



CITY COUNCIL AGENDA

June 1, 2020

Regular meeting 6:30PM

CITY COUNCIL CHAMBERS, CITY HALL
 29592 ELLENSBURG AVE
 GOLD BEACH OR 97444

DUE TO THE CORONAVIRUS, THE COUNCIL MEETING WILL BE CONDUCTED VIA VIRTUAL MEANS. PAGE 3 OF THE AGENDA PACKET HAS THE INSTRUCTIONS ON HOW TO CONNECT TO THE MEETING VIA PHONE OR VIDEO.

Call to order: **Time:** _____

- 1. The pledge of allegiance**
- 2. Roll Call:**

Members	Present	Absent
Mayor Karl Popoff		
Council Position #1 Summer Matteson BEGINNING VOTE		
Council Position #2 Larry Brennan		
Council Position #3 Anthony Pagano		
Council Position #4 Becky Campbell		
Council Position #5 Tamie Kaufman BEGINNING VOTE		
City Administrator Jodi Fritts		

- 3. Special Orders of Business:**
 - a. Kaitlyn Coleman, Event Center Manager: present draft Fairgrounds Capital Improvement Plan
- 4. Consent Calendar:**
None Scheduled
- 5. Citizens Comments**
As presented to the Mayor at the beginning of the meeting
- 6. Public Hearing**
 - a. Ordinance No. 670 amending URA membership
 - b. Public Hearing on State Revenue Sharing for FY20-21
- 7. Citizen Requested Agenda Items**
 - a. Liquor license request: Gold Beach Market & Deli
 - b. Mateer Road Dangerous Building

The City of Gold Beach is dedicated to enhancing quality of life, while promoting health, safety, and welfare of our citizens, businesses, and visitors in the most fiscally responsible manner. In doing this, the City will respect the past, respond to current concerns, and plan for the future, while maintaining environmental sensitivity in our beach oriented community

8. Public Contracts and Purchasing

None Scheduled

9. Ordinances & Resolutions

- a. Ordinance No. 670 Amending Ord. 645 & 637 URA membership
- b. Resolution R1920-13 Cybersecurity policy

10. Miscellaneous Items (including policy discussions and determinations)

- a. Road Diet update: Councilors Matteson & Brennan
- b. Revisit Food Cart regulation discussion
- c. 2020 Election announcements
- d. Schedule FY20-21 Budget Hearings

11. City Administrator’s Report

To be presented at meeting

12. Mayor and Council Member Comments

- a. Mayor Karl Popoff
- b. Councilors
 - 1) Summer Matteson
 - 2) Larry Brennan
 - 3) Anthony Pagano
 - 4) Becky Campbell
 - 5) Tamie Kaufman

13. Citizens Comments

As permitted by the Mayor

14. Executive Session

No Executive Session Held

**EFFECTIVE OCTOBER 2019 THE GOLD BEACH CITY COUNCIL REGULAR MONTHLY MEETINGS
WILL BE HELD ON THE FIRST MONDAY OF THE MONTH**

The next regularly scheduled City Council meeting is the **Monday, July 6, 2020, at 6:30PM** in the Council Chambers of City Hall, 29592 Ellensburg Avenue, Gold Beach, Oregon.

15. Adjourn Time: _____

The City of Gold Beach is dedicated to enhancing quality of life, while promoting health, safety, and welfare of our citizens, businesses, and visitors in the most fiscally responsible manner. In doing this, the City will respect the past, respond to current concerns, and plan for the future, while maintaining environmental sensitivity in our beach oriented community



You Have Been Invited to a Meeting

When:

Date and time: 6/1/20 6:30 PM - (US/Pacific)

Conference Call:

Dial-in number:  (351) 888-7947

International dial-in numbers: [View List](#)

Video and Screen Sharing:

Online meeting ID: jfritts4

Online meeting link: <https://join.freeconferencecall.com/jfritts4>

Notes:

June 1, 2020 Gold Beach City Council Meeting

Instructions:

At the scheduled date and time of the meeting, dial in to the conference line. International participants will be prompted to enter the access code followed by hash (#).

To join the video and screen sharing session, click the online meeting link.



SPECIAL ORDERS OF BUSINESS



GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. **3 a.**
Council Meeting Date: June 1, 2020

**TITLE: Event Center on the Beach/Fairgrounds draft Capital
Improvement Plan**

SUMMARY AND BACKGROUND:

Kaitlyn Coleman, EC Manager, and Bob Chibante, Fair Board President would like to present the draft capital improvement plan (CIP) for the Fairgrounds/Event Center on the Beach. The CIP is one of the policies the Council adopted as Resolution R1718-07-ECOB 1% TRT Use Policy (copy attached).

Capital Improvement Plan Overview

Planning

The Capital Improvement Plan (CIP) establishes a prioritized list of capital projects to improve existing systems and develop new infrastructures and facilities. The CIP also identifies potential areas of funding for capital improvement projects.

Due to changes of circumstance, the CIP is a fluid and dynamic document that needs to be reviewed and updated annually to account for completion of projects and identification of new projects. In addition to this, priorities may need to change based on funding opportunities or other circumstances that may impact existing assets sooner than anticipated.

Funding

As much as possible, funding sources try to be identified within the CIP. However, due to the costs and nature of many projects, funding sources are not always able to be known ahead of time and funding may come from unplanned sources. Therefore, many projects may be listed as “unfunded” until the specific funding source is identified.

Other than Event Center resources the following funding mechanisms will be evaluated for use:

- Outside funding- federal, state and other grant resources, as well as county and city TLT funds, and Urban Renewal
- Donations from Curry Fair Friends
- Sponsorships- funds raised from business, community groups and other donations
- Bonds and other debt sources- used as minimally as possible to cover capital
- Any other sources of funding that may come available.

Items such as equipment acquisition and replacement are not included in the CIP, unless it is a planned part of a larger project (such as an elevator installation).

Evaluation Factors

Qualification for a Capital Improvement

For a project to qualify for inclusion in the CIP, the expenditure must meet the initial requirements of:

- Cost in excess of \$5000
- Useful life of greater than one year
- Creation or revitalization of a fixed asset
- Must be an improvement for the Event Center as a whole to promote community use and events.

Project List

Project #	Project Name	Funded?	Cost Estimate	FY Completion
1	New flooring and interior paint for Showcase. Potential sound dampening materials. Updated Kitchen Cabinets.	N	\$15,000	2019-2020/2020-2021

2	Paint Exterior of Buildings	N	\$120,000	2019-2020/2020-2021
3	Landscaping	N	\$10,000	2020-2021
4	Property Survey and Topographical Elevations	N	\$20,000	2020-2021
5	New office computer system/network	N	\$7,500	2020-2021
6	Arena Roof and siding	N	\$400,000	2020-2021
7	RV Park Development	N	\$750,000	2021-2022
8	Expansion/Reno/Update for Extension	N	\$150,000	2022-2023
9	Dorm project- major renovation	N	\$20,000	2023-2024
10	New event/convention center	N	\$25,000,000	2024-2025

Project Descriptions:

1. New flooring and paint for the Showcase building is an important improvement for the rentability of the building. Currently the flooring is old and stained and does not lend well to being decorated for certain types of events. The walls have holes that need patched and a new coat of paint to bring freshness and cleanliness. Updating the kitchen to reflect the overall feel of the event center will bring a sense of cohesion and will improve the aesthetic of the building for rentability.
2. Exterior Painting of Property is one of the most key updates that needs to happen for the Event Center Property. Updating the color scheme and cohesive feel of the property to our new rebranded logo will bring a fresh aesthetic to the property and encourage more people to utilize the difference spaces available. Appearance is the first step of renting, and because renting our spaces currently makes up a majority of our income, this is a key change.
3. Landscaping is an important part of the overall aesthetic of a property. The Event Center is on the main street of the town and therefore needs to have a clean, colorful landscaping aesthetic. Our current landscaping needs repair and updates for the planters and plants.
4. Property Survey and Topographical Elevations: a property survey and elevations must be completed to identify safety lines for development of the Event Center RV Park. The elevations will also be important when addressing our drainage system for the western half of the property.
5. The office is the key to keeping the Event Center Functional. The current computer system has many flaws and often has trouble functioning. It will be vital to update and upgrade the computer system and network for functional work flow.
6. The arena roof will need an engineering report to identify whether the roof can be fixed by replacing panels, or if the entire roof needs to be replaced. Once the engineer has made the report a contract will need to be placed for the work to be done. The Arena has the potential to be a solid source of income, but cannot be utilized to its full potential until the roof and siding are repaired/replaced for safety reasons.
7. The development of the RV Park on the western side of the grounds will be a consistent source of income to support many aspects of the Event Center. The development will need to include several RV and Tent camping sites, a bathroom, and a host space. Water and electrical will need to be placed and a road for entrance and exit will need to be developed.

8. The expansion, renovation, and update of the Extension office is important for the needs of our tenants. The rental agreement in place is an important source of income for the Event Center and to continue the agreement, the tenant has additional needs, as well as the ability for the Event Center to utilize any additional rental space in the form of conference rooms. A new elevator to meet safety and ADA requirements will be an important aspect.
9. To have the best impact financially on our income, and for the safety of the renters, it will be important to have a full renovation of the dorm. Evaluating things such as the HVAC system and the electrical system, as well as updates to the aesthetics and functionality of the space will be important.
10. The ultimate goal is a full renovation/remodel or rebuild of the event center to create a setup similar to a convention center. This will allow us to support the community in the best ways by providing places to hold trainings, conferences, trade shows and more. Break out rooms, large conference room, a large auditorium, updated office spaces, renovated fair buildings, arena, and horse and livestock pavilions will all feed into a functional, profitable, useful event center.

DRAFT

RESOLUTION R1718-07

A RESOLUTION DEFINING THE COUNCIL POLICIES REGARDING THE USE AND DISTRIBUTION OF THE EVENT CENTER ON THE BEACH (CURRY COUNTY FAIRGROUNDS) 1% TRANSIENT ROOM TAX AND APPOINTING COUNCIL LIAISONS TO THE FAIR BOARD

WHEREAS, the City enacted a transient room tax ordinance in 1982 and the room tax for transient lodgers was set at 6%; and

WHEREAS, because Gold Beach is the county seat of Curry County, the City Council believes that strong intergovernmental partnerships create a healthy and robust community; and

WHEREAS, the City Council recognizes the value of the Event Center within the City limits and that Curry County is not in a financial position to maintain all of the Event Center capital needs; and

WHEREAS, in June of 2016 the Council enacted Ordinance No. 658 which amended the Transient Room Tax and Community Promotion Code to require lodging operators to collect an additional 1% transient room tax for the express purpose of assisting with maintenance at the fairgrounds specifically amending

Section 4.270 Purpose of and Distribution Formula for Transient Room Tax Receipts

To read :

(1) Each operator liable for collection and remittance of the Transient Room Tax as imposed by this code, shall withhold five percent (5%) of the net 7% tax collected to cover the operator's expense in collection and remittance of said tax.

(2) Pursuant to Ordinance 369, the "Community Advertising and Promotion Fund" was created which is separate and apart from other special and general funds. Seventy-five (75%) percent of 6% of the net 7% collected shall be deposited into this fund. The remaining twenty (20%) percent of 6% of the net 7% collected shall be deposited into the General Fund.

(3) There is hereby created a special fund which shall be known as the "Event Center/Fairgrounds Building Maintenance Fund" which shall be controlled and administered by the City of Gold Beach. Ninety-five (95%) of 1% of the net 7% collected shall be deposited into this fund.

The revenue disbursement formula net 7% tax collected is as follows:

7% TAX COLLECTED	OPERATOR	PROMOTIONS FUND	GENERAL FUND	EVENT CENTER BUILDING MTC FUND	TOTAL
Original 6%	5%	75%	20%	0%	100%
2016 1%	5%	0%	0%	95%	100%

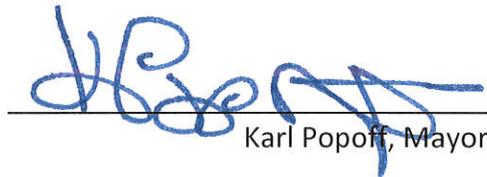
WHEREAS, after adopting the ordinance amendment, the Council discussed the need to adopt a formal policy on the process for the use and distribution of the room tax maintenance funds collected. After several public discussions at regularly scheduled Council meetings in 2016 and 2017, the Council adopted the following policies at the May 2017 meeting:

- 1) Expenditures from the ECOB 1% Fund will be made by the City Council rather than the Tax Administrator (City Administrator); and
- 2) The Council will request that the Fair Board present to the City a fairgrounds Capital Improvement Plan and identify which projects they feel are of greatest need; and
- 3) The expenditure decisions will be announced publicly in a simple ceremony between the two agencies for public information purposes; and
- 4) The policies that the Council determined will be formally adopted as a resolution that can be reviewed and amended from time to time; and
- 5) The Mayor will appoint two (2) sitting Councilors to be liaisons between the City Council and the Fair Board.

WHEREAS, after approving the motion to formalize the Council policies, the Mayor appointed Councilor Becky Campbell, and Councilor Doug Brand to serve as Council liaisons to the Fair Board until further notice.

THEREFORE BE IT RESOLVED the City Council of the City of Gold Beach, Oregon, hereby formally adopts the above policies, and Council liaison positions, effective immediately and to remain in effective until otherwise amended by resolution.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, AND EFFECTIVE THIS 14th DAY OF AUGUST, 2017.


Karl Popoff, Mayor

ATTEST:



Jodi Fritts, City Administrator/City Recorder



PUBLIC HEARING



GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. 6. & 9. a.
Council Meeting Date: June 1, 2020

TITLE: URA Advisory Committee Makeup Proposed Ordinance No. 670

PUBLIC HEARING SUMMARY AND BACKGROUND:

This matter is first in the Public Hearing portion of the meeting and then again in the Ordinances & Resolutions section if the Council wishes to proceed with an amendment to the Ordinance.

Ordinance 645 was adopted in February 2013 and amended the original makeup of the Urban Renewal Agency post Urban Renewal Plan adoption. The City Council is designated as the URA for the City and a 4-member Citizen Advisory Committee was created with Ord. 645. Unfortunately, we have had a difficult time recruiting members for the advisory committee. The Council has discussed in the recent past modifying the membership requirements to help with recruitment. Currently the membership makeup requires 3 of the 4 members to be Gold Beach residents. One member can reside within the Urban Growth Boundary. Staff has put together a few altered membership options for the Council's consideration:

AMEND CURRENT Section 4: Membership (2):

- (2) Citizens: A four (4) person Citizen Advisory Committee shall be appointed to serve with the Agency in an advisory capacity. Three (3) members shall be residents of the City of Gold Beach. One member may live outside the city limits but within the Gold Beach Urban Growth Boundary.

OPTION 1:

Citizens: A four (4) person Advisory Committee may be appointed to serve with the Agency in an advisory capacity. At least two (2) members shall be residents of the City of Gold Beach, OR property owners within the Urban Renewal District boundaries. Two (2) members may live outside the city limits, but within the Central Curry School District boundaries.

OPTION 2:

Citizens: A four (4) person Advisory Committee may be appointed to serve with the Agency in an advisory capacity. One (1) member shall be a resident of the City of Gold Beach. Up to three (3)



SECTION 6. Public Hearing
SECTION 9. Ordinances & Resolutions

members may be property owners within the Urban Renewal District boundaries, OR may live outside the city limits, but within the Central Curry School District boundaries.

Because this is amending an ordinance a public hearing is required prior to adoption of any changes or a new ordinance. Staff has prepared a possible amending ordinance (Ordinance No. 670) for consideration. If the Council wishes to proceed with adopting one of the options provided by staff, or formulating a different membership option during the hearing, a place holder has been left in the Ordinances & Resolutions section of the agenda.

REQUESTED ACTION

Please review and discuss the proposed committee membership makeup. The Council can adopt any proposed changes in the Ordinances and Resolutions section later in the meeting.

ORDINANCE NO. 670

**AN ORDINANCE AMENDING AND REPEALING PORTIONS OF ORDINANCES 645 & 637
WHICH CREATED THE GOLD BEACH URBAN RENEWAL AGENCY**

WHEREAS, in 2010 the City Council recognized the need for the formation of an urban renewal agency; and

WHEREAS, the City Council, by Ordinance 637 created the Gold Beach Urban Renewal Agency; and

WHEREAS, after the completion and review of an Urban Renewal Feasibility Study, the City Council voted to proceed with the development of an Urban Renewal Plan; and

WHEREAS, Ordinance 637, Section 4, detailed the membership of the Urban Renewal Agency; and

WHEREAS, the City Council determined the membership of the Gold Beach Urban Renewal Agency should be modified after the adoption of the Urban Renewal Plan and amended the membership with Ordinance 645, adopted in February 2013.

WHEREAS, the City has experienced difficulty in recruited interested citizens willing to serve on the Citizen Advisory Committee created by Ordinance 645; and

WHEREAS, the City Council has determined it is necessary to amend the Citizen Advisory Committee membership requirements in order to recruit interested persons to serve.

NOW, THEREFORE, the City of Gold Beach Ordains as follows:

Section 4: Membership of Ordinance No. 645 and No. 637 shall be repealed and replaced with the following:

Section 4: Membership:

(1) City Council: The Gold Beach Urban Renewal Agency shall be comprised of the five (5) standing members of the City Council. The term of office for each Urban Renewal Agency member shall be concurrent with that member's term of office as a city councilor.

OPTION 1: (choose one)

(2) Citizens: A four (4) person Advisory Committee may be appointed to serve with the Agency in an advisory capacity. At least two (2) members shall be residents of the City of Gold Beach, OR property owners within the Urban Renewal District boundaries.

Two (2) members may live outside the city limits, but within the Central Curry School District boundaries.

OPTION 2:

- (2) Citizens: A four (4) person Advisory Committee may be appointed to serve with the Agency in an advisory capacity. One (1) member shall be a resident of the City of Gold Beach. Up to three (3) members may be property owners within the Urban Renewal District boundaries, OR may live outside the city limits, but within the Central Curry School District boundaries.

OPTION 3:

Council formulates membership makeup after public hearing input.

- (3) Term of Office: The Advisory Committee members shall be appointed by the Mayor with majority approval of the City Council. The term of office of each advisory member shall be for a period of four (4) years. Notwithstanding any other provision of this ordinance, Positions 2 and 4 shall serve a term of two (2) years, and Positions 1 and 3 shall serve a term of four (4) years, thereafter each position will serve 4 year terms.
- (4) Removal: An Advisory Committee member who engages in misconduct may be removed by the Mayor and Council after a hearing. The hearing shall be conducted by the Mayor at a special City Council meeting called for that purpose and the decision of the Mayor and Council shall be final. Thereafter, the Mayor shall appoint, with majority approval of the Council, a replacement member to fill that position.

PASSED and ADOPTED by the City Council of the City of Gold Beach, State of Oregon, on this 1st day of June, 2020.

Karl Popoff, Mayor

ATTEST:

Jodi Fritts, City Administrator/City Recorder

First Reading: June 1, 2020

Aye: Nay:

Second Reading:

Aye Nay



GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. **6.b.**
Council Meeting Date: June 1, 2020

TITLE: Public Hearing: State Shared Revenue

PUBLIC HEARING SUMMARY AND BACKGROUND:

In a typical year we have the first hearing on the City's election to receive state shared revenue (pursuant to ORS 221.770) at our budget hearing, and then the 2nd public hearing is held when the Council adopts the next year budget. Due to the coronavirus disruption of normal services we have yet to hold our FY 20-21 budget hearings. The Governor has allowed extension of budget adoption into July, however staff wanted to ensure we held the SRS hearing this month to be on the safe side.

The hearing is the opportunity for the public to comment on the possible use of the state shared revenue. The City has traditionally (at least for the past 2 decades) used the SRS to purchase city vehicles for either the Police or Public Works departments. That is the proposed use for FY 20-21—the oldest vehicle in the fleet will be rotated out. The second public hearing on the proposed SRS use will be at our budget hearing which staff is tentatively proposing for the last week of the month—the scheduling of the budget hearings is scheduled later on tonight's agenda.

REQUESTED ACTION:

Open the Public Hearing and request input regarding the use of state shared revenue for FY20-21. No formal decision is needed at this meeting. The second public hearing will be during the budget hearings later in the month.



CITIZEN REQUESTED AGENDA ITEMS



GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. **7. a.**
Council Meeting Date: June 1, 2020

TITLE: Request for Recommendation for Off-Premise Liquor License

SUMMARY AND BACKGROUND:

While the City does not regulate alcohol/liquor sales within the City, the Oregon Liquor Control Commission (OLCC) requires new applicants to obtain a formal recommendation from the jurisdiction their business will be located within. The new store, Gold Beach Market & Deli, is located adjacent to the Conoco station to the south. They are applying for an off-premise license from OLCC for the sale of beer and wine. The owners are BS & MS LLC-Minakshi Sharma and Buta Singh. A review of local law enforcement contacts with the applicants came back satisfactory.

REQUESTED ACTION AND SUGGESTED MOTION

Discuss and make a recommendation to OLCC to either grant or deny the applicants request for an off-premise sales license.

Suggested Motion:

I make the motion that we recommend to the OLCC that the off-premise sales license be granted to Gold Beach Market & Deli.



GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. **7. b.**
Council Meeting Date: June 1, 2020

TITLE: Mateer Road Dangerous Building

SUMMARY AND BACKGROUND:

Clayton Johnson requested that this item be addressed. He sent the following picture of the structure



It was staff's understanding that the structure was going to be removed in order to place the new manufactured home that had been approved. Unfortunately, due to the coronavirus pandemic, staff has not had the opportunity to follow-up on this issue (or any other issue for that matter...) Staff will need to verify prior to the Monday meeting, but as I recall the last order was to have the structure completely removed by the end of March. Obviously that time has expired.



ORDINANCES & RESOLUTIONS



GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. 6. & 9. a.
Council Meeting Date: June 1, 2020

TITLE: URA Advisory Committee Makeup-Ordinance No. 670

SUMMARY AND BACKGROUND:

This matter was first in the Public Hearing portion of the meeting. If the Council decides to proceed with amending the membership for the advisory committee, Ordinance No. 670 has been prepared with two options. The Council may wish to formulate a different option after the public hearing review.

If the Council would like to proceed with adopting Ordinance No. 670 it will require two hearings, OR the ordinance could be adopted in one meeting, but it requires unanimous agreement to adopt in one meeting. The motion process is kind of clunky and is outlined below.

FIRST: Determine if the Council wishes to adopt the ordinance in one meeting or two. If the Council wishes to adopt the ordinance in one meeting this would be the first motion:

I make the motion that the Council adopt Ordinance No. 670 in one meeting this evening.

If the motion passes unanimously, the ordinance can be adopted this evening with both the first and second reading of the ordinance. If the motion does not pass unanimously, then only the first reading may occur this evening. The second reading will be scheduled for July.

MOTION REQUIRED FOR EITHER ONE OR TWO MEETING ADOPTION:

I make the motion that the Council adopt Ordinance No. 670, AN ORDINANCE AMENDING AND REPEALING PORTIONS OF ORDINANCES 645 & 637 WHICH CREATED THE GOLD BEACH URBAN RENEWAL AGENCY, with membership Option X (insert the option chosen OR read into the record the makeup the Council formulated version). The first reading of the ordinance to be by title only.

If the Council approved adopting the ordinance in one meeting tonight, then change the last sentence to: The first and second readings of the ordinance to be by title only.

Staff will read the title of the ordinance into the record for the first reading. If the ordinance will be fully adopted in one meeting tonight, staff will read the title of the ordinance into the record for the second reading. The ordinance takes effect in 30 days.

ORDINANCE NO. 670

**AN ORDINANCE AMENDING AND REPEALING PORTIONS OF ORDINANCES 645 & 637
WHICH CREATED THE GOLD BEACH URBAN RENEWAL AGENCY**

WHEREAS, in 2010 the City Council recognized the need for the formation of an urban renewal agency; and

WHEREAS, the City Council, by Ordinance 637 created the Gold Beach Urban Renewal Agency; and

WHEREAS, after the completion and review of an Urban Renewal Feasibility Study, the City Council voted to proceed with the development of an Urban Renewal Plan; and

WHEREAS, Ordinance 637, Section 4, detailed the membership of the Urban Renewal Agency; and

WHEREAS, the City Council determined the membership of the Gold Beach Urban Renewal Agency should be modified after the adoption of the Urban Renewal Plan and amended the membership with Ordinance 645, adopted in February 2013.

WHEREAS, the City has experienced difficulty in recruited interested citizens willing to serve on the Citizen Advisory Committee created by Ordinance 645; and

WHEREAS, the City Council has determined it is necessary to amend the Citizen Advisory Committee membership requirements in order to recruit interested persons to serve.

NOW, THEREFORE, the City of Gold Beach Ordains as follows:

Section 4: Membership of Ordinance No. 645 and No. 637 shall be repealed and replaced with the following:

Section 4: Membership:

(1) City Council: The Gold Beach Urban Renewal Agency shall be comprised of the five (5) standing members of the City Council. The term of office for each Urban Renewal Agency member shall be concurrent with that member's term of office as a city councilor.

OPTION 1: (choose one)

(2) Citizens: A four (4) person Advisory Committee may be appointed to serve with the Agency in an advisory capacity. At least two (2) members shall be residents of the City of Gold Beach, OR property owners within the Urban Renewal District boundaries.

Two (2) members may live outside the city limits, but within the Central Curry School District boundaries.

OPTION 2:

- (2) Citizens: A four (4) person Advisory Committee may be appointed to serve with the Agency in an advisory capacity. One (1) member shall be a resident of the City of Gold Beach. Up to three (3) members may be property owners within the Urban Renewal District boundaries, OR may live outside the city limits, but within the Central Curry School District boundaries.

OPTION 3:

Council formulates membership makeup after public hearing input.

- (3) Term of Office: The Advisory Committee members shall be appointed by the Mayor with majority approval of the City Council. The term of office of each advisory member shall be for a period of four (4) years. Notwithstanding any other provision of this ordinance, Positions 2 and 4 shall serve a term of two (2) years, and Positions 1 and 3 shall serve a term of four (4) years, thereafter each position will serve 4 year terms.
- (4) Removal: An Advisory Committee member who engages in misconduct may be removed by the Mayor and Council after a hearing. The hearing shall be conducted by the Mayor at a special City Council meeting called for that purpose and the decision of the Mayor and Council shall be final. Thereafter, the Mayor shall appoint, with majority approval of the Council, a replacement member to fill that position.

PASSED and ADOPTED by the City Council of the City of Gold Beach, State of Oregon, on this 1st day of June, 2020.

Karl Popoff, Mayor

ATTEST:

Jodi Fritts, City Administrator/City Recorder

First Reading: June 1, 2020

Aye: Nay:

Second Reading:

Aye Nay



GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. 9. b.
Council Meeting Date: June 1, 2020

TITLE: Resolution R1920-13 Cybersecurity Policy

SUMMARY AND BACKGROUND:

In order to continue our cyber insurance coverage, our insurance carrier, City County Insurance (CIS) is now requiring entities to formally adopt a cybersecurity policy. They provided a draft version that includes the necessary items to comply with the Oregon Consumer Information Protection Act (adopted as ORS 646A.600 to 646A.628). Staff sent the CIS policy document to our legal counsel for their review. She said it was fine to adopt “as is” and also said it would work better as a Manager’s Handbook—with annual trainings for employees and other City officers, rather than being added as part of our personnel policies.

This cybersecurity policy will be codified into our full City policy manual (which includes administrative and other policies as well as personnel policies) later this year when legal counsel is finished updating the personnel policies section. However, at this time we need to adopt the cybersecurity policy as a stand-alone resolution in order to continue our insurance coverage.

REQUESTED ACTION AND SUGGESTED MOTION

Review and adopt the cybersecurity policy in order to comply with state information protection requirements, as well as meeting CIS insurance policy conditions.

MOTION:

I make the motion that the Council adopt Resolution R1920-13, A RESOLUTION ADOPTING A CYBERSECURITY POLICY AS REQUIRED BY THE OREGON CONSUMER INFORMATION PROTECTION ACT AND THE CITY’S INSURANCE CARRIER.

RESOLUTION R1920-13

A RESOLUTION ADOPTING A CYBERSECURITY POLICY AS REQUIRED BY THE OREGON CONSUMER INFORMATION PROTECTION ACT AND THE CITY’S INSURANCE CARRIER

WHEREAS, The City of Gold Beach recognizes that information and the protection of information is required to serve our citizens and meet the City's objectives; and

WHEREAS, The City of Gold Beach desires to ensure appropriate measures are implemented to protect our citizens and employee information, and to clearly communicate the City's security objectives and guidelines to minimize the risk of internal and external cyber threats; and

WHEREAS, ORS 646A.602 defines “Covered entity” as a public body that owns, licenses, maintains, stores, manages, collects, processes, acquires or otherwise possesses personal information in the course of the entity’s business, vocation, occupation or volunteer activities; and

WHEREAS, all Oregon public entities must comply with the Oregon Consumer Information Protection Act: ORS 646A.600 to 646A.628, and further, ORS 646A.622(d), as amended, requires the implementation of a Cybersecurity program; and

WHEREAS, The City’s insurance carrier, City County Insurance Services (CIS) requires formal adoption of a Cybersecurity policy to continue cyber coverage for the City, and therefore provided a draft policy for review by the City’s legal counsel who has reviewed and approved the policy for adoption.

NOW THEREFORE, BE IT RESOLVED: The City Council of the City of Gold Beach hereby adopts the Cybersecurity Policy, which is attached to this resolution as Exhibit A.

PASSED BY THE CITY COUNCIL OF THE CITY OF GOLD BEACH, COUNTY OF CURRY, STATE OF OREGON, and EFFECTIVE THIS 1st DAY OF JUNE, 2020.

APPROVED BY:

Karl Popoff, Mayor

ATTEST:

Jodi Fritts, City Administrator/City Recorder



City of Gold Beach

Cybersecurity Policy
Resolution R1920-13, Exhibit A

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Objective

The focus of this policy is to help City of Gold Beach meet its objectives. We recognize that information and the protection of information is required to serve our citizens. We seek to ensure that appropriate measures are implemented to protect our citizen's information. This Cybersecurity Policy is designed to establish a foundation for an organizational culture of security. This policy will be reviewed annually and approved by the City Council.

The purpose of this policy is to clearly communicate the City of Gold Beach security objectives and guidelines to minimize the risk of internal and external threats while taking advantage of opportunities that promote our objectives.

This policy applies, to all City of Gold Beach elected officials, employees, contractors, consultants, and others specifically authorized to access information and associated assets owned, operated, controlled, or managed by the City of Gold Beach. Additionally, leadership must ensure that all contracts and similar agreements with business partners and service providers incorporate appropriate elements of this policy.

Compliance

Oregon public entities must comply with the Oregon Identity Theft Protection Act, ORS 646A.600 – 628. ORS 646A.622 (d) requires the implementation of a Cybersecurity program. Non-compliance with this policy may pose risks to the organization; accordingly, compliance with this program is mandatory. Failure to comply may result in failure to obtain organizational objectives, legal action, fines and penalties. Breaches with the potential to impact more than 250 individuals must be reported to the Oregon Department of Justice.

<https://www.doj.state.or.us/consumer-protection/id-theft-data-breaches/data-breaches/>

Roles and Responsibilities

City of Gold Beach has appointed the following roles and responsibilities to execute and monitor the policies described in this document.

CITY ADMINISTRATOR

- Ensure that a written Cybersecurity Policy is developed and implemented.
- Confirm identification, acquisition, and implementation of information system software and hardware.
- Identify all Personally Identifiable Information.
- Ensure implementation, enforcement, and effectiveness of IT Security policies and procedures.

- Facilitate an understanding and awareness that security requires participation and support at all organizational levels.
- Oversee daily activities and use of information systems to ensure employees, business partners, and contractors adhere to these policies and procedures.

Employees and Contractors

- See Appendix A - Acceptable Use Policy

Identify, Protect, Detect, Respond, and Recover

The following sections outline City of Gold Beach requirements and minimum standards to facilitate the secure use of organizational information systems. The information presented in this policy follows the format of the control families outlined in the National Institute of Standards and Technology (NIST) Cybersecurity Framework (NIST CSF): ***Identify, Protect, Detect, Respond, and Recover***.

The scope of security controls addressed in this policy focus on the activities most relevant to City of Gold Beach as defined by the Center for Internet Security (CIS) and industry best practices. Questions related to the interpretation and implementation of the requirements outlined in this policy should be directed to the CITY ADMINISTRATOR.

IDENTIFY (ID)

Objective: To develop the organization's understanding that's necessary to manage cybersecurity risk to systems, people, assets, data, and capabilities.

Asset Management

An inventory of all approved hardware and software on City of Gold Beach network and systems will be maintained in a computer program or spreadsheet that documents the following:

- The employee in possession of the hardware or software.
- Date of purchase.
- Amount of purchase.
- Serial number.
- Type of device and description.
- A listing of software or devices that have been restricted.

Personally Identifiable Information (PII)

An inventory of all PII information by type and location will be taken. The following table may be useful to inventory PII.

Location	PII by type	Essential	Location	Owner
Website				
Contractors				
File in staff office				
File in building				
File offsite				
Desk top				
HR System				
Financial System				
Laptop				
Flash drive				
Cell phones				
Tablets				
Other				

Each manager will determine if PII is *essential*. If PII is not essential, it will either not be collected, or (if collected) will be destroyed. Do not collect sensitive information, such as a Social Security numbers, if there is no legitimate business need. If this information does serve a need, apply your entity’s record retention plan that outlines what information must be kept, and dispose of it securely once it is no longer required to maintain.

All PII no longer needed shall be shredded if in paper form or destroyed by IT if in electronic form.

The Oregon Identity Theft Protection Act prohibits anyone (individual, private or public corporation, or business) who maintains Social Security numbers from:

- Printing a consumer's SSN on any mailed materials not requested by the consumer unless redacted
- Printing a consumer's SSN on a card used by the consumer that is required to access products or services
- Publicly posting or displaying a consumer's SSN, such as on a website

Exceptions include requirements by state or federal laws, including statute records (such as W2s, W4s, 1099s, etc.) that are required by law to be made available to the public, for use for internal verification or administrative processes, or for enforcing a judgment or court order.

PROTECT (PR)

Objective: To develop and implement appropriate safeguards to ensure the delivery of critical services.

Identity Management, Authentication and Access Control

The CITY ADMINISTRATOR is responsible for ensuring that access to the organization's systems and data is appropriately controlled. All systems housing City of Gold Beach data (including laptops, desktops, tablets, and cell phones) are required to be protected with a password or other form of authentication. Except for the instances noted in this policy, users with access to City of Gold Beach systems and data are not to share passwords with anyone.

City of Gold Beach has established following password configuration requirements for all systems and applications (where applicable):

- Minimum password length: 8 characters
- Password complexity: requires alphanumeric and special characters
- Prohibited reuse for four (4) iterations
- Changed periodically every 90 days
- Invalid login attempts set to three
- Automatic logout due to inactivity = 30 minutes

Other potential safeguards include:

- Not allowing PII on mobile storage media
- Locking file cabinets
- Not allowing PII left on desktops
- Encrypting sensitive files on computers
- Requiring password protection
- Implementing the record retention plan and destroying records no longer required

Where possible, multi-factor authentication will be used when users authenticate to the organization's systems.

- Users are granted access only to the system data and functionality necessary for their job responsibilities.
- Privileged and administrative access is limited to authorized users who require escalated access for their job responsibilities and where possible will have two accounts: one for administrator functions and a standard account for day to day activities.
- All user access requests must be approved by CITY ADMINISTRATOR.

- It is the responsibility of the CITY ADMINISTRATOR to ensure that all employees and contractors who separate from the organization have all system access removed within 24 hours.

On an annual basis, a review of user access will be conducted under the direction of CITY ADMINISTRATOR to confirm compliance with the access control policies outlined above.

Awareness and Training

City of Gold Beach personnel are required to participate in security training in the following instances:

1. All new hires are required to complete security awareness training before receiving login credentials.
2. Formal security awareness refresher training is conducted on an annual basis. All employees are required to participate in and complete this training.

Upon completion of training, participants will review and sign the ***Acceptable Use Policy*** included in Appendix A.

Two online classes are available through the CIS Learning Center at learn.cisoregon.org: “*Cyber Threats and Best Practices to Confront Them*” and “*Cyber Security Basics*.”

On an annual basis, City of Gold Beach will conduct email phishing exercises of its users. The purpose of these tests is to help educate users on common phishing scenarios. It will assess their level of awareness and comprehension of phishing, understanding and compliance with policy around safe handling of e-mails containing links and/or attachments, and their ability to recognize a questionable or fraudulent message.

Data Security

Data Classification

You must adhere to your Records Retention Policy regarding the storage and destruction of data. Data residing on corporate systems must be continually evaluated and classified into the following categories:

- **Employees Personal Use:** Includes individual user's personal data, emails, documents, etc. This policy excludes an employee's personal information, so no further guidelines apply.
- **Marketing or Informational Material:** Includes already-released marketing material, commonly known information, data freely available to the public, etc. There are no

requirements for public information.

- **Operational:** Includes data for basic organizational operations, communications with vendors, employees, etc. (non-confidential). The majority of data will fall into this category.
- **Confidential:** Any information deemed confidential. The following list provides guidelines on what type of information is typically considered confidential. Confidential data may include:
 - Employee or customer Social Security numbers or personally identifiable information (PII)
 - Personnel files
 - Medical and healthcare information
 - Protected Health Information (PHI)
 - Network diagrams and security configurations
 - Communications regarding legal matters
 - Passwords/passphrases
 - Bank account information and routing numbers
 - Payroll information
 - Credit card information
 - Any confidential data held for a third party (be sure to adhere to any confidential data agreement covering such information)

Data Storage

The following guidelines apply to storage of the different types of organizational data.

- **Operational:** Operational data should be stored on a server that gets the most frequent backups (refer to the Backup Policy for additional information). Some type of system- or disk-level redundancy is encouraged.
- **Confidential:** Confidential information must be removed from desks, computer screens, and common areas unless it is currently in use. Confidential information should be stored under lock and key (or keycard/keypad), with the key, keycard or code secured.

Data Transmission

The following guidelines apply to the transmission of the different types of organizational data.

- **Confidential:** Confidential data must not be 1) transmitted outside the organization's network without the use of strong encryption, 2) left on voicemail systems, either inside or outside the organization's network.

Data Destruction

You must follow your records retention policy before destroying data.

- **Confidential:** Confidential data must be destroyed in a manner that makes recovery of the information impossible. The following guidelines apply:
 - Paper/documents: Cross-cut shredding is required.
 - Storage media (CD's, DVD's): Physical destruction is required.
 - Hard drives/systems/mobile storage media: At a minimum, data wiping must be used. Simply reformatting a drive does not make the data unrecoverable. If wiping is used, the organization must use the most secure commercially-available methods for data wiping. Alternatively, the organization has the option of physically destroying the storage media.

Data Storage

Stored Data includes any data located on organization-owned or organization-provided systems, devices, media, etc. Examples of encryption options for stored data include:

- Whole disk encryption
- Encryption of partitions/files
- Encryption of disk drives
- Encryption of personal storage media/USB drives
- Encryption of backups
- Encryption of data generated by applications

Data while transmitted includes any data sent across the organization network or any data sent to or from an organization-owned or organization-provided system. Types of transmitted data that shall be encrypted include:

- VPN tunnels
- Remote access sessions
- Web applications
- Email and email attachments
- Remote desktop access
- Communications with applications/databases

Information Protection Processes and Procedures

Secure Software Development

Where applicable, all software development activities performed by City of Gold Beach or by vendors on behalf of the organization shall employ secure coding practices including those outlined below.

A minimum of three software environments for the development of software systems should be available – development, quality assurance, and a production environment. Software developers or programmers are required to develop in the development environment and promote objects into the quality assurance and production environments. The quality assurance environment is used for assurance testing by the end user and the developer. The production environment should be used solely by the end user for production data and applications. Compiling objects and the source code is not allowed in the production environment. The information technology manager or an independent peer review will be required for promotion objects into the production environment.

- All production changes must be approved before being promoted to production.
- Developers should not have the ability to move their own code.
- All production changes must have a corresponding help desk change request number.
- All production changes must be developed in the development environment and tested in the quality assurance environment.
- All emergency changes must be adequately documented and approved.

Software code approved for promotion will be uploaded by CITY ADMINISTRATOR to the production environment from the quality assurance environment once the change request is approved. The CITY ADMINISTRATOR may work with the developer to ensure proper placement of objects into production.

Contingency Planning

The organization's business contingency capability is based upon CLOUD backups of all critical business data. This critical data is defined as all City data contained within the Caselle software ledger systems. Full data backups will be performed on a DAILY basis. Confirmation that backups were performed successfully will be verified daily. Testing of cloud backups and restoration capability will be performed on a WEEKLY basis.

During a contingency event, all IT decisions and activities will be coordinated through and under the direction of the CITY ADMINISTRATOR.

The following business contingency scenarios have been identified along with the intended responses:

- In the event that one or more of City of Gold Beach's systems or applications are deemed corrupted or inaccessible, the CITY ADMINISTRATOR will work with the respective vendor(s) to restore data from the most recent CLOUD backup and, if necessary, acquire replacement hardware.
- In the event that the location housing the City of Gold Beach systems are no longer accessible, the CITY ADMINISTRATOR will work with the respective vendor(s) to acquire any necessary replacement hardware and software, implement these at one of the organization's other sites, and restore data from the most recent CLOUD backup.

As an important reminder, CIS covers data reproduction (subject to a deductible) for only one week.

Network Infrastructure

The organization will protect the corporate electronic communications network from the Internet by utilizing a firewall. For maximum protection, the corporate network devices shall meet the following configuration standards:

- Vendor recommended, and industry standard configurations will be used.
- Changes to firewall and router configuration will be approved by CITY ADMINISTRATOR.
- Both router and firewall passwords must be secured and difficult to guess.
- The default policy for the firewall for handling inbound traffic should be to block all packets and connections unless the traffic type and connections have been specifically permitted.
- Inbound traffic containing ICMP (Internet Control Message Protocol) traffic should not be passed in from the Internet, or from any un-trusted external network.
- All web services running on routers must be disabled.
- Simple Network Management Protocol (SNMP) Community Strings must be changed from the default "public" and "private".

Network Servers

Servers typically accept connections from several sources, both internal and external. As a general rule, the more sources that connect to a system, the more risk associated with that system, so it is particularly important to secure network servers. The following statements apply to the organization's use of network servers:

- Unnecessary files, services, and ports should be removed or blocked. If possible, follow a server-hardening guide, which is available from the leading operating system manufacturers.
- Network servers, even those meant to accept public connections, must be protected by a firewall or access control list.
- If possible, a standard installation process should be developed for the organization's network servers. A standard process will provide consistency across servers no matter what employee or contractor handles the installation.
- Clocks on network servers should be synchronized with the organization's other networking hardware using NTP or another means. Among other benefits, this will aid in problem resolution and security incident investigation.

Network Segmentation

Network segmentation is used to limit access to data within the City of Gold Beach network based upon data sensitivity. City of Gold Beach maintains one wireless network for guest use. The *guest* wireless network is password protected, and proper authentication will grant the user internet access only. Access to the *secure* wired intranet network is limited to City of Gold Beach personnel and provides the user access to the City's secured intranet.

The following paragraph can be included if a third-party vendor is used for network administration:

Under the direction of the *Coos-Curry Electric IT Department, and MultiNet*, the third-party Network Administrators manage the network user accounts, monitors firewall logs, and operating system event logs. The network administrators authorizes vendor access to the system components as required for maintenance.

Protective Technology

Email Filtering

A good way to mitigate email related risk is to filter it before it reaches the user so that the user receives only safe, business-related messages. City of Gold Beach will filter email at the Internet gateway and/or the mail server. This filtering will help reduce spam, viruses, or other messages that may be deemed either contrary to this policy or a potential risk to the organization's IT security.

Network Vulnerability Assessments

On a semi-annual basis, City of Gold Beach will perform both internal and external network vulnerability assessments. The purpose of these assessments is to establish a comprehensive

view of the organization's network as it appears internally and externally. These evaluations will be conducted under the direction of CITY ADMINISTRATOR to identify weaknesses with the network configuration that could allow unauthorized and/or unsuspected access to the organization's data and systems.

As a rule, "penetration testing," which is the active exploitation of organization vulnerabilities, is discouraged. If penetration testing is performed, it must not negatively impact organization systems or data.

DETECT (DE)

Definition: Develop and implement appropriate activities to identify the occurrence of a cybersecurity event.

Anomalies and Events

The following logging activities are conducted by the Network Administrators:

- Domain Controllers - Active Directory event logs will be configured to log the following security events: account creation, escalation of privileges, and login failures.
- Application Servers - Logs from application servers (e.g., web, email, database servers) will be configured to log the following events: errors, faults, and login failures.
- Network Devices - Logs from network devices (e.g., firewalls, network switches, routers) will be configured to log the following events: errors, faults, and login failures.

Passwords should not be contained in logs.

Logs of the above events will be reviewed by the CITY ADMINISTRATOR at least once per month. Event logs will be configured to maintain record of the above events for three months.

Security Continuous Monitoring

Anti-Malware Tools

All organization servers and workstations will utilize Network Administrator recommended anti-virus/malware software to protect systems from malware and viruses. Real-time scanning will be enabled on all systems and weekly malware scans will be performed.

City of Gold Beach utilizes Kaspersky to protect mobile devices from malware and viruses.

Patch management

All software updates and patches will be distributed to all City of Gold Beach system as follows:

- Workstations will be configured to install software updates every week automatically.
- Server software updates will be manually installed at least monthly.
- Any exceptions shall be documented.

RESPOND (RS)

Definition: Develop and implement appropriate activities to take action regarding a detected cybersecurity incident.

Response Planning

The organization's annual security awareness training shall include direction and guidance for the types of security incidents users could encounter, what actions to take when an incident is suspected, and who is responsible for responding to an incident. A security incident, as it relates to the City of Gold Beach's information assets, can be defined as either an Electronic or Physical Incident.

CITY ADMINISTRATOR is responsible for coordinating all activities during a significant incident, including notification and communication activities. They are also responsible for the chain of escalation and deciding if/when outside agencies, such as law enforcement, need to be contacted.

Electronic Incidents

This type of incident can range from an attacker or user accessing the network for unauthorized/malicious purposes to a virus outbreak or a suspected Trojan or malware infection. When an electronic incident is suspected, the steps below should be taken in order.

1. Remove the compromised device from the network by unplugging or disabling network connection. Do not power down the machine.
2. Report the incident to the department supervisor or CITY ADMINISTRATOR.
3. Contact the third-party service provider (and/or computer forensic specialist) as needed.

The remaining steps should be conducted with the assistance of the third-party IT service provider and/or computer forensics specialist.

4. Disable the compromised account(s) as appropriate.
5. Backup all data and logs on the machine, or copy/image the machine to another system.
6. Determine exactly what happened and the scope of the incident.
7. Determine how the attacker gained access and disable it.

8. Rebuild the system, including a complete operating system reinstall.
9. Restore any needed data from the last known good backup and put the system back online.
10. Take actions, as possible, to ensure that the vulnerability will not reappear.
11. Conduct a post-incident evaluation. What can be learned? What could be done differently?

Physical Incidents

A physical IT security incident involves the loss or theft of a laptop, mobile device, PDA/Smartphone, portable storage device, or other digital apparatus that may contain organization information. All instances of a suspected physical security incident should be reported immediately to the department supervisor or CITY ADMINISTRATOR.

Notification

If an electronic or physical security incident is suspected of having resulted in the loss of third-party/customer data, notification of the public or affected entities should occur.

1. Contact CIS Claims at claims@cisoregon.org.
2. Inform your attorney
3. Complete this form if the breach involves more than 250 records.
<https://justice.oregon.gov/consumer/DataBreach/Home/Submit>

RECOVER (RC)

Recovery processes and procedures are executed and maintained to ensure timely restoration of systems and/or assets affected by cybersecurity events.

CIS will help with the recovery process. CIS may provide forensics services, breach coaching services, legal services, media services and assist in paying for notification expenses. The CIS claims adjuster will discuss with you the coverages and services offered by CIS.

CITY ADMINISTRATOR is responsible for managing and directing activities during an incident, including the recovery steps.

Recovery planning and processes are improved by incorporating lessons learned into future activities.

Restoration activities are coordinated with internal and external parties, such as coordinating centers, Internet service providers, owners of the affected systems, victims, and vendors.

External communications should only be handled by designated individuals at the direction of CITY ADMINISTRATOR. Recovery activities are communicated to internal stakeholders, executives, and management teams.

Appendix A – Acceptable Use Policy

The intention of this Acceptable Use Policy is not to impose restrictions that are contrary to City of Gold Beach established culture of openness, trustworthiness, and uprightness.

Understanding and adhering the organization's IT security policies is necessary to protect our employees and organization from illegal or damaging actions by individuals, either knowingly or unknowingly. Effective security is a team effort involving the participation and support of every employee. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment, email, and internet access at all locations. These rules are in place to protect the employee and the organization. Inappropriate use exposes the organization to risks including virus attacks, compromises of network systems and services, and legal liability.

Scope

This policy applies to both permanent and temporary employees of the organization. This policy applies to all equipment that is owned or leased by the organization. This policy is a supplement to the *City of Gold Beach Cybersecurity Policy*.

1.0 Policy

The following actions shall constitute unacceptable use of the corporate network. The list also provides a frame of reference for types of activities that are deemed unacceptable. The user may not use the corporate network and/or systems to:

1. Engage in an activity that is illegal under local, state, federal, or international law.
2. Engage in any activities that may cause embarrassment, loss of reputation, or other harm to the organization.
3. Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, threatening, obscene or otherwise inappropriate messages or media.
4. Engage in activities that cause an invasion of privacy.
5. Engage in activities that cause disruption to the workplace environment or create a hostile workplace based on a legally protected class.
6. Make fraudulent offers for products or services.
7. Install, download or distribute unlicensed or "pirated" software.
8. Reveal personal or network passwords to others, including family, friends, or other members of the household when working from home or remote locations.

Email

The following activities are strictly prohibited:

1. Using the email system to send or forward pornographic material.
2. Using the email system for any form of harassment whether through language, content, frequency or size of the message.
3. Sending unsolicited bulk email messages, including the sending of “junk mail” or other advertising materials to individuals who did not specifically request such material (email spam).
4. Sending or forwarding emails of a non-business nature to the “All Employee” list.
5. Sending or forwarding emails of a non-business nature with either an excessive number of attachments or attachments of excessive size (examples would be emails with numerous photos, video clips, or large PowerPoint presentations).
6. Creating or forwarding “chain letters,” “Ponzi” schemes or other get rich quick “pyramid” schemes of any type.
7. Using the email system in a manner that would violate the City of Gold Beach Cybersecurity Policy.
8. Opening file attachments with file extensions such as .vbs, .exe, .com, or .sys.

Social Networking/Blogging

The following applies to social networking/blogging:

1. Employees are discouraged from using employer-owned equipment, including computers, organizationally licensed software or other electronic equipment, or organization time to conduct personal blogging. Social networking activities are discouraged.
2. Employees are expected to protect the privacy of the organization and its employees and are prohibited for disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which the employees have access.
3. Management strongly urges employees to report any violations or possible violations or perceived violations to supervisors or managers. Management investigates and responds to all reports of violations of the social networking policy and other related policies.
4. Only executive management are authorized to remove any content that does not meet the rules and guidelines of the policy or that may be illegal or offensive.
5. Views of the individual employee are not ever attributed to the City of Gold Beach.
6. Posts must comply with existing policies RE: harassment and discrimination.
7. Posts must comply with existing policies RE: confidentiality and improper disclosures.
8. Online activities must not interfere or negatively affect work tasks or City of Gold Beach,

except for “Concerted Activities.”

9. Employees must not reference City of Gold Beach or its services in the employee’s social medial posts, except for “Concerted Activities.”
10. City of Gold Beach logos should not be used in the employee’s social media posts, except for “Concerted Activities.”
11. Posts must not violate copyright laws.
12. Consult the Employee Personnel Handbook for further clarification.

Clean Desk

A significant amount of confidential customer information is maintained in paper-based form. All staff members are responsible for ensuring that this information is properly safeguarded and is not improperly disclosed to unapproved third parties. In order to accomplish this, all employees are responsible for:

1. Ensuring that paper-based information is appropriately monitored and protected.
2. Ensuring that all confidential documents are properly locked-up at the end of each business day. Appropriate methods to secure documents include utilizing locking filing cabinets or desk drawers, etc.
3. Maintaining a “clean desk” or working area throughout the day and ensure there are no confidential documents in open view if absent from their desk for an extended period. This will help to ensure that confidential customer information is not inadvertently disclosed.

Computer Usage (Password)

The following password criteria will be used to access Windows workstations:

1. Minimum password length: 8 characters
2. Password complexity: requires alphanumeric and special characters
3. Prohibited reuse for four (4) iterations
4. Changed periodically every 90 days
5. Invalid login attempts set to three
6. Automatic logout due to inactivity = 30 minutes

Portable Devices

The following Portable Devices are allowed for organization use only:

1. Cell phones

2. Laptops
3. Digital cameras
4. Any type of USB memory device or USB mass storage device

2.0 Monitoring

Employees should have no expectation of privacy for any information they store, send, receive, or access via the organization's network. Content monitoring of email by management may occur without prior notice. All other monitoring, including but not limited to, internet activity, email volume or size, and other forms of electronic data exchange may occur without prior notice by management.

Monitoring may occur without prior notice of a suspected violation, either in part or in whole, of the Acceptable Use Policy or the *City of Gold Beach Cybersecurity Policy* is detected or reported.

3.0 Reporting

Employees must report to CITY ADMINISTRATOR when they learn of a suspected breach of information or have lost a laptop, telephone, tablet, or USB memory with City of Gold Beach information.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Signature

I have received a copy of the organization's Acceptable Use Policy as revised and approved by the management. I have read and understood the policy.

(Print your name)

(Signature)

(Date)

Appendix B – Confidentiality and Non-Disclosure Agreement

This Confidentiality and Nondisclosure Agreement (the "Agreement") is entered into by and between **City of Gold Beach** ("Disclosing Party") and _____ ("Receiving Party") for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

1. Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. Examples of Confidential Information include the following:
 - Employee or customer Social Security numbers or personal information
 - Customer data
 - Entity financial data
 - Product and/or service plans, details, and schematics,
 - Network diagrams and security configurations
 - Communications about entity legal matters
 - Passwords
 - Bank account information and routing numbers
 - Payroll information
 - Credit card information
 - Any confidential data held for a third party
2. Exclusions from Confidential Information. Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.
3. Obligations of Receiving Party. Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors, and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions that are at least as protective as those in this Agreement. Receiving Party shall not, without the prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential

Information. Receiving Party shall return to Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.

4. Time Periods. The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a trade secret or until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.
5. Relationships. Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venturer or employee of the other party for any purpose.
6. Severability. If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.
7. Integration. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in a writing signed by both parties.
8. Waiver. The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

This Agreement and each party's obligations shall be binding on the representatives, assigns, and successors of such party. Each party has signed this Agreement through its authorized representative.

CITY OF GOLD BEACH

Receiving Party

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



MISC. ITEMS

(Including policy discussions and determinations)



SECTION 10. MISC ITEMS (including policy discussions & determinations)

GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. **10. a.**
Council Meeting Date: June 1, 2020

TITLE: HWY 101 Road Diet Discussion Update

Councilors Matteson & Brennan

SUMMARY AND BACKGROUND:

With the coronavirus disruption, the Hwy 101 Road Diet discussion that Councilors Matteson and Brennan were heading up had to be postponed. They will give an update on the restarting of the discussion now that things have stabilized somewhat.



SECTION 10. MISC ITEMS (including policy discussions & determinations)

GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. **10. b.**
Council Meeting Date: June 1, 2020

TITLE: Revisit Food Cart Regulation Discussion

SUMMARY AND BACKGROUND:

This is a Heads-Up notice only, for the July meeting staff would like to revisit the Food Cart regulation discussion that began last year. Staff have concerns about unregulated placement, sanitation, and quasi-structural issues that relate to fire/life safety codes. A few business owners have also brought specific concerns to staff that they would like to present to the Council. Hopefully in July we can meet in person with the public present so they can address the Council.



SECTION 10. MISC ITEMS (including policy discussions & determinations)

GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. **10. c.**
Council Meeting Date: June 1, 2020

TITLE: Election Filing Opening on June 3rd

SUMMARY AND BACKGROUND:

This is an election year for Council positions #2, #4, and the Mayor. All City positions are non-partisan. Election day is November 3rd. The first day to file for office is this Wednesday, June 3rd. Staff will have the filing packets available that day. We will also post them on the website.



SECTION 10. MISC ITEMS (including policy discussions & determinations)

GOLD BEACH CITY COUNCIL AGENDA REPORT

Agenda Item No. **10. d.**
Council Meeting Date: June 1, 2020

TITLE: Tentative Budget Hearing Dates

SUMMARY AND BACKGROUND:

The coronavirus situation has put just about all normal City business operations on hold since mid-March. Due to the pandemic disruption, the state extended the time limit for cities to finish the budget process for FY20-21. Staff would like to schedule with the Council two dates for the hearings from these options: Wednesday June 24th, Thursday June 25th, Friday June 26th, Monday June 29th, or Tuesday June 30th.