
O00950	ONE CALL CONCEPTS INC	28.76	28.76
O40250	OREGON DEPT OF JUSTICE	209.00	209.00
O50035	OREGON DEPARTMENT OF TRANSPORTA	3,200.39	3,200.39
O50300	Oregon Homicide Investigators Assoc.	175.00	175.00
O50600	OREGON JUSTICES OF THE PEACE ASSO	197.85	197.85
O50800	OR MAYORS ASSOC	85.00	85.00
P00130	PACIFIC BRUSH & LAND CLEARING	320.00	320.00
P00200	PACIFIC POWER PRODUCTS	2,864.97	2,864.97
P00460	PCE PACIFIC INC	205.23	205.23
P00480	PECK, EDEN	45.00	45.00
P00550	PETTY CASH	309.80	309.80
P03500	POLLARD WATER.COM	1,274.75	1,274.75
P05950	PRECISION PERFORMANCE INC	36.95	36.95
Q00100	QUILL CORP	1,035.77	1,035.77
R00200	THE RADAR SHOP	463.00	463.00
R00300	RAY'S FOOD PLACE	63.82	63.82
R10895	Red Lion Hotel Medford	247.50	247.50
R10955	RELIABLE OFFICE SUPPLIES	52.44	52.44
R40000	ROGUE OUTDOOR STORE	21.31	21.31
R50515	RITA ROSE	8.00	8.00
S00630	SHELL	239.80	239.80
S00631	SHELLEY'S GRAPHIC ARTS	90.00	90.00
S00690	SLEE	321.00	321.00
500	SUMMIT SUPPLY CORP OF CO	241.00	241.00
S05000	SUN RIVER RESORT	336.81	336.81
S95000	SYSCO PORTLAND, INC	131.65	131.65
T00050	TEAMSTERS LOCAL UNION # 223	198.00	198.00
T10000	TRAFFIC SAFETY	412.88	412.88
T20000	TURNER AUTO PARTS	147.07	147.07
U00025	USA BLUE BOOK	268.47	268.47
U00300	UNITED PIPE & SUPPLY CO	1,421.53	1,421.53
V00550	VALLEY RIVER INN	2,320.50	2,320.50
V01100	VERIZON NORTHWEST	66.06	66.06
V01250	VICKY L WILLIAMETTE	1,750.00	1,750.00
W00825	WATKINSON, LAIRD, RUBENSTEIN, BALDW	2,048.22	2,048.22
W19920	JAMES H. WERNICKE	100.00	100.00
W21000	WESTERN MERCANTILE AGENCY INC	255.40	255.40

Total :

205,483.08

SEPTEMBER BILLS PAYABLE

81 checks issued

----- Vendor Summary -----

Vendor Number / Name	Payable	Net Payment
A00018 DAVID D. HANNA	247.50	247.50
A00275 JOHN ADAMS	370.00	370.00
A00280 ADAMS, ZANE	180.20	180.20
A00750 AMERICAN FAMILY LIFE ASSURANCE	300.11	300.11
A01500 ANCHOR LOCK & KEY	160.00	160.00
B00365 ELLEN BARNES	141.00	141.00
B00670 RODERICK W. BLACK	67.62	67.62
B01350 DOUGLAS RAY BRAND	95.00	95.00
B01490 LAWRENCE F BRENNAN	95.00	95.00
B03000 BUDGE MCHUGH SUPPLY	148.38	148.38
C00100 C & M EQUIPMENT	50.48	50.48
C00350 CAL-OR LIFE FLIGHT	20.00	20.00
C00450 DENNIS ANDERSON	865.00	865.00
C01075 CHARTER COMMUNICATIONS	176.95	176.95
C04201 CITY OF GOLD BEACH	400.00	400.00
C04215 CITY PROMOTIONAL FUND	9,362.92	9,362.92
C14500 COOS CURRY ELECTRIC	9,646.23	9,646.23
C14660 DAVID M. COREY, PHD.ABPP	750.00	750.00
C17888 CREDIT DATA RESOURCES	90.00	90.00
C19000 JEFFREY H. CROOK	95.00	95.00
C60000 CURRY COUNTY REPORTER	140.40	140.40
C60300 CURRY COUNTY ROAD DEPARTMENT	91.03	91.03
C60450 CURRY COUNTY SHERIFF'S OFFICE	395.00	395.00
C80000 CURRY COUNTY TREASURER	2,488.47	2,488.47
D00076 DAN'S ACE HARDWARE	192.64	192.64
D00190 DAY WIRELESS SYSTEMS INC (03)	28.00	28.00
D04000 DEPARTMENT OF ENVIRONMENTAL Q	26,798.00	26,798.00
D10000 DYER PARTNERSHIP ENGINEERS & PLANN	37,357.31	37,357.31
F00200 JODI FRITTS	90.00	90.00
F03500 FRONTIER	176.62	176.62
F04050 FRONTIER ONLINE	42.99	42.99
G00100 GALLS INC	52.90	52.90
G00150 BRICE EVAN GREGORY	95.00	95.00
G00540 GOLD BEACH ELECTRONICS	103.94	103.94
G00570 GOLD BEACH HIGH SCHOOL	170.00	170.00
G00600 GOLD BEACH LUMBER	320.00	320.00
H00005 H.D. FOWLER COMPANY INC	210.85	210.85
I00601 INTEGRA TELECOM	746.63	746.63
I00650 INTERIOR COVERUPS	12.00	12.00
K00900 TAMIE KAUFMAN	95.00	95.00
K03500 KERBO ENGINEERING LLC	2,958.50	2,958.50
L00455 LEXIPOL LLC	1,000.00	1,000.00
M02500 MEYER WELL DRILLING	1,800.00	1,800.00
MC0150 MCCOWAN MD	90.00	90.00
MC0200 MCKAYS MARKET	193.56	193.56
N10975 NEILSON RESEARCH CORP	160.00	160.00
N60575 NORTH BEND MEDICAL CENTER	118.00	118.00
N80800 NORTHWEST UNIFORMS INC	359.80	359.80
N81000 NURNBERG	28.94	28.94
O00305 OBEC CONSULTING ENGINEERS	10,006.72	10,006.72
O00850 OLLER, QUINT	44.34	44.34
O00950 ONE CALL CONCEPTS INC	35.36	35.36
O50035 OREGON DEPARTMENT OF TRANSPORTA	2,017.37	2,017.37
P03000 PITNEY BOWES #3	336.00	336.00
Q00100 QUILL CORP	2,008.88	2,008.88
R00300 RAYS FOOD PLACE	68.88	68.88
R10915 REESE ELECTRIC INC	17,614.00	17,614.00
R10975 RENTAL SERVICE CORP	2,008.00	2,008.00
S00630 SHELI	256.49	256.49
S00631 SHELLEY'S GRAPHIC ARTS	230.00	230.00
U00025 USA BLUE BOOK	159.53	159.53
U00100 UMPQUA BANK	1,500,000.00	1,500,000.00
U00300 UNITED PIPE & SUPPLY CO	395.16	395.16
VD1100 VERIZON NORTHWEST	66.06	66.06
W19920 JAMES H. WERNICKE	514.40	514.40
W20000 WEST COAST PAPER	150.80	150.80
Total :		<u>1,635,488.96</u>



Curry County Extension Service
Oregon State University, 29390 Ellensburg Avenue, P.O. Box 488, Gold Beach, Oregon 97444
Phone 541-247-6672 | Fax 541-247-2875 | <http://extension.oregonstate.edu/curry>

RECEIVED

OCT 05 2010

CITY OF GOLD BEACH

10/12/2010 Council Packet
7. Citizen Requested Items
4-H firing range request

4-H is a youth development program sponsored and supported by Oregon State University Extension Service. 4-H clubs can consist of **community** clubs that provide a venue for youth to learn leadership, citizenship, camaraderie, and values, and **project** clubs that enhance the skills of 4-H members in a specific area (such as: sewing, cooking, woodworking, surfing, shooting sports, etc...) while also teaching leadership and the other skills learned through community clubs. All of the clubs require leaders that are trained by OSU Extension to encourage youth involved in 4-H to take responsibility and learn new skills that will enhance their future contribution as citizens.

4-H has been training leaders to organize and safely operate 4-H Shooting Sports clubs for more than 30 years. Frank Burris, Staff Chair of the Curry County Extension Service office, has been trained and certified by the National Rifle Association, the National Sporting Clays Association, and 4-H Shooting Sports as a Range Safety Officer, and an instructor for shotgun, rifle, pistol, hunter safety education, and the 4-H hunting curriculum. Ron Murphy and John Stagner, the local leaders of the Curry County 4-H Shooting Sports club, entitled "*Shoot Gold*", have both been trained and certified as instructors in rifle and archery by the State 4-H Shooting Sports Association. Several parents have been assisting Ron and John at 4-H meetings (Karl Joiner and Becky Schafer) and will become certified instructors when the next state-wide training is offered by 4-H Shooting Sports.

Ron and John started their 4-H club in March of 2009 and *Shoot Gold* currently has 17 members. They have been meeting once a week in the archery range that they have established following 4-H Shooting Sports approved range specifications in the small-animal end of the Livestock Pavilion on the Curry County Fairgrounds. Ron and John are also building bullet traps following 4-H Shooting Sports approved specifications so that they can begin training youth to safely handle and accurately shoot air powered target-style pellet guns. *Shoot Gold* members currently compete in state and national archery competitions by postal matches. OSU Extension Service purchased 6 Daisy target pellet guns with a grant from the Curry County Friends of the NRA in 2003, and will begin competing in postal matches with pellet guns when the bullet traps are ready for use. The Curry County Fairgrounds have been very generous in allowing free use of the space as long as *Shoot Gold* provides all of the labor to reset the small animal cages and bleachers if and when the space is needed for Fair or other activities.

It recently came to our attention that City of Gold Beach Ordinance 5.515 Discharge of Weapons prohibits the use of bow and arrows and discharge of BB guns inside the City of Gold Beach city limits without approval of the area as a firing range by the Gold Beach City Council. *Shoot Gold* has not shot

- (2) The use of an engine, thing or device which is so loaded, out of repair or operated in such a manner as to create a loud or unnecessary grating, grinding, rattling or other noise.
- (3) The use of a mechanical device operated by compressed air, steam or otherwise, unless the noise created thereby is effectively muffled.
- (4) The construction, including excavation, demolition, alteration or repair, of a building other than between the hours of 7:00 a.m. and 6:00 p.m., except upon special permit granted by the City.
- (5) Operating or permitting the use or operation of any device designed for sound production, amplification, or reproduction, including but not limited to a radio, drums and other musical instruments, phonograph, tape recorder, television set, loud speaker or other similar device so loudly as to disturb persons or normal sensitivities in the vicinity thereof.

* 5.515 Discharge of Weapons.

No person within the city limits other than a police officer in the line of duty shall discharge a firearm, blowgun, bow and arrow, crossbow, BB gun, explosive device, or any other weapon which propels a projectile by use of gunpowder or other explosive or jet or rocket propulsion. The City Council may approve certain areas as firing ranges, and these areas shall be exempt from this section. Also exempt from the application of this section are (1) a person discharging a firearm in the lawful defense of person or property and (2) a person discharging a firearm in order to butcher domestic livestock for personal consumption if the discharge will not endanger persons or property.

5.520 Violating Privacy Of Another.

Except as otherwise allowed by this Code, no person other than a police officer performing a lawful duty shall enter upon land or into a building used in whole or in part as a dwelling without permission of the owner or person entitled to possession thereof and while so trespassing look through or attempt to look through a window, door or transom of the dwelling or that part of the building used as a dwelling with the intent to violate the privacy of any other person.

5.525 Release of Child Confined in Vehicle.

It shall be lawful and the duty of any police officer or peace officer of the City, state, or county finding a child confined, locked, or left unattended in violation of the terms of Oregon Revised Statutes 163.545, to enter the vehicle and remove the child. The officer, may, if necessary, break the doors, windows, or locks of the vehicle.

RESOLUTION NO. R1011-07

A RESOLUTION OF CITY OF GOLD BEACH, CURRY COUNTY, OREGON,
AUTHORIZING THE ISSUANCE OF WASTEWATER REVENUE BONDS
FOR A TOTAL OF NOT TO EXCEED \$4,158,000, AND PROVIDING FOR
PUBLICATION OF NOTICE.

The City Council of City of Gold Beach, Oregon (the "City"), finds:

A. The City finds that it is financially feasible and in its best interests to improve and construct the City's wastewater system (the "Project").

B. The City is authorized to finance the Project by issuing revenue bonds pursuant to Oregon Revised Statutes 287A.150 (the "Act").

C. The cost of the Project, including bond issuance costs and debt service reserves, is estimated to not exceed \$11,500,000, of which \$4,158,000 is anticipated to be financed through a revenue bond issued to the United States of America Department of Agriculture.

D. The City will cause to be prepared a plan showing that the City's estimated net Project revenues are sufficient to pay the estimated debt to be incurred by the City under the revenue bond issue authorized by this resolution.

The City Council of City of Gold Beach, Oregon, resolves:

Section 1. Revenue Bonds Authorized. There are hereby authorized to be issued in not to exceed \$4,158,000 aggregate principal amount of the City's wastewater Revenue Bonds. Prior to selling the bonds the City Council shall establish by resolution:

(a) Whether the bonds shall be sold at public competitive bid sale or private negotiated sale;

(b) The maximum discount to be allowed upon sale of the bonds;

(c) The schedule for bond principal repayment;

(d) The terms under which additional bonds may be issued;

(e) The terms by which bonds may be redeemed prior to maturity;

(f) The amount of any reserves to be established for the bonds and the manner in which the reserves shall be funded;

(g) The covenants which the City will make with bondowners regarding operation of the Project;

(h) The revenues to be pledged to payment of the bonds;

(i) Whether the pledged revenues shall be held by a trustee, and if they are so held, the trustee's duties;

(j) Whether security interests should be granted; and

(k) Any other terms, conditions or covenants regarding the bonds, the Project or the revenues which are necessary or desirable to effect the sale of the bonds.

Section 2. Notice; Procedure.

(a) No bonds may be sold, and no purchase agreement for the bonds may be executed, until at least sixty (60) days after publication of the Notice of Revenue Bond Authorization, which is attached to this resolution as Exhibit "A" (the "Notice"). The Notice shall specify the last date on which petitions may be submitted, and shall be published in at least one newspaper of general circulation in the City in the same manner as are other public notices of the City.

(b) If petitions for an election, containing valid signatures of not less than five percent (5%) of the City's electors, are received within the time indicated in the Notice, the question of issuing the bonds shall be placed on the ballot at the next legally available election date. If such petitions are received, no bonds may be sold until this resolution and the question of issuing the bonds is approved by a majority of the electors of the City who vote on that question.

(c) The bonds shall be issued and sold in accordance with the Act.

Section 3. Bonds Payable Solely from Revenues.

The bonds shall not be general obligations of the City, nor a charge upon its tax revenues, but shall be payable solely from the revenues which the City pledges to payment of the bonds pursuant to ORS 287.150(5) and the resolution to be adopted by the City pursuant to Section 1 of this resolution.

ADOPTED by the Council of the City of Gold Beach, Curry County, Oregon, this 12th day of October, 2010.

City of Gold Beach

James H. Wernicke, Mayor

Attest:

Jodi Fritts, Recorder

EXHIBIT A
Notice of Revenue Bond Authorization

NOTICE IS HEREBY GIVEN that the City Council of City of Gold Beach, Curry County, Oregon (the "City"), adopted Resolution No. R1011-04 on October 12, 2010, authorizing the issuance of wastewater revenue bonds. The bonds will be issued to finance construction and improvements to the City's wastewater system (the "Project").

The City Council may establish by subsequent resolution all terms, conditions and covenants regarding the bonds and the Project revenues which are necessary or desirable to effect the sale of the bonds.

The City estimates that the bonds will be issued in an aggregate principal amount of not to exceed \$4,158,000; bond principal and interest are expected to be paid from City revenues. The bonds will not be general obligations of the City, nor a charge upon its tax revenues, but will be payable solely from the revenues which the City pledges to the payment of the bonds.

If written petitions, signed by not less than five percent (5%) of the City's electors, are filed at the Office of the City Recorder on or before December 21, 2010 (the 61st day after the date of publication of the notice), the questions of issuing the revenue bonds shall be placed on the ballot at the next legally available election date.

The Office of the City Recorder is located at 29592 Ellensburg Avenue, Gold Beach, OR 97444.

The resolution authorizing the bonds is available for inspection at the Office of the City Recorder.

The bonds will be issued and sold under Oregon Revised Statutes (ORS) 287.150; this Notice is published pursuant to ORS 287A.150(4).

BY ORDER OF THE City COUNCIL OF City of
Gold Beach, Curry County, OREGON.

RESOLUTION R1011-08

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO APPLY TO ODOT FOR A SAFE ROUTE TO SCHOOLS (SRTS) GRANT

- WHEREAS:** The City, school district, and library district have cooperatively identified the need for a safer walking and biking route on the upper portion of Third Street; and
- WHEREAS:** The City has funds set aside in the adopted FY10-11 budget as local match for grant funding specifically for improvements to upper Third Street; and
- WHEREAS:** The SRTS is a federal program administered by the Oregon Department of Transportation (ODOT) in Oregon and is specifically targeted to enhancing opportunities for children to walk or ride bicycles from home to school; and
- WHEREAS:** The upper Third Street is utilized daily, during school times, by children walking and biking to Riley Creek Elementary School and Gold Beach High School;

NOW, THEREFORE, BE IT RESOLVED that the Gold Beach City Council hereby authorizes the City Administrator to apply for an ODOT Safe Routes to School grant to facilitate improvements to upper Third Street to enhance opportunities for local school children to walk and bike safely to local schools.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 12th DAY OF OCTOBER 2010.

APPROVED BY:

James H. Wernicke, Mayor

ATTEST:

Jodi Fritts, City Recorder



Oregon

Theodore R. Kulongoski, Governor

Department of Transportation
Local Government Section
3930 Fairview Industrial Dr SE, MS#2
Salem, OR 97302-1166

September 30, 2010

10/12/2010 Council Packet
10. Misc Items
a. SRTS info

To All Interested Parties:

The Oregon Department of Transportation is pleased to announce a request for project proposals in the **Safe Routes to School (SRTS) Program**. The State of Oregon will be awarding approximately \$2.2 million to eligible infrastructure projects that can be designed and advanced to construction in 2012 and 2013. Selected projects will be included in the 2012-2015 Statewide Transportation Improvement Program.

The SRTS Program provides federal funding for eligible projects located specifically **within a two-mile radius of any qualified K-8 school facility**. Eligible projects include those that enhance opportunities for children to walk or ride bicycles from home to school, that promote a healthier lifestyle through walking and bicycling to school, or that focus on safety, traffic reduction, and air quality improvement around school facilities.

Projects will be selected through a statewide competitive process based on written applications and field review. Applicants may include school districts, qualified K-8 schools, and state and local government units in cooperation with a qualified school or school district. Nonprofit organizations may also apply, but only in partnership with a qualified school, school district, or state/local government unit. Local matching funds are not required to receive an award. Project awards will be announced in May 2011.

The SRTS project submission process includes two required deadlines:

- 1) **Notice of Intent - Action Plan** due date: **16 November 2010**
- 2) **Application** due date: **14 January 2011**

Instructions and application forms will be posted on the ODOT Local Government Section web site on **Monday, 4 October 2010**. Applicants may also request materials and additional information from Dave Galati, SRTS Program Manager.

Web site address: <http://www.oregon.gov/ODOT/HWY/LGS/srts.shtml>
Contact (Dave Galati): (503) 986-3441 david.a.galati@odot.state.or.us

We look forward to receiving your project proposals.

Sincerely,

David A. Galati

David A. Galati
Safe Routes to School Program Manager

Oregon Department of Transportation
Safe Routes to School Program
Infrastructure Projects

Applicant Information & Application Forms

CALL FOR PROJECTS
Federal Program Year 2012

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Notice of Intent (required)
Application Form

Due: November 16, 2010
Due: January 14, 2011

PROGRAM DESCRIPTION

The Oregon Safe Routes to School Program administers funds established by the 2005 federal transportation bill known as SAFETEA-LU and continued through subsequent acts of Congress.

The goals and activities of the program are (1) to increase the ability and opportunity for children to walk and bicycle to school; (2) promote walking and bicycling to school and encourage a healthy and active lifestyle at an early age; and (3) facilitate the planning, development and implementation of projects that will improve safety and reduce traffic, fuel consumption and air pollution within two miles of the school.

The SRTS program provides two types of funding:

- (1) Infrastructure projects within two miles of the school;
- (2) Non-infrastructure activities: education and encouragement, and traffic enforcement activities within two miles of the school.

This current call for projects is for infrastructure projects that can begin in 2011 and advance to construction in federal fiscal years 2012 and 2013. Approximately \$2.2 million will be awarded statewide through an open competitive process. For information on non-infrastructure activities, please see ODOT's Safe Routes to School website: www.oregon.gov/saferoutes).

SRTS Infrastructure funds will be awarded by the ODOT Transportation Safety Division (TSD) with guidance from the Safe Routes to School Advisory Committee. This is a reimbursement program, not a grant. Costs incurred prior to project approval and Notice to Proceed from ODOT are not eligible for reimbursement.

WHO MAY APPLY

- (1) **School districts and schools** in cooperation with the governing body (or bodies) with jurisdiction over the affected roadways or properties. Qualifying schools include public, private, parochial, and charter schools or alternative education programs offering instruction at levels Kindergarten through 8th grade. Schools serving grades 9 and above are not eligible.
- (2) **State and local government units** in cooperation with a qualifying school or school district.
- (3) **Non-profit organizations** may apply only as a partner or co-applicant with a qualified school, school district, or government agency as identified above. The lead applicant must be the school, district or agency with jurisdiction over the affected roadway or properties.
- (4) **Note:** A school or local agency that has not yet obligated the preliminary engineering (PE) phase for any previously awarded SRTS project may not apply for the current round of funding. Any such school or local agency that was awarded SRTS funding in 2007 specifically for any infrastructure project may not apply unless any such project is currently under construction or will go to bid before **14 January 2011**.

PROJECT ELIGIBILITY

Infrastructure or “engineering” solutions improve the physical conditions for walking and bicycling and have the potential to reduce pedestrian and bicycle conflicts with motor vehicle traffic; reduce traffic volume around schools; and/or establish safer and fully accessible crossings, walkways, trails or bikeways.

- All projects must be within two miles of qualifying school.
- Projects should increase safety and access for children walking and bicycling between home and school—not from home to school bus stop or from school to athletic fields.

Eligible projects include:

- (1) **Sidewalk**—new sidewalks, widening and repairs, gap closures, curbs, gutters, curb ramps
- (2) **Traffic-calming and speed reduction**—bulb-outs, speed humps, raised crossings, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, automated speed enforcement, variable speed limits
- (3) **Pedestrian and bicycle crossings**—crosswalks, median refuges, raised crossings, raised intersections, traffic control devices including new or upgraded traffic signals, pavement markings, in-roadway crossing lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, vehicle speed feedback signs, pedestrian activated signals; sight distance improvements.
- (4) **On-street bicycle facilities**—new or upgraded bicycle lanes, widened outside lanes or roadway shoulders, geometric improvements, turning lanes, channelization and roadway realignment, traffic signs, pavement markings.
- (5) **Off-street bicycle and pedestrian facilities**—exclusive shared-use bicycle and pedestrian trails and paths that are separated from a roadway.
- (6) **Secure bicycle parking facilities**—racks, lockers, covered shelters, designated areas with safety lighting.
- (7) **Traffic diversion**—separation of pedestrians and bicycles from vehicular traffic, traffic diversion away from school zones or designated walking/biking routes to a school.

Reference materials:

ODOT’s “Guide to School Area Safety”: (School Area Safety topic)

http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/school_zone_speed_limit.shtml

Safe Routes to School Online Guide, <http://www.saferoutesinfo.org/guide/steps/index.cfm>, at National Center for Safe Routes to School website, <http://www.saferoutesinfo.org/>.

PROJECT REQUIREMENTS

The SRTS program is one of many federal-aid programs ODOT administers for the Federal Highway Administration. Requirements common to all federal-aid projects are shown in the *Local Agency Guidelines (LAG Manual)* posted at the Local Government Section website: http://www.oregon.gov/ODOT/HWY/LGS/Certification.shtml#LAG_Manual.

The SRTS Program highly encourages engineering project applicants to also consider education and enforcement components. *There is a separate Application for Non-Infrastructure (Education and Enforcement) Activities.* Please refer to the Oregon SRTS website for non-infrastructure funding and application information: www.oregon.gov/saferoutes. Applications submitted for education and enforcement activities *do not* have to consider an engineering component.

Project Size

The **maximum award is \$500,000** per proposed project. Proposals may involve work that benefits a single school, or “bundled” projects that have multiple sites or that benefit more than one school.

There is no set minimum award. However, a minimum project size of \$200,000 is strongly recommended due to federal funding process requirements. For applicants who have not previously worked with ODOT or with federal funding, *it is highly recommended* that each applicant discuss their proposed project and review project costs with the SRTS Program Manager (Dave Galati, 503-986-3441, david.a.galati@odot.state.or.us) or the ODOT Local Agency Liaison assigned to their region. See **Appendix A** (Contact List)

Matching Funds – None Required

SRTS funding is 100% federal funding. No matching funds are required, but community efforts and additional resources can be seen as a demonstration of community-wide support for SRTS.

Design and Construction Standards

SRTS projects on state highways must meet ODOT standards for design and construction. Construction on local or federal roads must follow AASHTO guidelines and those of the road authority. All funded bicycle and pedestrian projects must conform to the *Oregon Bicycle and Pedestrian Plan* <http://www.oregon.gov/ODOT/HWY/BIKEPED/planproc.shtml>. Other construction must meet accepted standards for the type of work being done (architectural, building codes, etc.).

All SRTS infrastructure projects must conform to federal and state requirements on environmental protection, property acquisition, consultant selection, labor and civil rights, and procurement of materials. See **Appendix B** for a summary list. If you are not familiar with these rules, please contact ODOT Local Programs staff for assistance (see Contact List, **Appendix A**).

APPLICATION PROCESS

1. Complete Oregon Action Plan Template and required supplemental documents

An **Oregon Action Plan Template**--with required supplemental documents--must be completed for every school affected by your project. The Action Plan helps initiate essential evaluation and community involvement activities that prepare the school or community to seek SRTS project funds through the state program, or to implement SRTS projects and activities with other funding. The Action Plan Template may be downloaded from the Oregon Safe Routes website: www.oregon.gov/saferoutes.

The Action Plan must be submitted to Julie Yip (julie.a.yip@odot.state.or.us) or on file by 16 November 2010, and must be accepted by ODOT before obtaining approval to apply.

2. Define Project

Identify a project that fits the conclusions and priorities of the Action Plan and that meets the emphasis and eligibility criteria in this current call for SRTS projects. Use the Project Selection Criteria (**page 7**) to decide if the proposed project will be competitive. Be sure to adjust or update a proposed project, if necessary, to meet application requirements.

Scoping

- Identify limits, dimensions and quantities, required *permits and approvals*, and any other factors that might prevent or delay the project.
- Make sure the public and local officials know about the project and support it. The SRTS process relies on public involvement.
- If the project is on school district property, the endorsement of School District Facilities must be acquired. Depending upon the project and whether maintenance is required, it may be preferable for the applicant to be the school district rather than the school.
- Matching funds are not required for SRTS projects. However, if your project proposal provides matching funds or other contributions, your application must include written commitments from each agency or contributor.
- Get the owner's written consent for work on any property not in your control (that will not be purchased for the project). This includes ODOT consent for projects on state highways.

Cost Estimate

- Federal funding requirements affect SRTS project costs and timelines. Use **Appendix C** to determine what costs to include. Seek help from ODOT staff (**Appendix A**) or experienced consultants to become more familiar with these requirements.
- Prepare a cost estimate that is thorough and realistic. If it is vague or unrealistically low, the project will not advance beyond technical review and will not receive funding.
- Do not overlook or underestimate costs for labor pay rates, consultant design, environmental reporting, right-of-way, easements, construction mobilization and traffic control, contingencies, and construction engineering. It is best to have a registered engineer or landscape architect familiar with ODOT project requirements prepare or review the estimate.

3. Submit Notice of Intent

A Notice of Intent is **required** from all prospective applicants on or before **16 November 2010**. This notice includes a project summary sheet, cover letter or narrative, and maps (if applicable). Follow the instructions on the form provided in this packet. SRTS staff will send a response approving you to apply or advising on matters to resolve before application submission.

4. Complete Application

There are two parts to the SRTS Infrastructure Application:

Part 1—Application form required for all projects

The form has **four sections**—project summary, funding information, narrative, and maps or graphics. Follow the instructions (**pages 13-14**) and the formatting requirements below. Keep all responses within the allowable spacing and page limits.

Part 2—Support documentation required for most projects

Depending on the project, signatures, commitment letters, a resolution, and other items may be needed to verify applicant authority to proceed with the project. Use the **Part 2 Checklist** to determine what to include. Support Documentation does not count in the page limit for **Part 1**. These documents are used by ODOT staff only for project review and screening.

Support letters: Letters intended to be seen by the selection committee must be included in **Part 1** and are subject to the 11-page limit. Letters that verify a commitment or statement in the application belong in **Part 2** for ODOT internal review.

Format: Required for all sections of Part 1 - Optional but preferred for Part 2

- Letter-size paper (A4 or 8½ x 11); no covers or bindings; no oversized or folded pages
- Font size 12 or larger for all text; margins 1-inch or more on all sides
- Black-and-white preferred (ODOT will make black-and-white photocopies)

Page Limit: 11 pages maximum for **Part 1**; variable for **Part 2** (depends on project needs)

Submittal options:

- **Mail, FAX, or hand delivery** - submit one application package to:

David A. Galati
Safe Routes to School Program Manager
3930 Fairview Industrial Drive SE - MS#2
Salem OR 97302-1166
FAX#: (503) 986-3290

Note: Application package includes:

- 1 copy - **Oregon Action Plan Template** (including all required attachments)
- 3 copies - **Part 1** (Application Form and maps)
- 1 copy - **Part 2** (Support Documentation)
- **Electronic submittal** - transmit one e-mail message (“SRTS Application” in subject line; agency name) with two attachments (one pdf copy **Part 1**; one set Support Documentation) to: **SRTSApp2012@odot.state.or.us**

Applications must be delivered or postmarked by 14 January 2011
Any late, incomplete, or improperly formatted application will be disqualified

PROJECT SELECTION

The project selection process is summarized below. The Safe Routes Advisory Committee will serve as selection committee. The nine SRAC members are stakeholders from across the state, representing bicycle and pedestrian advocacies, traffic engineering, planning, community outreach, marketing, school districts, neighborhood associations, traffic safety committees, law enforcement, concerned citizens. Members individually score the applications based on established criteria (next page). They then meet to discuss projects and jointly develop a prioritized list with funding recommendations.

PROJECT SELECTION SCHEDULE

October 2010	ODOT-SRTS Infrastructure Application period open.
16 November 2010	Action Plan (for every benefiting school K-8) due date Notice of Intent due date
14 January 2011	SRTS application due date
January - March 2011	ODOT: Compliance review for content, format, eligibility. Technical review to assess feasibility, readiness to proceed.
April 2011	ODOT: Identify finalists for scoring and selection process. Selection Committee: Project scoring and selection. FHWA: Review eligibility of projects proposed for funding.
May 2011	Transportation Safety Division Administrator: Approves projects for funding. Projects presented to the Oregon Transportation Safety Committee ODOT: Notify all applicants
May - September 2011	Applicants: Complete Project Prospectus. Sign an agreement (IGA).

Project Selection Criteria

Points

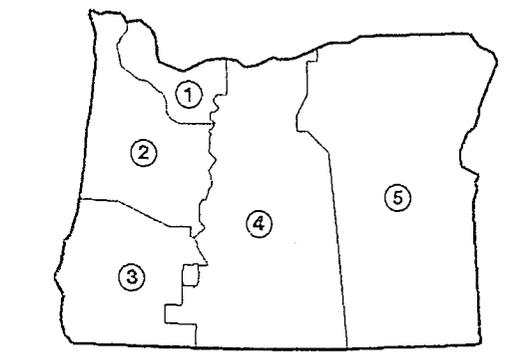
50	<p>BENEFIT (any combination of the following benefits)</p> <ul style="list-style-type: none"> ▪ Potential to improve the ability of students to walk and bicycle to school. ▪ Potential to reduce or avoid child injuries and fatalities. ▪ Potential to create a more livable community by encouraging walking and bicycling, decreasing traffic volume, and improving air quality around schools. ▪ Potential to create a safer walking and bicycling built environment within approximately two miles of a school. Highest priority will be given for projects within one-half mile of a qualifying school.
25	<p>TECHNICAL MERIT</p> <ul style="list-style-type: none"> ▪ Conformance to the local transportation system plan (TSP). ▪ Adherence to current standards, practices, techniques for SRTS projects. ▪ Conformance to the Oregon Bicycle and Pedestrian Plan standards. ▪ Appropriate solution to problems or needs identified in Action Plan. ▪ Efficient and cost-effective use of SRTS funds.
25	<p>SUPPORT and READINESS</p> <ul style="list-style-type: none"> ▪ Support of the school district, if applicable, and governing body for the project as demonstrated by a letter of commitment and endorsement. ▪ Readiness to proceed with the project as demonstrated by a proposed start date, identification of other available funding, or other indicators as provided by the applicant. ▪ Support for project from applicant or partners including cash, right-of-way, in-kind services.
0-10	<p>BONUS POINTS</p> <ul style="list-style-type: none"> ▪ Project takes into account the 3 E's (engineering, education, enforcement) and proposes the solution that best fits the school. ▪ Project completes the connection of the school to an existing bikeway or walkway system (adopted in a plan)?

100 points possible (not including Bonus Points)

Appendix A – Contact List

ODOT LOCAL PROGRAM CONTACTS

Local Gov Section	SRTS Program Mngr	David Galati	(503) 986-3441
Local Gov Section	Local Programs Mngr	Marty Andersen	(503) 986-3640
Transp Safety Div	SRTS Program Mngr	Julie Yip	(503) 986-4196
ODOT Region Offices - Local Agency Liaisons			
Region 1 - Portland			
City of Portland (all agencies)		Mark Foster	(503) 731-8288
Clackamas County (excluding cities);		Mahasti Hastings	(503) 731-8595
Columbia County and cities		same	same
Washington County (all agencies)		Michele Thom	(503) 731-8279
Hood River County (all agencies);		Tom Weatherford	(503) 731-8238
Multnomah County (excl Portland);		same	same
Clackamas County (city agencies)		same	same
All agencies (project development)		Riad Alharithi	(503) 731-8276
Region 2 - Salem			
Marion and Yamhill counties		Bob Knorr	(503) 986-2650
Clatsop and Tillamook counties		Mike Schroeder	(503) 325-8274
Polk, Linn, Benton, and Lincoln counties		Michael Starnes	(503) 986-6920
Lane County		Ted Keasey	(503) 986-6903
Region 3 – Roseburg			
Douglas, Coos, and Curry counties		Scott Adams	(541) 957-3636
Jackson and Josephine counties		Kelli Sparkman	(541) 774-6383
Region 4 – Bend			
		Darrell Newton	(541) 388-6272
		John Condon	(541) 388-6252
Region 5 – La Grande			
		Doug Wright	(541) 963-1362
		Laura Slater	(541) 963-1353



ODOT Regions

Metropolitan Planning Organizations

<p>METRO Portland area Ted Leybold (503) 797-1759</p>	<p>Lane Council of Governments Eugene-Springfield area Susan Payne (541) 682-7435</p>
<p>Mid-Willamette Valley Council of Govts Salem-Keizer-Turner area Richard Schmid (503) 588-6177</p>	<p>Bend MPO Bend area Tyler Deke (541) 693-2113</p>
<p>Corvallis Area MPO Corvallis area Ali Bonakdar (541) 758-1911</p>	<p>Rogue Valley MPO Medford/Jackson County area Vicki Guarino (541) 423-1338</p>

Appendix B – Major Federal Project Requirements

SUBJECT and SOURCE	SUMMARY
<p>Environmental Protection and Cultural Resources</p> <p>National Environmental Policy Act</p> <p>Endangered Species Act</p> <p>Section 4(f) of the U.S. Department of Transportation Act</p> <p>Section 106 of the National Historic Preservation Act</p>	<p>Requires federal agencies to consider social, economic and environmental impacts before committing to a project. Defines procedures for evaluating impacts, documenting conclusions and incorporating public /agency involvement. Requires wetland permits.</p> <p>Requires measures to avoid harm to endangered species.</p> <p>Requires that transportation projects avoid the use of publicly owned parks, recreation areas, wildlife and waterfowl refuges, and historic sites of national, state, or local significance unless there is “ no prudent and feasible alternative.” Does not apply to historic transportation facilities if the proposed work will not adversely affect the historic qualities associated with the facility.</p> <p>Provides procedures for protection, rehabilitation, restoration and reconstruction of historic sites and objects significant in American architecture, archaeology and culture. Requires archaeological clearances.</p>
<p>Property Acquisition</p> <p>Uniform Relocation Assistance and Real Properties Acquisition Act.</p>	<p>Provides protection and benefits for people whose property is acquired or who are forced to move because of a federal or federally-assisted program or project.</p>
<p>Labor</p> <p>Brooks Act, Public Law 92-582</p> <p>Davis Bacon Act</p> <p>Civil Rights Act</p> <p>Disadvantaged Business Enterprise (DBE) Program</p>	<p>Requires agencies to use a qualification-based process for selecting engineering and design consultants.</p> <p>Sets wage requirements on federally-funded projects greater than \$2,000. Applies to projects within an existing highway right-of-way, or linked to a federal aid facility by proximity or impact. Does not apply to work by public agency forces or volunteers under their direct control. Contractors may not use volunteer labor on “Davis Bacon” projects.</p> <p>Prohibits discrimination in awarding of contracts</p> <p>Federal Aid contracts include goals for contractors to use DBE firms for part of the project work. A DBE is a woman-owned or minority-owned business that has been certified for work on federal contracts.</p>
<p>Procurement and Contracts</p> <p>Common Rule, 49 CFR 18</p> <p>Brooks Act</p>	<p>Competitive bidding requirements and Buy America</p> <p>Requires qualifications-based selection (See Brooks Act under “Labor” above.)</p>

Appendix C – Cost Factors for SRTS Projects

SRTS projects must conform to federal and state requirements on environmental protection, property acquisition, consultant selection, labor and civil rights, and materials procurement (**Appendix B**). If you are not familiar with how these rules affect project costs, contact ODOT Local Programs staff for assistance (**Appendix A**).

The following list shows potential factors to include in cost estimates for SRTS projects.

NOTE: These are examples, not all-inclusive lists.

PRELIMINARY ENGINEERING

- **Administrative Costs** – Allow at least \$10,000 for costs ODOT incurs in staff support and preparing contract documents. Allow \$5,000 for a non-construction project.
- **Design and Development** – include mapping, surveying, refining project scope, preparing and reviewing plans. See “Consultant Costs” below.
- **Consultant Costs** – Consultants are hired through qualifications-based selection, not low bid. They then negotiate a price for their services. Include realistic costs for consultant work and review of their work. Figure in 15 to 25 percent of the construction cost for design services (PE) and 15 to 20 percent for construction engineering.
- **Environmental Analysis and Documentation** – include costs for reconnaissance, mitigation plans, environmental documents, reviews. Allow time and expenses for evaluating wetlands and storm water, endangered species, hazardous materials, and historic or archeological sites. Allow appropriate costs for the timing of in-water work.
- **Coordination** – include public hearings, partnership agreements, and permits.

RIGHT-OF-WAY

Include costs for appraisals, coordination and negotiations, surveys and documents, and purchase or transfer of property. Include actual costs for securing easements, leases, use of public right-of-way, and use or transfer of donated property.

CONSTRUCTION

- **Labor/Pay Rates** – SRTS projects are subject to Davis-Bacon wage rates for construction labor.
- **Site Preparation, Staging** – includes staging areas, site clearing, traffic control. Allow 10% for mobilization and at least 10% for temporary protection and direction of traffic.
- **Roadway, Bikeway, Walkway** – includes grading, paving, structures, and detours. Allow adequate costs for any railroad or utility work.
- **Buildings, Other Facilities** – include bike shelters, bike racks, skateboard racks.
- **Other Construction** – drainage, irrigation, erosion control, landscaping, signing, lighting.
- **Contingency** – unanticipated construction costs (allow 20% to 30% at this stage).
- **Construction Engineering** – includes inspection, testing, and construction surveying (typically 15 to 20% of the construction cost after adding contingency).

SRTS Applicant Checklist

(applicant use only – do not submit with application)

NOTICE:

All applications will be checked for adherence to following requirements.
Deficient applications and ineligible proposals will be removed from consideration.
Do not expect time to correct deficiencies after application deadline.

Eligibility criteria

- Qualified public agency applicant
- Promotes walking and bicycling within 2 miles of the school (**K-8**)
- Action Plan submitted on or before **16 November 2010** for each school affected by proposed project, including required summary reports and optional materials
- Applicant's other SRTS-funded projects are under construction or on schedule
- Received on or before deadline

Application format

- Maximum 11 pages in **Part 1** (if double-sided, each page is counted as one page)
- Font size 12 or larger in text & forms; no oversized/folded pages; no covers/binding
- Letter-size pages (8 ½x 11" or A4)
- Margins at least 1" or 2.5 cm.

Application content

- Application form (Sections 1 and 2)
- Narrative — 3 page limit
- Vicinity map and site map
- Cross-sections or site plan with critical dimensions
- Endorsement by ODOT Region Manager (for non-ODOT applicants requesting work within State right-of-way)
- Local government resolution or equivalent (if applicable)
- Other endorsements or supporting documents required for **Part 2**

Application Form Instructions

Read **Applicant Information** for funding overview (pages 1 – 7).

- ✓ **Part 1:** Complete Project Summary, Funding Information and Narrative sections. Attach maps, diagrams or other graphics required for Section 4. **Do not exceed page limitation.**
- ✓ **Part 2:** Use **Part 2 Checklist** to determine what signatures and documents to provide. No page limit for **Part 2**. Content and format depend on details of proposed project.
- ✓ **Support Letters:** Letters that confirm commitment or assertion made in sections 2 or 3 of **Part 1** belong in **Part 2**, but will not be seen by all reviewers. Any project advocacy letters intended for review must be included as optional material in **Part 1** and will count toward 11-page limit for **Part 1**.

PART 1 -- Section 1: Project Summary and Cost Estimate

Applicant and Co-applicant: Applicant must be a school, school district, or other public agency that will assume legal and financial responsibility for project. Co-applicant may be a private school, other private organization, or another public agency.

Project Location: Use city/county names, street names, highway numbers, and physical features to indicate location and project limits.

Project Description: Condense to one- or two-line statement of proposed activity.

Length: For linear projects, enter length in blocks, feet/meters or miles. For other projects, enter appropriate quantity (square feet, acres, dimensions, number of signs, etc.).

Cost Summary: Enter requested funds and cost of any non-SRTS work to be done concurrently with other funding.

Right-of-way Needs: Mark appropriate boxes. If applicant does not have full control of all property needed for the project, explain under "Project Site Information" in Section 3. (**Note:** Since this is a competitive process, *preference will be given to those projects that demonstrate a readiness to proceed.*)

Certification: Must be signed by officer or manager with direct authority over budget, staff, and maintenance priorities (city manager, county commission chair, or school district superintendent)

PART 1 -- Section 2: Project Funding Information

Cost Estimate: Use form provided or similar format that shows work items, quantities and per-item costs. See **Appendix C** for potential cost factors. Include amounts for administration, contingency and construction engineering as shown on form.

PART 1 -- Section 3: Project Site Information

These are specific questions regarding right-of-way, environmental, and cultural elements.

PART 1 -- Section 4: Narrative

Address the seven items below, using subject headings given. LIMIT: 3 pages.

Use Project Selection Criteria chart on **page 7** to help relate your answers to factors used in scoring applications.

Project description: Describe your project and how it enables and encourages children in elementary and middle schools to walk and ride bicycles to school. Clearly identify what aspects of total project will be completed with requested SRTS funds. Describe any easements or property that will be purchased or donated for your project.

Purpose and need: Explain why your project is needed. What problem or opportunity is being pursued? How does information gathered through the Action Plan process relate to your project? What will happen if your project does not receive SRTS funding?

Benefit: Explain how your project will improve student ability to walk and bicycle to school. How does your project demonstrate potential to reduce risk of injuries and fatalities to children? What information gathered through the Action Plan process supports potential benefits of your project? Is your project within one-half mile of the school? How you're your project create a more livable community by reducing barriers and hazards to children walking and bicycling to school?

Technical merit: Explain how your project conforms to applicable standards or procedures. Explain basis for dimensions, project limits, solutions, or treatments being proposed? What planning and coordination have already been completed?

Support: Explain how your project has obtained joint support from school and school district, as well as road jurisdiction or site owner. How has Action Plan process encouraged community support? Describe source, type, and value of any matching funds, if any, committed to your project. What investment has already occurred? Does your project address stated need in an adopted plan? How will your project be completed in a timely manner with available resources? Explain provision for long-term management and maintenance.

Bonus information: Describe how your project demonstrates 3 E's (Engineering, Education and Enforcement). Describe current or planned efforts that support your project. Will project complete connection of school to existing walkway or bikeway system?

PART 1 -- Section 5: Maps and Graphics (follow instructions on title page-Section 4)

Part 2 Checklist: Support Documentation

Use list below to determine which supporting documents are required for proposed project. Submit one complete set of supporting documents with application form.

School Applicants

- Letter of support from road agency or other public agency for proposed project not located exclusively on school property
- Letter of acknowledgment from school facilities or maintenance supervisor for project work occurring on school property

City and County Applicants

- City council or county commission resolution supporting request for SRTS funds
- Cities over 50,000 may provide commitment statement instead of resolution. Division or department manager with authority to commit staff and local funding must sign "Endorsements" form provided for **Part 2** or submit separate letter.
- Letter of endorsement from each school or school district involved in proposed project

Project located within MPO boundary (Metropolitan Planning Organization)

- Record of MPO decision to submit the project, or signature on the "Endorsement" sheet in the application form

Use of public property not owned by applicant

- ODOT Region Manager approval for use of state highway right-of-way.
- Agency approval for use of other public property. (Use "Endorsements" form provided for **Part 2** or submit separate endorsement letters)
- If applicant has long-term lease: provide copy of lease or signed statement that summarizes terms of lease

Lease, purchase, or entry onto property owned or controlled by railroad

- Summarize coordination with railroad in relation to current SRTS proposal
- For proposed trail in an active rail corridor: submit summaries of completed feasibility study and environmental analysis and signed statement showing railroad's knowledge of proposed project and willingness to allow use of railroad corridor
- Record of contact with ODOT Rail Division for work at or near railroad crossing

Contributions from sources other than applicant (optional)

- Get signatures in "Project Funding" section of application form or provide separate letter of commitment stating type and value of contribution.

Project maintenance or management by someone other than applicant

- Provide copy of maintenance agreement (if available) or signed commitment to provide long-term maintenance or management.

Oregon Department of Transportation
Safe Routes to School Program

**INFRASTRUCTURE APPLICATION
FORM**

Federal Program Year 2012

- | | | |
|--------------------------|---------------------------|-----------------------|
| <input type="checkbox"/> | SRTS Action Plan Template | Due: 16 November 2010 |
| <input type="checkbox"/> | SRTS Notice of Intent | Due: 16 November 2010 |
| <input type="checkbox"/> | Application Form | Due: 14 January 2011 |

Before completing these forms,
read attached Applicant Information and Instructions
or available at:

www.oregon.gov/ODOT/HWY/LGS

Submit forms to:

**ODOT Safe Routes to School Program
David A. Galati, Program Manager
3930 Fairview Industrial Drive SE – MS#2
Salem OR 97302-1166**

NOTICE OF INTENT

This Notice is required for all applicants. FAX to: (503) 986-3290 or mail to:
 ODOT Safe Routes to School Program, 3930 Fairview Industrial Dr. SE – MS#2 Salem OR 97302-1166
Due: 16 November 2010

INSTRUCTIONS: (1) Enter project information in boxes below. (2) Attach letter or narrative (1 page max.) explaining need for project, type and extent of proposed work, property ownership status, funds requested, matching funds available, and role of any co-applicants or partners. (3) Attach vicinity map and site map or other appropriate graphics—1 or 2 pages.

APPLICANT	
Agency Address	Contact Title Telephone Email
CO-APPLICANT (if any)	
Name Address	Contact Title Telephone
PROJECT (name, location, and one-line description)	
COST SUMMARY	RIGHT-OF-WAY ISSUES
Total Project Cost (\$) Non-SRTS costs included above (\$) Matching funds (\$) SRTS Request (\$) (Total minus non-SRTS & match)	Property to be purchased? [] yes [] no [] don't know yet Easements or donated property? [] yes [] no [] don't know yet
COORDINATION ISSUES (mark all that apply)	
[] Project located in MPO jurisdiction (metropolitan area with population >50,000)	[] Project on railroad property [] Project within 500 ft. of railroad crossing
[] Project within state highway right-of-way [] Use of land owned by another agency	[] Contribution from other than applicant [] Maintenance by other than applicant

ODOT Response:

- [] APPROVED TO PROCEED with application for FY 2012-2013 funding
 [] Application requires advance coordination or endorsements - see 'Part 2 Checklist' on page 15
 [] Contact Dave Galati (SRTS Program Manager) at (503) 986-3441 to discuss proposal
 [] NOT APPROVED TO APPLY [] project not eligible [] applicant not eligible

PART 1

Section 1: Project Summary and Certification

Use this page or replica. Keep this section on one page.

APPLICANT	
Agency Address	Contact Title Telephone Email
CO-APPLICANT (if any)	
Name Address	Contact Title Telephone
PROJECT NAME:	
LOCATION:	
PROJECT DESCRIPTION (one line):	
LENGTH / QUANTITY:	
COST SUMMARY	RIGHT-OF-WAY ISSUES
TOTAL Project Cost (from cost estimate page) \$	Project site owned by applicant/co-applicant?
Non-SRTS Project Costs \$	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partly <input type="checkbox"/> N/A
Matching funds (not required for SRTS funding) \$	Property to be purchased? <input type="checkbox"/> yes <input type="checkbox"/> no
SRTS Funds Requested \$	Easements or donated property? <input type="checkbox"/> yes <input type="checkbox"/> no
CERTIFICATION	
I certify that _____ [<i>applicant agency</i>] supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Safe Routes to School funds. I understand that this is not a grant application, that it is a request for reimbursement through the federal aid system, and that all federal rules for contracting, auditing, and payment will apply to this project.	
Signature	Date
Printed Name	Title

PART 1, Section 2: Project Funding Information

Cost Estimate

Use this form or equivalent. Refer to Appendix C before beginning. change line spacing and headings to reflect relevant items of work for proposed project.

	Quantity (Q)	Unit Price (UP)	Cost (Q x UP)
PRELIMINARY ENGINEERING(PE)			
<u>Project Administration</u>			
1. Sponsor's administrative costs			
2. ODOT administrative costs			\$10,000
<u>Design and Development</u>			
<u>Environmental Process</u>			
(suggested minimum \$5,000)			
<u>Coordination - Permits</u>			
<u>Other Project Development or PE</u>			
		Total PE	
RIGHT-OF-WAY (ROW)			
1. Appraisal – certification fees			
2. Purchase – easement cost			
3. Other			
		Total ROW	

Cost Estimate (continued)

	Quantity (Q)	Unit Price (UP)	Cost (Q x UP)
CONSTRUCTION (CONST)			
Mobilization (10%)			
Traffic control/TP&DT (10%)			
<u>Site Preparation</u>			
<u>Roadway, Bikeway, Walkway</u>			
<u>Buildings and Other Facilities</u>			
<u>Other Construction Activities</u>			
		<i>Subtotal</i>	
<u>Contingency</u>	20-30% of total construction costs above		
<u>Construction Engineering</u>	Approx. 15%-20% of construction with contingency added in		
		<i>Total CONST</i>	
		<i>Total Cost: PE + ROW + CONST</i>	

PART 1, Section 2: Project Funding (continued)

Matching Funds (optional)

Match funds are NOT required for SRTS projects, but community efforts and additional resources demonstrate community-wide support. List any local contributions (monetary contributions, donated materials, property, staff time, or volunteer labor or services), including prior or planned local investments related to proposed project.

--

PART 1, Section 3: Project Site Information

Expand each box as needed, but do not exceed this page for this section.

If proposed project is located on school property, what is age of school building(s)?
--

Identify any wetlands or waterways located on or near proposed project site:

Identify any archaeological sites located on or near proposed project site:
--

Identify any anticipated right-of-way impacts (number of parcels, easements, acreage, improvements that might need to be moved):

PART 1, Section 4: Narrative

Use this form or equivalent. Expand each box as needed, but **do not exceed 3 pages total for this section.** See page 14 for specific instructions.

PROJECT DESCRIPTION
PURPOSE AND NEED
BENEFIT
TECHNICAL MERIT
SUPPORT AND READINESS
BONUS INFORMATION

PART 1 - Section 5: Maps and Graphics

1. **REMOVE THIS PAGE** of instructions. Do not return with application.
2. Attach maps or graphics appropriate to type of project, as noted below. If placing more than one item on a page, insure all text and dimensions are large enough to read clearly.
3. Required items that count toward 11-page limit for **Part 1**:

- Vicinity map* showing proposed project location within city, county or region
- Site map or site plan* for proposed project area
- Critical dimensions*, including existing and proposed widths of sidewalks and bike lanes, adjoining travel lanes, and shared-use paths. Dimensions may be shown in plan view or cross-sections – included in site map or on separate sheet.
- Ground-level view of project elements* – photo of project location with stakes or cones to show placement of proposed project elements; include explanatory text or basic enhanced photo with same elements (PowerPoint slide, PhotoShop, etc.).

Exception to 11-page limit: If Vicinity Map and Site Map require two pages, one additional page is allowed for cross-sections or for ground-level view.

4. **Optional** - photos, drawings, or other visuals to illustrate existing conditions and work needed, or design of shelters and racks, and/or equipment. *This additional information should be included as separate attachment, not to be counted in 11-page limit.*

PART 2 -- Endorsements

Complete all sections relevant to proposed project, or attach separate letters and documents
(see page 15 of Instructions)

Metropolitan Planning Organization (<i>required</i> if project is within MPO jurisdiction)	
Name:	Title:
Signature:	Date:
Public Agency or Indian Tribe Approval (to propose project on land not owned by applicant)	
Name:	Title:
Signature:	Date:
ODOT Region Manager Approval (if non-ODOT applicant is proposing project within state highway right-of-way)	
Name:	Title:
Signature:	Date:
City > 50,000 Population (Cities < 50,000 population must provide council resolution)	
I confirm that _____ [<i>city</i>] supports proposed project.	
I have authority to commit funds and resources needed from my agency to deliver proposed project.	
Name:	Title:
Signature:	Date:
Railroad Endorsement (willing to accommodate project adjacent to or crossing RR property)	
Name:	Title:
Signature:	Date:
ODOT Rail Division Record of Contact (for proposed project at or near railroad crossing)	
Name:	Title:
Signature:	Date:
Maintenance Endorsement (commitment for long-term maintenance by other than applicant agency)	
Name:	Title:

CURRY COUNTY ASSESSOR

PO Box 746
GOLD BEACH, OREGON 97444
1-800-242-7601

Jim Kolen
Assessor

Phone (541) 247-325

MACK ARCH ON THE CURRY COAST

September 21, 2010

To: All Curry County Taxing Districts

From: Jim Kolen, Curry County Assessor

Re: 2010-11 Property Tax Roll

RECEIVED

SEP 24 2010

CITY OF GOLD BEACH

There are a couple of issues that will impact the 2010-11 Property Tax Roll and the amount of taxes your district may receive. The recession has limited the overall growth in assessed value in Curry County; also a large value appeal of the assessed value of our local Cable Company is pending.

As you know property values have been falling during this recession and new construction activity is very slow. Increasingly we are seeing more accounts where the real market value (RMV) is falling below the assessed (taxable) value (AV) for the property.

In 1996 voters approved the property tax limitation Measure 50 (M-50). Generally, M-50 created permanent tax rates and limited increases in AV to no more than three percent per year. Additionally M-50 requires that an owner pays property tax on the AV or the RMV, of their property, **whichever is lower**. Since tax rates are permanent the tax extended on the roll is directly related to the change in assessed value for your district.

This year the AV for the entire county has increased by approximately 2.38%. This number will vary from district to district depending upon value changes and the amount of new construction within your boundaries. If your district contacted us in May or June for a tax increase estimate for your budget, we likely estimated an increase figure of approximately 3%. An increase of 2.38% means that your district may expect **less of an increase than what you might have budgeted**, for 2010-11. *3,000*

For example:

If your district received \$1,000,000 in property tax revenues in 2009-10, then for 2010-11 you may have budgeted to receive \$1,000,000 x 1.03 or \$1,030,000. At a 2.38% increase the calculation is \$1,000,000 x 1.0238 = \$1,023,800. You would as a consequence receive \$6,200 less than you may have expected. A smaller district, expecting \$50,000 in tax receipts, may have an estimated reduction of \$310. These are very rough calculations and the percentage AV increase will vary district by district. If this recession continues and property values continue to decline, I expect this situation to worsen next year. At this time I cannot project what to expect in 2011-12.

10/12/2010 Council Packet
10. Misc Items
b. Assessor Letter

Districts with territory inside the Brookings Urban Renewal Area (URA) may see lower overall increases. The URA receives the tax generated against any AV increase, from within its boundary, and the districts do not.

You may contact us after October 15th and we can give you a more exact tax receipt figure for your district.

The second issue that may affect tax growth over the next few years is a large value appeal of our local cable company.

In 2009-10 the Oregon Department of Revenue (State) took over the appraisal of all cable companies in Oregon. The results were significant increases in taxable value for those properties and resulting tax increases. (In Curry County the tax increase for Charter Communications was over \$52,000 which was distributed to districts.) As a result, most cable companies in Oregon ^{~?} appealed their values.

Due to the complexity of the appraisals and other issues surrounding this case, these appeals could take several years to resolve. The issue for taxing districts is if the State is unsuccessful in defending these appeals, then refunds of overpaid taxes will be made by means of lower distributions from the following year's taxes collected. If this continues for 5-10 years the refund amount will become quite substantial.

With that in mind, I have recommended to Curry County Treasurer, Isabella Brock that she set up a *Refund Reserve Account* under ORS 311.807. If the Treasurer elects to take this action she will reserve the annual contested tax amount on these properties, put the funds in a separate reserve account and not distribute them to the districts until the appeal is resolved. If the State is successful in the appeal, the money will then be distributed to the districts. If not, the money will be refunded to the taxpayer.

You will need to contact the Treasurer for an estimate of how this may impact the tax revenues for your district should she elect to set up the Refund Reserve Account.

I apologize for being the bearer of this news. It is my hope that by this early notification, you might be able to take steps to minimize the impact to your district.

I understand that this is a very brief and general explanation of the issues. If you have further questions, please feel free to contact me at 541-247-3257. If you wish to call after October 15 for an estimate of your 2010-11 tax collections, please call Nana Paluch, of my office, at 541-247-3259.

Cc: Curry County Treasurer, Isabella Brock
Curry County Commissioners

City of Gold Beach



PERSONNEL AND ADMINISTRATIVE POLICY HANDBOOK

Approved by the Gold Beach City Council on: _____

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Employee Acknowledgement Form

This employee handbook describes important information about the city and its employment policies, and I understand that I should consult my supervisor or the administrative services director regarding any questions not answered in the handbook.

Because the information, policies, and benefits described in this handbook are necessarily subject to change, I acknowledge that revisions to the handbook may occur and that I am subject to whatever policy is in effect at the time an event occurs. All changes to the handbook will be communicated through official notices, and I am aware that revised information may supersede, modify, or eliminate existing policies. Only the Gold Beach City Council of the City of Gold Beach has the authority to adopt any revisions to the policies in this handbook.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand that this handbook is not to be construed by myself, or any employee, as binding terms and conditions of employment.

Some employees of the City of Gold Beach are covered by collective bargaining agreements. If there is a difference between the policies in this handbook and a collective bargaining agreement clause, the collective bargaining agreement provisions govern for union represented employees.

I acknowledge that I have received a copy of this handbook, and I understand that it is my responsibility to read and comply with the policies contained in it and any revisions made to it. I further understand that this handbook supersedes any previous handbook or written policies or oral communications.

I acknowledge that I have read and understood the above paragraphs.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

HANDBOOK DATE: _____

(Please sign and date this acknowledgement and return it to your supervisor for placement in your personnel file).

CITY OF GOLD BEACH PERSONNEL POLICY HANDBOOK

I. INTRODUCTION

1.1 SCOPE AND PURPOSE

1.1.1 This handbook is designed as a guide to the city's policies, procedures and practices relating to employment matters. Employees are responsible for understanding city personnel policies.

1.1.2 By its nature, this handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications or exceptions to the general policies and procedures of the city. The information provided in this handbook is based on the belief that common sense, good judgment, respect and consideration for the rights of others are paramount to our ability to serve the city and ourselves. Questions not answered in this handbook should be directed to your department director, administrative services director, or city administrator.

1.1.3 This handbook is neither a contract of employment nor a legal document. It is not to be construed by any employee as binding terms and conditions of employment. All employment with the City of Gold Beach is at will.

1.1.4 This handbook covers all employees of the City of Gold Beach, except as noted contracted employees. If there is a difference between policies in this handbook and contract provisions, the contract provisions will govern the contracted employees. Some employees are covered by a collective bargaining agreement as well. If there is a difference between this handbook and any collective bargaining agreement provisions, the collective bargaining agreement provisions governs those respective union members. Covered employees should always refer to their collective bargaining agreements as well as to this handbook.

1.1.5 The Gold Beach Police Department Policy Manual is hereby incorporated by reference, and provisions and procedures prescribe therein shall supersede those conflicting provisions of this handbook as to employees assigned to the Police Department. The city subscribes to the Lexipol system of periodic updates to the Police Department Policy Manual. To assure compliance with changes in state and federal law with respect to Police employees, all future updates to the Police Department Policy Manual shall be incorporated by reference as a part of this handbook.

1.1.5 At its sole discretion, the city reserves the right to revise, supplement, or rescind any policies or portion(s) of this Handbook from time to time as

deemed appropriate. Employees will be notified in writing of and provided with the changes as they occur. Employees are subject to whatever policy is in effect at the time an event occurs. Only the Gold Beach City Council has the ability to adopt any revisions to this handbook.

1.1.6 This handbook supersedes all prior versions and any other prior oral or written provisions, descriptions or understandings of the city's policies, rules, procedures and benefits addressed in this handbook. No oral statements or representations can change or alter the provisions of this handbook.

1.2 DEFINITION OF TERMS

As used in these policies, the following terms are defined as follows:

Class or Classification A group of positions sufficiently similar in duties, authority and responsibilities that the same qualifications may reasonably be required for, and the same schedule of pay can be equitably applied to all positions in the group.

Class Specification The written description of a class containing a title, statement of objective, the reporting relationships and the relationships other than reporting.

Compensatory Time Off Time off from work in lieu of cash to compensate a non-exempt employee for overtime worked.

Continuous Employment ... Continuous employment shall be employment unbroken by separation from service to the city, other than military, Peace Corps, vacation or sick leave. Time spent on other types of authorized leave will not count as time of continuous employment; except that, employees, returning from such leave, or employees who are laid off, shall be entitled to credit for service prior to the leave or layoff.

Contracted Employee An employee whose employment relationship is defined by the terms of a separate and individual contract between the city and the specific individual.

Demotion An appointment of an employee from a position in one class to a position in another class having a lower maximum salary rate.

Department Director A person directly responsible for the administration of a department.

Disciplinary Action Imposition of certain personnel actions, including reprimand, warning, suspension, involuntary demotion or dismissal, as a result of conduct detrimental to the city.

Dismissal Involuntary termination of employment with the city.

Exempt Employee An employee who holds an administrative, professional, executive or other position that is defined as exempt under federal wage and hour laws. Exempt employees are excluded from specific provisions of state and federal wage and hour laws. All department directors are exempt employees and serve at the will of the city administrator. The city administrator is an exempt employee who serves at the will of the Gold Beach City Council.

Grievance A complaint by a regular employee or group of regular employees alleging violation of the city's ordinances, personnel or department policies or procedures which pertain to the terms and conditions of their employment with the city.

Hours Worked Time spent in actual performance of assigned duties. Hours worked does not include un-worked paid time such as holidays, vacations and paid and unpaid leaves of absence.

Immediate Family For purposes of these policies, immediate family is defined as the spouse, domestic partner, son, daughter, father, mother, brother, sister, parent of a spouse or domestic partner, grandparents, and grandchildren of the employee.

Leave of Absence Time off from work that does not utilize accrued vacation or sick time for reasons within the scope and purpose of these policies, upon prior approval of the city administrator or his or her designee.

- A. Leave with Pay An authorized leave while maintaining paid employee status.
- B. Leave without Pay An authorized leave in a non-paid status.

Month One calendar month.

Non-exempt Employee A regular employee who is not employed in an exempt administrative, professional, executive or other position as defined in state or federal law and is subject to wage and hour overtime laws. Nonexempt employees are paid only for hours worked or for hours charged to approved and available leave.

They are entitled to overtime pay under specific provisions of federal and state laws (and in some cases, collective bargaining agreements). Most, but not all, employees who are not department directors or the city administrator are nonexempt employees and can only be terminated in accordance with the termination policy of this Handbook or, if subject to a collective bargaining agreement, in accordance with that agreement. The city administrator is responsible for determining an employee's exempt status.

- Overtime Time worked that requires either payment at a rate of time and a half or the award of compensatory time off under state or federal law.
- Personnel Action Any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal or any other action affecting status of employment.
- Personnel File A file maintained in the City of Gold Beach Business Office that contains the personnel record of a city employee.
- Position A group of related duties and responsibilities budgeted by the city, requiring the full-time or part-time employment of one person.
- Probation A period during which employment is tentative and subject to evaluation. This is the final step in the competitive selection process.
- Probationary Employee Probationary employees are employees whose performance is being evaluated to determine whether further employment is appropriate or who have not received appointment to regular status. Probationary employees may be terminated at any time at the city's discretion, regardless of the length of the probationary period. An employee who satisfactorily completes the probationary period changes their status to that of a regular employee.
- Promotion Movement of an employee from a position in one class to a position in another class having a higher maximum salary rate.
- Reclassification Moving a position to another class when the duties and responsibilities of the existing position have significantly changed as determined by the city administrator.

Regular Employee An employee who has satisfactorily completed a probationary period and is employed in either a full-time or part-time budgeted position.

A. Regular full-time employees are regularly scheduled to work the city's full-time schedule. In general, a regular full-time employee is eligible for the city's benefits programs, subject to each program's terms and conditions.

B. Regular part-time employees are scheduled to work on a regular basis, but less than the full-time schedule. A regular part-time employee is eligible for some of the city's benefits programs, subject to each program's terms and conditions.

Resignation A request by an employee to terminate his or her employment.

Suspension An involuntary absence from city employment for the purposes of disciplinary action or investigation to determine possible disciplinary action. Depending on the circumstances, the suspension may be with or without pay.

Temporary Employee Temporary employees are hired to work less than twenty (20) hours per week and/or six (6) months or less in any twelve (12) month period, to temporarily supplement the work force or as interim replacements. Employment beyond the six-month period (or other initially state period) does not convert the employee to a regular employee. Temporary employees receive all legally mandated benefits (worker' compensation, social security, etc.), but are not eligible for the city's benefits programs.

Transfer Appointment to a position in the same or different class which has the same salary range.

Working Days Monday through Friday but not including the holidays specified in Section 7.1.1 of this policy.

II. EMPLOYMENT POLICIES

2.1 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the City of Gold Beach to treat applicants and employees without

regard to race, religion, creed, color, national origin, sex, sexual orientation, age, disability, marital, military or veteran status, or any other basis prohibited by local, state or federal law (except where there are bona fide occupational qualifications). Equal employment opportunity will be extended to all persons in all aspects of the employment relationship including recruitment, hiring, promotion, layoff, termination, demotion, transfer, training, rates of pay, fringe benefits, use of facilities and other terms, conditions and privileges of employment. All employment decisions will be based on the occupational qualifications and essential job functions of the position and the individual's demonstrated skills, knowledge, and ability to succeed in the position.

2.2 DISABILITY ACCOMMODATION

The City of Gold Beach's hiring procedures provide persons with disabilities meaningful employment opportunities. The city will afford reasonable accommodation to qualified applicants and employees with a known disability, unless to provide the accommodation creates an undue hardship on the operation of city business. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. This policy governs all aspects of employment including selection, transfer, promotion, compensation, reclassification, discipline, layoff, termination, and access to benefits and training.

2.3 IMMIGRATION LAW COMPLIANCE

Employees must be citizens of the United States, resident aliens or persons possessing a visa permitting them to work in the United States. The immigration status of an alien will be ascertained by the city prior to consideration for employment. Employment of a permanent nature, whether full-time or part-time, is possible only for those aliens having immigrant status as permanent resident aliens; however, employment of a temporary nature is provided for under certain non-immigrant visa classifications.

2.4 PROHIBITION AGAINST HARASSMENT AND DISCRIMINATION

2.4.1 The City of Gold Beach is committed to a work environment that is free of illegal bias, prejudice and harassment and where all individuals are treated with respect and dignity. The City of Gold Beach intends to provide a professional atmosphere that promotes equal employment opportunities. Therefore, workplace harassment is prohibited.

2.4.2 Harassment is verbal or physical behavior or conduct that is perceived by the receiver as unwelcome, derogatory or that shows hostility towards an individual because of his or her race, religion, gender, marital status, familial status, national origin, age, mental or physical disability (as defined by the Americans with Disabilities Act and state law), sexual orientation, gender

identity, Vietnam era veterans status or other military status protected by law and all other protected status under applicable law and:

- A. Has the purpose or effect of creating an intimidating, hostile, abusive or offensive work environment;
- B. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- C. Otherwise adversely affects an individual's employment and employment related opportunities.

2.4.3

Sexual harassment includes any unwelcome sexual advances, comments, requests for sexual favors or other verbal or physical conduct of a sexual nature where:

- A. Submission to the conduct is made either explicitly or implicitly a term or condition of employment; or
- B. Submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting the individual; or
- C. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

2.4.4

Workplace harassment is generally of two types:

- A. Harassment that violates state or federal laws.
- B. Harassment that may not violate law, but which is inconsistent with the city's policy of providing a professional work environment that is respectful of all individuals.

This policy covers both types of harassment.

2.4.5

Examples of Prohibited Conduct

- A. Verbal or Physical Conduct:
 - i. Use of epithets, innuendos or slurs because of an individual's race, religion, gender, marital status, familial status, national origin, age, mental or physical disability (as defined by the Americans with Disabilities Act and state law), sexual orientation, gender identity, Vietnam era veterans status or other military status protected by law and all other protected

status under applicable law.

- ii. Jokes, pranks or other banter, including negative stereotyping, that is derogatory or shows hostility because of race, religion, gender, marital status, familial status, national origin, age, mental or physical disability (as defined by the Americans with Disabilities Act and state law), sexual orientation, gender identity, Vietnam era veterans status or other military status protected by law and all other protected status under applicable law.
- iii. Unwelcome physical touching or contact, such as pinching, kissing, grabbing, slapping, patting, or hugging.

- B. Written, Graphic or Electronic Material that is disparaging or displays hostility on the basis of race, religion, gender, marital status, familial status, national origin, age, mental or physical disability (as defined by the Americans with Disabilities Act and state law), sexual orientation, gender identity, Vietnam era veterans status or other military status protected by law and all other protected status under applicable law. This includes sexually explicit or pornographic material, offensive or derogatory emails including jokes and cartoons. The city specifically prohibits placing any such material on walls, displaying it on computer screens, circulating it in the workplace, sending it in emails or by fax, or accessing it by the Internet.

2.4.6

The city encourages anyone wishing to file a complaint for discrimination or harassment to follow the complaint process outlined in the section.

- A. An individual who is not a current city employee and who feels has been the victim of prohibited discrimination or harassment is encouraged to notify the city administrator or a department manager of the city of the harassment or discrimination. If the complaint is about the city administrator, the individual is encouraged to notify the mayor or a city council person, the administrative services director or another city department director.
- B. City Employees who believe they have been subjected to discrimination or harassment should take affirmative action to stop it immediately either by telling the alleged harasser to stop the offensive conduct or by filing a harassment complaint by reporting it immediately to their supervisor, the city administrator or any department director with whom the person filing the complaint feels comfortable. If the subject of the complaint is the city administrator, the employee should notify the mayor or a city councilor.

- 2.4.7 Discrimination and harassment complaints should be filed in writing. The information provided should specifically state the incident(s) leading to the complaint and any other pertinent information that will assist in the investigative process.
- 2.4.8 A written report will be created documenting the nature of the alleged harassment and the steps taken during the investigative process. The report will be made as soon as practical. At the conclusion of the investigation the city administrator will make a decision relative to what, if any, immediate, appropriate and corrective action should be taken and the results communicated to the employee and the other parties involved. Appropriate corrective action, up to, and including termination, will be taken against any employee engaging in discrimination and/or harassment. An employee dissatisfied with the city administrator's report or decision regarding corrective action may file an appeal to the Gold Beach City Council.
- 2.4.9 All the information in connection with inquiries or with the filing, investigation, and resolution of workplace harassment or discrimination complaints is treated as highly sensitive. Employees authorized by the city to receive and investigate complaints are required to maintain confidentiality to the extent possible. It is expected and anticipated that all parties involved in complaints will observe the same standard of sensitivity. However, because the matter will be investigated, absolute confidentiality cannot be guaranteed. The accused and the accuser will certainly know about the complaint and if it is necessary to interview witnesses, third parties will have, at least, some information regarding the investigation.
- 2.4.10 The City of Gold Beach will not tolerate retaliation against any individual who makes a good faith report of discrimination or harassment, testifies, assists, or participates in any investigation, proceeding or hearing, regardless of the outcome of the complaint. Conduct that would likely deter an individual from reporting or supporting a claim may constitute retaliation. Retaliation can occur even if the underlying complaint of harassment or discrimination is not substantiated. Examples of retaliation towards an individual include demotion, suspension, failing to hire or consider hiring, failing to treat impartially when making employment-related decisions, assigning the individual the least desirable jobs and may also include co-worker harassment because of the report or participation.
- 2.4.11 All managers are expected to enforce these policies and maintain a productive, non-hostile work environment. Managers and supervisors must take immediate action to stop and prevent discrimination, harassment or retaliation, where they know or have reason to know that it is occurring. Tacit approval of discrimination or harassment by, for example, laughing

and or treating a situation as a joke, failing to take action or advising an employee not to complain is prohibited.

- 2.4.12 If a manager receives a complaint from a city employee, an applicant, a member of the public or a third party vendor or contractor about discrimination, harassment or retaliation in the city workplace, they should contact the city administrator immediately and no later than one (1) day after receiving the complaint. If the complaint is about the city administrator, the report should be made to the mayor or city council member.
- 2.4.13 Any manager who is aware of harassment, discrimination or retaliation and condones it by action or inaction, including failing to report the complaint or observation to the city administrator will be subject to disciplinary action.
- 2.4.14 Employees who believe that they have been subjected to harassment, discrimination or retaliation have an obligation to take advantage of these policies and this complaint process. An employee's failure to fulfill this obligation, including the failure to report or complain about harassment, could adversely affect his or her other rights.
- 2.4.15 Nothing in this policy is intended to restrict an individual's right to file a complaint with the Bureau of Labor and Industries for the Equal Employment Opportunity Commission or to file a grievance under a union contract. However, notifying a union steward or other union official does not constitute filing a complaint with the city under these complaint procedures.

III. RECRUITMENT AND HIRING

3.1 JOB POSTINGS

- 3.1.1 Employee applicants for open positions are subject to the same review process as non-employee applicants.
- 3.1.2 All vacancies in employee positions shall be posted for a minimum of five days. The city administrator, in consultation with the department director, shall determine if there is a sufficient and/or qualified pool of existing employees to meet the needs of the city if an appointment is made through promotion.
- 3.1.3 All position vacancies not filled through promotion shall be advertised sufficiently to obtain a pool of qualified candidates.

3.2 EMPLOYMENT APPLICATIONS AND REFERENCE CHECKS

3.2.1 Employment applications received by the city become the property of the city and cannot be returned. Misrepresentations, falsifications, or material omissions in any of the information or date may result in the exclusion of the individual from further consideration for employment or, if the person is hired, termination of employment.

3.2.2 To ensure that individuals who join the city are well qualified and have a strong potential to be productive and successful, it is the policy of the city to check employment references of all applicants being considered for employment. The city may request a consumer report or investigative consumer report from an applicant only with the applicant's written authorization and upon providing the required disclosure of the employee's rights under the Fair Credit Reporting Act. Pursuant to the Fair Credit Reporting Act, if the city requested and obtained a consumer report or investigative consumer report regarding an applicant and decides not to extend an offer of employment to the applicant, the administrative services director will provide a copy of the report to the applicant as soon as possible before formally notifying the applicant that an offer will not be extended. The formal notification must include notice to the applicant explaining how to contact the reporting agency.

3.2.3 Only the city administrator and administrative services director are authorized to respond to outside employer reference check inquiries regarding current or former employees. No one else is authorized to comment on or provide information regarding a current or former employee's employment or departure. Information regarding current employees will be given only if the employee provides a signed Reference Request Release to the administrative services director. Responses to employment reference checks will be limited to dates of employment, position, title, and job location. More detailed responses addressing the employee's job performance and record will be provided only if indicated on the signed Reference Request Release.

3.3 EMPLOYMENT MEDICAL EXAMINATIONS

3.3.1 To help ensure that employees are able to perform their duties safely, medical examinations may be required for some job classifications. All such examinations will be uniformly required within the particular job class and will be conducted after a conditional offer of employment has been made. Satisfactory completion of the examination and appropriate medical clearance will be conditions of employment. Prospective applicants will be notified of medical examination requirements. The examination will be performed by a health professional of the city's choosing and at the city's expense.

3.3.2 Current employees may be required to take medical examinations to

determine fitness for duty. These examinations will be scheduled at reasonable times and also performed at the city's expense and by a health professional of the city's choosing.

- 3.3.3 Information on an employee's medical condition or history will be kept separate from other employee information and maintained in confidentiality by the administrative services director. Access to this information will be limited to those who have a legitimate need to know and in accordance with the federal Health Insurance Portability Accountability Act (HIPAA).

3.4 EMPLOYMENT MOTOR VEHICLE RECORD CHECKS

- 3.4.1 Driving is among the most hazardous tasks performed by employees and most employees are required to drive at some point while on duty, whether as part of their job duties, or to attend an education or training program, an event, or meeting. In order to ensure employee safety, the city will conduct a motor vehicle record check for all applicants for employment for positions for which driving is an essential function. Only applicants with an acceptable motor vehicle record will be eligible for employment for those positions.

- 3.4.2 Applicants for positions for which driving is an essential job function will be required to provide a five (5) year (consecutive, beginning from date not more than 30 days prior to date of application) driving history with their application. An applicant will not be offered employment if the applicant's five year record does not meet the following standards:

- A. No class "A" infraction convictions during the past 36 months and no more than one (1) class "A" infraction conviction between the past 36 and 60 months.
- B. No more than one (1) class "B" infraction conviction during the past 12 months and no more than two (2) class "B" infraction convictions during the past 36 months.
- C. No more than two (2) class "C" infraction convictions during the past 12 months and no more than three (3) class "C" infraction convictions during the past 36 months.
- D. Demonstrated ability to maintain a drivers license without suspensions for the past 60 months.
- E. No felony or misdemeanor driving convictions within the past 60 months.

3.5 EMPLOYMENT OF RELATIVES

- 3.5.1 Two members of an immediate family may not be employed at the same time when such employment results in an employee supervising a member of his or her immediate family.
- 3.5.2 The provisions of this section shall apply to promotions, demotions, transfers, reinstatements and new appointments but shall not be construed retroactively to affect situations of employment in effect prior to the enactment of this section.
- 3.5.3 In the event that two employees become immediate family members and a supervisory relationship exists, the employees and the city will jointly attempt to find an alternative work arrangement for one of the two employees. If no alternative assignment is available within ninety (90) days, it will be necessary for one of the two employees to resign. If neither employee resigns, the city administrator shall terminate one of the employees.

3.6 APPOINTMENT

- 3.6.1 All original appointments to vacancies will be made by the city administrator, or in the absence of a city administrator, the person designated by the Gold Beach City Council on the basis of merit, fitness, and in accordance with adopted policies. These qualities shall be determined through careful and impartial evaluation of the following criteria relative to the position applied for:
- A. The applicant's level of training and education
 - B. The applicant's previous experience
- 3.6.2 All statements submitted on the employment application materials are subject to investigation and verification prior to appointment and at any time thereafter. Any false or misleading statements made on employment applications may subject an employee to discipline up to and including discharge.

3.7 PROBATIONARY PERIOD

- 3.7.1 The probationary period is designed to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the selection of the employee serves the overall interests of the city. This is the final step in the competitive selection process. In some cases, probation of employees represented by a collective bargaining agreement is addressed in the agreements, in which

case the provisions of the agreements control.

- 3.7.2 All appointments, including promotional appointments are subject to a probationary period of not less than six (6) consecutive months' service. Police Officers shall be probationary employees for one (1) year during which time the Officer must complete the basic police-training course required by the State of Oregon, as required for certification.
- 3.7.3 Employees may be placed on disciplinary probation as an alternative to termination in a final attempt to resolve problems with employees who appear to have the ability to become valuable employees to the city. Employees on disciplinary probation may be terminated at any time at the city's discretion in the same manner as new probationary employees, regardless of the length of the disciplinary probation period.
- 3.7.4 A probationary employee may be terminated at any time during the probationary period without cause and without access to the grievance process. Similarly, probationary employees may resign at any time without notice.
- 3.7.5 Employees serving probationary periods as a result of transfer or promotion will be allowed to return to their former position or to a comparable position for which the employee is qualified, depending on the availability of the positions and the city's need, and if the employee is not otherwise terminated. A position is not considered available if it is or has been filled.
- 3.7.6 Probationary employees, except those on probation solely for purposes of transfer or promotion from another regular position, are not entitled to take vacation leave, but will accrue vacation time pursuant to the city's vacation policy. Probationary employees except those on probation solely for purposes of transfer or promotion from another regular position, terminated prior to the completion of probation will not be paid for accrued vacation.
- 3.7.7 The city administrator may determine to extend any employee's probationary period if the Administrator believes that additional time to fairly evaluate the employee's competencies and appropriateness for the position is necessary. No probationary period will be longer than twelve (12) months. The employee whose probationary period is extended will be notified of that decision in writing.
- 3.7.8 Upon completion of the probationary period, the employee will obtain regular employee status upon notification in writing.

IV. HOURS OF WORK AND WORK SCHEDULES

4.1 WORK SCHEDULES

- 4.1.1 The standard city work week is a 40-hour week, beginning and ending Saturday at midnight. Most employees work five 8-hour days, but department directors may authorize alternative work schedules (AWS). AWS is a schedule that varies from the standard workweek, but is not adjustable by the employee on a daily or weekly basis. The city may terminate or alter AWS at any time with reasonable notice.
- 4.1.2 Employee work schedules vary throughout the city's departments. Department directors will advise each employee of their individual work schedule. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled in each day and week. The city has the right to alter an employee's workday or workweek, and to require an employee to work overtime and on weekends or holidays.
- 4.1.3 City required attendance at work-related training sessions, workshops and other meetings, whether before, during or after the employee's regular work schedule is work time and will be paid accordingly.
- 4.1.4 Whether travel time to and from city-required activities and events is considered as hours worked depends on the circumstances and must be determined on a case-by-case basis. The city administrator must approve all paid travel time before the travel is undertaken.

4.2 REST AND MEAL PERIODS

- 4.2.1 Supervisors will advise employees of the regular rest and meal period length and schedule. To the extent possible, a rest period of 15 minutes will be provided in the approximate midpoint of each work period of four hours or longer. This time is counted and paid as time worked. Meal periods may be either one half hour or up to one hour in length and will be granted during shifts of six hours or longer. This time is not counted or paid as time worked and employees are relieved of all active responsibilities during meal periods. Department directors are responsible for setting meal period schedules that best accommodate city work needs.
- 4.2.2 An employee may not shorten the workday or receive overtime by foregoing a break or meal period. It is important for employees and supervisors to understand that under State law, and unless otherwise provided in collective bargaining agreement, employees must take all required rest and meal breaks and the breaks cannot be deducted from the beginning or end of the work period.

V. WORK POLICIES AND PRACTICES

5.1 OUTSIDE EMPLOYMENT

- 5.1.1 An employee may hold an outside job as long as they meet the performance standards of their job with the city, and so long as the outside employment does not constitute a conflict of interest.
- 5.1.2 A regular, full-time employee who accepts outside employment, whether part-time, temporary or permanent, must give written notice to his or her department director. Outside work is to be regarded as secondary to the regular city employment and should not interfere with the availability of the employee for emergency or call-in duty.
- 5.1.3 If the city determines that outside employment interferes with performance or ability to meet the requirements of the city, the employee may be asked to terminate the outside employment if they wish to remain employed by the city.
- 5.1.4 An employee's private business may not be conducted during work hours. An employee may not receive any outside income or material gain for materials produced or services rendered while on the job.
- 5.1.5 There will be no Worker's Compensation payment by the city to any individual injured in the course of outside employment.

5.2 RESIDENCE REQUIREMENT

All regular full-time employees, excluding office staff, but including the city administrator, shall reside within fifteen (15) minutes travel time of City Hall. The Gold Beach City Council may allow a reasonable time for new employees to comply with this policy, or waive the policy if it poses a hardship.

VI. EMPLOYEE RECORDS

6.1 PERSONNEL FILES

- 6.1.1 The City of Gold Beach complies with all applicable state and federal laws pertaining to maintenance of employee records and records of prospective employees. Official personnel files are maintained in the Business Office at the Gold Beach City Hall.
- 6.1.2 Official personnel files for the City of Gold Beach consist of information

gathered by the city relating to the following:

- Individual's application
- Selection or non-selection
- Promotions, demotions, transfers
- Salary and leave
- Performance appraisals, commendations
- Disciplinary actions and termination of employment
- Work history, status and tenure
- City required training, certification, and other educational records
- Other documents relevant to their employment

6.1.3 An employee may include written statements, comments, or rebuttals to any material placed in their file. Employees also may include in their files documentation relevant to their employment.

6.1.4 Personnel files are the property of the City of Gold Beach and are considered and kept confidential. Only the employee (or person designated by the employee in writing), the employee's supervisor and management personnel are allowed to review information in a personnel file. Information in a personnel file may also be disclosed in response to a lawfully issued judicial or administrative subpoena, an order of a court of competent jurisdiction, to officials of the U.S. Internal Revenue Service or the Oregon Department of Revenue when authorized by applicable federal or state law or regulation, or city auditors when required by federal rules and regulations. Finally, information in a personnel file may also be disclosed to the degree it is classified as public information by federal and state public records laws.

6.1.5 Materials that may be construed as derogatory toward the employee will not be placed in the personnel file without the employee's written acknowledgement. The employee's written acknowledgement only allows the material to be placed in the file and does not constitute the employee's agreement with the contents of the material. The employee may include his or her own written statement of explanation or rebuttal with any material placed in the file.

6.1.6 Current and former employees have the right to inspect and obtain copies of their own personnel records as provided by applicable law. The city may charge current and former employees seeking a copy of their personnel file a fee for costs of providing the information, including costs for labor involved in locating and copying the file and copying costs.

6.1.7 Current and former employees wishing to examine their personnel file should contact the city's administrative services director or city administrator. The administrative services director is the designated record

keeper for the City of Gold Beach. At no time during the examination of the employee's file shall the file be out of the direct supervision of the administrative services director, city administrator, or other city-designated record keeper.

6.2 MEDICAL RECORDS

All information regarding medical examinations of employees is collected and maintained in separate medical files and treated as a confidential medical record in accordance with applicable federal and state laws and regulations (including HIPAA). However, employee medical information needed by the city to carry out its obligations under federal and state laws, such as ADA and FMLA, will be placed in the employee's personnel file and is not protected under HIPAA.

6.3 PERFORMANCE REVIEWS

6.3.1 The purposes of the city's performance review program are to enhance the motivation and productivity of each employee and provide the city with a means by which it can continuously monitor the effectiveness of its operations and the services it provides. Performance reviews serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions and retention. Written reports identify specific performance levels as compared to established standards, to acknowledge the merit of above standard performance, and to prescribe the means and methods for correcting performance deficiencies to the required level of performance.

6.3.2 Under the city's performance review program, all employees receive annual performance evaluations. Supervisors are encouraged to provide ongoing assessment of employee performance. In addition, supervisors also may conduct formal performance appraisals at other times the supervisor believes appropriate. A performance review should be completed by an employee's immediate supervisor prior to an employee's completion of his or her probationary period and prior to consideration for a merit pay increase.

6.3.3 Performance reviews will be signed by the city administrator, department director, immediate supervisor and the employee. The employee's signature does not necessarily indicate that the employee agrees with the evaluation, but that the evaluation has been reviewed with the employee. Any disagreement with the review should be addressed in writing by the employee to the department director or evaluating supervisor indicating the specific area(s) of disagreement. The city administrator also should review the comments. These comments will be placed in the employee's personnel file along with the performance appraisal.

VII. COMPENSATION AND PAY ADMINISTRATION

7.1 COMPENSATION SCHEDULE

- 7.1.1 The policy of the City of Gold Beach is to recruit and retain the most qualified employees available, to compensate the employees based upon their duties and responsibilities and to acknowledge those employees who have performed successfully. To this end, to the best of its ability the city will develop a pay plan that is competitive with comparable labor markets; compensates employees according to the level of their tasks, responsibilities and other relevant job evaluation factors and provides a system to acknowledge successful performance based on evaluations of employee performance.
- 7.1.2 The city administrator will recommend to the Gold Beach City Council, for adoption by resolution, a pay plan covering all classes of positions, including the minimum and maximum rates of pay and such intermediate rates as are appropriate (salary ranges).
- 7.1.3 The salary ranges assigned to each classification will be established to reflect the differences in the duties and responsibilities between it and other classifications taking into consideration salary rates and benefits paid by other employers for similar work in public and private employment, the city's financial condition and other relevant factors.
- 7.1.4 The city administrator is responsible for maintaining a compensation plan that is current and reasonable. The city administrator or Gold Beach City Council may initiate salary studies at any time. As a result of these studies, the Gold Beach City Council may approve adjustments to the city's pay plan.
- 7.1.5 All new or newly appointed employees generally will begin at the base level for the classification assigned to their position. However, upon the recommendation of the department director and with approval of the city administrator, an employee may be hired to any level of the range within their classification. Whether an employee qualifies for a higher level will depend on the employee's education and experience, market factors, and budget. Employees hired at advanced levels in the range, due to their education and experience, will receive increases at the interval appropriate to that level.
- 7.1.6 It is the city's policy to grant regular employees, who are performing satisfactorily, level increases according to the schedule in their classification. Performance appraisals must be completed prior to receiving a level increase.

- 7.1.7 Salary and wages are administered within the budgetary constraints of the city. If, at the discretion of the Gold Beach City Council, insufficient funds exist, compensation practices may be altered or suspended.
- 7.1.8 Outside training required by the city will be paid for by the city and time spent in required training will be considered time worked. With department director approval, paid time off may be granted in lieu of considering the time spent in required training or participating in examinations for the required certification as time worked.
- 7.1.9 Employees are not entitled to pay for travel between their home, or other off duty location, and work for the regular shift, for overtime, or for extra duty assignments. Employees are entitled to receive pay while engaged in business travel for the purpose of carrying out city business, in accordance with the Fair Labor Standards Act.

7.2 PAY CHANGES

- 7.2.1 Promotion. Employees are eligible for advancement to the next step in their salary range upon completion of one year of employment and/or successful completion of the probationary period, whichever occurs first. Salary reviews occur annually on the anniversary of the first date of employment.
- 7.2.2 Transfer. An employee who is transferred to a classification in the same salary range as their current classification will remain at the same level in the salary range. Salary review dates will not be changed as a result of a transfer. Employees who are transferred to a classification in a different salary range will serve a probationary period in accordance with the policy on probation, and salary review dates will change as a result.
- 7.2.3 Reclassification and Reallocation. Reclassification and reallocation occur as a result of a change or re-evaluation of duties, responsibilities and/or knowledge, skill, and ability requirements of a position. Reclassification or reallocation may occur as a result of reorganization, reduction in force, or voluntary reassignment.

The increase and salary review date of an employee holding a position that is reclassified or reallocated to a classification in a higher salary level is handled in the same manner as a promoted employee.

If an employee is in a position that is reclassified or reallocated to a lower salary level, the employee's pay rate will be the highest level in the lower salary range that is less than or equal to the employee's former pay rate. The employee's eligibility for a level increase will be based on the time served in the previous level plus the time served at the new level.

7.2.4 Demotion. Demotion is a disciplinary action resulting in the employee being reclassified to a lower salary range. A demoted employee will be placed on the level in the lower salary range that is closest to, but not lower than, the employee's current pay rate. The first salary review date will be on the successful completion of the probationary period and successive salary review dates will be on the anniversary of the first date of employment in the reclassified position, with annualization thereafter to January 1 of each year.

7.3 PAY DEDUCTIONS

7.3.1 The city makes certain pay deductions from an employee's earnings in accordance with state and federal law, such as income taxes, social security taxes, and worker's benefit fund assessments. Additional deductions may be authorized by an employee in writing to cover costs of participation in city provided programs, such as insurance.

7.3.1 Court ordered wage withholding or garnishments on an employee's wages will be processed in accordance with applicable law and Section 5.3.

7.4 PAY DAY

7.4.1 All city employees are paid semi-monthly, on the 15th and 30th of each month.

7.4.1.1 In the event a regular payday falls on a Saturday, Sunday or holiday, employees will receive their pay the preceding working day.

7.4.2 Each paycheck will include earnings for all work performed and reported through the end of the previous payroll period. If time sheets are not provided on time, the employee's paycheck will reflect base earnings only. Adjustments to base salary will appear on a subsequent paycheck for which time sheets were timely received.

7.4.3 Employees may choose to receive a standard paper paycheck or have their wages electronically deposited. Employees who choose to have their wages deposited electronically will receive a copy of a voided check or check stub on payday showing their earnings, deductions, accruals and net pay.

7.4.4 Electronic Payroll Deposit. Participation in electronic payroll deposit is voluntary. Employees must complete an authorization form in order to have their payroll funds electronically deposited. Funds deposited electronically are available to the employee on payday. Electronic payroll deposit Authorization forms will be available from the Gold Beach Business Office.

7.5 TIME SHEETS

- 7.5.1 All employees are responsible for accurately recording time worked and leave used. Federal and state laws require the city to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.
- 7.5.2 Timesheets will be provided to department directors following each payday. Timesheets are to be completed by the employee, signed submitted to the department director for verification and signature.
- 7.5.3 Timesheets are due in the Gold Beach Business Office on the 12th and 27th of each month. If the 12th and/or 27th falls on a weekend, then timesheets will be due the following Monday.
- 7.5.4 Employees will need to project time worked and leave used for the three (3) days between when timesheets are due and the end of the pay period. Any needed adjustments to these projected days will be made in the following pay period.
- 7.5.5 Overtime earned will be paid in the pay period earned, except if it falls within the 3-day period referenced in Section 5.4.4. Overtime earned within that 3-day period will be paid in the following pay period.

VIII. BENEFITS

8.1 HOLIDAYS

- 8.1.1 The city grants paid holiday time off to all regular and probationary full-time employees on holidays listed below. Probationary employees must have been employed and due compensation by the city for at least the day prior to the holiday to receive the holiday as a paid holiday.

New Year's Day (January 1)	Veteran's Day (November 11)
Martin Luther King, Jr. Day (3 rd Monday in January)	Thanksgiving Day (4 th Thursday in November)
President's Day (3 rd Monday in February)	Day after Thanksgiving
Memorial Day (3 rd Monday in May)	½ Day Christmas Eve (December 24)
Independence Day (July 4)	Christmas Day (December 25)
Labor Day (1 st Monday in September)	½ Day New Year's Eve (December 31)

- 8.1.2 A holiday listed above that falls on a Saturday will be observed on the proceeding Friday. A holiday that falls on a Sunday will be observed on the following Monday.
- 8.1.3 Regular part-time employees working a minimum of 20 hours per week are eligible for paid holiday time off in an amount proportionate to that which they would earn under full-time employment. If the holiday falls on a regularly scheduled workday.
- 8.1.4 Any employee, other than a police officer, required to work during a designated holiday shall, in addition to being paid for the holiday, be compensated for each hour worked. Compensation shall be either cash or compensatory time off, at the discretion of the city administrator. Such compensation shall be based on straight time for the first eight (8) hours worked and one and one-half (1 1/2) times the hours worked thereafter. Exempt employees are expected to schedule their work so that holiday work is not required. In the event that an emergency requires work by such an employee, the employee will be granted compensatory time off on an hour for hour basis.

8.2 VACATION

8.2.1 All regular full-time employees are eligible for vacation based on the schedule below. All accruals begin from the date of employment. Although vacation leave shall accrue from the beginning of employment, no vacation time will be authorized during an employee's probationary period, unless specific arrangement have been made at time of hire. Vacation leave cannot be used in advance of accrual.

<u>MONTHS OF SERVICE</u>	<u>MONTHLY ACCUMULATION</u>
0 – 60 (to 5 years)	8.00 hours
61 – 120 (5 - 10 years)	10.00 hours
121 – 180 (10 - 15 years)	12.00 hours
181 – 240 (15 – 20 years)	14.00 hours
240+ (20 years)	16.66 hours

- 8.2.2 The city administrator shall earn 10 hours vacation per month. At the end of 5 years of continual employment, additional hours may be awarded by resolution of the Gold Beach City Council.
- 8.2.3 Regular part-time employees working a minimum of 20 hours per week are eligible for vacation leave in an amount proportionate to that which they would earn under full-time employment.
- 8.2.4 Employees may accrue vacation leave to a maximum of 25 days. Any

vacation time accrued beyond the maximum of 25 days will be forfeited. There will be no pay in lieu of vacation time not taken except at termination at which time any remaining accrued earned vacation hours will be paid in full.

8.2.5 Earned vacation shall be paid at current salary rate.

8.2.6 No vacation shall be accrued while an employee is on a leave of absence without pay.

8.2.7 Vacation leave will not be granted beyond the amount of vacation leave accumulated.

8.2.8 Vacations must be taken at a time mutually agreed upon by the department director and employee. Vacations may be taken only with the advance approval of the employee's immediate supervisor and department director.

8.2.9 When a paid holiday falls within an employee's vacation, the holiday will not be deducted from the vacation balance.

8.2.10 Any regular employee leaving the city in good standing after one year of service and after giving proper notice of terminations as provided in 7.1 shall be compensated for vacation leave accrued and unused to date of separation. In case of the death of the employee, compensation for accrued vacation leave shall be paid in the same manner that any salary due the decedent is paid.

8.3 SICK LEAVE

8.3.1 Regular full-time employees will earn eight (8) hours of sick leave with full pay for each full month worked from date of hire. Regular part-time employees working a minimum of 20 hours per week shall accrue sick leave on a pro-rata basis. Temporary employees do not accrue sick leave.

8.3.2 Employees will be charged sick leave on an hour by hour basis for each hour absent.

8.3.3 Sick leave may not be taken until the successful completion of the first month of a new employee's probationary period. Sick leave cannot be used in advance of accrual.

8.3.4 Employees may utilize sick leave for the following reasons:

- A. Non-occupational personal illness or injury.
- B. Quarantine of an employee by a physician.
- C. Illness or injury in the immediate family requiring the employee to be

absent from work, providing the immediate family member is a member of the employee's household.

- 8.3.5 Employees shall notify their supervisor of absence due to illness or injury or the illness or injury of an immediate family member requiring the employee to be absent from work as early as possible prior to the time they would otherwise report to work.
- 8.3.6 The city may require proof of the reason for utilization of sick leave, and may require a physician's verification after more than three (3) consecutive working days.
- 8.3.7 When an employee must take time off from work as a result of an on-the-job injury or illness, the employee will receive compensation as scheduled by the city's worker's compensation benefit provider and he or she may supplement it with sick leave or vacation pay to equal regular take home pay. Such supplemental pay shall be deducted from the sick or vacation pay entitlement of the employee at the employee's choice. Employees must submit a copy of their workers' compensation pay stub to receive integration of compensation.
- 8.3.8 Any regular full-time employee in need of an extended amount of time off due to illness or injury of self or an immediate family member may apply for leave without pay for up to ninety (90) calendar days once all other accrued leave with pay has been depleted.
- 8.3.9 An employee who is not eligible for sick leave with pay may apply for leave without pay pursuant to Section ???? of the city personnel policies.
- 8.3.10 An employee may annually donate up to a total of 40 hours of accrued but unused sick leave to any regular employee(s), provided that the giving employee maintains at least 150 hours of accrued but unused leave for his or her own use and that the receiving employee has used all of his or her own accrued paid time off, including sick leave, vacation time, and compensatory time, and requires additional sick leave to recover from an illness or injury. An employee who chooses to donate time must notify the city in writing of the donation
- 8.3.11 Upon termination of employment with the city, one-half of the employee's unused sick leave will be converted to Public Employees Retirement System (PERS) in accordance with PERS rules or its successor as determined by the state of Oregon.
- 8.3.12 The improper use of sick leave is cause for disciplinary action up to and including dismissal.

8.4 FAMILY MEDICAL LEAVE

- 8.4.1 Family medical leave is unpaid leave for certain family or medical reasons. It is generally a leave of absence for up to 12 weeks provided by both the Oregon Family Leave Act (OFLA) and the federal Family and Medical Leave Act (FMLA), or up to 26 weeks provided by FMLA for care of a covered service member. The following provisions are subject to modification by state and/or federal laws.
- 8.4.2 OFLA eligible employees are those who have been employed by the city for at least 180 calendar days immediately preceding the day on which the leave begins and have worked an average of 25 hours per week during the 180-day period. If the leave is to care for a newborn child or newly placed adoptive or foster child, the 25-hour per week requirement does not apply. FMLA eligible employees are those who have been employed by the city for at least 12 months (which need not be consecutive) and worked at least 1,250 hours during the 12-month period immediately preceding the leave. The city uses a "rolling forward calendar" for administration of FMLA.
- 8.4.3 Employees eligible for family medical leave are entitled to leave in the following circumstances:
- A. Employee's own serious health condition, including pregnancy related conditions;
 - B. Serious health condition of employee's family member: spouse; parent; parent-in-law; biological, adopted or foster child (of any age); same sex domestic partner; grandparent; grandchild;
 - C. Newborn, or newly adopted or newly placed foster child ("parental leave");
 - D. Non-serious health condition of a child requiring home care ("sick child leave");
 - E. Qualifying exigency under FMLA when a spouse, son, daughter or parent is on active duty or has been notified on an impending call to active duty;
 - F. Care for a covered service member by a spouse, son, daughter, parent or next of kin.
- 8.4.4 Parental leave is available to both male and female employees. Parental leave must be used within 12 months of the birth of a newborn or placement of an adopted or foster child.

8.4.5 A serious health condition is an illness, injury, impairment or physical or mental condition that involves:

- A. Conditions requiring constant or continuing care;
- B. Inpatient care;
- C. Critical illness or injuries diagnosed as terminal or that pose an imminent danger of death;
- D. Permanent or long-term incapacity due to a condition for which treatment may not be effective, such as Alzheimer's disease, a severe stroke, or terminal stages of a disease;
- E. Permanent or long-term incapacity for more than three consecutive calendar days involving 1) two or more treatments by a health care provider, or 2) one treatment followed by regimen of continuing treatment;
- F. Absences for pregnancy related disability;
- G. Absences for prenatal care;
- H. Absences for chronic conditions;
- I. Multiple treatments for conditions that if not treated would likely result in incapacity of more than three days.

8.4.6 Serious health conditions are usually not common colds, flu, ear aches, upset stomach, routine headaches, sore throat, or routine medical or dental visits. Periods of employee disability resulting from occupational injury or illness will qualify as family medical leave under this policy if the injury or illness is a serious health condition.

8.4.7 An FMLA qualifying exigency is defined by U.S. Department of Labor regulations. The number of weeks available under FMLA to care for a service member is 26 weeks. The 26 weeks must be used in a single 12-month period.

8.4.8 Generally, an employee may take a total of 12 weeks of leave per year for any combination of qualifying purposes. More than 12 weeks is available under OFLA in two circumstances: a) a female employee who takes leave for a pregnancy related disability may take up to an additional 12 weeks for any other OFLA qualifying purpose; and b) any employee who uses a full 12 weeks of parental leave may use up to 12 additional weeks in the same leave year for sick child leave.

- 8.4.9 Because OFLA has more qualifying circumstances than FFMLA, where an eligible employee takes up to 12 weeks leave of OFLA leave for an OFLA purpose not covered by FMLA, the employee may still have 12 weeks of FMLA leave available. Otherwise, OFLA requires that family leave be taken concurrently with any leave taken under FMLA.
- 8.4.10 Except for holidays, all other available paid leave will run concurrently and must be used during family medical leave. Worker's compensation leave will also run concurrently with family medical leave unless the employee is unable to work because of a compensable disabling injury. However, OFLA leave will automatically begin when the employee refuses a bona fide offer of light duty or modified work.
- 8.4.11 The per year calculation period during which leave is available is measured backward from the date the employee first uses any family medical leave. The leave may be taken in full, intermittent, or reduced time increments. Prior written approval from the employee's department director is required for leave taken in intermittent or reduced time increments. Requests for this option are reviewed on a case-by-case basis and granted at the department director's discretion.
- 8.4.12 Employees must give the city at least 30 days' written notice of the need for leave when it is foreseeable. If 30 days notice is not possible, employees should give as much notice as practical. In unanticipated or emergency situations, employees must give verbal or written notice as soon as possible, but in no event within one or two business days. Another person on the employee's behalf may provide verbal notice. The city may designate absences as FMLA after the employee's return to work.
- 8.4.13 Written notice should be provided on the city's form and should be delivered to the employee's department director or the administrative services director. Whether or no written or provided on the city's form, the notice must describe the situation they believe qualifies for family medical leave. Failure to provide notice required under this policy may result in a reduction or delay of leave, and may be cause of disciplinary action.
- 8.4.14 The employee must make a reasonable effort to schedule treatment for serious health conditions in a manner that does not unduly disrupt the city's daily operations.
- 8.4.15 The city is not required to grant a leave request for sick child leave during the period of time in which another family member is willing and able to care for the sick child. The city also is not required to grant a leave request to care for a family member with a serious health condition unless:

- A. The family member with the serious health condition is unable to transport their self to a health care provider;
- B. The family member with the serious health condition is unable to care for their own basic medical, hygienic, or nutritional needs or safety;
- C. When the employee is needed to make arrangements for changes in care, such as transfer to a nursing home;
- D. When the employee is providing psychological comfort and reassurance that would be beneficial to the family member with a serious health condition who is receiving inpatient or home care;

8.4.16 Following receipt of the employee's notice and prior to the commencement of leave, unless it is unanticipated or an emergency, the administrative services director will provide the employee with notice regarding the designation of OFLA and FMLA qualifying leave, the use of paid leave during family medical leave, and of the employee's rights and responsibilities.

8.4.17 The department director or city administrator may require the employee to provide periodic reports during leave regarding the employee's status and intent to return to work.

8.4.18 Employees may be required to provide a medical certification from a health care provider in support of a family medical leave request. The certification must be provided prior to the leave if the leave is anticipated or not an emergency. In some cases, the city administrator may require a second or third opinion, at the city's expenses. Medical certification is not required for parental leave, although an employee may be required to provide documentation of birth, adoption, or foster placement. Medical certification may also be required if sick child leave is requested after three occurrences in a year; although, second opinions may not be required in these instances.

8.4.19 If the employee's medical leave is for their own condition, the city administrator may require a fitness for duty certification, at the city's expense, prior to returning to work at their former position.

8.4.20 During family medical leave of one month or longer the employee should call to report their status to their supervisor or the city administrator every 30 days. During shorter family medical leave, the employee should call to report their status on a weekly basis. Employees are expected to immediately report to their supervisor or the city administrator any change in their need for leave or their intention to return to work.

8.4.21 During the time that family medical leave runs concurrently with other paid leave, all benefits, including vacation, will continue to accrue (except for those portions used). During the time that family medical leave runs concurrently with any unpaid leave, no benefits will accrue. With respect to group health insurance benefits (medical, dental and vision), the city will continue to pay its share of the employee's insurance premiums during the first 12 weeks of family medical leave and during any period thereafter that constitutes FMLA leave, unless the employee declines coverage. During the paid portion of family medical leave, the employee's portion will be deducted from the employee's paycheck; during the unpaid portion of family medical leave, the employee must pay their portion by the first of each calendar month. The city is not required to maintain group health insurance coverage during unpaid OFLA leave. The employee should contact the administrative services director regarding the employee's rights and responsibilities to continue coverage.

8.4.22 If an employee returns directly from family medical leave, group health insurance benefits will be reinstated immediately but other benefits will be reinstated at the first of the following month. If the leave exceeds the limit, the employee will be required to meet the eligibility guidelines before coverage is reinstated and pre-existing condition limitations may apply.

8.4.23 Reinstatement following family medical leave is to the employee's former position, unless the position has been eliminated, in which case the employee may be entitled to reinstatement to an available equivalent job. An employee who gives notice of intent not to return to work will not have reinstatement rights. An employee who fails to return to work at the conclusion of approved family medical leave may be deemed to have voluntarily terminated employment, particularly if the employee's continued absence does not qualify as OFLA leave.

8.5 GENERAL LEAVE OF ABSENCE

8.5.1 A general leave of absence with or without pay is available to regular full-time employees. A general leave of absence is time off from work (other than sick leave, vacation or holidays). A leave of absence may be with or without pay, at the discretion of the city administrator.

8.5.2 A request for a general leave of absence must be made in writing to the department director (or in the case of a department director requesting leave, to the city administrator), who will provide a recommendation to the city administrator. The written request must state the purpose and reason for requesting the leave and identify the beginning and ending dates of the proposed leave.

- 8.5.3 Only the city administrator may grant a general leave of absence of up to thirty (30) calendar days. Requests for a leave of absence, other than military leave, for thirty (30) calendar days or more must be approved by the Gold Beach City Council.
- 8.5.4 An employee who is granted a leave without pay for a period in excess of thirty (30) consecutive calendar days for a purpose other than military leave must take any accumulated vacation leave prior to being placed on leave without pay.
- 8.5.5 An employee who is granted a leave without pay for less than 30 days will continue to receive and accrue benefits during the period of the leave. Benefits will cease to accrue for leave without pay beyond 30 consecutive calendar days. An employee may continue to receive insurance coverage if the employee pays the insurance premiums. Arrangements must be made with the administrative services director prior to beginning any leave in order for insurance to continue.
- 8.5.6 Reinstatement following a general leave of absence is not guaranteed. When taking a general leave of absence, the employee should thoroughly understand that their former position might not be available. Operating conditions may change during the period of leave to such an extent as to make reinstatement impracticable. Failure of the employee to return to work on the day following the expiration of the approved general leave will be considered a voluntary termination of employment.

8.6 MILITARY LEAVE

- 8.6.1 Military leave will be granted to an employee who is absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Act (USERRA) and the Oregon Military Leave and Reemployment Rights Act. Advance notice of military services is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.
- 8.6.2 An employee requesting military leave may use any available and appropriate paid time off for the absence. If accrued paid time off is to be used for military leave, the request must be made in writing to the administrative services director.
- 8.6.3 All employees who are members of the Oregon National Guard or any reserve component of the armed forces of the United States are entitled to a paid leave of absence for up to 15 consecutive work days in any federal fiscal year (October 1 to September 30) for training, provided the employee has been employed by the city at least six months prior to the leave. This provision does not apply to weekend duty.

8.6.4 Continuation of health and dental insurance benefits is available as required by USERRA based on the length of leave and subject to terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

8.6.5 An employee on military leave for up to 30 days is required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA.

8.6.6 An employee returning from military leave that did not exceed 90 days will be placed in their former position. If the military leave exceeded 90 days, the employee will be returned to a position they would have attained had they remained continuously employed in a comparable position depending on the length of military service in accordance with USERRA. The employee will be treated as though they were continuously employed for purposes of determining benefits based on length of services. Employees who have not completed their probationary period prior to the time the military leave commences must complete the remainder of the probationary period upon return.

8.7 COURT LEAVE

8.7.1 Regular employees will be granted a leave of absence with pay when required to report for jury service or to appear before a court, legislative committee or judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority.

A. Jury Duty. Regular employees may be granted a leave of absence with pay when required to serve as a juror in Federal, State, or County Court. When requesting leave, the employee must provide the department director with a copy of the summons documents. In order to receive pay for the time served, the employee must submit an attendance slip from the court verifying the dates and time of service and compensation received. Either the city or the employee may request a postponement of jury duty if, in the city's judgment, the employee's absence would create serious operational difficulties.

B. Witness Duty. Regular employees will be granted court leave with pay to appear as a witness in a judicial, legislative, or quasi-judicial proceeding only if the summons is required for a city-related matter or as a result of employment with the city. Witness duty does not qualify as on duty time, or for overtime, unless the employee's appearance has been requested by the city. All other appearances are without pay, but the employee may use any accrued paid leave.

8.7.2 All payments to the employee by the court, except mileage, must be turned over to the city if the court leave was paid leave.

8.7.3 An employee is expected to report to work whenever the court schedule permits or when they are released from service from the remainder of a scheduled workday.

8.8 BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Immediate family members is defined as spouse, eligible domestic partner, child, parent, spouse's or domestic partner's parent, sister, brother, grandchild or grandparent for the purpose of bereavement leave. Up to three (3) days of paid bereavement leave will be provided to employees working in regular, full-time, and part-time positions, and who have successfully completed their initial probation period. Bereavement leave is calculated on the base pay rate at the time of leave, and will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with supervisory approval, use any available paid leave for additional time off as necessary.

8.9 COMPENSATORY TIME (OVERTIME)

8.9.1 Non-exempt employees not covered by a collective bargaining agreement are compensated for all hours worked over 40 in a workweek. Compensatory time is paid at the rate of time and one-half. It may be accumulated or received as a cash payment. Compensatory time that has been accumulated may not be converted to cash without prior approval of the department director, and then only in those instances where there are sufficient funds to cover the additional cost.

8.9.2 All overtime worked by non-exempt employees must be approved by the immediate supervisor in advance of being worked; however, in the case of emergencies, the employee must notify the supervisor as soon as possible of the need to work overtime. Non-exempt employees who work overtime without proper approval or, in the case of emergencies, without proper notification will be subject to disciplinary action.

8.9.3 An employee may not accumulate more than 30 hours of compensatory time. All accumulated time in excess of 30 hours will be paid to the employee in the paycheck for that pay period. Regular breaks that are not taken cannot be used to accumulate compensatory time. Compensatory time off must be arranged by mutual agreement between the employee and the department director

8.10 HEALTH INSURANCE

- 8.10.1 The city's health insurance plan provides employees and their dependents access to medical, dental and vision care insurance benefits. All regular and probationary employees are eligible to participate in the health insurance plan after a waiting period. Regular part-time employees participate on a pro-rated basis based on their regularly scheduled work hours.
- 8.10.2 All health insurance becomes effective on the first of the month following the first full month of employment.
- 8.10.3 A change in employment status that would result in loss of eligibility to participate in the health insurance plan may qualify an employee or dependent for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Other common events qualifying for COBRA are death of an employee, an employee's divorce or legal separation, or dependent children no longer meeting eligibility requirements. Because COBRA applies to events and dependents not related to the employee's employment, it is the employee's responsibility to notify the administrative services director of any qualifying events.
- 8.10.4 Questions regarding COBRA and any other questions regarding city health insurance plans and eligibility should be directed to the administrative services director.
- 8.10.5 The city reserves the right to adjust policy provisions, employee contribution requirements, and to discontinue providing one or more of these coverages at the city's sole option.

8.11 LIFE INSURANCE

- 8.11.1 The city pays the premium for \$10,000 of life and Accidental Death and dismemberment) at no cost to the employee with no option for dependents. Coverage begins on the first day of the month following hire date. Part-time employees are not eligible for life insurance coverage.
- 8.11.2 Eligible employees may participate in the life insurance and AD&D plans subject to all terms and conditions of the agreement between the city and the insurance carrier.

8.12 DISABILITY

The city does not provide disability insurance. However, disability insurance is available for purchase by the employee through the city's carrier.

8.13 WORKER'S COMPENSATION

- 8.13.1 All employees of the city are covered from their initial date of hire by Worker's Compensation Insurance. Premiums for this protection are paid by the city.
- 8.13.2 Worker's compensation benefits are paid while an employee is disabled from an injury suffered while on the job from the 3rd day of disability. If disability continues beyond the 14th day, benefits are paid from the date of the disability.
- 8.13.3 An injured employee is responsible for notifying his or her supervisor immediately following an on-the-job injury unless the seriousness of the accident prohibits the employee from doing so. The employee is responsible for completing an accident report and initiating a claim for worker's compensation coverage. Information and forms to initiate the claims process can be obtained from the City of Gold Beach Business Office. An employee's supervisor will prepare an accident report and initiate a claim in the event that the employee is incapable of doing so. Failure of an employee to report an accident or injury may result in delay or denial of coverage.
- 8.13.4 The city will continue to make contributions toward health insurance on behalf of an employee receiving worker's compensation benefits for a work-related injury to the extent permitted by the city's health insurance administrator guidelines, after which the employee may be required to obtain COBRA coverage in order to continue to receive benefits.
- 8.13.5 An employee receiving worker's compensation benefits for a work-related injury resulting in time away from work will continue to accrue vacation and sick leave for a period not to exceed three (3) months.
- 8.13.6 When the injured employee receives payment for worker's compensation, the employee will remit the worker's compensation payment(s) to the city. The city will pay the employee's sick leave until his or her accrued paid sick leave is exhausted. The worker's compensation payment(s) will be credited against sick leave with a corresponding credit to earned sick leave.
- 8.13.7 An employee receiving worker's compensation benefits may use the same procedure described in 9.13.7 for accrued vacation at his or her option.

8.14 RETIREMENT

- 8.14.1 The city participates in the Oregon Public Employees Retirement System (PERS) retirement system provided through the state of Oregon. Employees who have worked more than six months in a position requiring

600 hours or more of work a year are eligible to participate in the program. Eligibility for future employees is subject to modifications by the Oregon Legislature.

8.14.2 The city makes contributions toward the employee's retirement benefit in accordance with state law.

8.14.3 Normal retirement age for employees depends on the classification and term of service of the employee, as well as the terms of the retirement plan or tier to which each employee belongs.

8.14.4 For more details, please refer to the PERS Handbook, the PERS website at www.oregon.gov/pers or other official sources of information.

8.15 DEFERRED COMPENSATION

The city participates in a deferred compensation program through the United States Conference of Mayors PEBSCO Securities Corporation (USCM/West). All regular employees are permitted to participate in this program.

IX. TRAINING, PROFESSIONAL ORGANIZATIONS, TRAVEL AND EXPENSES, AND EDUCATIONAL OPPORTUNITIES

9.1 PROFESSIONAL ORGANIZATIONS

9.1.1 The city may authorize membership in professional organizations where the membership is of benefit to the city in terms of keeping the employee abreast of current developments in their field or profession. Additionally, the city recognizes the value of community service through applicable organizations and in membership in those programs. In all cases, membership fees must be approved by the department director in advance of payment.

9.1.2 The city encourages attendance at related meetings programs and the employee's supervisor may approve periodic absences to attend these meetings.

9.1.3 Miscellaneous expenses associated with the programs conducted by professional organizations (i.e. luncheons and seminars) may be reimbursed in accordance with the Travel and Expense Guidelines (Section ????) if there has been prior approval from the department director in accordance with this section.

9.2 TRAVEL AND EXPENSE GUIDELINES

- 9.2.1 All out of town travel must be approved by the department director and city administrator (or designee in the absence of the city administrator) in advance of travel taken.
- 9.2.2 The city will reimburse an employee for reasonable business travel expenses incurred while on assignments away from the normal work location, but only for expenses that are deemed non-taxable by the IRS. The paid and reimbursed amounts will be determined by IRS guidelines when applicable, in accordance with the following guidelines.
- 9.2.3 Employees are expected to limit expense to reasonable and economical amounts and to utilize providers (i.e., airlines and hotels) that result in the lowest cost to the city. Room service is not a reasonable or economic expense and will not be reimbursed. The city retains the right to determine the mode of transportation most appropriate to the type of travel involved.
- 9.2.4 With prior approval, a family member or friend may accompany employees on business travel when not traveling in a city owned vehicle and when their presence will not interfere with the successful completion of business objectives. Generally, the employee also is permitted to combine personal travel with business travel, so long as time away from work is approved and, once again, a city vehicle is not being used. Additional expenses arising from non-business travel or incurred by the friend or family member are the responsibility of the employee and will not be reimbursed or otherwise charged or billed to the city.
- 9.2.5 When employees are required to travel outside the city on city business, the city will pay reasonable costs of meals, lodging, and other necessary expenses such as parking and tolls.
- 9.2.6 An employee may request a cash advance or receive reimbursement for travel expenses incurred while on city business. The city will pay for employee travel expenses based on actual costs and/or standard federal CONUS destination per diem rates as follows:
- A. Lodging. If overnight lodging is required, employees must reserve rooms at the lowest available government or discount rate at the location of the training/meeting, or other nearby lodging establishment. The federal per diem rate for lodging will be used as a guideline for determining what is a reasonable rate. Approved lodging expenses are paid at actual cost.
 - B. Air Travel. If air travel is required, employees should select the

lowest cost flight that best meets his or her needs. In some cases, it is important to consider the best use of the employee's time or the employee's effectiveness upon arrival when selecting travel arrangements. Approved air travel expenses are paid at actual cost.

C. Personal Vehicle Travel (Mileage). The city will reimburse employees ten (10) cents per mile for general vehicle operating expenses for use of their personal vehicle for city business. Employees also will be temporarily issued a city fuel credit card to pay for fuel expenses during business travel. If a city fuel credit card is unavailable, employees will be reimbursed for fuel expenses upon remittance of fuel receipts. Employees are encouraged to carpool whenever possible.

D. Rental Car. If a rental car is required, employees are required to reserve a rental car at the lowest cost rate that will meet the employee's needs. The city provides excess liability coverage to supplement the coverage automatically provided by car rental companies. However, the Oregon Tort Claims Act does not apply outside Oregon. For that reason, drivers will purchase the offered insurance through the rental company. Excess liability coverage, collision coverage deductibles, and other charges not covered by the car rental company insurance will not be paid by the city if an accident occurs when the vehicle is used outside the scope of city business.

E. Meals. The city uses a per diem basis for employee meals during travel. Employees will receive a federal standard CONUS destination per diem rate for meal expenses. These rates are available at <http://www.gsa.gov/portal/category/100120>.

9.2.7 Upon return, employees are required to complete a Travel Expense Form (available from the City of Gold Beach Business Office) and attach receipts (and/or other reasonable documentation of travel expenses) for all travel expenses in order to receive reimbursement. Employees will not be reimbursed for expenses for which they do not submit receipts.

9.2.8 Employees receiving a cash advance also are required to complete a Travel Expense Form and submit receipts for travel expenses. Employees will return to the city all cash not spent or accounted for with receipts (or other reasonable documentation of travel expense).

9.2.9 The city will not pay for non-employee travel expenses or for alcoholic beverages.

9.2.10 Any non-exempt city employee traveling to or returning from out of town meetings, trainings or programs more than 30 miles from Gold Beach will be paid for their travel time.

9.3 EDUCATION OPPORTUNITIES

9.3.1 It is the policy of the city to encourage city employees to upgrade their job skills through education and training. The city may pay the cost of tuition, books and required supplies for training and education provided that:

- A. The specific class or course is job related as determined by the department director.
- B. The employee's department has sufficient funds to cover the costs.
- C. The employee completes the class or course and receives a satisfactory grade.
- D. The employee requested and was approved for reimbursement by his or her department director prior to registering for the class or course.

9.3.2 The city may allow time off with pay and reimburse an employee for the expenses of attending classes, lectures, conferences, or conventions when attendance is determined by the department director to be a benefit to the city and to promote the employee's knowledge of his or her position. Time off will be approved only if the employee's absence will not create a hardship to the department.

X. PERSONAL CONDUCT

10.1 CODE OF ETHICS

10.1.1 The successful operation and reputation of the City of Gold Beach is based on the ethical conduct of the city's employees. The city's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, regard for the highest standards of conduct and personal integrity, and fairness.

10.1.2 All city employees are considered public officials and are subject to the state of Oregon's Government Standards and Practices (ethics) laws. The city will comply with these and all applicable laws and regulations and expects all employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

10.1.3 In general, use of good judgment based on high ethical principles will guide you with respect to lines of acceptable conduct. If a situation occurs where it is difficult to determine the proper course of action, the matter should be discussed with your supervisor or department director for advice and consultation.

10.1.4 Compliance with this policy of business ethics and conduct is the responsibility of every city employee. If you believe anyone has violated this code of ethics, you should report it to a department director or city administrator immediately.

10.2 GRATUITIES

10.2.1 The giving and receipt of gifts (favors or gratuities) for an employee's personal benefit or gain is disfavored because of the appearance of impropriety it creates. Therefore, employees of the city may not accept any gift from any person (person includes individuals and entities, such as corporations or other governmental bodies) that is engaged in or attempting to engage in business transactions with the city, or any agency of the state or any local government that might affect or give the appearance of affecting the employee's judgment in the impartial performance of his or her duties.

10.2.2 However, unsolicited gifts such as flowers and candy are considered "de minimus" and may be accepted so long as the gift does not provide the employee with any personal gain. If you are offered a gift and are not sure whether to accept or deny it, contact a department director or the city administrator for guidance.

10.3 CONFLICT OF INTEREST

10.3.1 Employees must conduct the city's business in such a way that prevents actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision, or gains information that is not available to the public that may result in a personal gain for that employee, or for a relative, as a result of the city's business dealings. For the purpose of this Section, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

10.3.2 The mere existence of a relationship with an outside firm or member of the public seeking a city services does not necessarily create a conflict of interest. However, if an employee has influence on transactions or a decision making process, disclosure of the relationship must be made immediately to the employee's supervisor or department director so that

safeguards can be established if necessary to protect all parties.

10.4 POLITICAL ACTIVITY

- 10.4.1 City employees are free to express political views on their own time. Nothing in this section is intended to restrict the political actions or activities of employees outside of their regular working hours.
- 10.4.2 City employees are prohibited from presenting themselves as representing the city in the conduct of their personal political activities.
- 10.4.3 Oregon (ORS 260.432(2)) prohibits any city employee from soliciting money, influence, service or other thing of value or otherwise aiding and/or promoting or opposing any political cause or the nomination or election of a person for public office while on the job during working hours. While on the job during working hours, employees may not gather signatures on any initiative, measure referendum or petition, either for or against.
- 10.4.4 Under the federal Hatch Act, an employee whose principal job responsibilities are financed all or in part from federal loans or grants may not use official influence to interfere with or affect the result of an election or a nomination for office. An employee covered by the Hatch Act may not, directly or indirectly, coerce or advise another employee to contribute anything of value in any form to any person or entity for political purposes.

10.5 PUBLIC INFORMATION

- 10.5.1 Media inquiries or other similar inquiries' should always be referred to a department director and the city administrator before responding. If an employee has received permission to communicate to others, such as the media, on behalf of the city in the course of their work duties, the employee should remember that they are representing the city and should ensure that any comments made reflect the city's position on the issue being discussed.
- 10.5.2 The city has an obligation to keep citizens informed about issues of public interest. Citizens will be provided information through a variety of sources such as newsletters, websites, press releases, etc. Citizen request for written information are subject to the Oregon public records law. All public records requests should be processed through the city recorder. Anyone requesting a copy of or access to city public records must complete a public records request, available from the city recorder.

10.6 PERSONAL APPEARANCE

- 10.6.1 The city respects an employee's individuality, and the use of common sense in choosing the appropriate clothing to be worn during business

hours. Each employee should recognize the importance of personal appearance to the professional image of the city and dress and groom according to the requirements of the position. This is particularly true if the job involves dealing with members of the public.

10.6.2 Generally, neat and casual businesslike or professional apparel is appropriate. Jeans are acceptable if permitted by your department director. Shorts and T-shirts generally are not permitted, although city T-shirts displaying the city logo and provided to employees by the city are acceptable. Employees performing labor or fieldwork may have additional guidelines. In some cases, such as police employees, uniforms are required, which will be provided by the city.

10.6.3 If a supervisor feels that an employee's personal appearance is inappropriate, the supervisor may ask the employee to leave the workplace until the employee is properly dressed and groomed. Under these circumstances, the employee will not be compensated for time away from work.

10.7 SMOKING/TOBACCO PRODUCTS

10.7.1 The city seeks to promote a safe, healthy and pleasant work environment for all employees and the public. All city facilities, including city-owned buildings, vehicles, individual employee offices or other facilities rented or leased by the city are smoke free. In accordance with state law, designated locations outside of the buildings will be established for employees to smoke.

10.7.2 Visitors to any city facility will be required to comply with the city's efforts to maintain a smoke free environment. Visitors failing to comply may be asked to leave the facility.

XI. CONTROLLED SUBSTANCE USE/DRUG TESTING

11.1 CONTROLLED SUBSTANCE USE POLICY AND RULES

11.1.1 The city is committed to its employees to provide a safe work environment and to promote high standards of employee health and performance. Using or being under the influence of or impaired by drugs or alcohol on the job may pose serious safety and health risks. The policy and rules in this Section cover all city applicants and employees, except those in the Police Department when covered by separate drug and alcohol rules.

11.1.2 The city recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. AN employee who seeks assistance with a drug or

alcohol problem may contact the administrative services director for assistance in identifying any city benefits and benefit programs that may be available to help deal with the problem. Employees can be assured that the contact will remain confidential to the extent legally possible. The city will provide reasonable accommodation of an employee's job circumstances as necessary and practical to allow treatment to take place.

- 11.1.3 The possession, transfer, offering, manufacture, use or being under the influence of, or impaired by, alcohol or illegal drugs while on city premises and while conducting business related activities off the city premises is prohibited. The conduct prohibited by the rule include use of illegal drugs and/or consumption of alcohol prior to reporting to work, during breaks or lunch periods, or on the job, and includes the presence of the odor of alcohol or drugs on the employee's breath when reporting to work. An employee whose breath or blood alcohol level is .02 or greater or whose blood contains the presence of any controlled substance is deemed "under the influence" for the purpose of this policy.
- 11.1.4 The legal use of prescribed drugs or over-the-counter medications is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. The legal use of marijuana may be permitted only if the use is while off-duty, the effects of the off-duty use do not render the employee unqualified for the job, unable to perform essential job duties, and/or unable to work safely. In all cases, clearance from a qualified physician may be required and the city retains the right to make the final determination concerning the employee's fitness to perform work.
- 11.1.5 Employees must notify their department director of any felony drug arrest or conviction and of any drug conviction by the next regularly scheduled workday.

11.2 DISCIPLINE

Employees of the city who violate the provisions of this Section will be judged on a case-by-case basis. Discipline up to and including discharge may be imposed. Other corrective action may also be imposed as the city deems appropriate. If corrective action includes treatment or counseling, any part of the cost of treatment or counseling not covered by the employee's then existing health insurance policy will be the employee's responsibility.

11.3 SEARCHES

- 11.3.1 The city reserves the right to search, without employee consent, all areas and property over which the city maintains joint or full control. All city

vehicles, equipment, offices, desks and lockers are subject to search by management. Searches that are undertaken specifically to investigate violations of these rules will be conducted in the presence of the employee if practical. If the employee is not available, or if the employee requests, a reasonable time will be allowed for a representative to be present before a search is conducted of property used by only one employee.

11.3.2 The city also has the right to search or inspect any item (lunch box, vehicle, purse, etc.) brought onto city premises if there is reasonable suspicion that alcohol or a controlled substance will be found.

11.3.3 Refusal by an employee to cooperate with a properly authorized search or inspection is cause for disciplinary action.

11.4 DRUG AND ALCOHOL TESTING

11.4.1 Applicant Testing. All applicants (including current employees) for employment in safety sensitive positions with the city must consent to testing for drug usage as part of the pre-employment process. As part of the application process, the applicant will be requested to sign an *Applicant Consent to Drug Testing* form. All offers of employment for safety sensitive positions are conditioned upon the applicant producing a negative drug test result. In addition, the city administrator may require an applicant (including a current employee) to consent to testing for drug usage if the city administrator has individualized suspicion concerning the applicant necessitating a drug screen. In such a case, the applicant will be requested to sign an *Applicant Consent to Drug Testing* form and any offer of employment will be conditions upon the applicant producing a negative drug test result.

11.4.2 Employee Testing. In those instances where an employee's impaired job performance or conduct provides reasonable suspicion of drug or alcohol use, the city may require appropriate testing. An employee in a position that requires a Commercial Driver's License (CDL) will be subject to random drug and alcohol testing pursuant to the federal Department of Transportation (DOT) guidelines.

11.4.3 All drug and alcohol testing and result validation will be performed by a laboratory selected by the city and in accordance with the then prevailing practices in the medical field. An employee who initially tests positive may request a second verifying test, at the employee's expense. The second test must be conducted at a DOT approved laboratory and in accordance with current federal regulations governing second tests and split samples (49 CFR, Part 40).

11.4.3.1 Laboratory test results will be retained in an employee or applicant's

confidential medical file. The test results will be delivered to the administrative services director and the results will be disclosed to the city administrator and appropriate department director and supervisor on a need-to-know basis. Disclosure of the written records without the applicant or employee's consent will be made only in accordance with state and/or federal law.

XII. STANDARDS OF CONDUCT/DISCIPLINE

12.1 EMPLOYEE PERFORMANCE AND CONDUCT

To attain the highest standards of performance and conduct from each employee, all employees are expected to conform to the following standards of conduct and, in accepting a position with the city, each employee accepts responsibility for conduct both on and off the job that reflects and builds a positive image for the city. The standards of conduct set out in this section serve as the basis for selection, evaluation, and discipline (including termination) of city employees, but are not meant to be an exhaustive or exclusive list. There will usually be a detailed job description and there may be other types of behavior or conduct that form the basis for performance review or are cause for disciplinary action.

12.1.1 Performance Standards

- A. Achieves and maintains a level of knowledge, skill and ability required by the employee's job classification and assignment.
- B. Is able to carry out assignments with the level of training and supervision appropriate to the employee's job classification and assignment.
- C. Exercises appropriate judgment, decision-making and initiative, including selection of work techniques, procedures and priorities.
- D. Knows and follows all relevant city and departmental policies and procedures.
- E. Carries out work assignments in a diligent, cost-effective, efficient and timely fashion.
- F. Expresses disagreements in an appropriate setting and in a manner that is constructive and not disruptive or harmful to the delivery of services.
- G. Maintains required levels of accuracy and quality.

- H. Develops and maintains satisfactory working relationships with other, including the public, as necessary to effectively carry out job responsibilities.
- I. Maintains necessary licenses and certifications.
- J. Acts with proper authority.
- K. Maintains the level of punctuality required in the employee's job assignment.
- L. Maintains an acceptable attendance record and follows required procedures for requesting and reporting absences.

12.1.2

Prohibited Conduct. Any action or inaction by a city employee, which is a hindrance to the effective performance of city functions or reflects discredit upon the city will be considered cause for disciplinary action. By way of illustration and not limitation, the following list provides examples of cause for disciplinary actions.

- A. Falsification of official records or documents, including applications and pre-employment documents.
- B. Misrepresentation of qualifications for employment.
- C. Unauthorized absence from duty, including failure to return from leave, or taking of unauthorized or excessive breaks while on duty.
- D. Insubordination or refusal to obey instructions that pertain to the employee's work or city requirements issued by a supervisor.
- E. Use of force or intimidation or abusive, offensive, derogatory language or mannerisms or other conduct that is inappropriate in a business setting.
- F. Violation of city rules, ordinances, and policies, including those set forth in this Handbook.
- G. Criminal violations that are related to job performance or are of such a nature that to continue an employee in their position could constitute negligence on the city's part.
- H. Discrimination or harassment based on any prohibited basis in the exercise of the employee's job responsibilities.
- I. Illegal possession, sale or use of controlled substances or intoxicants

while on duty.

- J. Use of city property or equipment for personal purposes in violation of the city's policies regarding such use.
- K. Misuse or abuse of city or public funds, or theft or misappropriation of the property of others.
- L. Acceptance of a fee, gift or other item of value in the course of the employee's work for the city.
- M. Unauthorized disclosure of confidential or privileged information.
- N. Actions or conduct that are violations of ethical standards and/or the conflict of interest rules.
- O. Reporting for work under the influence of intoxicants or controlled substances.
- P. Making false accusations that discredit, embarrass, or abuse supervisors, peers, the governing body, or the general public.
- Q. Unauthorized destruction of city property and/or equipment.

12.2 DISCIPLINARY PROCEDURES

12.2.1 Discipline is intended to be a constructive means of dealing with unacceptable behavior or employee performance deficiencies. Disciplinary actions should be appropriate to the seriousness of the infractions for performance deficiency. Department directors are authorized to take any of the following actions and to recommend termination for cause subject to the guidelines in this section. Only the city administrator has the authority to decide whether to discharge an employee. Therefore, department directors may discharge an employee only with prior written approval of the city administrator.

12.2.2 The corrective action process will not always commence with a verbal warning or include a sequence of steps. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, intent and motivation to change performance, and the environment in which the offense took place. There also may be circumstances that are serious enough to justify immediate suspension, or in extreme situations, immediate termination.

12.2.3 Also, in addition to the actions listed in this section, other non-disciplinary

actions may be appropriate as part, or in lieu, of a corrective action program. These include performance evaluation, additional supervision or training, restructuring of job assignment(s), or other actions as deemed appropriate.

12.2.4 All disciplinary actions, except warnings, must include a completed Disciplinary Action Form that is provided to the employee and that includes: 1) the purpose of the action; 2) the specific nature of performance or conduct problems with supporting facts; 3) the corrective action required; 4) the fact that more corrective action will be taken (including termination) if the employee does not correct or improve the performance or conduct problems; and 5) the employee's right to appeal the action by filing a grievance under Section ????????. The Disciplinary Action Form will be included in the employee's personnel file. Warnings do require documentation, but the documentation does not become part of the personnel file.

12.2.5 Disciplinary actions may include any of the following depending upon the seriousness of the infraction, previous work record, longevity of the employee and other relevant factors:

A. Warnings. A warning, whether oral or written, is an official communication to the employee that performance or conduct improvements need to be made. Supervisors or department directors may issue warnings. A written warning should be used when a verbal warning has not produced the necessary corrective action and where the possibility of disciplinary action exists if the improvements are not made. Both types of warnings should indicate to the employee the specific problem, what action is required for correction and that disciplinary action will follow if the employee does not satisfactorily correct the problem. A warning is not subject to the grievance procedure because no punitive action is taken. A written record of a verbal warning and copies of written warnings are kept by the supervisor but do not go into the employee's personnel file. The Disciplinary Action Form does not need to be completed when issuing a warning.

B. Suspension With Pay. The city administrator may suspend employees with pay while investigating allegations made by the employee or about the employee. The employee will suffer no loss of benefits or accruals during this period of suspension. Upon completion of the investigation, disciplinary action may be taken, or the employee may be reinstated. If no further disciplinary action is taken, no record of the suspension need be made in the employee's personnel file.

- C. Written Reprimand. Supervisors or department directors may issue written reprimands. A written reprimand is given when oral or written warnings have not lead to the desired conduct or performance improvements. A written reprimand should state that it is a written reprimand and explain the reasons for the reprimand. The employee will be requested to sign or initial the reprimand to acknowledge its receipt. A copy of a written reprimand is placed in the employee's personnel file.
- D. Suspension Without Pay. Department directors may suspend employees without pay with the city administrator's prior approval. Suspension without pay is involuntary leave without pay coupled with formal notice of unsatisfactory performance or conduct. The period of suspension may not exceed ten (10) working days. Exempt employee will not be subject to suspension without pay for periods of less than a full work week. At the conclusion of the suspension period, the employee will be reinstated or subject to further disciplinary action, such as demotion, disciplinary probation or termination.
- E. Demotion. Department directors may demote employees, with the city administrator's prior approval. Demotion is the reassignment of an employee to a lower level classification, with a reduction in pay and title, based on performance or conduct problems unique to the requirements of the higher classification.
- F. Salary Reduction. Department direct may, with prior approval of the city administrator, reduce an employee's salary to a lower step within the salary range for the job classification based on performance or conduct problems. Salary may be adjusted down temporarily for any length of time or permanently.
- G. Disciplinary Probation. An employee may be placed on disciplinary probation by their department director with prior approval from the city administrator as a final attempt to improve performance or conduct. The probationary period and the consequences for failure to successfully complete the probationary period must be specified in writing. As noted above in Section 3.7, employees on disciplinary probation may be terminated at any time at the city's discretion during the probationary period if termination is a consequence of unsatisfactory performance.
- H. "Last Chance Agreement". At any point in the discipline process a department director, with the prior approval of the city administrator, may draw up a "Last Chance Agreement" which will list all of the conditions that must be met, now, and in the future, for the employee

to continue working for the city. If the employee signs the agreement and meets all of the conditions, the employee will be allowed to continue employment as long as conditions of the agreement are met. If the employee does not meet the conditions of the agreement, the employee will be discharged.

- I. Discharge. Discharge is the involuntary termination of employment based on unsatisfactory performance or conduct. Department directors may only recommend discharge and generally should not do so unless one other form of disciplinary action has been taken. However, as noted above, there may be circumstances that are serious enough or extreme situations warranting immediate termination.

XIII. TERMINATION

13.1 RESIGNATION

Resignation is a voluntary act by the employee to terminate employment with the city. The city requests that all employees provide at least two weeks' written notice specifying the employee's anticipated final day of employment. Resigning employees will be asked their reasons for resignation during an exit interview.

13.2 LAYOFF

A layoff is the termination of an employee due to the elimination of a position. A position may be eliminated as part of a reorganization, elimination or contracting out of a program or service, lack of work or funds, or other reasons. Layoff is not an alternative to a disciplinary termination or demotion of an employee. The city administrator is responsible for determining employees to be laid off. The city administrator's decision is final.

13.3 RETIREMENT

An employee is considered to have voluntarily terminated employment when they are eligible for and receive a monthly benefit from a qualified retirement plan offered by the city.

13.4 DISABILITY

Loss of ability to perform job requirements through illness or injury may result in termination for disability.

13.5 DISCHARGE

13.5.1 Discharge is the termination of an employee for cause as described in Section VI above. Only the city administrator may discharge an employee.

13.5.2 Only the city administrator has the authority to decide whether to discharge an employee. Therefore, department directors may discharge an employee only with the prior written approval of the city administrator. In some cases, the employee may be offered the option of resigning in lieu of discharge. If the employee chooses to resign, the employee will be required to sign a statement indicating that the resignation was voluntary.

13.6 TERMINATION PROCEDURE/EXIT INTERVIEW

13.6.1 An exit interview must be conducted with all terminating employees prior to or at the time of resignation or termination. The purposes of the interview are to secure forwarding addresses, review final hours accrued and due at termination, complete all retirement and insurance forms, and explain the final check due the employee. In some cases, the purposes also will include an explanation of reasons for termination in the case of discharge and resignation. The city administrator or department director shall conduct the exit interview.

13.6.2 Except as provided through COBRA, all pay and benefits shall cease as of the date an employee terminates. The final check will include all accrued leaves that are payable at termination.

13.6.3 Upon termination, the department director is responsible for ensuring that the terminated employee has turned in all keys, tools, uniforms, and/or other city property used by them or in their possession. Documentation that all city property has been returned shall be placed in the employee's personnel file.

13.6.4 Employees will be asked to sign a Reference Request Release pursuant to which the city will release on y the information specified on the form to persons seeking information regarding the employee's employment with the city. If the employee requests that the city administrator, department director, a supervisor or other employee serve as a reference for the employee, the employee must make the request on the Reference Request Release.

13.6.5 No employee discharged for prohibited conduct is eligible for rehire prior to the fifth (5th) anniversary of the termination date, unless specifically documented in the employee's exit interview. Employees discharged for reasons related to performance standards and for reasons other than prohibited conduct may be eligible for rehire after the third (3rd) anniversary of the termination date. Employees discharged for reasons other than those related to performance standards or prohibited conduct

may be eligible for rehire immediately.

XIV. RISK MANAGEMENT

14.1 WORKPLACE SAFETY

Employees are expected to give their full-time skill and attention to the performance of their job responsibilities utilizing the highest standard of care and good judgment. Employees also are expected to follow all safety rules and regulations at all times including the use of protective clothing and equipment, attendance at all training sessions related to their job, and to follow the directions of warning signs or signals and/or directions of supervisory personnel. Safety rules and regulations will be issued or modified from time to time and notice of these changes will be communicated in writing.

14.2 WORKPLACE VIOLENCE

14.2.1 In addition to providing a safe place to work, the city is committed to providing a violence-free place to work. To this end, employees, visitors, or anyone else on city premises or engaging in city-related activities are prohibited from behaving in a violent manner or threatening to behave in a violent manner. In order to prevent any workplace violence before it begins, the city reserves the right to address any behavior suggesting a propensity towards violence, even prior to the occurrence of any violent behavior.

14.2.2 Workplace violence includes the following:

- A. Threatening words or behavior of any kind;
- B. Behavior that is threatening, physically aggressive, or violent, such as intimidation or attempts to instill fear in others
- C. Belligerent speech, excessive arguing, swearing, threats of sabotage, or any other verbally violent behavior
- D. Causing physical damage to property; or
- E. Bringing any form of weapons or firearms onto city premises, including in vehicles on city parking lots, or while conducting city-related activity in any location (this does not apply to employees authorized to carry weapons as part of their job responsibilities, such as police officers).

14.2.3 Any employee who believes that workplace violence has occurred should report the circumstances immediately to their supervisor, department director, or city administrator, or any other person in a supervisory position

with whom the employee feels comfortable. No employee will suffer any adverse consequences as a result of acting in good faith to bring the violence to the city's attention or participate in an investigation.

- 14.2.4 Any report of workplace violence will be promptly investigated and prompt corrective action taken to address any workplace violence found to have taken place, including action against the party engaging in workplace violence. If an employee is found to have committed workplace violence, the employee will be subject to discipline, including termination.

14.3 ACCIDENT/INCIDENT REPORTING

- 14.3.1 Employees should always report accidents as promptly as possible because prompt reporting will help mitigate damage or processing delays after an incident. Each employee is expected to cooperate fully and assist in reporting and gathering accident information. This policy applies equally whether the employee is at work or on business or other city-related travel.

- 14.3.2 A city accident report should be completed whenever:

- A. An employee is involved in an accident that results in injury or damage to any person or property;
- B. An employee is involved in an accident that may result in injury or damage to any person or property;
- C. City property is lost, damaged or stolen; or
- D. An employee is injured on-the-job.

- 14.3.3 Medical Assistance. Employees should render first aid consistent with their first aid/CPR training or seek medical attention as soon as possible for any injured person. Do not render first aid assistance unless you have been trained to do so, and possess a current first aid card.

- 14.3.4 Accident Reports. Employees should report accidents to a supervisor immediately. As soon as possible after the accident, the employee and supervisor must complete a city accident report. The accident report is submitted to the administrative services director with the supervisor retaining a copy for the department's records.

- 14.3.5 Accidents or Incidents Involving Private Parties. Accidents involving private parties can and do occur. In these situations, never discuss who was at fault or who should pay for any costs. Doing so may prejudice the city's rights in any subsequent dispute and ability to recover from insurance companies. Always complete an accident report with as much information

as possible and, if possible, take pictures to ensure complete documentation of the incident.

14.4 TEMPORARY LIGHT DUTY

14.4.1 Whenever possible, an employee affected by a work related illness or injury may be offered temporary light duty within the restrictions provided by the employee's treating physician. Temporary light duty may be to any department in the city and will be paid at the employee's regular rate of pay.

14.4.2 Employees unable to perform their regular job duties because of non-work related illness or injury may be offered temporary light duty based on the needs of the department in which the employee works. Temporary light duty is offered only at the discretion of the department director and city administrator. If there is no business need, the employee will be expected to use available leave time.

14.5 MOTOR VEHICLE DRIVER REQUIREMENTS

14.5.1 Driving is among the most hazardous tasks performed by employees and volunteers of the City of Gold Beach. Therefore, it is the policy of the City of Gold Beach that employees and volunteers will follow safe driving practices. Safe driving practices include steps to ensure the driver's total concentration and safe operation of vehicles, such as determining clear directions before departing, refraining from operating equipment such as cell phones and radios while the vehicle is moving, and not operating a vehicle when the driver's ability to react is impaired. Drivers are expected to follow defensive driving principles, Oregon laws and regulations to prevent accidents in spite of unsafe driving by others and/or adverse driving conditions.

14.5.2 Department Directors are responsible for enforcing this policy, and shall ensure all employees and volunteers who drive are notified of this policy and the potential consequences of policy violations.

14.5.3 The City of Gold Beach will allow only drivers that meet the following eligibility criteria to drive while conducting city business.

A. Job Applicants. When any position is being filled for which driving is an essential function, the driving record for the previous five (5) years will be evaluated according to the following procedure:

1. Any certification of eligible applicants sent to department directors for selection processes will contain a reminder to conduct a driving record check through DMV prior to finalizing an employment offer.

2. Hiring managers may offer employment contingent upon receiving a successful driving record check. However, it is suggested that the applicant's driving record is checked prior to a contingent hiring offer whenever possible.

B. Employees/Volunteers. Any City of Gold Beach employee/volunteer must meet the following criteria in order to be allowed to drive on city business.

1. Must possess a valid Oregon driver's license or provide an alternate means of transportation that is approved by the department director or city administrator.

2. Be at least 18 years old.

3. Possess a valid Commercial Driver's License (CDL) if driving a vehicle requiring such.

4. If involved in an at-fault accident on City of Gold Beach business, an employee/volunteer is required to complete a defensive driving course within six (6) months of the accident.

5. If in possession of an Oregon/Washington (or other state) driver's license, sign a release form allowing the City of Gold Beach access to his or her motor vehicle records.

6. If driving their personally owned vehicle, provide the city proof of insurance evidencing liability limits no less than the state required minimum of 25,000 single occurrence/50,000 annual aggregate.

7. In addition to the above requirements, any City of Gold Beach employee/volunteer holding a position that requires driving as part of the job duties will maintain an acceptable driving record. Requirements for an acceptable driving record are as follows:

- a. No class "A" infraction convictions during the past thirty-six (36) months and no more than one (a) class "A" infraction conviction between the past thirty-six (36) and sixty (60) months.

- b. No more than one (1) class "B" infraction conviction during the past twelve (12) months and no more than two (2) class "B" infraction convictions during the past

thirty-six (36) months.

- c. No more than two (2) class "C" infraction convictions during the past twelve (12) months and no more than three (3) class "C" infraction convictions during the past thirty-six (36) months.
- d. Demonstrated ability to maintain a drivers license without suspension for the past sixty (60) months.
- e. No felony or misdemeanor driving convictions within the past sixty (60) months.

EXAMPLES OF VIOLATIONS BY CLASSIFICATION

INFRACTIONS			
Class A	Class B	Class C	Class D
<ul style="list-style-type: none"> ▪ Failure to obey a traffic flagger ▪ Driving while suspended ▪ Careless driving (w/ accident) ▪ Speed racing ▪ Speeding (30+ MPH over limit) ▪ Failure to stop for school bus 	<ul style="list-style-type: none"> ▪ Passing in a no pass zone ▪ Failure to drive on right side of the road ▪ No operator's license ▪ Careless driving (no accident) ▪ Failure to obey a traffic control device ▪ Driving uninsured 	<ul style="list-style-type: none"> ▪ Failure to use traction devices ▪ Defective headlights ▪ Illegal U-turn ▪ Failure to yield to pedestrian in crosswalk ▪ Speeding (11-20 MPH over limit) 	<ul style="list-style-type: none"> ▪ Impeding the flow of traffic ▪ Failure to signal lane change ▪ Failure to display license plates ▪ Speeding (1-10 MPH over limit) ▪ Failure to use safety belts ▪ Failure to change information on driver's license
MISDEMEANOR			
Class A	Class B	Class C	
<ul style="list-style-type: none"> ▪ D.U.I.I ▪ Reckless endangerment of a highway worker ▪ Providing false information to a police officer ▪ Hit and run (no injury) ▪ Reckless driving ▪ Driving while suspended 	<ul style="list-style-type: none"> ▪ Providing false information regarding liability insurance ▪ Providing false information on accident report 	<ul style="list-style-type: none"> ▪ Failure to display a driver's license ▪ Failure to return suspended license 	
FELONY			
Class C			
<ul style="list-style-type: none"> ▪ Hit and run (injury) ▪ Attempting to elude a peace officer ▪ Driving while suspended/revoked 			

indications of misconduct involving vehicles may be grounds for disciplinary actions up to and including termination. It is the intent of this policy that unsafe behavior be identified and corrected. Should discipline become necessary, it will follow the City of Gold Beach Personnel Policy Manual and union contracts, as applicable.

14.5.5 In addition to City of Gold Beach employees/volunteers, the following people can be allowed to drive vehicles on city business:

- A. An officer or agent representing the City of Gold Beach
- B. Another person designated to act on behalf of the City of Gold Beach

14.5.6 Drivers who are not City of Gold Beach employees/volunteers must meet the following criteria in order to be allowed to drive on city business:

- A. Possess a driver's license valid in the state of Oregon; and
- B. Be at least 18 years old; and
- C. Possess a commercial driver's license if driving a vehicle requiring such; and
- D. If driving their personally owned vehicle, provide the city with proof of insurance evidencing liability limits no less than the state required minimum of \$25,000 single occurrence/\$50,000 annual aggregate.
- E. Obtain permission from the city administrator or designee.

14.5.7 The following responsibilities apply to anyone who drives any vehicle on City of Gold Beach business:

- A. Drivers and passengers are required to wear seatbelts at all times when the vehicle is in motion.
- B. Drivers will have the vehicle's lights on when driving.
- C. Drivers will inspect vehicles at the beginning of each shift or prior to each trip to ensure that the vehicles are in safe operating condition prior to their use. This should include tires properly inflated, clean windows, mirrors properly positioned and all lights in working order.
- D. Drivers will comply with all applicable state and local driving laws, parking regulations, and all City of Gold Beach and departmental safety policies and rules.

- E. Drivers will drive according to the road conditions during inclement weather. Drivers will be prepared, in advance, of bad weather/adverse weather and road conditions.
- F. Drivers will be held personally responsible and liable for any tickets received while driving a vehicle on City of Gold Beach/business. All tickets for moving violations and/or parking fines received while driving city vehicles will be paid or otherwise resolved promptly by the driver. Drivers will notify their supervisor within 48 hours of receiving any citation involving a City of Gold Beach vehicle under their control or responsibility.
- G. For photo radar or other citations issued against the vehicle's registration, the employee/volunteer's department will complete the "Affidavit of Non-Liability" or similar document issued with the citation to identify the driver. The driver will be personally responsible and liable for promptly paying the fine or otherwise resolving the citation.
- G. In the event of an accident on city business, drivers will immediately contact their supervisor, and, if driving a city vehicle, follow all City of Gold Beach instructions/procedures for reporting accidents.
- H. A driver whose license has been suspended or revoked will immediately notify his or her supervisor.
- I. For employees who are required to drive or maintain a valid driver's license as part of their official duties, driving record convictions may be considered as grounds for disciplinary action up to and including dismissal, whether the offense and infractions occurred during or outside work hours. Volunteers with driving record convictions on or off the job may be subject to reassignment or removal from volunteer placement.
- J. Drivers will ensure that any passengers who ride with them in a city vehicle or in any vehicle while on city business, other than those defined in section ???, are authorized by their supervisor. Drivers will not transport passengers unless the passengers are wearing safety belts or other restraint devices in accordance with Oregon Revised Statutes.
- K. In the event of a citizen emergency that requires the use of a city vehicle, managers can grant prior authorization under specific circumstances they establish. If an employee/volunteer on city business encounters a stranded motorist, please be aware: a) there is no obligation to stop and render assistance, b) consider all

objective circumstances regarding personal safety before choosing to stop; and c) the only authorized action is to help connect the motorist with appropriate roadside assistance.

L. Drivers will not drive city vehicles or private vehicles for city business when they are required to take medication that may impair their ability to safely operate a moving vehicle. If in doubt, the employee/volunteer should first obtain approval from his or her physician that it is safe to drive while taking the medication. If the employee/volunteer comes to work but due to the medication cannot drive, and is required to drive as a condition of the job, the employee/volunteer shall immediately inform his or her supervisor and ask for an alternate work assignment. If there is no work available, the employee/volunteer may be assigned to another department or sent home.

M. Employees/volunteers are expected to use good judgment at all times while driving on behalf of the city. In circumstances where the employee/volunteer is uncertain if he or she should be operating or continue to operate a vehicle, the employee/volunteer is expected to contact their supervisor to assist in making the safest determination of whether to continue to drive or not.

14.6 CELL PHONE USE WHILE DRIVING

14.6.1 Employees/volunteers must use common sense and adhere to all federal, state, and local rules and regulations regarding the use of cell phone, texting devices, pages, palm pilots and similar electronic communication devices while driving. Whenever possible, employees/volunteers should not make or respond to calls, text or messages while driving. With the exception for 9-1-1 communications and for law enforcement and fire response purposes, employees/volunteers are prohibited from using hand held communication devices for business purposes while driving. Should an employee/volunteer need to make or respond to a business call while driving, he or she should locate a lawfully designated area to park and make the call or use a hands-free communications device such as speakerphone or Bluetooth.

14.6.2 The city will provide or reimburse for approved hands-free devices for employees/volunteers whose job duties require driving. The city will provide or reimburse (not to exceed \$50) employees/volunteers no more than one device every three years. Employees/volunteers will be personally responsible for replacement of damaged or lost devices within the three-year cycle.

14.6.3 For employees/volunteers whose job duties require driving, the City of Gold

Beach will provide for or reimburse for purchase of a Bluetooth-capable phone necessary to use hands-free devices. The city will provide or reimburse (not to exceed \$100) employees/volunteers no more than one phone every three years. Employees/volunteers will be personally responsible for replacement of damaged or lost devices within the three-year cycle.

14.6.4 Employees in violation of this policy are subject to disciplinary action up to and including termination.

14.7 VEHICLE USE

14.7.1 City-owned/supplied vehicles. The city provides vehicles for use by qualified drivers to conduct official city business in the course and scope of their job and/or to maintain the ability to respond to city business outside the employee/volunteer's normal work hours when special equipment or tools are available in or on the vehicle. City vehicles will not be used for personal business. Use of city vehicles to commute to and from work, except as stated above or as according to union contract, is prohibited, unless approved in advance by the department director or city administrator.

14.7.2 Privately owned motor vehicles. The city allows use of privately owned motor vehicles to conduct official city business. A privately owned motor vehicle used for city business must be a conventional, at least four-wheel vehicle, and be in safe mechanical condition that is adequate to provide safe transport for the road and weather conditions. Vehicle equipment must conform to state of Oregon requirements. A city vehicle or rental will be used when a personally owned vehicle does not meet these standards. Vehicle registration and insurance must be current.

14.7.3 Insurance requirements

- A. The driver of a privately owned motor vehicle used to conduct official city business must be insured against liability (person and property) in an amount not less than the minimum requirements of the state of Oregon. Mileage reimbursement for the use of a privately owned motor vehicle is considered full payment (including deductibles, depreciation, insurance, maintenance, fuel and operating costs) for its use.
- B. The vehicle owner is responsible for any comprehensive and collision coverage the owner may elect to carry.

14.7.4 Rental cars

- A. Drivers will purchase the offered insurance through the rental

company. Excess liability coverage, collision coverage deductibles, and other charges not covered by the car rental company insurance will not be paid by the city if an accident occurs when the vehicle is used outside the scope of city business.

- B. Travelers on city business are required to know the driving laws for any state they drive in, apply the criteria of common sense, propriety, and consider the relationship to business purpose to the use of rental vehicles and transporting passengers while on city business.

14.7.5 Passengers. Only authorized passengers are allowed to ride in city vehicles and other vehicles while in use for city business. Authorized passengers are:

- A. City employees conducting city business;
- B. Officer and agents representing the city;
- C. Volunteers acting on behalf of the city;
- D. Vendors and contractors working on behalf of the city;
- E. Participants in official city business, training, tours and programs;
- F. Representatives of other governmental agencies working with the city;
- G. Anyone with prior authorization by the department director, city administrator, or the Gold Beach City Council.

14.8 SECURITY INSPECTIONS

The city provides desks, drawers, vehicles, appliances, and other spaces to employees to use in the performance of a job or for personal use. These items remain the property of the city at all times and are subject to search, seizure, transfer, or removal by the city with or without notice at any time. Consequently, employees should have no expectation of privacy when using any property or equipment owned by the city.

14.9 EMERGENCY CLOSING

14.9.1 Emergencies, such as severe weather, fires, etc., can disrupt city operations. In extreme circumstances this may require the closing of a city work facility. If the event occurs during nonworking hours, local radio stations will be asked to broadcast notification of the closing. The city

administrator, or his or her designee, will contact each department director, who is responsible for contacting affected employees to notify them of the closure.

14.9.2 When the decision to close is made after the workday has begun, employees released from work will be paid for the full workday. When the decision to close is made before the workday has begun, employees released from work will be authorized to use any paid leave available, or unpaid leave if no paid leave is available. Public safety employees will follow procedures established by their departments.

14.9.3 In cases where extreme weather conditions make coming to work dangerous, employees may choose not to report to work. Employees who choose not to report to work must contact their supervisor as soon as possible. Nonexempt employees may either make up missed work time within the same workweek or use compensatory time, paid leave, or unpaid leave if no accrued paid leave time is available. The option to make up missed work time is available only with the supervisor's approval.

14.9.4 Employees in essential operations may be asked to work on days when some or all city facilities are closed. In these circumstances, employees who work will receive pay in accordance with federal and state wage and hour laws and applicable union contract.

XV. INFORMATION AND COMMUNICATIONS SYSTEMS

15.1 GENERAL PURPOSE AND SCOPE

It is the city's goal to enhance both external and internal communication through the use of electronic communication tools and information systems including, but not limited to, telephones, voice mail, fax transmissions, personal computers, laptops, notebooks, cellular phones, smart phones, tablets, PDAs, e-mail, instant messaging, Internet, intra-net, social media, and video/multimedia applications.

15.1.1 All electronic equipment, devices, files and software purchased, licensed to or developed by the city are the property of the City of Gold Beach.

15.1.2 All data, electronic files, applications, and programs created or stored by an employee on any city owned computer, network or other electronic device are the property of the City of Gold Beach.

15.1.3 All data, electronic files, applications, and programs created by the employee for city business on his or her personally owned computer, network or other electronic device are the property of the City of Gold Beach.

15.1.4 Employees should have no expectations of privacy in connection with the transmission, receipt, or storage of information on any city owned computer, network, or other device. The city reserves the right to trace, review, audit, access, intercept, encrypt, store, block, restrict, screen, delete, recover, restore, publish, or disclose any information on its computers, networks, or other devices without notice.

15.1.5 This policy applies to any personally owned computer, network, or other electronic device an employee uses for city business.

15.1.6 This policy applies regardless of the location of the equipment, software or stored information if used to conduct city business.

15.1.7 Any employee found in violation of the city's information and communication systems policies may have e-mail access and Internet privileges suspended and be subject to progressive discipline up to and including termination depending on the severity and frequency of infractions.

15.2 TELEPHONES/VOICE MAIL

15.2.1 The city's telephones and voice mail system are intended to be used only for official business.

15.2.2 Limited personal telephone calls (such as those involving family emergencies, child/family care needs, medical/dental appointments, service appointments and similar matters that can only be accomplished during regular work hours) from city telephones may be made during working hours. Those calls should be brief and infrequent. Personal long distance calls, even if the employee intends to reimburse the city for the cost, may not be made on city telephones.

15.3 CELLULAR TELEPHONES

15.3.1 Use of City Provided Cellular Phones. The use of city provided cellular phones is restricted to "official city business". The city's cellular phones are not intended for employee personal use. Only limited personal use that is in accordance with Oregon Government Ethics Commission will be permitted. Examples of such use include contacting a spouse or childcare provider to advise that the employee is going to be late getting home or picking up children for a reason directly related to official duties such as a meeting running later than expected or a schedule change; or receiving an incoming call regarding a family emergency. Employees will not be required to reimburse the city when the cellular telephone call follows these guidelines.

15.3.2 Use of Personal Cellular Telephones. With the exception of emergencies,

employees may not use personal cellular telephones during normal work hours. Use of personal cellular telephones is permitted during an employee's personal time (break and meal periods).

- 15.3.3 Exceptions may be made to this policy on a limited basis on an employee's need and with approval of the department director. Employees requesting an exception to this policy must submit their request to their department director for approval.

15.4 PERSONAL DIGITAL ASSISTANTS (PDA)/SMART PHONES

- 15.4.1 Department directors are responsible for determining if it is in the best interest of the city to equip an employee with a city funded PDA or smart phone.

- 15.4.2 Posting and synchronizing of data between a city computer and a personal PDA or smart phone is permitted.

- 15.4.3 Employees who wish to furnish their personal PDA or smart phone are subject to this policy if they use the device to conduct city business. The city may restrict the make and model of any device or software that may connect to city equipment.

- 15.4.4 Information stored on a PDA or smart phone used for city business may be a matter of public record and subject to retention and disclosure laws and regulations as set by Federal and/or state law or local ordinance. The employee's personal PDA or smart phone may be subpoenaed to verify all city information has been provided if so requested.

- 15.4.5 In the event of a lost or broken PDA or smart phone purchased with city funds, the department director will determine if the loss occurred as a result of employee negligence when decided whether the city will fund a replacement.

15.5 INFORMATION/DATA ACCESS AND SHARING

- 15.5.1 Use of city owned computers, networks and electronic devices is restricted to city employees, elected officials, city volunteers and professionals contracted to help support city computers and information systems.

- 15.5.2 Access rights to data and information stored on city-owned equipment and networks will be given to employees on an as-needed basis. Only those rights needed to accomplish tasks related to job functions will be granted to an employee. Department directors will determine what access rights are permitted to employees in their department.

15.5.3 Sharing of login names, access codes and/or passwords with other employees is prohibited.

15.6 INFORMATION AND SYSTEM SECURITY

15.6.1 Employees may not engage in any activity that is intended to circumvent computer security controls.

15.6.2 Employees are prohibited from attempting to crack passwords, to discover unprotected files, and/or to decode encrypted files. This also includes creating, modifying, or executing programs that are designed to surreptitiously penetrate computer systems

15.6.3 Employees are prohibited from accessing the accounts of others with the intent to read, browse, modify, copy, and/or delete data, files, or directories unless they have been given specific written authorization to do so by their supervisor or appointing authority.

15.6.4 Employees may not use an account for a purpose not authorized when the account was established, including personal and/or commercial use.

15.6.5 Employees are prohibited from using software that is designed to destroy data, provide unauthorized access to information systems, or disrupt computing processes in any other way. Using viruses, worms, Trojan horses, and other invasive software on city computers, networks and devices is expressly forbidden.

15.6.6 Employees are prohibited from attempting to degrade the performance of the city's computer systems or subvert it in any other way. Deliberately causing harm to the city's computers, network, servers, and/or networked resources is expressly forbidden.

15.6.7 Employees are required to use anti-virus software installed on city computers. Employees are prohibited from tampering with this software in any way or turning it off.

15.6.8 All employees have a responsibility to take reasonable precautions against theft or damage to the city's information systems. Employees should immediately report theft or damage of city systems to their supervisor, administrative services director or the city administrator.

15.6.9 Employees should not leave their computer(s) unattended without locking them or logging out first.

15.6.10 Data of a confidential nature must be protected and must not be disclosed without authorization. Unauthorized access, manipulation, disclosure, or

secondary release of such data/information constitutes a security breach. Failure on the part of an employee to take reasonable care to prevent such access may be grounds for disciplinary action up to and including termination of employment.

- 15.6.11 Except with the prior written approval of an employee's department director, employees are prohibited from downloading and taking city files, programs, or anything else stored on city computers or information systems out of the workplace.
- 15.6.12 Only software owned by the city and approved by the department director, administrative services director, or city administrator is permitted to be installed on city computers. Installation of personal software on any city-owned equipment is expressly prohibited.
- 15.6.13 Employees are prohibited from using city computers to make illegal copies of licensed or copyrighted software. Copyrighted software must only be used in accordance with its license or purchase agreement. Employees do not have the right to own or use unauthorized copies of software or make unauthorized copies of software for themselves or anyone else.
- 15.6.14 City equipment, information or data that is confidential and/or proprietary cannot be shared with unauthorized and/or non-city personnel without prior clearance from a department director or the city administrator.
- 15.6.15 An employee who leaves employment with the city is prohibited from taking or copying any city property or information unless specifically authorized in writing by their department director.

15.7 EMPLOYEE INTERNET USE

- 15.7.1 Use of the Internet is intended for official city business. Personal use of the Internet is only allowed as follows:
- A. With the department director's approval.
 - B. To access city sponsored benefits or promotional events.
 - C. To schedule appointments for the employee or immediate family members or other personal matters as permitted under Oregon Government Ethics Commission rules.
- 15.7.2 Permitted personal use must be done during personal time (meals and breaks). No personal use of city computers is allowed during non-scheduled work hours.

- 15.7.3 Personal use of the Internet may not interfere with your work, another employees' work or have an undue impact on the network.
- 15.7.4 Oregon ethics rules prohibits employees from using city computer systems for personal or private financial gain. Employees are not permitted to use city computer systems to access any investment, deferred compensation or retirement benefit sites or accounts.
- 15.7.5 The Internet may not be used to access inappropriate sites or to transmit, view or receive inappropriate information. Pornography, hate groups, and gambling are examples of inappropriate sites and access these sites is a misuse of city property.
- 15.7.6 Using the Internet to play or download games is prohibited.
- 15.7.7 Posting of threatening, slanderous, sexist, obscene, racially and/or sexually harassing messages is strictly prohibited.
- 15.7.8 Employees are prohibited from using the city's Internet access for political campaigning or fundraising or in any other way that violates state laws and rules concerning political activities of public employees
- 15.7.9 The representation of yourself as someone else, real or fictional, or a message posted or sent anonymously while using city computers or networks is prohibited.
- 15.7.10 Downloading a file from the Internet can bring viruses with it. All files must be scanned with city standard virus prevention software before being installed on any city computer or device.
- 15.7.11 Posting or providing access to any confidential city data, information, or materials is prohibited.
- 15.7.12 Employees must verify the integrity of information used for city business decisions that is acquired from an Internet site. Employees are responsible for verifying that information acquired from an Internet site is not dated, and that the source is a valid/qualified provider of the information.
- 15.8 EMPLOYEE ELECTRONIC MAIL (E-MAIL) AND INSTANT MESSAGING USE
- 15.8.1 The electronic mail system is to be used only for city business and is not to be used for personal e-mail.
- 15.8.2 The city provides all employees with an e-mail account for conducting city business. City employees are required to use this account and the city's e-mail system when using electronic mail for city business.

- 15.8.3 Employees are prohibited from using city computers or networks to transmit fraudulent, harassing, degrading, racist, sexist, suggestive, or obscene electronic mail or instant messages.
- 15.8.4 Employees are prohibited from using the city's electronic mail or instant messaging systems for political campaigning or fundraising or in any other way that violates state laws and rules concerning political activities of public employees.
- 15.8.5 Chain letters are illegal and may not be transmitted through the city's electronic mail system.
- 15.8.6 Employees are not permitted to send any electronic mail, message or other form of electronic communication by forging another person's identity or attempting to conceal the origin of the communication in any manner.
- 15.8.7 The city reserves the right to access and review all e-mail files and instant messages create, received or stored on city information systems. The city can access these files and messages without prior notification.

15.9 PUBLIC RECORDS REQUIREMENTS

The Public Records Law (PRL), Oregon Revised Statutes Section 192.410, *et seq* requires the city to make all public records available for inspection and to provide copies upon request. Under Oregon's public records law, most electronic communication and files are clearly public records. The definition of public records in ORS 192.005(5) "includes, but is not limited to, a document, book, paper, photograph, file, sound recording, or machine readable electronic record, regardless of physical form or characteristics, made, received, filed or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use."

- 15.9.1 Data, information, and electronic files created or stored on any city owned computer, network, or other electronic device may be a matter of public record and subject to retention and disclosure laws and regulations as set by Federal and/or state law or local ordinance.
- 15.9.2 City work completed on personal computers, networks or other electronic devices, regardless of physical location, may be a matter of public record and subject to retention and disclosure laws and regulations as set by Federal and/or state law or local ordinance.
- 15.9.3 Although some messages may not fall under the definition of public record, it is safest to assume all messages created and received could be considered public record. E-mails and messages are not to be deleted until

a hard copy version is produced and appropriately filed.

- 15.9.4 The e-mail system should not be used for document storage. Generally, if an e-mail has value, it should be printed and put in an appropriate file.

15.10 OFF-SITE INFORMATION TECHNOLOGY EQUIPMENT AND DATA USE

- 15.10.1 Employees are required to obtain permission from their supervisor prior to taking computer equipment off site. Department directors are responsible for knowing who within their respective departments has possession of and the location of all information technology equipment taken off site.
- 15.10.2 City equipment taken off site is to be used for city business only. Personal use of the equipment is prohibited.
- 15.10.3 Employees are responsible for taking reasonable precautions against theft or damage to computer equipment taken off site. Employees may be held personally responsible for repair or replacement of damaged or stolen equipment or devices.
- 15.10.4 Data of a confidential nature must be protected and must not be disclosed without authorization. Unauthorized access, manipulation, disclosure, or secondary release of such data/information constitutes a security breach. Failure on the part of an employee to take reasonable care to prevent such access may be grounds for disciplinary action up to and including termination of employment.
- 15.10.5 Equipment must be returned to the Gold Beach Business Office for examination and virus scanning before being reconnected to the city's network.

15.11 CITY WEB SITE GUIDELINES

The City of Gold Beach's World Wide Web site address is www.goldbeachoregon.gov.

The Gold Beach Promotion and Visitor Center World Wide Web site address is www.goldbeach.org

- 15.11.1 To preserve the public nature of the city's websites and to avoid any perception that the city endorses or provides favorable treatment to any private person or business enterprise (collectively referred to as "vendor"), no corporate or commercial logos or links to vendor sites are allowed on city websites. When a service has been donated by a vendor that enables the development or maintenance of a city website, the name may appear once

at the site and must include the following statement "Acknowledgment of (xxxxx) at this site does not constitute the city's support or endorsement of it or its products or services."

- 15.11.2 The city's website is for "official use" only. All information disseminated through the city's website must be related to the official duties and responsibilities of employees and city departments.
- 15.11.3 The Oregon Public Records Laws ("PRL") applies to information processed, sent and stored on the Internet. Confidential information should not be posted on the city's websites. Each department director must approve all posted information pertaining to their department.
- 15.11.4 Each department director is responsible for content related to their respective department that is posted on city websites.
- 15.11.5 No city website may be used for campaign-related purposes. No city employee or official may use any city website for campaign-related purposes. Campaign-related purposes include, but are not limited to, the following: statements in support or opposition to any candidate or ballot measure, requests for campaign funds or references to any solicitations of campaign funds, and references to the campaign schedule or activities of any candidate. No city website may link to any private website related to a candidate's campaign for elective office or ballot initiative, but it may link directly to city recorder generated and maintained election-related pages where general election and candidate information will be found.

XVI. GRIEVANCE PROCEDURE

15.1 GENERAL PURPOSE AND SCOPE

- 15.1.1 Any city employees may file a grievance for any decision regarding Employment Policies (Section II), Compensation and Pay Administration (Section VII), Standards of Conduct/Discipline (Section XII), or Termination (Section XIII) by following the procedures outlined below. Employees will not be subject to reprisal of any kind for using the grievance procedure.

15.2 PROCEDURE

- 15.2.2 After attempting to resolve the dispute informally, the employee must present his or her grievance in writing to their department director (or city administrator in the case of a department director) within five (5) business days of the action or first knowledge of the action causing the grievance. The grievance must include a statement of all of the facts the employee

feels are relevant, the nature of the complaint and the relief that the employee requests the city provide.

15.2.2 If not satisfied with the decision of the department director, within five (5) working days of receipt of the department director's decision, the employee may present the grievance in writing, along with the department director's written decision and other relevant materials, to the city administrator for formal action.

15.2.3 The city administrator will investigate the grievance. The investigation will be informal but thorough, affording all interested persons and their representatives an opportunity to submit evidence relevant to the grievance. The city will not be liable for any expenses incurred by the employee for representation. The city administrator will render a decision in writing to the employee within ten (10) working days of receipt of the grievance. The decision of the city administrator is final.

15.2.4 If the grievance is against the city administrator, the grievance may be appealed to the Gold Beach City Council in writing within ten (10) days of the city administrator's decision. In this situation, the decision of the Gold Beach City Council is final.

15.2.5 Any grievance not taken to the next step of the grievance procedure within the time limits established under this section will be considered settled on the basis of the last decision made.

15.2.6 Time limits prescribed in this section for the initiation and completion of grievance process may be extended by written mutual consent of the parties involved.



City of Gold Beach
Curry County, Oregon

STERLING
MONEY MARKET SAVINGS

FOR THE PERIOD ENDING
07/31/2010

<i>FUND:</i>	<i>AMOUNT</i>
SEW LINE SAVINGS INC RES LOAN	208,398.92
GENERAL FUND SAVINGS	343,087.34
DEPOSIT ON PARK HOME SAVINGS	591.45
PD DONATION SAVINGS	346.35
MUNI COURT SAVINGS	25,395.61
STATE TAX STREET SAVINGS	127,475.62
STREETS SDC NR	15,559.44
STREETS SDC RESTRICTED	37,590.00
WATER SAVINGS	319,962.30
RESTRICTED WATER DEPOSITS	13,152.32
SEWER SAVINGS	531,421.09
PROMO SAVINGS INC RES LOAN	142,307.37
HCH/EM HILLS SAVINGS	19,450.92
HCH RE IMBURSEMENT SAVINGS	248.85
EH RE IMBURSEMENT SAVINGS	21.69
STATE REV SHARING SAVINGS	23,586.51
SPECIAL CITY ALLOTMENT SAVINGS	28,420.61
STP/I & I SAVINGS	59,935.55
WATER RESERVE FUND SAVINGS	104,856.45
SEWER RESERVE FUND SAVINGS	715,703.98
SEWER RESERVE SDC RESTRICTED	228,143.00
VEHICLE DAMAGE SAVINGS	59,303.30
CITY HALL BRF SAVINGS	157,442.90
SHOPS BRF SAVINGS	63,709.04
FIRE TRUCK RESERVE SAVINGS	120,909.66
TOTAL CASH IN MONEY MARKET	<u>3,347,020.27</u>

City of Gold Beach
Curry County, Oregon

STERLING
CHECKING BY FUND

FOR THE PERIOD ENDING
07/31/2010

<i>FUND:</i>	<i>AMOUNT</i>
101 SEWER LINE CHECKING	10,499.58
GEN FUND CHECKING	34,281.74
STATE TAX STREET/CHECKING	1,700.21
WATER CHECKING	113,001.00
SEWER CHECKING	120,750.02
PROMO CHECKING	325.90
HCH/EH WATER PROJECT CHECKING	0.00
STATE REVENUE SHARING CHECKING	0.00
SPECIAL CITY ALLOTMENT CHECKING	0.00
SEWER TREATMENT PLANT CHECKING	0.00
WATER INFRASTRUCTURE CHECKING	0.00
SEWER RESERVE CHECKING	384,214.87
VEHICLE PHYSICAL DAM CHECKING	0.00
BLDG RESERVE FUND CHECK	0.00
FIRE TRUCK RESERVE CHECKING	192.05
TOTAL CASH IN BANK	<u>664,965.37</u>

City of Gold Beach
GENERAL FUND

REVENUES
FOR THE PERIOD ENDING 07/31/2010

<u>REVENUES</u>		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>PROPERTY TAXES</u>					
12501	PROPERTY TAXES CURRENT	462,034.00	0.00	0.00	(462,034.00)
12502	PROPERTY TAXES PRIOR YEAR	10,000.00	2,307.02	2,307.02	(7,692.98)
	TOTAL PROPERTY TAXES	472,034.00	2,307.02	2,307.02	(469,726.98)
<u>FRANCHISE FEES</u>					
12504	TELEPHONE	20,500.00	0.00	0.00	(20,500.00)
12505	TELEVISION	19,600.00	0.00	0.00	(19,600.00)
12507	SOLID WASTE (cash)	14,500.00	0.00	0.00	(14,500.00)
12508	STREET LIGHTING	20,400.00	0.00	0.00	(20,400.00)
	TOTAL FRANCHISE FEES	75,000.00	0.00	0.00	(75,000.00)
<u>FEES AND PERMITS</u>					
12506	TRANSIENT ROOM TAX	60,030.00	0.00	0.00	(60,030.00)
12510	LIQUOR LICENSE FEES	1,480.00	135.00	135.00	(1,345.00)
12511	SOCIAL GAMES FEES	270.00	300.00	300.00	30.00
12513	BUSINESS LICENSE FEES	32,400.00	15,299.00	15,299.00	(17,101.00)
12548	SIGN PERMITS	375.00	50.00	50.00	(325.00)
12545	PLANNING FEES	0.00	125.00	125.00	125.00
	TOTAL FEES AND PERMITS	94,555.00	15,909.00	15,909.00	(78,646.00)
<u>INTERGOVERNMENTAL</u>					
12523	CIGARETTE TAX	2,814.00	272.73	272.73	(2,541.27)
12524	LIQUOR TAX	29,400.00	0.00	0.00	(29,400.00)
12527	911 PHONE TAX (pass through to CO)	10,479.00	0.00	0.00	(10,479.00)
12528	DLCD PLANNING GRANT	5,000.00	0.00	0.00	(5,000.00)
	TOTAL INTERGOVERNMENTAL	47,693.00	272.73	272.73	(47,420.27)
<u>FINES AND FORFEITURES</u>					
12551	MUNICIPAL COURT FINES	30,000.00	0.00	0.00	(30,000.00)
12553	CO CIRCUIT COURT FINES	2,000.00	0.00	0.00	(2,000.00)
	TOTAL FINES AND FORFEITURES	32,000.00	0.00	0.00	(32,000.00)
<u>MISCELLANEOUS REVENUE</u>					
12546	FIRE SERVICES CONTRACT	77,000.00	0.00	0.00	(77,000.00)
12565	INTEREST EARNED	4,000.00	78.98	78.98	(3,921.02)
12579	MISC REVENUE	3,000.00	286.63	286.63	(2,713.37)
	TOTAL MISCELLANEOUS REVENUE	84,000.00	365.61	365.61	(83,634.39)
<u>TRANSFERS INTO GENERAL FUND</u>					
12590-51	STATE REVENUE SHARING	15,000.00	0.00	0.00	(15,000.00)
12590-21	STREETS INDIRECT	12,526.00	0.00	0.00	(12,526.00)
12590-63	I&I FUND	2,137.00	0.00	0.00	(2,137.00)
12590-74	WWTP INDIRECT	38,088.00	0.00	0.00	(38,088.00)
12590-10	SEWER LINE 101 INDIRECT	1,399.00	0.00	0.00	(1,399.00)
12590-22	WATER UTILITY INDIRECT	42,376.00	0.00	0.00	(42,376.00)
12590-23	SEWER UTILITY INDIRECT	53,568.00	0.00	0.00	(53,568.00)
	TOTAL TRANSFERS INTO GENERAL FUND	165,094.00	0.00	0.00	(165,094.00)
<u>BEGINNING FUND BALANCE</u>					
12490	BUDGETED BEGINNING FUND BALANCE	418,000.00	522,611.57	522,611.57	(104,611.57)
TOTAL GENERAL FUND REVENUES		1,388,376.00	541,465.93	541,465.93	(846,910.07)

City of Gold Beach
GENERAL FUND

NON-DEPARTMENTAL EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

<u>EXPENDITURES</u>		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>MATERIALS AND SERVICES</u>					
12630	AUDIT SERVICES	30,000.00	1,260.00	1,260.00	(28,740.00)
12636	LEGAL SERVICES	25,000.00	0.00	0.00	(25,000.00)
12618	DUES & MEMBERSHIPS	2,500.00	2,473.91	2,473.91	(26.09)
12640	MUNICIPAL CODE SERVICES	3,000.00	100.00	100.00	(2,900.00)
12642	GIS MAPPING FEES	7,200.00	0.00	0.00	(7,200.00)
	TOTAL MATERIALS AND SERVICES	67,700.00	3,833.91	3,833.91	(63,866.09)
<u>CAPITAL OUTLAY</u>					
12663	FUND ACCOUNTING SOFTWARE	15,000.00	0.00	0.00	(15,000.00)
	TOTAL CAPITAL OUTLAY	15,000.00	0.00	0.00	(15,000.00)
<u>CONTINGENCY & RESERVES</u>					
12657	CONTINGENCY	65,000.00	0.00	0.00	(65,000.00)
	TOTAL CONTINGENCY	65,000.00	0.00	0.00	(65,000.00)
<u>TRANSFERS OUT TO OTHER FUNDS</u>					
12690-93	TRANSFER TO BUILDING RESERVE FUND	10,000.00	0.00	0.00	(10,000.00)
12690-92	TRANSFER TO SELF FUND	7,000.00	0.00	0.00	(7,000.00)
	TOTAL TRANSFERS TO OTHER FUNDS	17,000.00	0.00	0.00	(17,000.00)
	TOTAL NON-DEPARTMENTAL EXPENDITURES	164,700.00	3,833.91	3,833.91	(160,866.09)

City of Gold Beach
GENERAL FUND

CITY COUNCIL EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

<u>EXPENDITURES</u>		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>MATERIALS AND SERVICES</u>					
15671	MAYOR COMPENSATION	1,200.00	100.00	100.00	(1,100.00)
15672	COUNCIL COMPENSATION	5,700.00	475.00	475.00	(5,225.00)
15702	WORKERS COMP	30.00	0.00	0.00	(30.00)
15620	MAYOR TRAVEL	1,125.00	0.00	0.00	(1,125.00)
15621	COUNCIL TRAVEL	5,625.00	0.00	0.00	(5,625.00)
15610	COUNCIL OFFICE SUPPLIES	3,000.00	0.00	0.00	(3,000.00)
15618	DUES/FEES/SUBS/PRINTING/POSTAGE	200.00	0.00	0.00	(200.00)
15649	MISCELLANEOUS	100.00	0.00	0.00	(100.00)
	TOTAL MATERIALS AND SERVICES	16,980.00	575.00	575.00	(16,405.00)
	TOTAL CITY COUNCIL EXPENDITURES	16,980.00	575.00	575.00	(16,405.00)

City of Gold Beach
GENERAL FUND

CITY MANAGEMENT EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

<u>EXPENDITURES</u>		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>PERSONNEL SERVICES</u>					
18674	CITY ADMINISTRATOR	65,000.00	5,416.66	5,416.66	(59,583.34)
18671	OFFICE SUPPORT SPECIALIST II	29,500.00	2,815.50	2,815.50	(26,684.50)
18680	ADMINSTRATIVE SERVICES DIRECTOR (50%)	21,120.00	1,672.00	1,672.00	(19,448.00)
18673	IT SPECIALIST	12,000.00	0.00	0.00	(12,000.00)
18677	OVERTIME	500.00	0.00	0.00	(500.00)
18679	OTHER SALARY ADJUSTMENT	200.00	0.00	0.00	(200.00)
18701	FICA	9,700.00	0.00	0.00	(9,700.00)
18700	RETIREMENT	14,000.00	0.00	0.00	(14,000.00)
18705	PERS UAL COSTS	9,200.00	0.00	0.00	(9,200.00)
18702	WORKERS COMP	500.00	0.00	0.00	(500.00)
18703	MEDICAL INSURANCE	33,955.00	2,228.93	2,228.93	(31,726.07)
18704	LIFE/LTD INSURANCE	300.00	0.00	0.00	(300.00)
	TOTAL PERSONNEL	195,975.00	12,133.09	12,133.09	(183,841.91)
<u>MATERIALS AND SERVICES</u>					
18624	ELECTRICITY	4,000.00	0.00	0.00	(4,000.00)
18622	INSURANCE/BONDS	800.00	0.00	0.00	(800.00)
18617	COMMUNICATIONS	3,000.00	228.03	228.03	(2,771.97)
18618	DUES/SUBS/PRINTING/POSTAGE	1,500.00	151.92	151.92	(1,348.08)
18620	TRAVEL/TRAINING/MEETINGS	4,000.00	0.00	0.00	(4,000.00)
18613	BUILDINGS & GROUNDS	1,500.00	0.00	0.00	(1,500.00)
18614	EQUIPMENT O&M	2,500.00	0.00	0.00	(2,500.00)
18610	SUPPLIES/CUSTODIAL	7,000.00	915.90	915.90	(6,084.10)
18621	TOWING FEES	500.00	0.00	0.00	(500.00)
18640	CONTRACT SERVICES	5,000.00	610.00	610.00	(4,390.00)
18635	911 TAX (pass through to County dispatch)	16,000.00	0.00	0.00	(16,000.00)
18649	MISCELLANEOUS	500.00	0.00	0.00	(500.00)
18626	STREET LIGHT FRANCHISE	20,400.00	0.00	0.00	(20,400.00)
18638	SOLID WASTE SERVICES	1,500.00	0.00	0.00	(1,500.00)
	TOTAL MATERIALS AND SERVICES	68,200.00	1,905.85	1,905.85	(66,294.15)
	TOTAL CITY MANAGEMENT	264,175.00	14,038.94	14,038.94	(250,136.06)

City of Gold Beach
GENERAL FUND

MUNICIPAL COURT EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

<u>EXPENDITURES</u>		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>PERSONNEL SERVICES</u>					
16671	MUNI COURT JUDGE	3,000.00	260.00	260.00	(2,740.00)
16672	MUNI COURT CLERK	6,480.00	540.01	540.01	(5,939.99)
16673	MUNI COURT BAILIFF	1,800.00	0.00	0.00	(1,800.00)
16701	SOCIAL SECURITY FICA	900.00	0.00	0.00	(900.00)
16702	WORKERS COMP	50.00	0.00	0.00	(50.00)
16704	LIFE & LTD INSURANCE	50.00	0.00	0.00	(50.00)
	TOTAL PERSONNEL	12,280.00	800.01	800.01	(11,479.99)
 <u>MATERIALS AND SERVICES</u>					
16610	SUPPLIES/CUSTODIAL	200.00	0.00	0.00	(200.00)
16620	TRAVEL/TRAINING/MEETINGS	2,000.00	0.00	0.00	(2,000.00)
16618	DUES/SUBS/PRINTING/POSTAGE	220.00	0.00	0.00	(220.00)
16649	MISCELLANEOUS	30.00	0.00	0.00	(30.00)
16640	CONTRACT SERVICES	600.00	0.00	0.00	(600.00)
16631	CONTEMPT ENFORCEMENT	300.00	0.00	0.00	(300.00)
	TOTAL MATERIALS AND SERVICES	3,350.00	0.00	0.00	(3,350.00)
	 TOTAL MUNICIPAL COURT	 15,630.00	 800.01	 800.01	 (14,829.99)

City of Gold Beach
GENERAL FUND

POLICE DEPARTMENT EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

<u>EXPENDITURES</u>		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>PERSONNEL SERVICES</u>					
13670	POLICE CHIEF 301	55,500.00	4,625.00	4,625.00	(50,875.00)
13674	SERGEANT 302	49,500.00	4,188.80	4,188.80	(45,311.20)
13671	PATROL OFFICER 309	36,500.00	3,229.20	3,229.20	(33,270.80)
13672	PATROL OFFICER 303	40,000.00	3,623.76	3,623.76	(36,376.24)
13681	PATROL OFFICER 305	37,000.00	0.00	0.00	(37,000.00)
13680	PATROL OFFICER	37,000.00	5,040.58	5,040.58	(31,959.42)
13676	OFFICE MANAGER	31,680.00	1,385.93	1,385.93	(30,294.07)
13677	OVERTIME	5,500.00	1,070.63	1,070.63	(4,429.37)
13678	PART TIME	350.00	0.00	0.00	(350.00)
13679	SALARY & BENEFIT ADJUSTMENT	500.00	0.00	0.00	(500.00)
13701	FICA	21,750.00	1,637.47	1,637.47	(20,112.53)
13700	RETIREMENT	35,000.00	0.00	0.00	(35,000.00)
13705	PERS UAL COSTS	23,000.00	0.00	0.00	(23,000.00)
13702	WORKERS COMP	13,000.00	0.00	0.00	(13,000.00)
13703	MEDICAL INSURANCE	105,559.00	6,083.55	6,083.55	(99,475.45)
13704	LIFE/LTD INSURANCE	500.00	57.80	57.80	(442.20)
TOTAL PERSONNEL		<u>492,339.00</u>	<u>30,942.72</u>	<u>30,942.72</u>	<u>(461,396.28)</u>
 <u>MATERIALS AND SERVICES</u>					
13624	ELECTRICITY	3,000.00	146.36	146.36	(2,853.64)
13622	INSURANCE/BONDS	3,000.00	0.00	0.00	(3,000.00)
13617	COMMUNICATIONS	3,500.00	40.00	40.00	(3,460.00)
13618	DUES/SUBS/PRINTING/POSTAGE	2,100.00	379.53	379.53	(1,720.47)
13620	TRAVEL/TRAINING/MEETINGS	6,000.00	0.00	0.00	(6,000.00)
13613	BUILDINGS & GROUNDS	600.00	0.00	0.00	(600.00)
13614	EQUIPMENT O&M	19,000.00	486.36	486.36	(18,513.64)
13610	SUPPLIES/CUSTODIAL	7,300.00	0.00	0.00	(7,300.00)
13626	UNIFORMS AND VESTS	5,950.00	571.42	571.42	(5,378.58)
13640	CONTRACT SERVICES	5,500.00	324.00	324.00	(5,176.00)
13650	INVESTIGATIONS	500.00	0.00	0.00	(500.00)
13649	MISC EXPENSES	200.00	0.00	0.00	(200.00)
13655	CMI SYSTEMS FEES	3,300.00	73.86	73.86	(3,226.14)
13638	SOLID WASTE SERVICES	1,200.00	0.00	0.00	(1,200.00)
TOTAL MATERIALS AND SERVICES		<u>61,150.00</u>	<u>2,021.53</u>	<u>2,021.53</u>	<u>(59,128.47)</u>
TOTAL POLICE DEPT EXPENDITURES		<u>553,489.00</u>	<u>32,964.25</u>	<u>32,964.25</u>	<u>-520,524.75</u>

City of Gold Beach
GENERAL FUND

FIRE DEPARTMENT EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

<u>EXPENDITURES</u>		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>PERSONNEL SERVICES</u>					
14670	FIRE CHIEF	9,100.00	758.34	758.34	(8,341.66)
14671	ASSISTANT FIRE CHIEF	6,700.00	558.34	558.34	(6,141.66)
14679	SALARY & BENEFIT ADJUSTMENT	50.00	0.00	0.00	(50.00)
14701	SOCIAL SECURITY	1,400.00	100.74	100.74	(1,299.26)
14702	WORKERS COMP	8,000.00	0.00	0.00	(8,000.00)
14704	LIFE/LTD INSURANCE	1,500.00	27.72	27.72	(1,472.28)
	TOTAL PERSONNEL SERVICES	26,750.00	1,445.14	1,445.14	(25,304.86)
<u>MATERIALS AND SERVICES</u>					
14624	ELECTRICITY	2,400.00	153.77	153.77	(2,246.23)
14622	INSURANCE/BONDS	7,000.00	0.00	0.00	(7,000.00)
14617	COMMUNICATIONS	4,500.00	82.84	82.84	(4,417.16)
14618	DUES/SUBS/PRINTING/POSTAGE	1,000.00	1.05	1.05	(998.95)
14620	TRAVEL/TRAINING/MEETINGS	500.00	0.00	0.00	(500.00)
14613	BUILDINGS & GROUNDS	500.00	0.00	0.00	(500.00)
14614	EQUIPMENT O&M	8,000.00	2,955.47	2,955.47	(5,044.53)
14610	SUPPLIES/CUSTODIAL	500.00	0.00	0.00	(500.00)
14628	SMALL TOOLS & EQUIPMENT	1,750.00	45.37	45.37	(1,704.63)
14640	CONTRACT SERVICES	5,000.00	0.00	0.00	(5,000.00)
14639	FIRE ASSOCIATION	12,000.00	0.00	0.00	(12,000.00)
14649	MISC EXPENSE	100.00	0.00	0.00	(100.00)
14638	SOLID WASTE SERVICES	500.00	0.00	0.00	(500.00)
14625	GBWFPD APPROVED FIRE EXPENSES	17,000.00	0.00	0.00	(17,000.00)
	TOTAL MATERIALS AND SERVICES	60,750.00	3,238.50	3,238.50	(57,511.50)
	TOTAL FIRE DEPARTMENT EXPENSES	87,500.00	4,683.64	4,683.64	(82,816.36)

City of Gold Beach
GENERAL FUND

PARKS DEPARTMENT EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

<u>EXPENDITURES</u>		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>PERSONNEL SERVICES</u>					
17672	PARK HOST	2,500.00	208.34	208.34	(2,291.66)
17679	SALARY & BENEFIT ADJUSTMENT	25.00	0.00	0.00	(25.00)
17700	RETIREMENT	650.00	0.00	0.00	(650.00)
17701	FICA	200.00	15.94	15.94	(184.06)
17702	WORKERS COMP	150.00	0.00	0.00	(150.00)
	TOTAL PERSONNEL	3,525.00	224.28	224.28	(3,300.72)
<u>MATERIALS AND SERVICES</u>					
17624	ELECTRICITY	3,500.00	0.00	0.00	(3,500.00)
17622	INSURANCE/BONDS	1,200.00	0.00	0.00	(1,200.00)
17618	DUES/SUBS/PRINTING/POSTAGE	250.00	0.00	0.00	(250.00)
17613	BUILDINGS & GROUNDS	5,000.00	681.59	681.59	(4,318.41)
17614	EQUIPMENT O&M	800.00	0.00	0.00	(800.00)
17610	SUPPLIES/CUSTODIAL	3,000.00	0.00	0.00	(3,000.00)
17628	SMALL TOOLS & EQUIPMENT	1,000.00	0.00	0.00	(1,000.00)
17640	CONTRACT SERVICES	200.00	0.00	0.00	(200.00)
17623	CONTRACT SERVICES POCKET PARK	400.00	0.00	0.00	(400.00)
17625	CONTRACT SERVICES BUFFINGTON PARK	10,300.00	0.00	0.00	(10,300.00)
17626	SHED AND MAN HOME	1,000.00	0.00	0.00	(1,000.00)
17638	SOLID WASTE SERVICES	4,000.00	0.00	0.00	(4,000.00)
17649	MISC EXPENSES	50.00	0.00	0.00	(50.00)
	TOTAL MATERIALS AND SERVICES	30,700.00	681.59	681.59	(30,018.41)
<u>CAPITAL OUTLAY</u>					
17661	RESURFACE TENNIS COURTS	5,000.00	0.00	0.00	(5,000.00)
17662	REMOVAL OF DANGER TREES	10,000.00	0.00	0.00	(10,000.00)
	TOTAL CAPTIAL OUTLAY	15,000.00	0.00	0.00	-15000
	TOTAL PARKS DEPARTMENT EXPENDITURES	49,225.00	905.87	905.87	(48,319.13)

City of Gold Beach
GENERAL FUND

EMERGENCY MANAGEMENT SERVICES EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

<u>EXPENDITURES</u>		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>PERSONNEL SERVICES</u>					
11670	EMERGENCY SERVICES DIRECTOR	3,600.00	0.00	0.00	(3,600.00)
11679	SALARY & BENEFIT ADJUSTMENT	50.00	0.00	0.00	(50.00)
11701	FICA	300.00	0.00	0.00	(300.00)
11702	WORKERS COMP	40.00	0.00	0.00	(40.00)
11704	LIFE/LTD INSURANCE	50.00	0.00	0.00	(50.00)
	TOTAL PERSONNEL	<u>4,040.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(4,040.00)</u>
<u>MATERIALS AND SERVICES</u>					
11610	SUPPLIES/CUSTODIAL	200.00	0.00	0.00	(200.00)
11618	DUES/SUBS/PRINTING/POSTAGE	100.00	0.00	0.00	(100.00)
11620	TRAVEL/TRAINING/MEETINGS	200.00	0.00	0.00	(200.00)
	TOTAL MATERIALS AND SERVICES	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(500.00)</u>
	TOTAL EMERGENCY MGT EXPENSES	<u>4,540.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(4,540.00)</u>

City of Gold Beach
GENERAL FUND

BALANCE SHEET
FOR THE PERIOD ENDING 07/31/2010

ASSETS

CASH ASSETS

12302	MONEY MARKET SAVINGS	343,087.34
12301	GENERAL CHECKING	34,281.74
13302	POLICE DONATION SAVINGS	346.35
13309	POLICE CHETCO CHECKING	237.25
16302	MUNI COURT SAVINGS	25,395.61
	TOTAL CASH ASSETS	<u>403,348.29</u>

RESTRICTED ASSETS

12307	STERLING CERTIFICATE OF DEPOSIT	0.00
12306	DEPOSIT ON PARK HOME	591.45
	TOTAL RESTRICTED ASSETS	<u>591.45</u>

RECEIVABLES

12312	ACCOUNTS RECEIVABLE	0.00
12313	PROPERTY TAX RECEIVABLE	0.00
12317	BUSINESS LICENSE RECEIVABLE	0.00
12311	EMPLOYEE RECEIVABLE	0.00
12316	PRE-PAID POSTAGE	(2,540.42)
	TOTAL RECEIVABLES	<u>(2,540.42)</u>

TOTAL ASSETS	401,399.32
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LIABILITIES AND FUND BALANCE (EQUITY)

LIABILITIES

12401	ACCOUNTS PAYABLE	0.00
12403	EMPLOYEE WITHHOLDINGS	702.28
12407	DEFERRED PROPERTY TAX REVENUE	0.00
12411	DEPOSIT ON PARK HOME	591.45
	TOTAL LIABILITIES	<u>1,293.73</u>

FUND BALANCE (EQUITY)

12490	ACTUAL BEGINNING FUND BALANCE	440,077.14
	CHANGES YTD (11670-11704)	0.00
	CHANGES YTD (12491-12704)	13,996.09
	CHANGES YTD (13565-15702)	(38,222.82)
	CHANGES YTD (16610-19999)	(15,744.82)
	TOTAL FUND BALANCE	<u>400,105.59</u>

TOTAL LIABILITIES AND FUND BALANCE (EQUITY)	401,399.32
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City of Gold Beach
STREET TAX FUND

REVENUES & EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

<u>REVENUES</u>		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>FEES AND PERMITS</u>					
21526	STREET ADDRESSING FEES	200.00	0.00	0.00	(200.00)
<u>SYSTEM DEVELOPMENT CHARGES</u>					
21530	STREET SDC NON-RESTRICTED	500.00	0.00	0.00	(500.00)
21531	STREET SDC RESTRICTED	16,500.00	0.00	0.00	(16,500.00)
<u>INTERGOVERNMENTAL</u>					
21525	STATE GAS TAX APPORTIONMENT	105,084.00	0.00	0.00	(105,084.00)
<u>MISCELLANEOUS REVENUE</u>					
21565	INTEREST	650.00	39.40	39.40	(610.60)
21579	MISC REVENUE	200.00	15.00	15.00	(185.00)
<u>BEGINNING FUND BALANCE</u>					
21490	BUDGETED BEGINNING FUND BALANCE	175,000.00	21,760.19	21,760.19	(153,239.81)
TOTAL RESOURCES		298,134.00	21,814.59	21,814.59	(276,319.41)
<u>EXPENDITURES & REQUIREMENTS</u>					
<u>PERSONNEL SERVICES</u>					
21670	UTILITY WORKER (.50 FTE)	19,795.00	1,683.44	1,683.44	18,111.56
21677	OVERTIME	350.00	0.00	0.00	350.00
21679	SALARY & BENEFIT ADJUSTMENT	50.00	0.00	0.00	50.00
21700	RETIREMENT	2,400.00	0.00	0.00	2,400.00
21705	PERS UAL COSTS	1,600.00	0.00	0.00	1,600.00
21701	FICA	1,514.00	0.00	0.00	1,514.00
21702	WORKERS COMP	1,662.00	0.00	0.00	1,662.00
21703	MEDICAL INSURANCE	8,696.00	438.53	438.53	8,257.47
21704	LIFE/LTD INSURANCE	45.00	0.00	0.00	45.00
TOTAL PERSONNEL		36,112.00	2,121.97	2,121.97	33,990.03
<u>MATERIALS & SERVICES</u>					
21622	INSURANCE/BONDS	950.00	0.00	0.00	950.00
21618	DUES/SUBS/PRINTING/POSTAGE	200.00	0.44	0.44	199.56
21610	OFFICE EQUIPMENT & SUPPLIES	200.00	0.00	0.00	200.00
21612	ROCK/OIL/MATERIALS & SERVICES	11,300.00	24.48	24.48	11,275.52
21614	EQUIPMENT O&M	10,000.00	0.00	0.00	10,000.00
21628	SMALL TOOLS & EQUIPMENT	1,000.00	0.00	0.00	1,000.00
21613	STREET SIGNS & FITTINGS	2,500.00	0.00	0.00	2,500.00
21640	CONTRACT SERVICES	2,000.00	0.00	0.00	2,000.00
21620	TRAVEL/TRAINING/MEETINGS	550.00	0.00	0.00	550.00
21624	STREET LIGHT/TRAFFIC LIGHTS	8,000.00	1,119.78	1,119.78	6,880.22
21629	STREET ADDRESSING	300.00	0.00	0.00	300.00
21649	MISC EXPENSES	100.00	0.00	0.00	100.00
TOTAL MATERIALS & SERVICES		37,100.00	1,144.70	1,144.70	35,955.30
<u>CAPITAL OUTLAY</u>					
21681	STREET CONSTRUCTION & REPAIR	22,000.00	0.00	0.00	22,000.00
21667	3RD ST (LIBRARY) SIDEWALK	50,000.00	0.00	0.00	50,000.00
TOTAL CAPITAL OUTLAY		72,000.00	0.00	0.00	72,000.00
<u>CONTINGENCY & RESERVES</u>					
21657	CONTINGENCY	60,000.00	0.00	0.00	60,000.00
<u>TRANSFERS OUT TO OTHER FUNDS</u>					
21690-12	GENERAL INDIRECT	12,526.00	0.00	0.00	12,526.00
<u>UNAPPROPRIATED ENDING FUND BALANCE</u>					
21491	BUDGETED FUND BALANCE	80,396.00	0.00	0.00	80,396.00
TOTAL EXPENDITURES & REQUIREMENTS		298,134.00	3,266.67	3,266.67	294,867.33

City of Gold Beach
STREET TAX FUND

BALANCE SHEET
FOR THE PERIOD ENDING 07/31/2010

ASSETS

CASH ASSETS

21302	MONEY MARKET SAVINGS	127,475.62
21301	CHECKING	1,700.21
21303	SDC SAVINGS NR	15,559.44
	TOTAL CASH ASSETS	<u>144,735.27</u>

RESTRICTED ASSETS

21304	SDC SAVINGS RESTRICTED	37,590.00
21202	STREET SWEEPER CD	20,000.00
21203	MULTIUSE TRUCK 10% CD	10,000.00
	TOTAL RESTRICTED	<u>67,590.00</u>

RECEIVABLES

21312	ACCOUNTS RECEIVABLE	<u>0.00</u>
	TOTAL ASSETS	<u>212,325.27</u>

LIABILITIES AND FUND BALANCE (EQUITY)

LIABILITIES

21401	ACCOUNTS PAYABLE	0.00
21402	STREET LIGHT PAYABLE	0.00
21403	EMPLOYEE WITHHOLDINGS	(102.67)
21407	DEFERRED REVENUE	0.00
	TOTAL LIABILITIES	<u>(102.67)</u>

FUND BALANCE (EQUITY)

12490	ACTUAL BEGINNING FUND BALANCE	215,640.21
	CHANGES YTD (21497-21705)	(3,212.27)
	TOTAL FUND BALANCE	<u>212,427.94</u>

	TOTAL LIABILITIES AND FUND BALANCE (EQUITY)	<u>212,325.27</u>
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City of Gold Beach
COMMUNITY PROMOTION FUND

REVENUES & EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>REVENUES</u>					
<u>TRANSIENT ROOM TAX</u>					
24506	TRANSIENT ROOM TAX	250,000.00	0.00	0.00	(250,000.00)
<u>MISCELLANEOUS REVENUE</u>					
24565	INTEREST	1,200.00	37.51	37.51	(1,162.49)
24579	MISC REVENUE	4,400.00	0.00	0.00	(4,400.00)
24507	POSTAGE REIMBURSEMENT	5,000.00	0.00	0.00	(5,000.00)
	TOTAL MISC REVENUE	10,600.00	37.51	37.51	(10,562.49)
<u>BEGINNING FUND BALANCE</u>					
24490	BUDGETED BEGINNING FUND BALANCE	157,000.00	105,580.03	105,580.03	(51,419.97)
TOTAL RESOURCES		417,600.00	105,617.54	105,617.54	(311,982.46)
<u>EXPENDITURES & REQUIREMENTS</u>					
<u>PERSONNEL SERVICES</u>					
24672	EXECUTIVE DIRECTOR	45,000.00	3,750.00	3,750.00	41,250.00
24670	VISITOR CENTER SALARIES	14,000.00	1,774.32	1,774.32	12,225.68
24671	EXECUTIVE ASSISTANT	22,000.00	2,307.36	2,307.36	19,692.64
24679	SALARY & BENEFIT ADJUSTMENT	50.00	0.00	0.00	50.00
24700	RETIREMENT	8,200.00	0.00	0.00	8,200.00
24705	PERS UAL COSTS	5,500.00	0.00	0.00	5,500.00
24701	FICA	6,197.00	599.11	599.11	5,597.89
24702	WORKERS COMP	194.00	0.00	0.00	194.00
24703	MEDICAL INSURANCE	7,880.00	1,005.48	1,005.48	6,874.52
24704	LIFE/LTD INSURANCE	125.00	18.31	18.31	106.69
	TOTAL PERSONNEL	109,146.00	9,454.58	9,454.58	99,691.42
<u>MARKETING & PROMOTIONAL EXPENSES</u>					
24612	DIRECT MARKETING	17,000.00	1,500.00	1,500.00	15,500.00
24618	PRINTED MATERIALS	18,000.00	450.00	450.00	17,550.00
24619	AMBIENT	7,500.00	0.00	0.00	7,500.00
24620	TRADE SHOWS AND FAIRS	12,000.00	1,590.00	1,590.00	10,410.00
24639	MAGAZINES	4,000.00	0.00	0.00	4,000.00
24641	PROFESSIONAL SERVICES	15,000.00	25.00	25.00	14,975.00
24642	RADIO	5,000.00	0.00	0.00	5,000.00
24643	PRINT MEDIA	18,000.00	1,315.00	1,315.00	16,685.00
24644	OUTDOOR/BUS ADVERTISING	16,000.00	700.00	700.00	15,300.00
24647	INTERNET ADVERTISING	15,000.00	0.00	0.00	15,000.00
24655	ASSOCIATION DUES	2,000.00	0.00	0.00	2,000.00
24645	TELEVISION PROMOTION	25,000.00	180.00	180.00	24,820.00
	TOTAL MARKETING & PROMOTIONAL	154,500.00	5,760.00	5,760.00	148,740.00
<u>VC OPERATING EXPENSES</u>					
24622	INSURANCE/BONDS	600.00	0.00	0.00	600.00
24610	VC OPERATING EXPENSES	12,500.00	672.33	672.33	11,827.67
24616	POSTAGE	12,000.00	22.12	22.12	11,977.88
24658	VC BUILDING & GROUNDS	7,000.00	5,153.00	5,153.00	1,847.00
24649	MISC EXPENSES	500.00	0.00	0.00	500.00
	TOTAL VC OPERATING EXPENSES	32,600.00	5,847.45	5,847.45	26,752.55
<u>CONTINGENCY & RESERVES</u>					
24657	CONTINGENCY	20,000.00	0.00	0.00	20,000.00
<u>TRANSFERS OUT TO OTHER FUNDS</u>					
24692-93	TRANSFER OUT TO BUILDING RESERVE	7,500.00	0.00	0.00	7,500.00
<u>DEBT SERVICE</u>					
24680	VC PAYMENTS (PAYOFF)	66,251.00	0.00	0.00	66,251.00
<u>UNAPPROPRIATED ENDING FUND BALANCE</u>					
24491	BUDGETED ENDING FUND BALANCE	23,603.00	0.00	0.00	23,603.00
TOTAL EXPENDITURES & REQUIREMENTS		413,600.00	21,062.03	21,062.03	392,537.97

City of Gold Beach
COMMUNITY PROMOTION FUND
BALANCE SHEET
FOR THE PERIOD ENDING 07/31/2010

ASSETS

CASH ASSETS

24302	MONEY MARKET SAVINGS	142,307.37
24301	CHECKING	325.90
24304	SDC SAVINGS NR	9,136.45
24310	PROMO CHECKING	4,708.98
	TOTAL CASH ASSETS	<u>156,478.70</u>

RECEIVABLES

24312	ACCOUNTS RECEIVABLE	<u>0.00</u>
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<u>TOTAL ASSETS</u>	<u>156,478.70</u>
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LIABILITIES AND FUND BALANCE (EQUITY)

LIABILITIES

24403	EMPLOYEE WITHHOLDINGS	34.65
24405	ACCRUED BENEFITS	0.00
24401	ACCOUNTS PAYABLE	0.00
	TOTAL LIABILITIES	<u>34.65</u>

FUND BALANCE (EQUITY)

24490	ACTUAL BEGINNING FUND BALANCE	177,468.57
	CHANGES YTD (24497-24800)	(21,024.52)
	TOTAL FUND BALANCE	<u>156,444.05</u>

<u>TOTAL LIABILITIES AND FUND BALANCE (EQUITY)</u>	<u>156,478.70</u>
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City of Gold Beach
SPECIAL REVENUE FUND
SMALL CITY ALLOTMENT FUND

REVENUES & EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>REVENUES</u>					
<u>MISCELLANEOUS REVENUE</u>					
54565	INTEREST	50.00	5.96	5.96	(44.04)
TOTAL REVENUE		<u>50.00</u>	<u>5.96</u>	<u>5.96</u>	<u>(44.04)</u>
<u>BEGINNING FUND BALANCE</u>					
54490	BUDGETED BEGINNING FUND BALANCE	28,380.00	22,070.46	22,070.46	(6,309.54)
TOTAL RESOURCES		<u>28,430.00</u>	<u>22,076.42</u>	<u>22,076.42</u>	<u>(6,353.58)</u>
<u>EXPENDITURES & REQUIREMENTS</u>					
<u>CAPITAL OUTLAY</u>					
54661	THIRD ST SIDEWALK	20,000.00	0.00	0.00	(20,000.00)
<u>TRANSFERS OUT TO OTHER FUNDS</u>					
54691-12	TRANSFER TO GENERAL INDIRECT	2,229.00	0.00	0.00	(2,229.00)
<u>UNAPPROPRIATED ENDING FUND BALANCE</u>					
54491	BUDGETED ENDING FUND BALANCE	6,201.00	0.00	0.00	(6,201.00)
TOTAL EXPENDITURES & REQUIREMENTS		<u>28,430.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(28,430.00)</u>

City of Gold Beach
SPECIAL REVENUE FUND
SMALL CITY ALLOTMENT FUND

BALANCE SHEET
FOR THE PERIOD ENDING 07/31/2010

ASSETS

CASH ASSETS

	CASH:	
54302	MONEY MARKET SAVINGS	28,420.61
54301	CHECKING	0.00
54312	ACCOUNTS RECEIVABLE	<u>0.00</u>
	TOTAL ASSETS	<u>28,420.61</u>

LIABILITIES & FUND BALANCE (EQUITY)

LIABILITIES

54401	ACCOUNTS PAYABLE	0.00
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FUND BALANCE:

ACTUAL BEGINNING FUND BALANCE	28,414.65
ACTUAL CHANGE IN FUND BAL YTD	<u>5.96</u>
TOTAL FUND BALANCE	<u>28,420.61</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>28,420.61</u>

City of Gold Beach
 CAPITAL PROJECTS FUND
 I & I CORRECTION FUND

REVENUES & EXPENDITURES
 FOR THE PERIOD ENDING 07/31/2010

		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>REVENUES</u>					
<u>MISCELLANEOUS REVENUE</u>					
63565	INTEREST	225.00	12.57	12.57	(212.43)
	TOTAL REVENUE	<u>225.00</u>	<u>12.57</u>	<u>12.57</u>	<u>(212.43)</u>
<u>BEGINNING FUND BALANCE</u>					
63490	BUDGETED BEGINNING FUND BALANCE	165,350.00	1,473.52	1,473.52	(163,876.48)
	TOTAL RESOURCES	<u>165,575.00</u>	<u>1,486.09</u>	<u>1,486.09</u>	<u>(164,088.91)</u>
<u>EXPENDITURES & REQUIREMENTS</u>					
<u>MATERIALS & SERVICES</u>					
63649	MISC EXPENSES	50.00	0.00	0.00	(50.00)
<u>CAPITAL OUTLAY</u>					
63666	I & I CORRECTION	15,000.00	0.00	0.00	(15,000.00)
<u>TRANSFERS OUT TO OTHER FUNDS</u>					
63690-12	TRANSFER TO GENERAL INDIRECT	2,137.00	0.00	0.00	(2,137.00)
<u>CONTINGENCY</u>					
63657	CONTINGENCY	20,000.00	0.00	0.00	(20,000.00)
<u>UNAPPROPRIATED ENDING FUND BALANCE</u>					
63491	BUDGETED ENDING FUND BALANCE	128,388.00	0.00	0.00	(128,388.00)
	TOTAL EXPENDITURES & REQUIREMENTS	<u>165,575.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(165,575.00)</u>

City of Gold Beach
CAPITAL PROJECTS FUND
I & I CORRECTION FUND

BALANCE SHEET
FOR THE PERIOD ENDING 07/31/2010

ASSETS

CASH ASSETS

	CASH:	
63302	MONEY MARKET SAVINGS	59,935.55
63301	CHECKING	0.00
63303	CERTIFICATE OF DEPOSIT	108,115.43
63312	ACCOUNTS RECEIVABLE	0.00
		<hr/>
	TOTAL ASSETS	168,050.98

LIABILITIES & FUND BALANCE (EQUITY)

LIABILITIES

63401	ACCOUNTS PAYABLE	0.00
	FUND BALANCE:	
	ACTUAL BEGINNING FUND BALANCE	168,038.41
	ACTUAL CHANGE IN FUND BAL YTD	12.57
		<hr/>
	TOTAL FUND BALANCE	168,050.98
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	TOTAL LIABILITIES AND FUND BALANCE	168,050.98

City of Gold Beach
DEBT SERVICE FUND
HWY 101 SEWER LOAN

REVENUES & EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
	<u>REVENUES</u>				
	<u>SERVICE FEES</u>				
10521	MONTHLY SURCHARGE	116,000.00	10,499.58	10,499.58	(105,500.42)
	<u>MISCELLANEOUS REVENUE</u>				
10565	INTEREST	800.00	43.70	43.70	(756.30)
	TOTAL REVENUE	<u>800.00</u>	<u>43.70</u>	<u>43.70</u>	<u>(756.30)</u>
	<u>BEGINNING FUND BALANCE</u>				
10490	BUDGETED BEGINNING FUND BALANCE	260,000.00	2,619.32	2,619.32	(257,380.68)
	TOTAL RESOURCES	<u>377,600.00</u>	<u>13,206.30</u>	<u>13,206.30</u>	<u>(364,393.70)</u>
	<u>EXPENDITURES & REQUIREMENTS</u>				
	<u>DEBT SERVICE</u>				
10680	FEES	6,200.00	0.00	0.00	(6,200.00)
10681	LOAN PRINCIPAL	72,800.00	0.00	0.00	(72,800.00)
10685	LOAN INTEREST	37,700.00	0.00	0.00	(37,700.00)
	<u>TRANSFERS OUT TO OTHER FUNDS</u>				
10690-12	TRANSFER TO GENERAL INDIRECT	1,399.00	0.00	0.00	(1,399.00)
	<u>UNAPPROPRIATED ENDING FUND BALANCE</u>				
10491	BUDGETED ENDING FUND BALANCE	258,701.00	0.00	0.00	(258,701.00)
	TOTAL EXPENDITURES & REQUIREMENTS	<u>376,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(376,800.00)</u>

City of Gold Beach
DEBT SERVICE FUND
HWY 101 SEWER LOAN

BALANCE SHEET
FOR THE PERIOD ENDING 07/31/2010

ASSETS

CASH ASSETS

	CASH:	
10302	MONEY MARKET SAVINGS	208,398.92
10301	CHECKING	10,499.58
10303	CERTIFICATE OF DEPOSIT	56,341.45
10318	UTILITY RECEIVABLE	0.00
10312	ACCOUNTS RECEIVABLE	0.00
	TOTAL ASSETS	275,239.95

LIABILITIES & FUND BALANCE (EQUITY)

LIABILITIES

10401	ACCOUNTS PAYABLE	0.00
	FUND BALANCE:	
	ACTUAL BEGINNING FUND BALANCE	264,696.67
	ACTUAL CHANGE IN FUND BAL YTD	10,543.28
	TOTAL FUND BALANCE	275,239.95
	TOTAL LIABILITIES AND FUND BALANCE	275,239.95

City of Gold Beach
DEBT SERVICE FUND
HUNTER CREEK HGTS/EMERALD HILLS WATER LID

REVENUES & EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>REVENUES</u>					
<u>MISCELLANEOUS REVENUE</u>					
26565	MONTHLY SURCHARGE	95.00	4.08	4.08	(90.92)
<u>LID REVENUE</u>					
26530	LID PRINCIPAL PAYMENTS	2,000.00	0.00	0.00	(2,000.00)
26531	LID INTEREST PAYMENTS	3,500.00	0.00	0.00	(3,500.00)
	TOTAL REVENUE	<u>5,595.00</u>	<u>4.08</u>	<u>4.08</u>	<u>(5590.92)</u>
<u>TRANSFERS IN</u>					
26590-64	TRANSFER FROM WATER RESERVE	67,500.00	0.00	0.00	(67,500.00)
<u>BEGINNING FUND BALANCE</u>					
26490	BUDGETED BEGINNING FUND BALANCE	17,000.00	5,952.85	5,952.85	(11,047.15)
	TOTAL RESOURCES	<u>90,095.00</u>	<u>5,956.93</u>	<u>5,956.93</u>	<u>-84,138.07</u>
<u>EXPENDITURES & REQUIREMENTS</u>					
<u>DEBT SERVICE</u>					
26681	BOND PRINCIPAL	80,839.00	0.00	0.00	(80,839.00)
26685	BOND INTEREST	3,660.00	0.00	0.00	(3,660.00)
<u>UNAPPROPRIATED ENDING FUND BALANCE</u>					
26491	BUDGETED ENDING FUND BALANCE	5,596.00	0.00	0.00	(5,596.00)
	TOTAL EXPENDITURES & REQUIREMENTS	<u>90,095.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(90,095.00)</u>

City of Gold Beach
DEBT SERVICE FUND
HUNTER CREEK HGTS/EMERALD HILLS WATER LID

BALANCE SHEET
FOR THE PERIOD ENDING 07/31/2010

ASSETS

CASH ASSETS

CASH:		
26302	MONEY MARKET SAVINGS	19,450.92
26301	CHECKING	0.00
26303	HCH REIMBURSEMENT SAVINGS	248.85
26304	EH REIMBURSEMENT SAVINGS	21.69
26311	LID INTEREST RECEIVABLE	0.00
26312	LID PRINCIPAL RECEIVABLE	0.00
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TOTAL ASSETS		<u>19,721.46</u>

LIABILITIES & FUND BALANCE (EQUITY)

LIABILITIES

26401	ACCOUNTS PAYABLE	0.00
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FUND BALANCE:

ACTUAL BEGINNING FUND BALANCE	19,446.84
ACTUAL CHANGE IN FUND BAL YTD	270.54
ACTUAL CHANGE IN FUND BAL YTD	4.08
TOTAL FUND BALANCE	<u>19,721.46</u>

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TOTAL LIABILITIES AND FUND BALANCE	<u>19,721.46</u>

City of Gold Beach
ENTERPRISE FUND
WATER UTILITY FUND

REVENUES
FOR THE PERIOD ENDING 07/31/2010

<u>REVENUES</u>		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>WATER SALES</u>					
22541	INSIDE WATER SALES	400,000.00	32,979.54	32,979.54	(367,020.46)
22542	OUTSIDE WATER SALES	140,000.00	11,969.67	11,969.67	(128,030.33)
	TOTAL WATER SALES	540,000.00	44,949.21	44,949.21	(495,050.79)
<u>MISCELLANEOUS REVENUE</u>					
22565	INTEREST	4,500.00	4,062.34	4,062.34	(437.66)
22579	MISC REVENUE	1,500.00	0.00	0.00	(1,500.00)
22550	SDC INSTALL	3,000.00	0.00	0.00	(3,000.00)
22545	PENALTIES	13,000.00	1,046.34	1,046.34	(11,953.66)
22555	WATER DEPOSITS (RESTRICTED)	12,000.00	0.00	0.00	(12,000.00)
	TOTAL MISC REVENUE	34,000.00	5,108.68	5,108.68	(28,891.32)
<u>BEGINNING FUND BALANCE</u>					
22490	BUDGETED BEGINNING FUND BALANCE	630,000.00	51,863.57	51,863.57	(578,136.43)
	TOTAL RESOURCES	1,204,000.00	101,921.46	101,921.46	(1,102,078.54)

<u>EXPENDITURES</u>		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>PERSONNEL SERVICES</u>					
22671	PUBLIC WORKS SUPERINTENDENT 50%	28,512.00	2,376.00	2,376.00	(26,136.00)
22672	PW UTILITY CLERK 50%	15,312.00	1,056.00	1,056.00	(14,256.00)
22673	PW TECHNICIAN	32,000.00	2,706.88	2,706.88	(29,293.12)
22676	PW OPERATOR/LEAD WORKER 50%	20,000.00	1,683.44	1,683.44	(18,316.56)
22680	ADMIN SERVICES DIRECTOR 25%	9,504.00	836.00	836.00	(8,668.00)
22678	PART TIME	3,000.00	0.00	0.00	(3,000.00)
22677	OVER TIME	2,000.00	0.00	0.00	(2,000.00)
22679	SALARY & BENEFIT ADJUSTMENT	2,500.00	0.00	0.00	(2,500.00)
22700	RETIREMENT	22,500.00	0.00	0.00	(22,500.00)
22705	PERS UAL COSTS	14,600.00	0.00	0.00	(14,600.00)
22701	FICA	6,450.00	791.96	791.96	(5,658.04)
22702	WORKERS COMP	3,108.00	0.00	0.00	(3,108.00)
22703	MEDICAL INSURANCE	52,760.00	2,745.63	2,745.63	(50,014.37)
22704	LIFE/LTD INSURANCE	400.00	32.41	32.41	(367.59)
22707	UNCOMPENSATED ABSENCES	2,500.00	0.00	0.00	(2,500.00)
	TOTAL PERSONNEL	215,146.00	12,228.32	12,228.32	(202,917.68)

<u>MATERIALS & SERVICES: DISTRIBUTION & GENERAL</u>					
22611	SYSTEM CONSTRUCTION O & M	16,000.00	0.00	0.00	(16,000.00)
22612	MATERIALS AND FITTINGS	22,000.00	32.44	32.44	(21,967.56)
22613	BUILDING/GROUNDS O & M	3,000.00	0.00	0.00	(3,000.00)
22614	EQUIPMENT O & M	14,000.00	0.00	0.00	(14,000.00)
22638	SOLID WASTE SERVICES	2,000.00	0.00	0.00	(2,000.00)
22617	COMMUNICATIONS	4,500.00	254.41	254.41	(4,245.59)
22618	DUES/FEES/SUBS/PRINTING/POSTAGE	8,200.00	902.41	902.41	(7,297.59)
22620	TRAVEL & TRAINING	1,800.00	0.00	0.00	(1,800.00)
22622	INSURANCE & BONDS	15,500.00	0.00	0.00	(15,500.00)
22624	ELECTRICITY	10,800.00	392.00	392.00	(10,408.00)
22628	SMALL TOOLS & EQUIPMENT	2,500.00	0.00	0.00	(2,500.00)
22640	CONTRACT SERVICES	10,000.00	250.20	250.20	(9,749.80)
22641	LAB TESTING	400.00	0.00	0.00	(400.00)
22610	SUPPLIES/CUSTODIAL	7,000.00	84.75	84.75	(6,915.25)
22649	MISC EXPENSES	750.00	0.00	0.00	(750.00)
22648	CROSS CONNECTION CONTROL	1,000.00	0.00	0.00	(1,000.00)
22647	OSHA REQUIRED EXPENDITURES	3,500.00	0.00	0.00	(3,500.00)
22646	PASS THRU TO ENGINEERS	7,000.00	0.00	0.00	(7,000.00)
22645	WATER DEPOSIT REFUNDS	16,000.00	0.00	0.00	(16,000.00)
	TOTAL MATERIALS AND SERVICES	145,950.00	1,916.21	1,916.21	(144,033.79)

MATERIALS AND SUPPLIES: INTAKE & TREATMENT

22910	OFFICE SUPPLIES	100.00	0.00	0.00	(100.00)
22913	BUILDINGS & GROUNDS O & M	3,000.00	0.00	0.00	(3,000.00)
22914	EQUIPMENT O&M	7,000.00	0.00	0.00	(7,000.00)
22917	COMMUNICATION	850.00	41.19	41.19	(808.81)
22918	DUES/SUSBS/FEES/POSTAGE	1,300.00	0.00	0.00	(1,300.00)
22920	TRAVEL & TRAINING	400.00	0.00	0.00	(400.00)
22922	INSURANCE & BONDS	5,500.00	0.00	0.00	(5,500.00)
22924	ELECTRICITY	43,000.00	3,714.28	3,714.28	(39,285.72)
22928	SMALL TOOLS & EQUIPMENT	1,500.00	0.00	0.00	(1,500.00)
22940	CONTRACT SERVICES	4,000.00	0.00	0.00	(4,000.00)
22941	LAB TESTING	5,000.00	0.00	0.00	(5,000.00)
22942	TREATMENT CHEMICALS	20,000.00	0.00	0.00	(20,000.00)
22949	MISC EXPENSES	200.00	0.00	0.00	(200.00)
	TOTAL MATERIALS AND SERVICES	91,850.00	3,755.47	3,755.47	(88,094.53)

CAPITAL OUTLAY

22663	EQUIPMENT	7,000.00	0.00	0.00	(7,000.00)
22664	FUND ACCOUNTING SYSTEM	7,500.00	0.00	0.00	(7,500.00)
22666	SYSTEM CONSTRUCTION & REPLACEMENT	195,600.00	0.00	0.00	(195,600.00)
22668	SECURITY FENCING	6,500.00	0.00	0.00	(6,500.00)
	TOTAL TRANSFERS OUT	216,600.00	0.00	0.00	-216600

TRANSFERS OUT TO OTHER FUNDS

22690-92	TRANSFER TO NON-INSURED LOSS	2,000.00	0.00	0.00	(2,000.00)
22690-93	TRANSFER TO BUILDING RES FUND	1,500.00	0.00	0.00	(1,500.00)
22690-12	TRANSFER TO GENERAL INDIRECT	42,376.00	0.00	0.00	(42,376.00)
22690-64	TRANSFER TO WATER RESERVE	50,000.00	0.00	0.00	(50,000.00)
	TOTAL TRANSFERS OUT	95,876.00	0.00	0.00	-95876

CONTINGENCY & RESERVES

22657	CONTINGENCY	200,000.00	0.00	0.00	(200,000.00)
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UNAPPROPRIATED ENDING FUND BALANCE

22491	BUDGETED ENDING FUND BALANCE	238,578.00	0.00	0.00	(238,578.00)
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TOTAL REQUIREMENTS	1,204,000.00	17,900.00	17,900.00	(1,186,100.00)
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City of Gold Beach
 ENTERPRISE FUND
 WATER UTILITY FUND

BALANCE SHEET
 FOR THE PERIOD ENDING 07/31/2010

ASSETS

CASH ASSETS

22302	MONEY MARKET SAVINGS	319,962.30
22301	GENERAL CHECKING	113,001.00
	<i>TOTAL CASH ASSETS</i>	<u>432,963.30</u>

RESTRICTED ASSETS

22305	WATER DEPOSITS CHECKING	6,849.49
22308	DEPOSITS MM SAVINGS	13,152.32
22303	DEPOSITS CD #1	18,000.00
22307	DEPOSITS CD #2	83,356.77
22304	DEPOSITS CD #3	20,000.00
22310	MULTIUSE TRUCK CD 1/2	2,564.24
22202	MULTIUSE TRUCK CD #2	40,000.00
22201	RESERVOIR PAINTING CD	100,000.00
22309	UTILITY CD	105,394.59
	<i>TOTAL RESTRICTED ASSETS</i>	<u>389,317.41</u>

RECEIVABLES

22312	ACCOUNTS RECEIVABLE	0.00
22318	UTILITY RECEIVABLE	0.00
22313	SDC RECEIVABLE	0.00
	<i>TOTAL RECEIVABLES</i>	<u>0.00</u>

TOTAL ASSETS 822,280.71

LIABILITIES AND FUND BALANCE (EQUITY)

LIABILITIES

12401	ACCOUNTS PAYABLE	0.00
12403	EMPLOYEE WITHHOLDINGS	(99.71)
12407	WATER ACCRUED BENEFITS	9,433.86
12411	WATER DEPOSITS RECEIVED	55,981.86
	<i>TOTAL LIABILITIES</i>	<u>65,316.01</u>

FUND BALANCE (EQUITY)

22490	ACTUAL BEGINNING FUND BALANCE	724,806.81
	ACTUAL CHANGES IN FUND BALANCE YTD	32,157.89
	<i>TOTAL FUND BALANCE</i>	<u>756,964.70</u>

TOTAL LIABILITIES AND FUND BALANCE (EQUITY) 822,280.71

City of Gold Beach
ENTERPRISE FUND
SEWER UTILITY FUND

REVENUES
FOR THE PERIOD ENDING 07/31/2010

<u>REVENUES</u>		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>SERVICE CHARGES</u>					
23542	SEWER SERVICE CHARGES	360,000.00	30,881.33	30,881.33	(329,118.67)
<u>MISCELLANEOUS REVENUE</u>					
23565	INTEREST	5,700.00	4,624.30	4,624.30	(1,075.70)
23579	MISC REVENUE	5,500.00	230.50	230.50	(5,269.50)
23550	SDC INSTALL	1,500.00	0.00	0.00	(1,500.00)
	TOTAL REVENUE	372,700.00	35,736.13	35,736.13	(336,963.87)
<u>BEGINNING FUND BALANCE</u>					
23490	BUDGETED BEGINNING FUND BALANCE	690,000.00	19,024.93	19,024.93	(670,975.07)
	TOTAL RESOURCES	1,062,700.00	54,761.06	54,761.06	(1,007,938.94)
<u>EXPENDITURES</u>		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>PERSONNEL SERVICES</u>					
23670	PUBLIC WORKS SUPERINTENDENT 50%	28,512.00	2,376.00	2,376.00	(26,136.00)
23671	PW ASSISTANT SUPER	45,345.00	3,327.00	3,327.00	(42,018.00)
23672	PW UTILITY CLERK 50%	15,312.00	1,565.80	1,565.80	(13,746.20)
23673	PW TREATMENT PLANT OPER ASSIST	27,184.00	2,300.32	2,300.32	(24,883.68)
23680	ADMIN SERVICES DIRECTOR 25%	9,504.00	836.00	836.00	(8,668.00)
23678	PART TIME	2,000.00	0.00	0.00	(2,000.00)
23677	OVER TIME	5,000.00	0.00	0.00	(5,000.00)
23679	SALARY & BENEFIT ADJUSTMENT	2,500.00	0.00	0.00	(2,500.00)
23700	RETIREMENT	12,000.00	0.00	0.00	(12,000.00)
23705	PERS UAL COSTS	8,000.00	0.00	0.00	(8,000.00)
23701	FICA	10,355.00	826.61	826.61	(9,528.39)
23702	WORKERS COMP	5,950.00	0.00	0.00	(5,950.00)
23703	MEDICAL INSURANCE	32,400.00	2,452.41	2,452.41	(29,947.59)
23704	LIFE/LTD INSURANCE	350.00	24.70	24.70	(325.30)
23707	UNCOMPENSATED ABSENCES	1,000.00	0.00	0.00	(1,000.00)
	TOTAL PERSONNEL	205,412.00	13,708.84	13,708.84	(191,703.16)
<u>MATERIALS & SERVICES</u>					
23611	SYSTEM CONSTRUCTION O & M	7,500.00	0.00	0.00	(7,500.00)
23612	MATERIALS AND FITTINGS	4,000.00	0.00	0.00	(4,000.00)
23613	BUILDING/GROUNDS O & M	2,000.00	0.00	0.00	(2,000.00)
23614	EQUIPMENT O & M	10,000.00	500.00	500.00	(9,500.00)
23638	SOLID WASTE SERVICES	3,200.00	0.00	0.00	(3,200.00)
23617	COMMUNICATIONS	3,500.00	263.88	263.88	(3,236.12)
23618	DUES/FEES/SUBS/PRINTING/POSTAGE	7,000.00	318.72	318.72	(6,681.28)
23620	TRAVEL & TRAINING	2,000.00	0.00	0.00	(2,000.00)
23622	INSURANCE & BONDS	16,000.00	0.00	0.00	(16,000.00)
23624	ELECTRICITY	55,000.00	4,328.26	4,328.26	(50,671.74)
23628	SMALL TOOLS & EQUIPMENT	1,200.00	0.00	0.00	(1,200.00)
23640	CONTRACT SERVICES	20,000.00	0.00	0.00	(20,000.00)
23619	LAB TESTING	9,000.00	0.00	0.00	(9,000.00)
23610	SUPPLIES/CUSTODIAL	7,000.00	84.75	84.75	(6,915.25)
23649	MISC EXPENSES	500.00	0.00	0.00	(500.00)
23615	PLANT O & M	8,000.00	0.00	0.00	(8,000.00)
	TOTAL MATERIALS AND SERVICES	155,900.00	5,495.61	5,495.61	(150,404.39)
<u>CAPITAL OUTLAY</u>					
23664	FUND ACCOUNTING SYSTEM	7,500.00	0.00	0.00	(7,500.00)
23666	SYSTEM CONSTRUCTION & REPLACEMENT	20,000.00	0.00	0.00	(20,000.00)
	TOTAL CAPITAL OUTLAY	27,500.00	0.00	0.00	(27,500.00)
<u>TRANSFERS OUT TO OTHER FUNDS</u>					
23690-92	TRANSFER TO NON-INSURED LOSS	2,000.00	0.00	0.00	(2,000.00)
23690-12	TRANSFER TO GENERAL INDIRECT	53,568.00	0.00	0.00	(53,568.00)
23690-93	TRANSFER TO BUILDING RESERVE	1,500.00	0.00	0.00	(1,500.00)
23690-74	TRANSFER TO SEWER RESERVE	50,000.00	0.00	0.00	(50,000.00)
	TOTAL TRANSFERS OUT	107,068.00	0.00	0.00	-107068
<u>CONTINGENCY & RESERVES</u>					
23657	CONTINGENCY	200,000.00	0.00	0.00	(200,000.00)
<u>UNAPPROPRIATED ENDING FUND BALANCE</u>					
23491	BUDGETED ENDING FUND BALANCE	366,821.00	0.00	0.00	(366,821.00)
	TOTAL REQUIREMENTS	1,062,701.00	19,204.45	19,204.45	(1,043,496.55)

City of Gold Beach
ENTERPRISE FUND
SEWER UTILITY FUND

BALANCE SHEET
FOR THE PERIOD ENDING 07/31/2010

ASSETS

CASH ASSETS

23302	MONEY MARKET SAVINGS	531,421.09
23301	GENERAL CHECKING	120,750.02
	TOTAL CASH ASSETS	652,171.11

RESTRICTED ASSETS

23303	HC SEWER REIMBURSEMENT SAVINGS	0.00
23304	MULTIUSE TRUCK CD 1/2	-2,564.24
23305	SEWER UTILITY CD	105,394.59
23201	MULTIUSE TRUCK CD #2	40,000.00
	TOTAL RESTRICTED ASSETS	142,830.35

RECEIVABLES

23312	ACCOUNTS RECEIVABLE	0.00
23318	UTILITY RECEIVABLE	0.00
	TOTAL RECEIVABLES	0.00

TOTAL ASSETS **795,001.46**

LIABILITIES AND FUND BALANCE (EQUITY)

LIABILITIES

23401	ACCOUNTS PAYABLE	0.00
23403	EMPLOYEE WITHHOLDINGS	50.84
23405	SEWER ACCRUED BENEFITS	5,427.19
23402	HC SEWER REIMBURSEMENT	53.92
	TOTAL LIABILITIES	5,531.95

FUND BALANCE (EQUITY)

23490	ACTUAL BEGINNING FUND BALANCE	772,937.83
	ACTUAL CHANGES IN FUND BALANCE YTD	16,531.68
	TOTAL FUND BALANCE	789,469.51

TOTAL LIABILITIES AND FUND BALANCE (EQUITY) **795,001.46**

City of Gold Beach
RESERVE FUND
BUILDING RESERVE FUND

REVENUES & EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

This fund is authorized by resolution #0910-29 on May 10, 2010, for the purpose of major remodeling projects, building repairs, and replacement of municipal owned buildings

	<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>REVENUES</u>				
<u>MISCELLANEOUS REVENUE</u>				
93565 INTEREST	2,500.00	46.38	46.38	(2,453.62)
<u>TRANSFER IN FOR CITY HALL</u>				
93590-12 TRANSFER IN GENERAL FUND	10,000.00	0.00	0.00	(10,000.00)
93590-22 TRANSFER IN WATER UTILITY	1,500.00	0.00	0.00	(1,500.00)
93590-23 TRANSFER IN SEWER UTILITY	1,500.00	0.00	0.00	(1,500.00)
TOTAL CITY HALL TRANSFERS	13,000.00	0.00	0.00	
<u>TRANSFER IN VISITOR CENTER BUILDING</u>				
93590-24 TRANSFER IN PROMO	7,500.00	0.00	0.00	(7,500.00)
<u>BEGINNING FUND BALANCE</u>				
93490 BUDGETED BEGINNING FUND BALANCE	383,400.00	19,907.59	19,907.59	(363,492.41)
TOTAL RESOURCES	406,400.00	19,953.97	19,953.97	(386,446.03)
 <u>EXPENDITURES & REQUIREMENTS</u>				
<u>CAPITAL OUTLAY</u>				
93662 CITY HALL BLDG EXPENDITURES	29,000.00	0.00	0.00	(29,000.00)
<u>CONTINGENCY & RESERVE</u>				
93658 RESERVE BUILDINGS	377,400.00	0.00	0.00	(377,400.00)
TOTAL EXPENDITURES & REQUIREMENTS	406,400.00	0.00	0.00	(406,400.00)

City of Gold Beach
RESERVE FUND
BUILDING RESERVE FUND

BALANCE SHEET
FOR THE PERIOD ENDING 07/31/2010

ASSETS

CASH ASSETS

CASH:		
93302	MONEY MARKET SAVINGS	157,442.90
93301	CHECKING	0.00
93303	SHOPS MONEY MARKET SAVINGS	63,709.04
	TOTAL CASH ASSETS	<u>221,151.94</u>

RESTRICTED ASSETS

93304	SHOPS CD	51,815.00
93305	CITY HALL CD	54,057.71
93306	RESERVOIR CD	57,660.29
	TOTAL RESTRICTED ASSETS	<u>163,533.00</u>

TOTAL ASSETS	<u>384,684.94</u>
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LIABILITIES & FUND BALANCE (EQUITY)

LIABILITIES

93401	ACCOUNTS PAYABLE	0.00
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FUND BALANCE:

ACTUAL BEGINNING FUND BALANCE	384,638.56
ACTUAL CHANGE IN FUND BAL YTD	<u>46.38</u>

TOTAL FUND BALANCE	<u>384,684.94</u>
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TOTAL LIABILITIES AND FUND BALANCE	<u>384,684.94</u>
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City of Gold Beach
RESERVE FUND
NON-INSURED LOSSES, VEHICLE DAMAGE, UNEMPLOYMENT RESERVE FUND

REVENUES & EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

This fund is authorized by resolution #0910-29 on May 10, 2010, for the purpose of paying for vehicular damages and other losses not covered by the City's insurance policies and for unemployment expenses

	<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>REVENUES</u>				
<u>MISCELLANEOUS REVENUE</u>				
92565 INTEREST	150.00	12.51	12.51	(137.49)
<u>TRANSFER IN FOR CITY HALL</u>				
92590-12 TRANSFER IN GENERAL FUND	7,000.00	0.00	0.00	(7,000.00)
92590-22 TRANSFER IN WATER UTILITY	2,000.00	0.00	0.00	(2,000.00)
92590-23 TRANSFER IN SEWER UTILITY	2,000.00	0.00	0.00	(2,000.00)
TOTAL CITY HALL TRANSFERS	11,000.00	0.00	0.00	
<u>BEGINNING FUND BALANCE</u>				
92490 BUDGETED BEGINNING FUND BALANCE	22,550.00	25,830.68	25,830.68	3,280.68
TOTAL RESOURCES	33,700.00	25,843.19	25,843.19	(7,856.81)
 <u>EXPENDITURES & REQUIREMENTS</u>				
<u>MATERIALS & SERVICES</u>				
92614 VEHICLE & OTHER NON-INSURED	4,000.00	0.00	0.00	(4,000.00)
92615 UNEMPLOYMENT	12,000.00	0.00	0.00	(12,000.00)
TOTAL MATERIALS & SERVICES	16,000.00	0.00	0.00	
<u>CONTINGENCY & RESERVE</u>				
92658 RESERVE & CONTINGENCY	20,700.00	0.00	0.00	(20,700.00)
TOTAL EXPENDITURES & REQUIREMENTS	36,700.00	0.00	0.00	(36,700.00)

City of Gold Beach
RESERVE FUND
NON-INSURED LOSSES, VEHICLE DAMAGE, UNEMPLOYMENT RESERVE FUND

BALANCE SHEET
FOR THE PERIOD ENDING 07/31/2010

ASSETS

CASH ASSETS

	CASH:		
92302	MONEY MARKET SAVINGS		59,303.30
92301	CHECKING		0.00
	TOTAL CASH ASSETS		59,303.30

<u>TOTAL ASSETS</u>	<u>59,303.30</u>
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LIABILITIES & FUND BALANCE (EQUITY)

LIABILITIES

92401	ACCOUNTS PAYABLE		0.00
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FUND BALANCE:

ACTUAL BEGINNING FUND BALANCE		59,290.79
ACTUAL CHANGE IN FUND BAL YTD		<u>12.51</u>

TOTAL FUND BALANCE		<u>59,303.30</u>
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<u>TOTAL LIABILITIES AND FUND BALANCE</u>	<u>59,303.30</u>
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City of Gold Beach
RESERVE FUND
WATER RESERVE FUND

REVENUES & EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

This fund is authorized by resolution #0910-29 on May 10, 2010, for the purpose of capital repairs and improvements to the City's water system

		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
	<u>REVENUES</u>				
	<u>CHARGES & FEES</u>				
64527	SDC CHARGES	7,000.00	0.00	0.00	(7,000.00)
	<u>MISCELLANEOUS REVENUE</u>				
64565	INTEREST	250.00	21.99	21.99	(228.01)
	<u>TRANSFER IN</u>				
64590-22	TRANSFER IN WATER UTILITY	50,000.00	0.00	0.00	(50,000.00)
	<u>BEGINNING FUND BALANCE</u>				
64490	BUDGETED BEGINNING FUND BALANCE	326,000.00	59,913.50	59,913.50	(266,086.50)
	TOTAL FUND REVENUE	383,250.00	59,935.49	59,935.49	(323,314.51)
	<u>EXPENDITURES & REQUIREMENTS</u>				
	<u>CONTINGENCY & RESERVE</u>				
64658	RESERVE & CONTINGENCY	315,750.00	0.00	0.00	(315,750.00)
	<u>TRANSFERS OUT</u>				
64690-26	TRANSFER OUT TO HCH/EM WATER FUND	67,500.00	0.00	0.00	(67,500.00)
	TOTAL EXPENDITURES & REQUIREMENTS	383,250.00	0.00	0.00	(383,250.00)

City of Gold Beach
RESERVE FUND
WATER RESERVE FUND

BALANCE SHEET
FOR THE PERIOD ENDING 07/31/2010

ASSETS

CASH ASSETS

	CASH:	
64302	MONEY MARKET SAVINGS	104,856.45
64301	CHECKING	0.00
	TOTAL CASH ASSETS	<u>104,856.45</u>

RESTRICTED ASSETS

64304	WRF CD #1	202,300.07
64305	WRF CD #2	20,303.22
	TOTAL RESTRICTED ASSETS	<u>222,603.29</u>

<u>TOTAL ASSETS</u>	<u>327,459.74</u>
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LIABILITIES & FUND BALANCE (EQUITY)

LIABILITIES

64401	ACCOUNTS PAYABLE	0.00
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FUND BALANCE:

ACTUAL BEGINNING FUND BALANCE	327,437.75
ACTUAL CHANGE IN FUND BAL YTD	<u>21.99</u>

TOTAL FUND BALANCE	<u>327,459.74</u>
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<u>TOTAL LIABILITIES AND FUND BALANCE</u>	<u>327,459.74</u>
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City of Gold Beach
RESERVE FUND
SEWER RESERVE FUND

REVENUES & EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

This fund is authorized by resolution #0910-29 on May 10, 2010, for the purpose of paying for major improvements and expansion of the City's wastewater system

		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
REVENUES					
CHARGES & FEES					
74570	SEWER RESERVE SURCHARGE	30,000.00	2,702.81	2,702.81	(27,297.19)
74571	STP SURCHARGE	350,000.00	37,404.55	37,404.55	(312,595.45)
TOTAL CHARGES & FEES		380,000.00	40,107.36	40,107.36	
MISCELLANEOUS REVENUE					
74565	INTEREST	11,000.00	197.93	197.93	(10,802.07)
TRANSFER IN					
74590-23	TRANSFER IN SEWER UTILITY	50,000.00	0.00	0.00	(50,000.00)
GRANTS & LOANS					
74526	LOANS	5,157,344.00	13,394.00	13,394.00	(5,143,950.00)
74525	GRANTS	275,000.00	0.00	0.00	(275,000.00)
TOTAL GRANTS/LOANS		5,432,344.00	13,394.00	13,394.00	
BEGINNING FUND BALANCE					
74490	BUDGETED BEGINNING FUND BALANCE	1,200,000.00	416,617.92	416,617.92	783,382.08
TOTAL FUND REVENUE		7,073,344.00	470,317.21	470,317.21	(6,603,026.79)
EXPENDITURES & REQUIREMENTS					
CAPITAL OUTLAY					
74664	PROJECT COSTS	4,836,432.00	7,613.00	7,613.00	(4,828,819.00)
DEBT SERVICE					
74681	LOAN PAYMENTS	400,000.00	0.00	0.00	(400,000.00)
TRANSFERS OUT					
74690-12	TRANSFER TO GENERAL INDIRECT	38,088.00	0.00	0.00	(38,088.00)
CONTINGENCY & RESERVE					
74657	LOAN RESERVE & CONTINGENCY	475,512.00	0.00	0.00	(475,512.00)
UNAPPROPRIATED ENDING FUND BALANCE					
74491	BUDGETED ENDING FUND BALANCE	1,323,312.00	0.00	0.00	(1,323,312.00)
TOTAL EXPENDITURES & REQUIREMENTS		7,073,344.00	7,613.00	7,613.00	(7,065,731.00)

City of Gold Beach
RESERVE FUND
SEWER RESERVE FUND

BALANCE SHEET
FOR THE PERIOD ENDING 07/31/2010

ASSETS

CASH ASSETS

	CASH:		
74302	MONEY MARKET SAVINGS		715,703.98
74301	CHECKING		<u>384,214.87</u>
	TOTAL CASH ASSETS		<u>1,099,918.85</u>

RESTRICTED ASSETS

74303	DEQ LOAN RESERVE CD		50,758.06
74304	SEWER RESERVE CD		210,789.17
74305	SEWER SDC CD		<u>228,143.00</u>
	TOTAL RESTRICTED ASSETS		<u>489,690.23</u>

RECEIVABLES

74312	ACCOUNTS RECEIVABLE		0.00
74318	UTILITY RECEIVABLE		<u>0.00</u>
	TOTAL RECEIVABLES		<u>0.00</u>

	<u>TOTAL ASSETS</u>		<u>1,589,609.08</u>
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LIABILITIES & FUND BALANCE (EQUITY)

LIABILITIES

74401	ACCOUNTS PAYABLE		0.00
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FUND BALANCE:

ACTUAL BEGINNING FUND BALANCE		1,543,522.79	
ACTUAL CHANGE IN FUND BAL YTD		<u>46,086.29</u>	

TOTAL FUND BALANCE		<u>1,589,609.08</u>	
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<u>TOTAL LIABILITIES AND FUND BALANCE</u>		<u>1,589,609.08</u>	
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City of Gold Beach
RESERVE FUND
FIRE TRUCK RESERVE

REVENUES & EXPENDITURES
FOR THE PERIOD ENDING 07/31/2010

This Local Option Tax to purchase a new fire truck was submitted to voters per Resolution R0405-1 approved by the taxpayers on 11/2/04. Collection began in FY 2005-06

		<u>BUDGET</u>	<u>MONTH</u>	<u>YTD</u>	<u>VARIANCE</u>
<u>REVENUES</u>					
<u>LOCAL OPTION TAX LEVY</u>					
94502	PREVIOUSLY LEVIED TAXES	1,500.00	192.05	192.05	(1,307.95)
94590	CURRENT YEAR TAXES	35,000.00	0.00	0.00	(35,000.00)
	TOTAL LOCAL OPTION TAX LEVY	36,500.00	192.05	192.05	
<u>MISCELLANEOUS REVENUE</u>					
94565	INTEREST	400.00	25.37	25.37	(374.63)
94567	CONTRIBUTIONS FIRE DISTRICTS	91,000.00	0.00	0.00	(91,000.00)
	TOTAL MISC REVENUE	91,400.00	25.37	25.37	
<u>BEGINNING FUND BALANCE</u>					
94490	BUDGETED BEGINNING FUND BALANCE	263,000.00	39,028.13	39,028.13	(223,971.87)
	TOTAL RESOURCES	390,900.00	39,245.55	39,245.55	(351,654.45)
<u>EXPENDITURES & REQUIREMENTS</u>					
<u>CONTINGENCY & RESERVE</u>					
94658	CONTINGENCY & RESERVE	390,900.00	0.00	0.00	(390,900.00)
	TOTAL EXPENDITURES & REQUIREMENTS	390,900.00	0.00	0.00	(390,900.00)

City of Gold Beach
RESERVE FUND
FIRE TRUCK RESERVE

BALANCE SHEET
FOR THE PERIOD ENDING 07/31/2010

ASSETS

CASH ASSETS

CASH:		
94302	MONEY MARKET SAVINGS	120,909.66
94301	CHECKING	192.05
	TOTAL CASH ASSETS	121,101.71

RESTRICTED ASSETS

94304	FIRE TRUCK CD #1	118,811.15
94305	FIRE TRUCK CD #2	15,227.42
	TOTAL RESTRICTED ASSETS	134,038.57

RECEIVABLES

94312	ACCOUNTS RECEIVABLE	0.00
94313	PROPERTY TAX RECEIVABLE	0.00
	TOTAL RECEIVABLES	0.00

	TOTAL ASSETS	255,140.28
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LIABILITIES & FUND BALANCE (EQUITY)

LIABILITIES

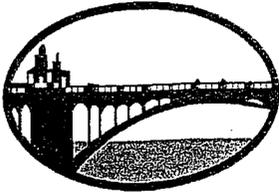
94401	ACCOUNTS PAYABLE	0.00
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FUND BALANCE:

ACTUAL BEGINNING FUND BALANCE	254,922.86
ACTUAL CHANGE IN FUND BAL YTD	217.42

TOTAL FUND BALANCE	255,140.28
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	TOTAL LIABILITIES AND FUND BALANCE	255,140.28
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CITY ADMINISTRATOR'S REPORT

OCTOBER 12, 2010 MEETING OF THE GOLD BEACH CITY COUNCIL

Ellen Barnes, M.P.A.

City Administrator
International City Management
Association Member

Emergency Management Services

- City administrator will work with Don Kendall, Curry County Emergency Services Coordinator, to identify a person to fill the city's emergency management services director.

Administration, Finance and Planning

- Reviewing quotes for new Fund Accounting System
 - Select software provider by October
 - Schedule implementation of new system November/December
- Auditors scheduled for an on-site visit beginning the week of October 18th
- Upcoming Training
 - Managing Consultants/RFP Workshops (Oct 12-14 in Salem)
 - Ford Foundation Leadership Institute Workshop (Oct 15-16 in Gold Beach)
- Working on revisions to city personnel policies, city administrative policies and creation of committee/commission handbooks and an employee safety manual

Fire Services

- With the start of hunting season and the Fire Chief on vacation, Fire Services has been running with minimal volunteers staff
- No significant events

Police Services

- Beginning Oct 1, all non-emergency, scheduled medical procedures for inmates at the Pelican Bay Prison will be handled by either the Rush Surgical Center in Brookings or Curry General Hospital. Chief Janik met with Pelican Bay Prison officials to discuss public safety matters concerning Curry Health District's contract with the prison. Gold Beach PD officers and Curry General Hospital staff received the same training on procedures regarding CDOC Pelican Bay inmates.
- South Coast DUII concluded at the end of September. GBPD plans to partner with Coos Bay agencies if new funding becomes available. Council will approve a resolution approving the grant application should the opportunity arise.
- GBPD officers now operating on a 4/10 schedule. The effects are increased coverage levels for the city. An officer will be on duty until 06:00 hours Wednesday through Saturday. Chief Janik remains on a 5/8 schedule.
- GBPD Office Manager and Deputy Medical Examiner, Gail Whitmore attended Major Crimes Investigations conference in Medford. Training will fulfill continuing education credits required for her Deputy Medical Examiner certification.

10/12/2010 Council Packet
11. CA Report

- Sept. 25th, GBPD participated in the US Drug Enforcement Agency's National Drug Take Back program. Approximately 20 lbs of prescription and over-the-counter medications were collected.
- Highlights of recent GBPD activity...
 - Sept 7th, GBPD investigated a child abuse case in which a 4-year-old was subject to physical abuse by one parent. Investigation resulted in the child being taken into DHS protective custody.
 - Sept 12th Ofc. Jeff Wood, during a routine traffic stop, came across a vehicle that contained more than 2 lbs of marijuana and 3 convicted felons in possession of 4 weapons. Marijuana and weapons were seized and subjects arrested/lodged in Curry Co. jail.
 - Sept 20, Chief Janik was called out to investigate a single vehicle rollover accident on HWY 101 south of Jerry's Flat Rd. Vehicle was southbound on 101 having just turned from Jerry's Flat Rd. Driver veered to the right, struck the sidewalk and propelled into the cyclone fencing along the highway. The vehicle rolled at least twice before coming to a rest just east of the Rogue River walking trail. Driver fled the scene, but was later identified and cited for careless driving.
 - Sept. 22nd during a routine traffic stop, Ofc. Quint Oller observed nervous behavior and, through questioning and investigation, arrested a subject on possession of hashish.
 - Sept. 24th, Chief Janik and Ofc. Wood, without incident, took into custody a fugitive wanted by the Curry County Sheriffs Office. The fugitive was located in the Buffington Park caretaker's cottage.
 - Sept. 24th, Officer Oller arrested a subject for possession of narcotics (meth).
 - Sept. 25th 1:55 am two GBPD officers were dispatched to the Sea Star Bar and Grill in reference to a fight. One subject was arrested, three others were cited. One person was hospitalized. A copy of the officers' report was sent to the Oregon Liquor Control Commission.
- On Sept 28th GBPD interviewed a former Portland PD officer for the upcoming vacancy of GBPD Ofc. Jeff Wood.

GBPD Police Activity Monthly Comparison

	<u>Dispatch Calls for Service</u>	<u>Lobby Traffic/ Calls</u>	<u>Citations</u>	<u>Arrests</u>	<u>Building Sec./ Foot Patrol</u>	<u>Case Reports Generated</u>	<u>After Hour Calls</u>
Sept	173	330	97	16	157	32	7
Aug	162	549	80	6	214	34	7
July	231	593	78	8	245	34	7
June	148	534	56	4	148	24	6

Public Works

- Completing documentation needed to finalize the USDA loan and grant package.
 - City has applied to increase fidelity bonding coverage for staff to a minimum of \$200,000 as required by USDA
- Reviewing proposals for interim financing (for \$3,944,000)
 - Sterling is offering a line of credit at \$21,000 upfront loan processing expenses and with a rate of prime + 0 fixed and a .05% annual loan fee. Interest is expected to amount to approximately 4%.

- LOCAP offering loan @ 2% non-compounding. Loan fees (underwriters discount, costs of issuance) @ \$71,000. Costs of issuance can be decreased if our loan is packaged with another city's.
- Waiting to hear if DEQ through the SRF program will have funding for interim financing for the city. IF so, interest will be around 1.09% with a .05% annual loan fee. DEQ believes they have \$2million they can commit to the city...waiting to determine if they can fund the entire \$3,944,000.
- Opportunities from other institutions (DEQ, US Bank, Bank of America, Umpqua) may be explored depending on DEQ's response.
- Updated Project Schedule
 - DEQ review complete mid September
 - Bond authority complete December 21, 2010
 - Advertise for bids January 2011
 - Bid open late January/early February 2011
 - Council award contract February 2011
 - Construction Contract Signed mid February 2011
 - Notice to Proceed late February/early March 2011
- Wetland delineation study fieldwork is complete and the draft report is under review. Once complete, Lower Rogue Watershed Council will submit an application for a \$150,000 grant from the Department of State Lands for wetlands restoration
- Sewer Rate Study in process (Rural Community Assistance Corporation). City recently signed the agreement with RCAC. RCAC will present at the next council meeting (Nov. 8th)
- Woodburn has notified the city that the OPS and Labs Buildings are complete. The architect disagrees and has identified 9 pages of outstanding punch list items. The city is withholding further payment to the contractor. The city has both a payment and performance bond on the project.
- BPA is reviewing design drawings to see if the City is eligible for energy saving incentives on the new WWTP. BPA provides a 25-cent per kilowatt-hour cash payment for the first year's reduction in energy use in the form of an incentive check from Coos Curry Electric Cooperative. BPA will provide the analysis and application for payment at no cost to the city. BPA has identified several items on the construction plans that are eligible for incentives and is working with Dyer to obtain costs for the measures. BPA consultant estimates incentives in the \$30-50K range.
- Meeting with ODOT and effective local businesses (Dairy Queen and Chase) on will be scheduled to discuss traffic signal improvements at 6th Streets. Date to be determined.
- Beach access signs – where do you want them?
- Crosswalk on Ellensburg at the Rush Center update
 - ODOT completed the traffic and pedestrian counts...counts are low. Darrin Neavoll from ODOT is looking into options for the city.

Visitor Bureau

- Visitor Center winter hours – Beginning Oct 1, the Visitor Center will be open Mon – Sat from 9:30 – 4:30
- All Visitor Center staff will complete customer service certification offered through the Oregon Care program by the end of the year.
- Promotion is working with ODOT and the Curry County Fair Board to install a reader board for community events.

- Soon, th Winchuck billboard (at the Winchuck River, south of Brookings) will have new artwork to promote the area. Message will be kept simple and attractive.
- Gold Beach Promotions most recent 'marketing piece' (25 minute DVD with all there is to see and do in the area) will be available to the public before the holidays.
- For the 2nd year in a row, the South Coast Partnership (towns, including Gold Beach, from Reedsport to Brookings) has been successful in securing additional promotional funding from Travel Oregon.
- GB Visitor Center continues to seek volunteers.
- Next Promotion meeting is October 21 @ 3:30 pm @ City Hall.



**SUPPLEMENTAL
PACKET
October 12, 2010**



Curry County Extension Service
Oregon State University, 29390 Ellensburg Avenue, P.O. Box 488, Gold Beach, Oregon 97444
Phone 541-247-6672 | Fax 541-247-2875 | <http://extension.oregonstate.edu/curry>

RECEIVED

OCT 05 2010

CITY OF GOLD BEACH

10/12/2010 Council Packet
7. Citizen Requested Items
4-H firing range request

4-H is a youth development program sponsored and supported by Oregon State University Extension Service. 4-H clubs can consist of **community** clubs that provide a venue for youth to learn leadership, citizenship, camaraderie, and values, and **project** clubs that enhance the skills of 4-H members in a specific area (such as: sewing, cooking, woodworking, surfing, shooting sports, etc...) while also teaching leadership and the other skills learned through community clubs. All of the clubs require leaders that are trained by OSU Extension to encourage youth involved in 4-H to take responsibility and learn new skills that will enhance their future contribution as citizens.

4-H has been training leaders to organize and safely operate 4-H Shooting Sports clubs for more than 30 years. Frank Burris, Staff Chair of the Curry County Extension Service office, has been trained and certified by the National Rifle Association, the National Sporting Clays Association, and 4-H Shooting Sports as a Range Safety Officer, and an instructor for shotgun, rifle, pistol, hunter safety education, and the 4-H hunting curriculum. Ron Murphy and John Stagner, the local leaders of the Curry County 4-H Shooting Sports club, entitled "*Shoot Gold*", have both been trained and certified as instructors in rifle and archery by the State 4-H Shooting Sports Association. Several parents have been assisting Ron and John at 4-H meetings (Karl Joiner and Becky Schafer) and will become certified instructors when the next state-wide training is offered by 4-H Shooting Sports.

Ron and John started their 4-H club in March of 2009 and *Shoot Gold* currently has 17 members. They have been meeting once a week in the archery range that they have established following 4-H Shooting Sports approved range specifications in the small-animal end of the Livestock Pavilion on the Curry County Fairgrounds. Ron and John are also building bullet traps following 4-H Shooting Sports approved specifications so that they can begin training youth to safely handle and accurately shoot air powered target-style pellet guns. *Shoot Gold* members currently compete in state and national archery competitions by postal matches. OSU Extension Service purchased 6 Daisy target pellet guns with a grant from the Curry County Friends of the NRA in 2003, and will begin competing in postal matches with pellet guns when the bullet traps are ready for use. The Curry County Fairgrounds have been very generous in allowing free use of the space as long as *Shoot Gold* provides all of the labor to reset the small animal cages and bleachers if and when the space is needed for Fair or other activities.

It recently came to our attention that City of Gold Beach Ordinance 5.515 Discharge of Weapons prohibits the use of bow and arrows and discharge of BB guns inside the City of Gold Beach city limits without approval of the area as a firing range by the Gold Beach City Council. *Shoot Gold* has not shot

their bows since becoming aware of the ordinance, but would like to begin shooting again as soon as possible. Therefore, OSU Extension and *Shoot Gold* 4-H club request that the City of Gold Beach City Council designate the Livestock Pavilion on the Curry County Fairgrounds as an approved firing range for bows and arrows and pellet guns under the direct supervision of 4-H Shooting Sports trained Instructors and club leaders for the exclusive use of the *Shoot Gold* 4-H club and its members.

Respectfully submitted by:

Frank A. Burris

Frank Burris, Staff Chair, Curry County OSU Extension Service

9-28-10

P J JANIK
CHIEF OF POLICE

DEAR PJ,

MY NAME IS KURT DAMBACHER.
DURING AUGUST MY WIFE AND I WERE
STAYING AT A LOCAL MOTEL AND I LEFT
MY TRUCK UNLOCKED. IN THE MORNING
MY ROOS AND REELS WERE GONE.

CASE # 2010-210. I MADE THE CALL
AND IMMEDIATELY OFFICER CHRIS SHOWED
UP AND TOOK THE INFORMATION. THEN
THE CHIEF OF POLICE SHOWS UP.

THE LOCAL LADY WHO FOUND THE ROOS
BROUGHT THEM TO THE POLICE DEPT.
SHE SAID SHE WAS A FRIEND OF PAUL'S.
THIS SHOWS ME A GREAT DEAL OF TRUST
IN YOUR ORGANIZATION.

BY THE END OF THE DAY, I HAD
MADE SOME NEW FRIENDS, ESTABLISHED
A GREAT DEAL OF RESPECT AND ADMIRATION
FOR THE GOLD BEACH POLICE DEPT., AND
GOT MY ROOS AND REELS BACK.

I'VE BEEN COMING TO GOLD BEACH
FOR THE FALL RUN OF SALMON FOR 15
YEARS AND FEEL IT'S THE GREATEST

LITTLE CITY ON THE OREGON COAST.
I CANT WAIT FOR NEXT YEAR. I
WILL SEE YOU THEN.

THANK YOU SO MUCH FOR YOUR HELP.
SAY HELLO TO THE FOLKS AT THE
DEPT FOR ME.

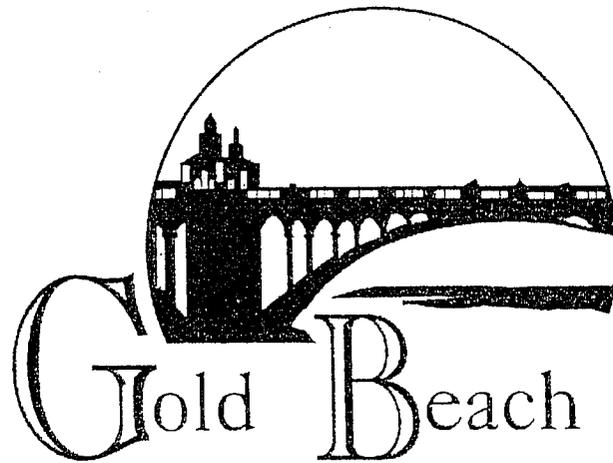
THANK YOU AGAIN

Kurt Dambacher

KURT DAMBACHER

CASELLE®

Aimee Gamble, Territory Manager
alg@caselle.com



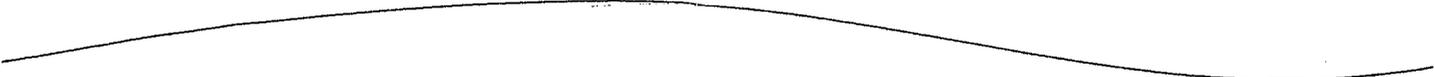
Municipal Finance/Utility Billing Software Request for Proposal

October 11, 2010 • 5:00 pm PST

CASELLE®

Proven Software Solutions for Local Government

www.caselle.com | Tel: (800) 228-985 | Tel: (951) 820-5501 | Fax: (951) 820-5500 | 11 • 04606



Caselle® Clarity Software & Services Proposal

for

City of Gold Beach

October 11, 2010

(Valid for 90 days)

From:

Aimee Gamble, Territory Manager
alg@caselle.com



CASELLE®

Proven Software Solutions for Local Government

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Caselle® Clarity Software & Services Proposal
City of Gold Beach
October 11, 2010

Proposal Summary

Total Software License	\$38,400
Special Consideration Discount	<9,600>
	<hr/>
Net Software License	\$28,800
Total Training	8,250
Total Setup	6,500
Total Conversion	4,940
	<hr/>
Total Investment	\$48,490
	<hr/> <hr/>

A deposit of 50% of the total proposal price is required with order.

Software Maintenance & Support (after the "qualified" free support period) will be \$490 per month, billed quarterly.

Caselle® Clarity Software & Services Proposal
 City of Gold Beach
 October 11, 2010

Proposal Detail

Caselle® Clarity Application Software	License Fees	Training	Setup	Conversion	Total
General Ledger	\$5,500	\$1,500	\$500	\$500	\$8,000
Budgeting	Incl. w/GL	Included	-	-	-
Bank Reconciliation	Incl. w/GL	Included	-	1,500	1,500
Payroll	5,500	1,500	1,500	300	8,800
Payroll Direct Deposit	2,700	Included	250	40	2,990
Accounts Payable	5,500	375	500	200	6,575
Utility Management	5,500	2,250	1,500	2,400	11,650
Utility Electronic Reading Interface	2,700	Included	250	-	2,950
Cash Receipting	4,500	375	500	-	5,375
Court Management	6,500	2,250	1,500	-	10,250
Three (3) Concurrent User Licenses	Included	-	-	-	Included
Sub Total	\$38,400	\$8,250	\$6,500	\$4,940	\$58,090
Special Consideration Discount	(9,600)	-	-	-	(9,600)
Grand Total	\$28,800	\$8,250	\$6,500	\$4,940	\$48,490

Notes:

1. The training quoted above will take place at Caselle.
2. When the Court Management application becomes available in the Clarity version, the City will receive the software upgrade at no additional charge.

Caselle[®] Clarity Software & Services Proposal
City of Gold Beach
October 11, 2010

General Information

In order to further define and clarify the various products and services offered in this proposal, the following notes will apply based on the software applications and/or services quoted:

Hardware & Network Requirements	Please refer to the enclosed Caselle System Requirements.
Database Software	Microsoft SQL Server 2000 Desktop Edition (MSDE) is included with Caselle applications. However, Microsoft recommends that the full SQL Server database engine be used for sites with more than five workstations/concurrent user licenses. If you choose to use the full SQL Server database engine, SQL Server software must be purchased from Microsoft or a Microsoft distributor.
Source Code	Source code is held in escrow with InnovaSafe, Inc. Technology Protection Services and requires a separate contract, available upon request.
Software License Fees	The price quoted is based on the number of concurrent users listed in the proposal. Additional concurrent user licenses are \$2,000 each.
Training	Unless otherwise quoted, training will take place at Caselle's Education Center, located in Provo, Utah. Your staff will be trained on your data. Approximately one half of the training time will be spent reviewing and validating your converted data files. Training hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday.
Software Maintenance & Support	Two months of free support is provided when Caselle's conversion and training are purchased. When Caselle completes the data conversion and training, a maintenance & support contract is implemented following the free support period. Support and maintenance benefits include: <ol style="list-style-type: none">1. Unlimited phone support.2. Priority response (Goal: two hours).3. Updates and enhancements.4. Discounted pricing for new releases.5. Basic training for replacement staff.6. Free refresher training.7. Annual Conference registration fees reduced. All other support is non-priority and billable as outlined under support options.

Caselle Implementation: Data Conversion Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. Please read the following information carefully.

Gathering Preliminary Data

Assemble this information and send it to Caselle.

- Complete the **Information Worksheets** for appropriate packages.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed reports** to verify account balances at the time data are sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data to Caselle

These items are required before Caselle begins data conversion:

- Conversion data in a readable format.
 - It is your responsibility to provide Caselle with data in a readable format. If data is not accessible, it may be necessary to contract a third party to assist in the gathering and conversion of usable data. **Any additional costs incurred for this activity will be your responsibility.**
 - Caselle will balance the conversion data to the account balances that you provided.
 - An additional fee is required to delete or change your existing data during conversion. This service will be billed at Caselle's normal rate of \$145.00 per hour. Caselle will notify you before any additional charges are incurred.
 - If the system balances change during data conversion, you will need to provide a letter stating the converted balances have changed and you would like to update the data conversion information.

Keeping the Data Conversion Timeline

Data conversion can only be completed per the agreed timeline, when:

- Data is submitted in a readable format by the due date, including necessary reports.
- All data must be sent in the same format.
- If requested, the preliminary converted databases can be sent to you for review prior to training.

Scheduling Training

Important! Training will only be scheduled after Caselle receives the preliminary information: Conversion data in a readable format, Information Worksheets, and printed reports.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation.

Caselle® Clarity Software & Services Proposal
City of Gold Beach
October 11, 2010

Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

- General Ledger Setup
- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
 - Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
 - Format five standard financial statements:
 - Balance Sheet with Revenue/Expenditures compared to budget
 - Allocation Reconciliation
 - Income Statement (All Funds)
 - Balance Sheet (All Funds)
 - Fund Summary Income Statement

Note: Fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom "Steps Checklist" to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

- Data Conversion
- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

250 accounts are included

- Bank Reconciliation
Data Conversion
- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

3 bank accounts are included

Caselle® Clarity Software & Services Proposal
City of Gold Beach
October 11, 2010

Payroll Setup

- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
- Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
- Create a custom "Steps Checklist" to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including:
 - Transmittals
 - Standard State/Federal Reporting

Additional Options (available at the regular Caselle rate of \$145.00 per hour):

- Format additional forms, such as timesheets.

Data Conversion

- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
- Each employee's wage distribution for salary and benefits will be established.
- Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
- Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
- Payroll processing to verify data conversion is accurate will be completed.
- Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
- Caselle will provide reports of the converted data for auditing purposes.

20 employees are included

Payroll Direct Deposit Setup

- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher.

Data Conversion

- Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

20 employees are included

Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a "Steps Checklist" to document Accounts Payable procedures, including the printing of 1099's.

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City of Gold Beach
October 11, 2010

Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
 - Exception: 1099 balances can be established, if provided.
- 100 vendors are included

Utility Management Setup

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, meter proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a "Steps Checklist" to document daily, monthly, and billing procedures.

Additional Options (available at the regular Caselle rate of \$145.00 per hour):

- Formatting of additional forms.

Data Conversion

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, balances, and previous reads.
- All appropriate transactions for balancing the billing will be converted.
- Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.
- Caselle will provide reports of the converted data for auditing purposes.

1,200 meters are included

Utility Electronic Reading Interface Setup

- Create the appropriate import/export formats and test with the interfaced meter reading equipment.

Cash Receipting Setup

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a "Steps Checklist" to document procedures for daily cash receipting transactions, updates, and posting of receipts.

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Court Management
Setup

- Use the court information you provide to structure all codes. Codes will cross-reference surcharge, state assessment, and so on.
- Format up to six Follow-up letters. Docket information will accurately default into all correspondence.
- Set cross-reference flags for witness letters, jury letters, pre-trial hearings, failure to comply notices, change of trial dates and/or hearings, appeals, non-appearance, bench warrants, etc.
- Set up special codes to handle collections, community service, jail time, jail credits, DUI School, counseling, etc.
- Create a "Steps Checklist" to document daily, monthly, and year-end procedures.

Additional Options (available at the regular Caselle rate of \$145.00 per hour):

- Format additional Follow-up letters.

Client References

Contact: Renee Sinclair, Finance Director
Organization: City of Cannon Beach
Address: 163 Gower St Cannon Beach OR 97110
Phone: (503) 436-1581
Population: 1,650

Contact: Layli Nichols, Finance Director
Organization: City of Creswell
Address: 13 S 1st St Creswell OR 97426
Phone: (541) 895-2531
Population: 4,525

Contact: Kathleen Zaragoza, Finance Director
Organization: City of Silverton
Address: 306 S Water St Silverton OR 97381
Phone: (503) 873-5321
Population: 8,230

Contact: Janell Howard, Finance Director
Organization: City of Brookings
Address: 898 Elk Dr Brookings OR 97415
Phone: (541) 469-2163
Population: 6,185

Contact: Rae Lea Cousens, Finance Director
Organization: City of Coos Bay
Address: 500 Central Ave Coos Bay OR 97420
Phone: (541) 269-8915
Population: 15,850

Contact: Julie Swift, PR/Personnel Manager
Organization: Curry County
Address: 94235 Moore St Gold Beach OR 97444
Phone: (541) 247-3233
Population: 21,190

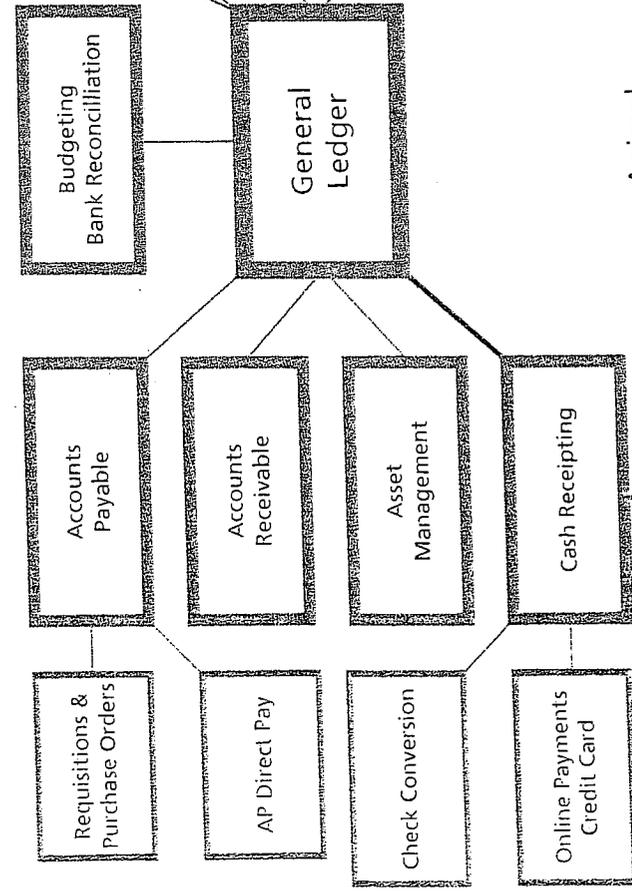
Contact: Debbie Mammone, Finance Director
Organization: City of Lincoln City
Address: 801 SW Hwy 101 Lincoln City OR 97367
Phone: (541) 996-2151
Population: 7,615

Caselle Integrated Solutions

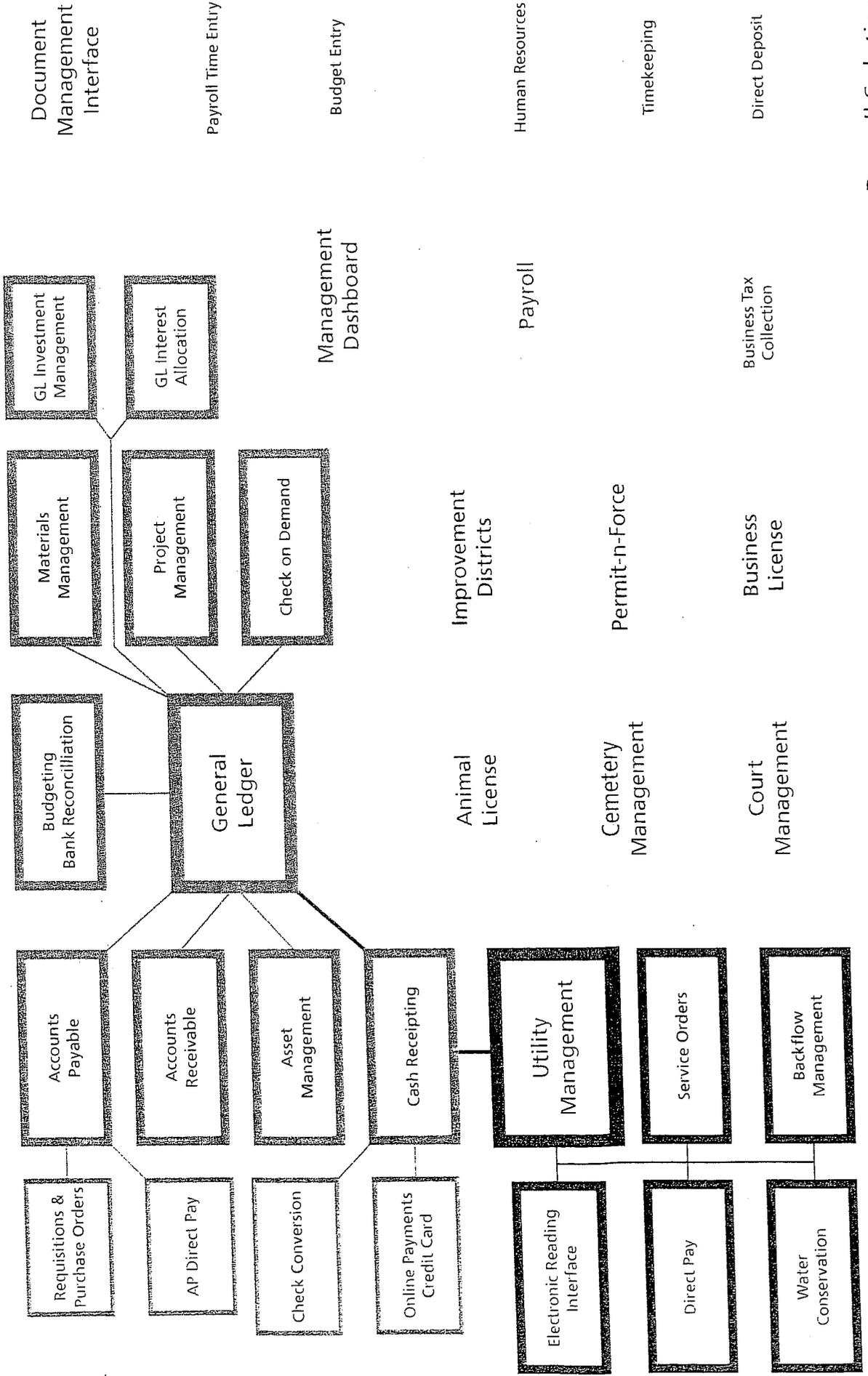
CASELLE[®]

Proven Software Solutions for Local Government

Financial Solutions



Integrated Solutions



Utility Solutions

Specialty Applications

Payroll Solutions

General Ledger

Feel confident in balancing your financials with our user-friendly, flexible software. Seamless interface from various subsystems make reporting and reconciling a breeze.

Date	Journal	Reference	Description	Debit Amount	Credit Amount	Balance
02/28/2009			Balance			130,992.92
03/01/2009	CR	1.0001	Deposit	7,610.00	.00	138,611.00
03/02/2009	CR	2.0001	Deposit	4,037.21	.00	142,648.21
03/04/2009	CR	3.0001	Deposit	17,709.44	.00	160,357.65
03/05/2009	CR	92001.0001	PAYROLL TRANS FOR 2/26/yy PAY PERIOD	.00	(15,515.19)	144,842.46
03/05/2009	CR	4.0001	Deposit	150.00	.00	144,992.46
03/09/2009	CR	5.0001	Deposit	3,564.03	.00	148,556.49
03/09/2009	CR	95000.0001	Summary Transactions from AP System	.00	(33,621.92)	114,934.57
03/09/2009	CR	6.0001	Deposit	1,535.79	.00	116,400.36
03/10/2009	CR	7.0001	Deposit	12,066.94	.00	128,467.30
03/11/2009	CR	8.0001	Deposit	2,393.34	.00	130,860.64
03/12/2009	CR	9.0001	Deposit	22,732.66	.00	153,593.30
03/15/2009	CR	10.0001	Deposit	2,411.88	.00	156,005.18
03/16/2009	CR	11.0001	Deposit	2,380.42	.00	158,385.60
03/17/2009	CR	12.0001	Deposit	2,469.36	.00	160,854.96
03/18/2009	CR	13.0001	Deposit	2,691.86	.00	163,546.82

Transaction Detail in Inquiry

Interfaces With

- Accounts Payable
- Accounts Receivable
- Asset Management
- Cash Receipting
- Check on Demand
- General Ledger
- Interest Allocation
- General Ledger Investments
- Improvement Districts
- Materials Management
- Payroll
- Project Management
- Requisitions/Purchase Orders
- Utility Management

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 Microsoft® SQL Server

Capable

- Track and report activity costs
- Utilize grant reporting capabilities
- Complete budget tools for preparation and reporting

Efficient

- Subsystem interface creates journal entries
- Simplified bank reconciliation
- Account inquiry with transaction detail

Flexible

- Customizable financial statements
- Year-end closing routine with easy prior year access
- Broad import and export functionality

Powerful

- Custom Reporting
- User-defined fields
- Powerful search options
- Interactive task list
- Electronic document and image attachments
- Application, task, and field level security
- Print, save, and export all reports
- History and management tracking



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Payroll

Caselle Clarity Payroll is about more than just processing employee checks. It's about automating your entire payroll process from start to finish. Discover what stress-free payroll processing really feels like.

PC	Title	03/05/2009	03/19/2009	04/02/2009	04/16/2009	04/30/2009	05/14/2009	Amount type
1-00	Regular	1,538.46	1,538.46	1,538.46	1,538.46	6,984.62	.00	<input type="radio"/> Employee
3-00	Vacation	.00	.00	.00	.00	700.00	.00	<input type="radio"/> Dates
4-00	Sick Leave	.00	.00	.00	.00	.00	.00	<input type="radio"/> Check numbers
7-00	Holiday	.00	.00	.00	.00	.00	.00	<input type="radio"/> Employer
8-00	Misc Pay	.00	.00	.00	.00	.00	.00	
9-00	Comp Time	307.69	.00	.00	76.92	.00	.00	
40-00	401-K Ded	.00	.00	.00	.00	253.07	.00	
65-00	Grk Union	200.00	200.00	200.00	200.00	600.00	.00	
70-00	Misc Ded	.00	.00	.00	.00	.00	.00	
74-00	Soc Sec	114.46	95.98	95.98	100.15	476.44	.00	
75-00	Medicare	26.77	22.31	22.31	23.42	111.41	.00	
76-00	FWT	130.67	94.82	94.82	96.06	311.81	.00	
77-00	SWT	79.10	59.10	59.10	64.10	239.88	.00	
85-00	Net Pay	1,295.15	1,077.15	1,077.15	1,131.65	5,692.01	.00	

Employee Inquiry

Interfaces With

- Check on Demand
- General Ledger
- Human Resources
- Magnetic Media Reporting
- Payroll Direct Deposit
- Project Management
- Timekeeping

Capable

- Federal, state, and local government reporting requirements are met
- State retirement and employee W2 reporting
- Employee information tracking

Efficient

- Issue vendor checks and invoices from payroll
- Compute all employer benefit costs for each employee
- Print single check and payout check capabilities
- Electronic reporting module available to report year-end information to IRS

Flexible

- Supports complex pay code calculations
- Adjustable leave time accrual rates
- User-defined paycheck and voucher formats

Powerful

- Custom Reporting
- User-defined fields
- Powerful search options
- Interactive task list
- Electronic document and image attachments
- Application, task, and field level security
- Print, save, and export all reports
- History and management tracking

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Payroll Direct Deposit

Caselle's Payroll Direct Deposit module offers a wide range of benefits to the employee, the payroll clerk, and the organization. Now you can give your employees what they've been asking for and save yourself time and money in the process.

Bank	Routing Number	Account Number	Transaction Type	Status	Type	Amount/Percent
ANYCITY BANK AND TRUST	111222333	9876543210	Savings Deposit	Inactive	Amount	100.00
ANYCITY BANK AND TRUST	111222333	9637415690	Checking Deposit	Inactive	Amount	0.00

Bank: ANYCITY BANK AND TRUST (111222333) (5)
 Account number: 9876543210
 Transaction type: Savings Deposit
 Status: Inactive
 Type: Amount
 Amount: 100.00

Employee Direct Deposit Information

Capable

- Automatically creates an ACH file
- Allows employees to choose how their deposit is distributed among their qualifying accounts
- Ability to create a pre-notification file for an initial test

Efficient

- Simplifies the reconciliation process
- Minimizes the number of checks to print and store
- Allows a voided check or detail voucher to be printed for participating employees

Flexible

- ACH file can be transferred to a bank via disk, modem, or e-mail
- Multiple accounts are supported for individual employees
- Employees participation can be easily updated or changed

Powerful

- Custom Reporting
- User-defined fields
- Powerful search options
- Interactive task list
- Electronic document and image attachments
- Application, task, and field level security
- Print, save, and export all reports
- History and management tracking

Interfaces With Payroll

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Accounts Payable

With the Caselle Accounts Payable module, issuing checks and managing vendor information is a snap. Combine this module with the Caselle Requisitions/Purchase Orders and General Ledger modules to enable full encumbrance accounting.

File Edit Search Help
 Caselle Clarity® Accounts Payable Vendor Inquiry
 Caselle Clarity® Vendor Inquiry

Vendor: 100 *Ash Hardware & Lumber
 100 W Parkway
 100 Box 617
 Arvick, UT 84302-0617

Balance: 750.00
 Credits: 0.00
 Debits: 1100.00
 Paid: 0.00

Vendor | Purchase Orders | Invoices | Checks | Totals

Summary | Detail | Single

Date	Invoice/Check	Sequence	Type	GL Period	GL Account	Invoice/Check Account	Discount Taken	Balance
07/27/2008	52185		Invoice	09/08	10-49-260		2.00	2.00
08/08/2008	12749		Calc.Ledger	09/08	10-49-260		200.00	22.00
09/08/2008	12749		Calc.Ledger	09/08	10-49-260		2.00	30.98
07/27/2008	52430		Invoice	09/08	10-44-250		23.97	23.97
07/27/2008	52435		Invoice	09/08	10-44-250		30.96	.00
09/08/2008	12749		Calc.Ledger	09/08	10-49-260		221.07	108.00
07/28/2008	42999		Invoice	09/08	10-49-260		108.00	108.00
09/08/2008	12749		Calc.Ledger	09/08	10-49-260		108.00	0.00
07/31/2008	2549682		Invoice	09/08	10-49-260		87.00	87.00
09/08/2008	12749		Calc.Ledger	09/08	10-49-260		87.00	0.00
07/31/2008	52418		Invoice	09/08	10-49-260		16.26	16.26
09/08/2008	12749		Calc.Ledger	09/08	10-49-260		16.26	0.00
08/04/2008	82749		Invoice	09/08	10-49-260		39.81	39.81
09/08/2008	12749		Calc.Ledger	09/08	10-49-260		39.81	0.00
08/04/2008	82701		Invoice	09/08	81-01-250		6.94	6.94
09/08/2008	12749		Calc.Ledger	09/08	81-01-250		6.94	0.00
06/08/2008	82887		Invoice	09/08	81-01-250		32.14	32.14
09/08/2008	12749		Calc.Ledger	09/08	81-01-250		32.14	0.00
08/05/2008	82819		Invoice	09/08	10-60-741		45.98	45.98
09/08/2008	12749		Calc.Ledger	09/08	10-60-741		45.98	0.00
08/06/2008	108108		Invoice	09/08	10-49-260		285.98	285.98
09/21/2008	12885		Calc.Ledger	09/08	10-49-260		285.98	0.00
Future								750.00
Total								750.00

Transaction Detail in Inquiry

Interfaces With

- Check on Demand
- Document Management
- General Ledger
- Materials Management
- Project Management
- Requisitions/Purchase Orders

Capable

- Track checks, purchase orders, and invoices for each vendor
- Set budget warnings for invoice entry to indicate when account budget has been exceeded
- Manage both discounts earned and discounts not taken

Efficient

- Set default descriptions and GL account number for each vendor to speed invoice entry process
- Enter invoices with costs allocated by percentage or amount to multiple GL accounts
- Generate 1099s effortlessly

Flexible

- Utilize cash or accrual accounting method
- Set multiple, user-defined approval limits for invoice approval process
- Create customized checks, letters, and any other forms with built-in forms designer

Powerful

- Custom Reporting
- User-defined fields
- Powerful search options
- Interactive task list
- Electronic document and image attachments
- Application, task, and field level security
- Print, save, and export all reports
- History and management tracking

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Utility Management

More than just a billing program, Caselle's Utility Management application offers a unique solution for all your specialized billing needs for tracking customers, billings, services, meters, locations, and deposits.

The screenshot displays the 'Customer Inquiry' window for 'Acme Manufacturing'. It shows account details, a list of transactions, and a summary of adjustments, billings, interest, and payments.

Date	Type	Reference Number	Service	Quantity Billed	Description	Amount
02/28/2009	Billng		Elec	307.7	Meter Entry - 02/27/YY 14129	283.50
02/28/2009	Billng		Water	19	Meter Entry - 02/27/YY 14129	20.40
02/28/2009	Billng	40	Sewer	19	Auto Billing - 02/28/YY 15134	27.20
02/28/2009	Billng	40	Garb	0	Auto Billing - 02/28/YY 15134	15.00
02/28/2009	Billng	40	Yd Lt	0	Auto Billing - 02/28/YY 15134	15.50
02/28/2009	Billng	40	S Tax	0	Auto Billing - 02/28/YY 15134	17.40
03/08/2009	Prnt	18		10		379.08
03/31/2009	Billng		Elec	4180	Meter Entry - 03/28/YY 14145	306.21
03/31/2009	Billng		Water	21	Meter Entry - 03/28/YY 14145	21.60
03/31/2009	Billng	40	Sewer	21	Auto Billing - 03/31/YY 15108	28.80
03/31/2009	Billng	40	Garb	0	Auto Billing - 03/31/YY 15108	15.00
03/31/2009	Billng	40	Yd Lt	0	Auto Billing - 03/31/YY 15108	15.50
03/31/2009	Billng	40	S Tax	0	Auto Billing - 03/31/YY 15108	19.84

Summary: Adjustments Billings Interest Payments

Transaction Detail in Inquiry

Capable

- Setup and track contract payment arrangements with customers
- Track security deposits with optional interest calculation
- View customer transaction history easily

Efficient

- Effortless statement preparation for customers, landlords, and tenants
- Automatic billing calculation routine
- Seamless interface to electronic meter reading devices

Flexible

- Supports multiple and seasonal billing
- Delinquent and shutoff notices are generated easily
- Duplicate statements can be sent to alternate addresses

Powerful

- Custom Reporting
- User-defined fields
- Powerful search options
- Interactive task list
- Electronic document and image attachments
- Application, task, and field level security
- Print, save, and export all reports
- History and management tracking

Interfaces With

- Cash Receipting
- Check on Demand
- General Ledger
- Service Orders
- Supplemental Billing
- Utility Direct Pay
- Utility Electronic Meter Reading
- Utility Tax Certification
- Utility Water Conservation

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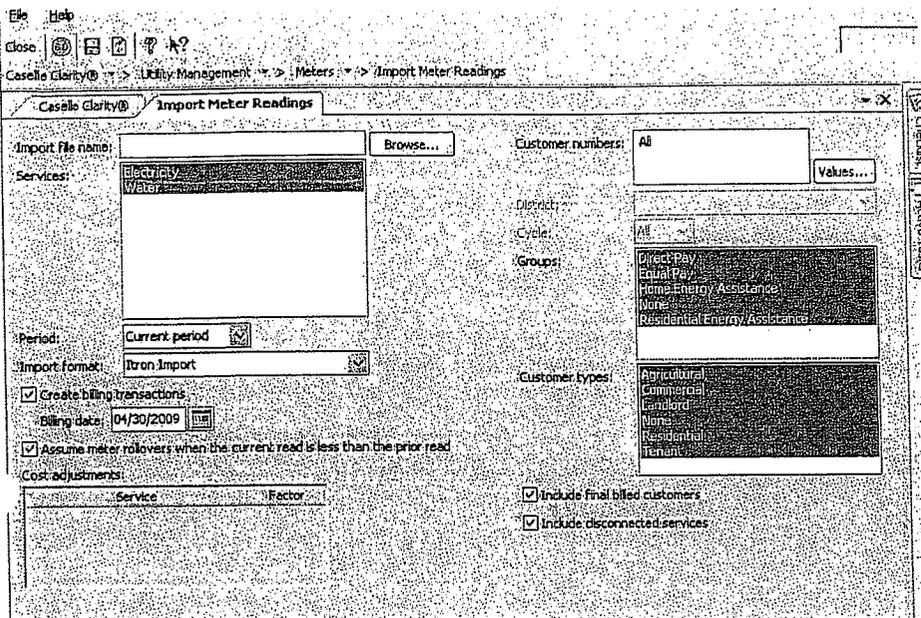
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Utility Electronic Meter Reading

The best way to automate the meter reading process. Caselle's Utility Electronic Meter Reading module will interface to your electronic meter reading device. A seamless interface allows meter information to import and export between systems.



Import Meter Readings Setup Screen

Interfaces With
Utility Management

Capable

- Automatic meter re-sequencing capability
- High/low meter usage checks
- Easy modifications to interface layout

Efficient

- Saves time and money by eliminating the need for manual meter reading entry
- Pass additional account information to the meter reading device to assist in the meter reading process
- Setup readings by account number or meter read/route sequence

Flexible

- Interfaces to all major meter reading vendor devices
- Filter readings and reports by customer, cycle, route, sequence, etc.

Powerful

- Custom Reporting
- User-defined fields
- Powerful search options
- Interactive task list
- Electronic document and image attachments
- Application, task, and field level security
- Print, save, and export all reports
- History and management tracking

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Cash Receipting

Caselle Clarity Cash Receipting is a time-saving must. Simply record all payments into one program, print, and balance your deposit then push a button, sit back, and watch your payment information update to the General Ledger and to all Caselle billing programs.

Enter Payments

Interfaces With

Accounts Receivable

Animal License

Business License

Cemetery Management

Court Management

General Ledger

Improvement Districts

Online Payment/
Credit Card Interface

Utility Management

Capable

- Automated Internet and credit card payments
- Comprehensive balancing registers
- User-defined payment categories

Efficient

- Laborsaving entry corrections and voiding procedures
- Quick receipt entry setup and redisplay options
- Prompt customer information inquiry
- Interfaces with optional module to print endorsement information on checks

Flexible

- Handles electronic cash drawers and check validation automatically
- Creates deposit for multiple bank accounts
- Auto-generates deposit slip

Powerful

- Custom Reporting
- User-defined fields
- Powerful search options
- Interactive task list
- Electronic document and image attachments
- Application, task, and field level security
- Print, save, and export all reports
- History and management tracking

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Court Management

This application has it all! Streamline your unique court needs with user-friendly custom options. Generate all of your letters. Print all monetary and non-monetary reports. And use the built-in automatic follow-up capabilities to make tracking defendant progress quick and painless.

The screenshot displays the 'Court Management Inquiry' window. At the top, it shows 'Defendant Name: BARBER, ROBERT' and '1 of 27' records. The main area contains the following details:

- Case ID: 01-0009
- Type: Traffic
- Violation: 07/15/2007
- Status: CLOSED
- Balance: .00
- Closed: 08/02/2007
- Location: 305 CENTER
- Agency: UHP (Utah Highway Patrol)
- Officer: S. SMITH
- Plaintiff: 2 (STATE OF UTAH)
- Judge: JM (J.M. Far)
- Prosecuting: 1 (Jim D. Roberts)
- Primary Offense: SPEEDING 31.45 MPH (MPH over limit: 15)

Navigation tabs at the bottom include: General, Vehicle Information, Detail, History, and Notes.

Case Information in Inquiry

Capable

- Quickly track all your court follow-up needs (Warrants, Trust, Alternate Orders, etc.)
- Easy contract payment will assist you in tracking delinquent payments
- Comprehensive court calendar entry and reporting features
- Effortlessly generate all of your letters and forms

Efficient

- Easily track your repeat offenders with the master defendant record
- Time saving single screen disposition entry and batch entry
- Quick and easy information lookup and retrieval

Flexible

- Custom letters and forms for you to set up and use
- Complete defendant history reporting
- Optional civil claims tracking

Powerful

- Custom reporting
- User-defined fields
- Powerful search options
- Steps checklist
- Application and task level security
- Print, save, and export reports
- Comprehensive inquiry and lookup

Interfaces With

- Cash Receiving
- Check on Demand
- Citation Import
- Online Payment/
Credit Card Interface

Microsoft® Partner



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CASELLE® Clarity 4.x – Network

Network System Requirements

Important! Using servers, workstations, or servers and workstations that do NOT meet the specified network system requirements may result in unsatisfactory performance and response times.

Network Server Operating System	Microsoft® Windows 2003 or 2008 Server
Network Server Equipment	Intel® Xeon® Dual-Core Processor 2.0 Ghz or higher 4 GB of available RAM 30 GB available disk space for Caselle Clarity applications (180 MB) and data Color SVGA .28 Monitor 1 GB Ethernet Network Card 1 GB Ethernet Switch DVDRW Drive All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, AMD Sempron™ processors are NOT recommended.
Database Server Equipment and Operating System	<ul style="list-style-type: none">• Use the Recommended Network Server. For better performance, increase memory on network server or, use a separate Database Server (same specifications as the Network Server).• Networks with more than ten workstations may require faster processors and/or more memory than the recommended.
Database Software	Microsoft® SQL Server 2005 or 2008.
Network Server and Database Server Power Protection	True On-Line UPS, 600 Voltamps minimum with UPS Monitoring card, cable, and software.
Workstation Computer	Intel® Core™ 2 Duo, i5, or i7 (or higher) 2 GB of available RAM 30 GB available disk space for Caselle Clarity applications (180 MB) and data Color SVGA .28 Monitor DVDRW Drive All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, AMD Sempron™ processors are NOT recommended.
Workstation Operating System	Microsoft® Windows XP Professional, Windows Vista™ Business, or Windows 7™ Professional
Workstation Power Protection	Combination On-Line conditioner and surge protector.
Backup System	Network quality system to backup fileserver hard drive on one tape and provide tape read after write verification.
Data File Transfer	DVDRW Drive
Printer	HP Laser Printer or Canon Copiers with PCL or Postscript fonts
Receipt Printer	Ithaca Series 150 Printers
Internet Access	<ul style="list-style-type: none">• DSL, ISDN, or T1 Explanation: Caselle® Applications require Internet access to download program updates. Using an Internet connection that is slower than 256 Kbps will take significantly longer to download data.
Email	Email that is compatible with Microsoft® Windows.
Network Installer	Microsoft® or Novell® Authorized and Certified