CITY OF GRANTS PASS
COUNCIL AGENDA
November 16, 2016
6 p.m. City Council Meeting
Council Chambers - 101 N.W. "A" Street

MAYOR: Darin Fowler

CITY COUNCIL MEMBERS:

Ward 1	***Ward 2***	***Ward 3***	***Ward 4***
Dan DeYoung	Valerie Lovelace	Ken Hannum	Vacant
Roy Lindsay	Rick Riker	Dennis Roler	Vacant

Invocation

Flag Salute

Roll Call

1. PUBLIC COMMENT This is a courtesy the Chair provides for citizens to address the Council regarding any item or issue that is not on tonight's agenda. The intent is to provide information that is pertinent to the City's jurisdiction. Each speaker will be given three minutes to address the Council as one body, not to individuals. Council may consider items brought up during this time later in our agenda during Matters from Mayor, Council and Staff.

   This meeting will proceed in an effective and courteous manner. Citizens and Council members will be allowed to state their positions in an atmosphere free from slander, threats, or other personal attacks. Signs or placards, outbursts of applause, campaigning for public office, or other disruptive behavior will not be tolerated.

   If you have a question regarding any government provided service or a current City policy, please contact the City Manager's office in an attempt to resolve the matter.

2. PUBLIC HEARING

   a. Ordinance amending a public installed Reimbursement District (TR4924) for Hubbard Lane Waterline Extension. **Pgs. 1-12**

   b. Ordinance amending a public installed Reimbursement District (TR4924) for Hubbard Lane Street Improvements. **Pgs. 13-22**

3. CONSENT AGENDA (Items included are of such routine nature or without controversy so that they may be approved with a single action).
   Indicates short Staff presentation and Council comment.

   a. Resolution amending the Personnel Rules, Regulations and Policies. **Pgs. 23-86**

b. Resolution authorizing the City Manager to close certain streets for holiday events. **Pgs. 87-102**

c. Resolution amending the comprehensive fee schedule for Public Safety records fees and a collection agency fee. **Pgs. 103-108**

d. Resolution authorizing the City Manager to enter into a contract with Recreation Northwest for recreation program services. **Pgs. 109-126**

e. Motion approving the minutes of the City Council meeting of November 2, 2016. **Pgs. 127-130**

f. Motion acknowledging the minutes of the Bikeways and Walkways Committee meeting of September 13, 2016. **Pgs. 131-132**

g. Motion acknowledging the minutes of the Tourism Advisory meeting of August 9, 2016. **Pgs. 133-136**

h. Motion acknowledging the minutes of the Tourism Advisory meeting of September 13, 2016. **Pgs. 137-138**

4. APPOINTMENTS

a. Appoint one member to the Historical Buildings and Sites Commission. **Pgs. 139-144**

5. MATTERS FROM MAYOR, COUNCIL AND STAFF

a. Review Mayor/Council emails. None.

b. Committee Liaison reports.

c. Committee Motions. None.

6. EXECUTIVE SESSION 192.660 (2) (Executive session is held to discuss one of the following subjects: (a) Employment of Public Officers, (b) Dismissal or discipline of Public Officers/Employees, (c) Public Medical Staff, (d) Labor negotiations (news media not allowed without specific permission), (e) Real property transactions-negotiations, (f) To consider information or records that are exempt by law from public inspection, (h) With city attorney re: rights/duties, current-likely litigation, (i) Performance Evaluations of Public Officers, (j) Public Investments…)

Yes - (e) Real propety tranactions-negotiations and (i) Performance Evaluations of Public Officers

7. ADJOURN

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate person with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations at least 48 business hours prior to the meeting. To request these arrangements, please contact Karen Frerk, City Recorder at (541) 450.6000.

Item: Ordinance amending a public installed Reimbursement District (TR4924) for Hubbard Lane Waterline Extension.

Date: November 16, 2016

SUBJECT AND SUMMARY:

This project widened Hubbard Lane from Redwood Avenue to Highway 199 due to the signal installation at the intersection of Highway 199 and Hubbard Lane by ODOT.

In anticipation of this signal, the road was widened to allow for vehicles as well as pedestrians and bicyclists. As part of this project, a waterline was also installed. Creating a Local Improvement District was not a viable option as there were few Deferred Development Agreements within the boundary, so a Reimbursement District was created.

A public hearing needs to occur followed by consideration of an amending ordinance. If approved, this ordinance would amend a public installed Reimbursement District (RD) to relieve burdens to property owners and assist in reimbursing the project.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal to maintain, operate and expand **INFRASTRUCTURE** to meet community needs by ensuring our water facility infrastructure needs are met in a fiscally-sound, efficient, and regulatory-compliant manner.

CALL TO ACTION SCHEDULE:

Call to action schedule: N/A

BACKGROUND:

The City Council adopted Ordinance No. 5537 in April of 2011 notifying property owners along Hubbard Lane that a RD would be formed for the extension of the waterline. The work on the waterline was completed in 2011 and final costs were used to finalize the RD which was adopted by Council as Ordinance No. 5542.

The original calculated assessments were excessively high for some properties in the District, which created an unfair burden for those properties electing to develop and/or sell their property. The new calculated assessments are based on the most recent Reimbursement District Ordinance (Ord. No. 5439) and reflect both a "per dwelling unit" assessment for residential properties and a "non-residential" assessment for non-residential properties making the assessments more fair and equitable.

ITEM: 2.a. ORDINANCE AMENDING A PUBLIC INSTALLED REIMBURSEMENT DISTRICT (TR4924) FOR HUBBARD LANE WATERLINE EXTENSION.

Staff Report (continued):

In accordance with Chapter 9.40 of the Municipal Code, the City gave regular notice of the hearing to property owners on the amending of RD No. TR4924 and the amended final assessments to be levied in the District. This hearing allows for public comment and questions. A public hearing must be held prior to adoption of the amended ordinance.

Reimbursement for water improvements shall be due and payable upon application for water service or when a development permit is issued or a subdivision plat is filed, whichever occurs first.

Staff has prepared amended final costs for the RD and notified the existing property owners.

COST IMPLICATION:

Revenue Source: The funds collected under this ordinance, which are to come to the City of Grants Pass, will go into the appropriate Water Fund for the construction of future water improvements.

Per Section 9.40.120 of the Municipal Code, "Reimbursements shall be increased by an annual Construction Index rate equal to the average of the previous three years annual CPI for West Coast cities, calculated on an annual basis November through October. This rate shall be established each January and shall be used for all Districts created in that calendar year. The rate shall be set forth by Council in the final Reimbursement District Ordinance. The Construction Index shall be calculated from the date the Council adopts the final AFD Ordinance to the date of payment of the reimbursement."

The rate for this Reimbursement District is 1.31% for the first ten years and 0.00% thereafter.

ALTERNATIVES:

1. Approve the amended final ordinance allowing the City to recover a reduced portion of the costs associated with the water improvements; or
2. Revise the amended final ordinance as Council deems appropriate; or
3. Reject the amended final ordinance and leave the existing final ordinance in place.

RECOMMENDED ACTION:

It is recommended the Council adopt the Hubbard Lane Waterline Extension Reimbursement District amended final ordinance for water improvements in Hubbard

Staff Report (continued):

Lane from a point approximately 750' south of Redwood Avenue across Redwood Highway to Canal Avenue for a total of approximately 1,920 LF.

POTENTIAL MOTION:

I move to have the ordinance amending Reimbursement District TR4924 for the Hubbard Lane Waterline Extension read by title only, first reading.

I move to have the ordinance amending Reimbursement District TR4924 for the Hubbard Lane Waterline Extension read by title only, second reading.

I move to adopt ordinance amending Reimbursement District TR4924 for the Hubbard Lane Waterline Extension.

ORDINANCE NO.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING A PUBLIC INSTALLED REIMBURSEMENT DISTRICT (TR4924) FOR HUBBARD LANE WATERLINE EXTENSION.

WHEREAS:

1. Ordinance No. 5439, adopted April 7, 2008, amended Municipal Code Chapter 9.40 to allow for the creation of Reimbursement Districts for public improvements and the methodology for calculation of reimbursements for intervening residential properties on a "per dwelling unit" basis; and

2. In accordance with Chapter 9.40, the City filed an application and gave regular notice of the hearing on the formation of Reimbursement District No.TR4924, which pertained to the installation of water improvements in Hubbard Lane from a point approximately 750' south of Redwood Avenue across Redwood Highway to Canal Avenue for a total of approximately 1,920 LF and the estimated assessments proposed to be levied in the District; and

3. A public hearing was held, pursuant to the notice, by the City Council at the Council Chambers at 101 N.W. "A" Street, Grants Pass, April 6, 2011, adopting Ordinance No. 5537; and

4. In accordance with Chapter 9.40, the City gave regular notice of the hearing on the finalization of Reimbursement District No.TR4924, which pertained to the installation of water improvements in Hubbard Lane from a point approximately 750' south of Redwood Avenue across Redwood Highway to Canal Avenue for a total of approximately 1,920 LF and the final assessments to be levied in the District; and

5. This public hearing was held, pursuant to the notice, by the City Council at the Council Chambers at 101 N.W. "A" Street, Grants Pass, July 6, 2011 adopting Ordinance No. 5542; and

6. In accordance with Chapter 9.40, the City gave regular notice of the hearing on the amendment of Reimbursement District No. TR4924, which pertains to the installation of water improvements in Hubbard Lane from a point approximately 750' south of Redwood Avenue across Redwood Highway to Canal Avenue for a total of approximately 1,920 LF and the amended final assessments to be levied in the District; and

7. This public hearing was held, pursuant to the notice, by the City Council at the Council Chambers at 101 N.W. "A" Street, Grants Pass, November 16, 2016; and

8. The Council has determined this ordinance amendment is in the best interest of affected property owners and the City.

NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:

Section 1. The City Council hereby finds and determines the public water improvements installed in Hubbard Lane are recognized as a Reimbursement District and a portion of the costs thereof are reimbursable by those properties benefitting by said improvements.

Section 2. The Council hereby determines Reimbursement District No. TR4924 includes all of the properties described on the map marked Exhibit 'A', which is attached hereto and incorporated herein.

Section 3. The amount of reimbursement for those properties which have specific benefit shall be as set forth in Exhibit 'B', which is attached hereto and incorporated herein.

Section 4. The Council does hereby levy and impose a special assessment on each property in the District and in the amended amounts as described and set forth in Exhibit 'B'.

Section 5. The Council hereby determines the properties to be specially benefitted by water improvements shall be those applying for a water service or when a development permit is issued or a subdivision plat is filed, whichever occurs first. The amount of reimbursement is set forth in Exhibit 'B' which reflects the amended final costs for the installation of water improvements, which exhibit is attached hereto and incorporated herein.

Section 6. The Council hereby determines that the public water improvements were an investment by public sector funds and repayment from the benefited properties shall be increased by an annual Construction Index Rate calculated from the date the Council adopts this amended ordinance to the date of payment of the reimbursement pursuant to Section 9.40.120 of the Municipal Code. The monies collected will be returned to the appropriate Water Fund. The rate for this reimbursement district is 1.31% for the first 10 years and 0.00% thereafter.

Section 7. The Council further determines that this District shall be continued in perpetuity unless terminated by the Council, per Ordinance No. 5439 and Chapter 9.40 of the Grants Pass Municipal Code.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 16th day of November 2016, with the following specific roll call vote.

AYES:

NAYES: **ABSTAIN:** **ABSENT:**

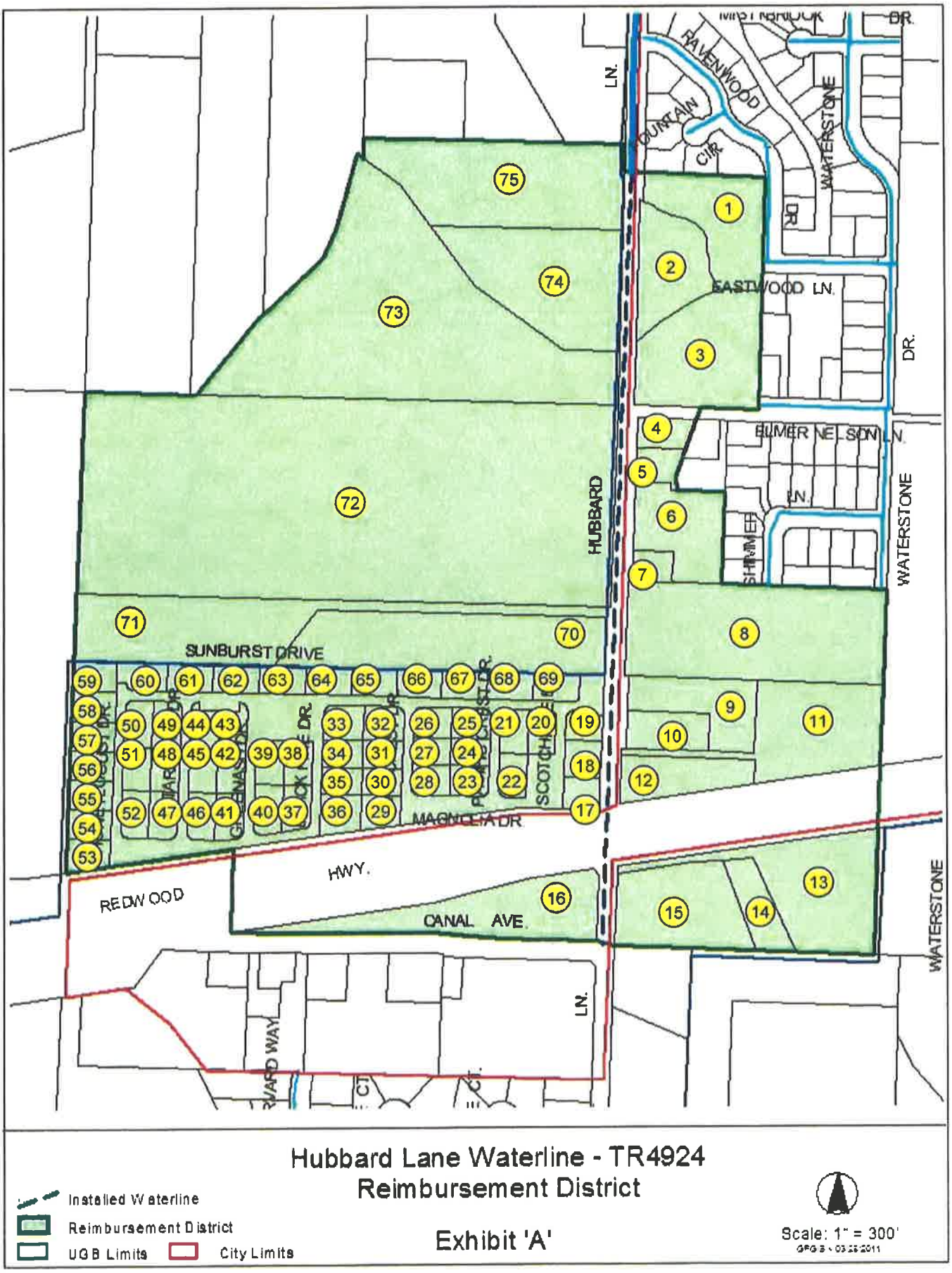
SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this _____ day of November 2016.

_____
Darin Fowler, Mayor

ATTEST:

_____ Date submitted to Mayor: _____
Karen Frerk, City Recorder

Approved as to Form, Mark Bartholomew, City Attorney _____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WATERSTONE
DR.
CIR.
EASTWOOD LN.
ELMER NELSON LN.
LN.
HUBBARD
SUNBURST DRIVE
MAGNOLIA DR.
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Hubbard Lane Waterline - TR4924
Reimbursement District
Exhibit 'A'
Installed Waterline
Reimbursement District
UGB Limits
City Limits
Scale: 1" = 300'

HUBBARD LANE WATERLINE EXTENSION
REIMBURSEMENT DISTRICT - REASSESSMENT
TR4924

Exhibit "B"

	PROPERTY OWNER / MAILING ADDRESS	MAP & TAX LOT # / SITUS ADDRESS	ZONING	FRONT FOOTAGE	ACREAGE	CALCULATED DWELLING UNITS	ORIGINAL ASSESSMENT	FINAL WATER ASSESSMENT
1	BERGER LIVING TRUST, LISA L 1657 HUBBARD LN GRANTS PASS, OR 97527	36-06-23-CC/001400 1657 HUBBARD LN	R-2	71	1.30	10	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
2	ADAM LOV TRUST % ADAM, OLIVE JEAN TRUSTEE & % KATE SORNBERGER 1621 MEEK AVE NAPA, CA 94559	36-06-23-CC/001500 1731 HUBBARD LN	R-2	334	0.92	7	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
3	COTE, SHAWN & BRANDIE 557 WEST HARBECK RD GRANTS PASS, OR 97527	36-06-23-CC/001600 2920 SW ELMER NELSON LN	R-2	135	1.69	13	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
4	ROSS, BRYAN K & MICHELLE 1751 HUBBARD LN GRANTS PASS, OR 97527	36-06-26-BB/001600 1751 HUBBARD LN	R-2	75	0.23	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
6	NELSON, MARILYN M 1785 HUBBARD LN GRANTS PASS, OR 97527	36-06-26-BB/001800 1785 HUBBARD LN	R-2	168	1.01	8	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
7	BROWN, BERNARD C & MARLENE F 1801 HUBBARD LN GRANTS PASS, OR 97527-6316	36-06-26-BB/002900 1801 HUBBARD LN	R-2	75	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
8	RADIO DESIGN GROUP INC ATTN: ALAN YOUNG, C.O.O. 8925 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-26-BB/003000 1829 HUBBARD LN	R-3 GC - Developed as Residential	231	1.50 Partial Acreage	16	$24,051.06 NON-RESIDENTIAL	**$1,055.82** **PER CONNECTION**
9	3D PROPERTIES LLC % P SHANE & ANNE M DRURY 1101 NW LAURELRIDGE PL GRANTS PASS, OR 97526	36-06-26-BB/003100 HUBBARD LN	GC	86	0.85	NA	$7,383.90 NON-RESIDENTIAL	**$3,675.95** **NON-RESIDENTIAL**
10	MENNE, DAVID JOSEPH & SHERRY D PO BOX 2333 GRANTS PASS, OR 97528	36-06-26-BB/003300 1877 HUBBARD LN	GC	92	0.38	NA	$5,882.21 NON-RESIDENTIAL	**$2,885.80** **NON-RESIDENTIAL**
11	TRSI LLC % JANICE ADAIR-SIMMONS 1648 NW ALBANY AVE BEND, OR 97703	36-06-26-BB/003200 1885 HUBBARD LN	GC	18	1.61	NA	$7,002.28 NON-RESIDENTIAL	**$3,601.13** **NON-RESIDENTIAL**
12	TRSI LLC % JANICE ADAIR-SIMMONS 1648 NW ALBANY AVE BEND, OR 97703	36-06-26-BB/3400 HUBBARD LN	GC	118	0.51	NA	$7,630.73 NON-RESIDENTIAL	**$3,746.06** **NON-RESIDENTIAL**
13	BUCKNER TRUST % BUCKNER, VIOLET L TRUSTEE 2261 HUBBARD LN GRANTS PASS, OR 97527-6349	36-06-26-BB/003700 1955 HUBBARD LN	GC	22	1.93	NA	$8,269.80 NON-RESIDENTIAL	**$4,326.68** **NON-RESIDENTIAL**
14	BUCKNER TRUST % BUCKNER, VIOLET L TRUSTEE 2261 HUBBARD LN GRANTS PASS, OR 97527-6349	36-06-26-BB/003600 1955 HUBBARD LN	GC	0	0.37	NA	$1,409.84 NON-RESIDENTIAL	**$731.62** **NON-RESIDENTIAL**
15	TRUST NUMBER_533-93-3003 % NUTT, V L TRUSTEE % GIFFORD, ROBERT P JR 4097 COLEMAN ARM, S. TEN MILE LAKESIDE, OR 97449	36-06-26-BB/003500 1979 HUBBARD LN	GC	193	1.20	NA	$13,055.41 NON-RESIDENTIAL	**$6,850.44** **NON-RESIDENTIAL**
16	HORIZON SENIOR COMMUNITY LLC & MCGLADE TRUST, CHARLES T % MCGLADE, CHARLES T TRUSTEE 59 E 11TH AVE #200 EUGENE, OR 97401	36-06-27-AA/000500 3020 CANAL AVE	GC	175	1.41	NA	$14,096.58 NON-RESIDENTIAL	**$6,848.08** **NON-RESIDENTIAL**
17	HECKER, ANTHONY L & JANICE S 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527-4663	36-06-27-AA/000301 1897-1899 SCOTCH PINE DR	R-3 GC - Developed as Residential	68	0.15	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
18	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000400 1895 SCOTCH PINE DR	R-3 GC - Developed as Residential	92	0.19	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
19	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000302 3001-3005 SUNBURST DR	R-3 GC - Developed as Residential	63	0.13	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**

HUBBARD LANE WATERLINE EXTENSION
REIMBURSEMENT DISTRICT - REASSESSMENT
TR4924

Exhibit "B"

	PROPERTY OWNER / MAILING ADDRESS	MAP & TAX LOT # / SITUS ADDRESS	ZONING	FRONT FOOTAGE	ACREAGE	CALCULATED DWELLING UNITS	ORIGINAL ASSESSMENT	FINAL WATER ASSESSMENT
20	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000304 1890-1892 SCOTCH PINE DR	R-3 GC - Developed as Residential	0	0.16	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
21	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000305 1887-1889 PACIFIC CREST DR	R-3 GC - Developed as Residential	0	0.16	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
22	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000306 1893-1899 PACIFIC CREST DR	R-3 GC - Developed as Residential	0	0.16	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
23	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000309 1896-1898 PACIFIC CREST DR	R-3 GC - Developed as Residential	0	0.16	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
24	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000308 1892-1894 PACIFIC CREST DR	R-3 GC - Developed as Residential	0	0.15	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
25	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000307 1886-1888 PACIFIC CREST DR	R-3 GC - Developed as Residential	0	0.16	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
26	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000310 1883-1885 STAR CREST DR	R-3 GC/R3 - Developed as Residential	0	0.16	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
27	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000311 1887-1889 STAR CREST DR	R-3 GC/R3 - Developed as Residential	0	0.15	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
28	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000312 1891-1893 STAR CREST DR	R-3 GC/R3 - Developed as Residential	0	0.16	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
29	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000313 1896-1898 STAR CREST DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
30	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000314 1892-1894 STAR CREST DR	R-3	0	0.15	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
31	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000315 1888-1890 STAR CREST DR	R-3	0	0.15	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
32	HECKER FAMILY LLC 3593 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-27-AA/000316 1884-1886 STAR CREST DR	R-3	0	0.19	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
33	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000317 1885-1887 BLACK PINE DR	R-3	0	0.19	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
34	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000318 1889-1891 BLACK PINE DR	R-3	0	0.15	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
35	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000319 1893-1895 BLACK PINE DR	R-3	0	0.15	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
36	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000320 1897-1899 BLACK PINE DR	R-3	0	0.22	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
37	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000321 1896-1898 BLACK PINE DR	R-3	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
38	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000322 1890-1894 BLACK PINE DR	R-3	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
39	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000323 1891-1893 GREENASH DR	R-3	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**

HUBBARD LANE WATERLINE EXTENSION
REIMBURSEMENT DISTRICT - REASSESSMENT
TR4924

Exhibit "B"

	PROPERTY OWNER / MAILING ADDRESS	MAP & TAX LOT # / SITUS ADDRESS	ZONING	FRONT FOOTAGE	ACREAGE	CALCULATED DWELLING UNITS	ORIGINAL ASSESSMENT	FINAL WATER ASSESSMENT
40	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000324 1895-1897 GREENASH DR	R-3	0	0.19	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
41	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000325 1896-1898 GREENASH DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
42	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000326 1892-1894 GREENASH DR	R-3	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
43	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000327 1888-1890 GREENASH DR	R-3	0	0.16	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
44	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000328 1881-1883 STARBRUST DR	R-3	0	0.16	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
45	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000329 1887-1891 STARBURST DR	R-3	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
46	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000330 1895-1899 STARBURST DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
47	NUNN FAM TRUST, D R % NUNN, DENNIS ROY TRUSTEE & NUNN FAMILY REV LIVING TRUST 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000331 1894-1898 STARBURST DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
48	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000332 1888-1892 STARBURST DR	R-3	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
49	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000333 1880-1884 STARBURST DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
50	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000334 1877-1881 HONEYLOCUST DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
51	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000335 1885-1889 HONEYLOCUST DR	R-3	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
52	NUNN FAM TRUST, D R % NUNN, DENNIS ROY TRUSTEE & NUNN FAMILY REV LIVING TRUST 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000336 1893-1897 HONEYLOCUST DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
53	NUNN FAM TRUST, D R % NUNN, DENNIS ROY TRUSTEE & NUNN FAMILY REV LIVING TRUST 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000337 1894-1898 HONEYLOCUST DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
54	NUNN FAM TRUST, D R % NUNN, DENNIS ROY TRUSTEE & NUNN FAMILY REV LIVING TRUST 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000338 1888-1890 HONEYLOCUST DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
55	NUNN FAM TRUST, D R % NUNN, DENNIS ROY TRUSTEE & NUNN FAMILY REV LIVING TRUST 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000339 1884-1886 HONEYLOCUST DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**

HUBBARD LANE WATERLINE EXTENSION
REIMBURSEMENT DISTRICT - REASSESSMENT
TR4924

Exhibit "B"

	PROPERTY OWNER / MAILING ADDRESS	MAP & TAX LOT # / SITUS ADDRESS	ZONING	FRONT FOOTAGE	ACREAGE	CALCULATED DWELLING UNITS	ORIGINAL ASSESSMENT	FINAL WATER ASSESSMENT
56	NUNN FAM TRUST, D R % NUNN, DENNIS ROY TRUSTEE & NUNN FAMILY REV LIVING TRUST 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000340 1880-1882 HONEYLOCUST DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
57	NUNN FAM TRUST, D R % NUNN, DENNIS ROY TRUSTEE & NUNN FAMILY REV LIVING TRUST 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000341 1876-1878 HONEYLOCUST DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
58	NUNN FAM TRUST, D R % NUNN, DENNIS ROY TRUSTEE & NUNN FAMILY REV LIVING TRUST 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000342 1870-1874 HONEYLOCUST DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
59	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000343 1866-1868 HONEYLOCUST DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
60	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000344 3042-3044 SUNBURST DR	R-3	0	0.18	2	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
61	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000345 3038-3040 SUNBURST DR	R-3	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
62	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000346 3034-3036 SUNBURST DR	R-3	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
63	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000347 3030-3032 SUNBURST DR	R-3	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
64	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000348 3026-3028 SUNBURST DR	R-3	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
65	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000349 3022-3024 SUNBURST DR	R-3	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
66	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000350 3018-3020 SUNBURST DR	R-3	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
67	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000351 3014-3016 SUNBURST DR	R-3 GC/R3 - Developed as Residential	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
68	NUNN FAMILY REV TRUST % NUNN, RONALD C & MARCIA K TRUSTEES 1151 WILLOW LN GRANTS PASS, OR 97527	36-06-27-AA/000352 3010-3012 SUNBURST DR	R-3 GC - Developed as Residential	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
69	NUNN, RONALD C & MARCIA K 1151 WILLOW LN GRANTS PASS, OR 97527-6220	36-06-27-AA/000303 3004-3008 SUNBURST DR	R-3 GC - Developed as Residential	0	0.17	1	$2,378.82 PER CONNECTION	**$1,055.82** **PER CONNECTION**
	WATER TOTAL		NA	**3350**	**54.40**	**NA**	NA	NA
	Residential Property Totals			**2646**	**46.14**	**140**		
	Non-Residential Property Totals			**704**	**8.26**	**NA**	**$88,781.81**	**$32,665.75**

******Properties that have previously paid or were included on this spreadsheet for calculation purposes only have been removed.******
******Total District Acreage and Front Footage values include properties that were removed.******

WATER IMP. FINAL PROJECT COST	$180,480.00
1/2 cost per Front Foot for Non-Residential	$23.20
1/2 cost per Acre for Non-Residential	$1,977.35
Total Residential Cost	$147,814.25
Total Non-Residential Cost	$32,665.75

HUBBARD LANE WATERLINE EXTENSION
REIMBURSEMENT DISTRICT - REASSESSMENT
TR4924

Exhibit "B"

PROPERTY OWNER / MAILING ADDRESS	MAP & TAX LOT # / SITUS ADDRESS	ZONING	FRONT FOOTAGE	ACREAGE	CALCULATED DWELLING UNITS	ORIGINAL ASSESSMENT	FINAL WATER ASSESSMENT

SUMMARY

Total Acreage	54.40
Total Front Footage	3,350
Maximum Density Determined by Zoning Classification (R-2)	12.44
Maximum Density Determined by Zoning Classification (R-3)	17.4
Maximum Density Determined by Zoning Classification (RR 2.5-County)	0.4
Maximum Density Determined by Zoning Classification (RR 5-County)	0.2
Residential Cost Per Connection = Total Residential Cost / Calculated Connections or $147,814.25 / 140	**$1,055.82**
Residential Cost = 50% Total Approved Cost x Total Residential Property Frontage / Total District Frontage + 50% Total Approved Cost x Total Residential Property Acreage / Total District Acreage	**$147,814.25**
Non-Residential Cost = Total Approved Cost - Residential Cost or $180,480.00 - $147,814.25	**$32,665.75**

Item: Ordinance amending a public installed Reimbursement District (TR4924) for Hubbard Lane Street Improvements.

Date: November 16, 2016

SUBJECT AND SUMMARY:

This project widened Hubbard Lane from Redwood Avenue to Highway 199 for the signal installation at the intersection of Highway 199 and Hubbard Lane by ODOT.

In anticipation of this signal, the road was widened to allow for vehicles as well as pedestrians and bicyclists. Creating a Local Improvement District was not a viable option as there were few Deferred Development Agreements within the boundary, so a Reimbursement District was created.

A public hearing needs to occur followed by consideration of an amending ordinance. If approved, this ordinance would amend a public installed Reimbursement District (RD) to relieve burdens to property owners and assist in reimbursing the project.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal to maintain, operate and expand **INFRASTRUCTURE** to meet community needs by ensuring our water facility infrastructure needs are met in a fiscally-sound, efficient, and regulatory-compliant manner.

CALL TO ACTION SCHEDULE:

Call to action schedule: N/A

BACKGROUND:

The City Council adopted Ordinance No. 5553 in April of 2012 notifying property owners along Hubbard Lane that a RD would be formed for street improvements. The work on the street was completed in 2014 and final costs were used to finalize the RD which was adopted by Council as Ordinance No. 14-5605.

The original calculated assessments were excessively high for some properties in the District, which created an unfair burden for those properties electing to develop and/or sell their property. The new calculated assessments are based on the most recent Reimbursement District Ordinance (Ord. No. 5439) and reflect both a "per dwelling unit" assessment for residential properties and a "non-residential" assessment for non-residential properties making the assessments more fair and equitable.

Staff Report (continued):

In accordance with Chapter 9.40 of the Municipal Code, the City gave regular notice of the hearing to property owners on amending RD No. TR4924 and the amended final assessments to be levied in the District. This hearing allows for public comment and questions. A public hearing must be held prior to adoption of the amended ordinance.

Reimbursement for street improvements shall be due and payable upon application for a building permit for a new facility or the expansion of 50% of the square footage of a building, or when a development permit is issued or a subdivision plat is filed, whichever occurs first. The reimbursement for street improvements shall not be required if the facility being expanded is a residence and if the expansion adds less than 500 square feet of living area.

Staff has prepared amended final costs for the RD and notified the existing property owners.

COST IMPLICATION:

Revenue Source: The funds collected under this ordinance, which are to come to the City of Grants Pass, will go into the appropriate Transportation Fund for the construction of future street improvements.

Per Section 9.40.120 of the Municipal Code, "Reimbursements shall be increased by an annual Construction Index rate equal to the average of the previous three years annual CPI for West Coast cities, calculated on an annual basis November through October. This rate shall be established each January and shall be used for all Districts created in that calendar year. The rate shall be set forth by Council in the final Reimbursement District Ordinance. The Construction Index shall be calculated from the date the Council adopts the final AFD Ordinance to the date of payment of the reimbursement."

The rate for this Reimbursement District is 1.31% for the first ten years and 0.00% thereafter.

ALTERNATIVES:

1. Approve the amended final ordinance allowing the City to recover a reduced portion of the costs associated with the street improvements;
2. Revise the amended final ordinance as Council deems appropriate; or
3. Reject the amended final ordinance and leave the existing final ordinance in place.

Staff Report (continued):

RECOMMENDED ACTION:

It is recommended the Council adopt the Hubbard Lane Street Improvements Reimbursement District amended final ordinance for street improvements on Hubbard Lane from Redwood Avenue to Highway 199 for a distance of approximately 2,283 LF.

POTENTIAL MOTION:

I move to have the ordinance amending Reimbursement District TR4924 for the Hubbard Lane Street Improvements read by title only, first reading.

I move to have the ordinance amending Reimbursement District TR4924 for the Hubbard Lane Street Improvements read by title only, second reading.

I move to adopt the ordinance amending Reimbursement District TR4924 for the Hubbard Lane Street Improvements.

ORDINANCE NO.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING A PUBLIC INSTALLED REIMBURSEMENT DISTRICT (TR4924) FOR HUBBARD LANE STREET IMPROVEMENTS.

WHEREAS:

1. Ordinance No. 5439, adopted April 7, 2008, amended Municipal Code Chapter 9.40 to allow for the creation of Reimbursement Districts for public improvements and the methodology for calculation of reimbursements for intervening residential properties on a "per dwelling unit" basis; and

2. In accordance with Chapter 9.40, the City filed an application and gave regular notice of the hearing on the formation of Reimbursement District No. TR4924, which pertained to the installation of street improvements in Hubbard Lane from Redwood Avenue to Highway 199 for a distance of approximately 2,283 LF and the estimated assessments proposed to be levied in the District; and

3. A public hearing was held, pursuant to the notice, by the City Council at the Council Chambers at 101 N.W. "A" Street, Grants Pass, April 18, 2012, adopting Ordinance No. 5553; and

4. In accordance with Chapter 9.40, the City gave regular notice of the hearing on the finalization of Reimbursement District No. TR4924, which pertained to the installation of street improvements in Hubbard Lane from Redwood Avenue to Highway 199 for a distance of approximately 2,283 LF and the final assessments to be levied in the District; and

5. This public hearing was held, pursuant to the notice, by the City Council at the Council Chambers at 101 N.W. "A" Street, Grants Pass, April 2, 2014 adopting Ordinance No. 14-5605; and

6. In accordance with Chapter 9.40, the City gave regular notice of the hearing on the amendment of Reimbursement District No. TR4924, which pertains to the installation of street improvements in Hubbard Lane from Redwood Avenue to Highway 199 for a distance of approximately 2,283 LF and the amended final assessments to be levied in the District; and

7. This public hearing was held, pursuant to the notice, by the City Council at the Council Chambers at 101 N.W. "A" Street, Grants Pass, November 16, 2016; and

8. The Council has determined this ordinance amendment is in the best interest of affected property owners and the City.

NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:

Section 1. The City Council hereby finds and determines the public street improvements installed in Hubbard Lane are recognized as a Reimbursement District and a portion of the costs thereof are reimbursable by those properties benefitting by said improvements.

Section 2. The Council hereby determines Reimbursement District No. TR4924 includes all of the properties described on the map marked Exhibit 'A', which is attached hereto and incorporated herein.

Section 3. The amount of reimbursement for those properties which have specific benefit shall be as set forth in Exhibit 'B', which is attached hereto and incorporated herein.

Section 4. The Council does hereby levy and impose a special assessment on each property in the District and in the amended amounts as described and set forth in Exhibit 'B'.

Section 5. The Council hereby determines the properties to be specially benefitted by street improvements shall be those applying for a building permit for a new facility or the expansion of 50% of the square footage of a building, or when a development permit is issued or a plat is filed, whichever occurs first. The reimbursement for street improvements shall not be required if the facility being expanded is a residence and if the expansion adds less than 500 square feet of living area. The amount of reimbursement is set forth in Exhibit "B" which reflects the amended final costs for the installation of street improvements, which exhibit is attached hereto and incorporated herein.

Section 6. The Council hereby determines that the public street improvements were an investment by public sector funds and repayment from the benefited properties shall be increased by an annual Construction Index Rate calculated from the date the Council adopts this amended ordinance to the date of payment of the reimbursement pursuant to Section 9.40.120 of the Municipal Code. The monies collected will be returned to the appropriate Transportation Fund. The rate for this reimbursement district is 1.31% for the first 10 years and 0.00% thereafter.

Section 7. The Council further determines that this District shall be continued in perpetuity unless terminated by the Council, per Ordinance No. 5439 and Chapter 9.40 of the Grants Pass Municipal Code.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 16th day of November 2016, with the following specific roll call vote.

AYES:

NAYS: **ABSTAIN:** **ABSENT:**

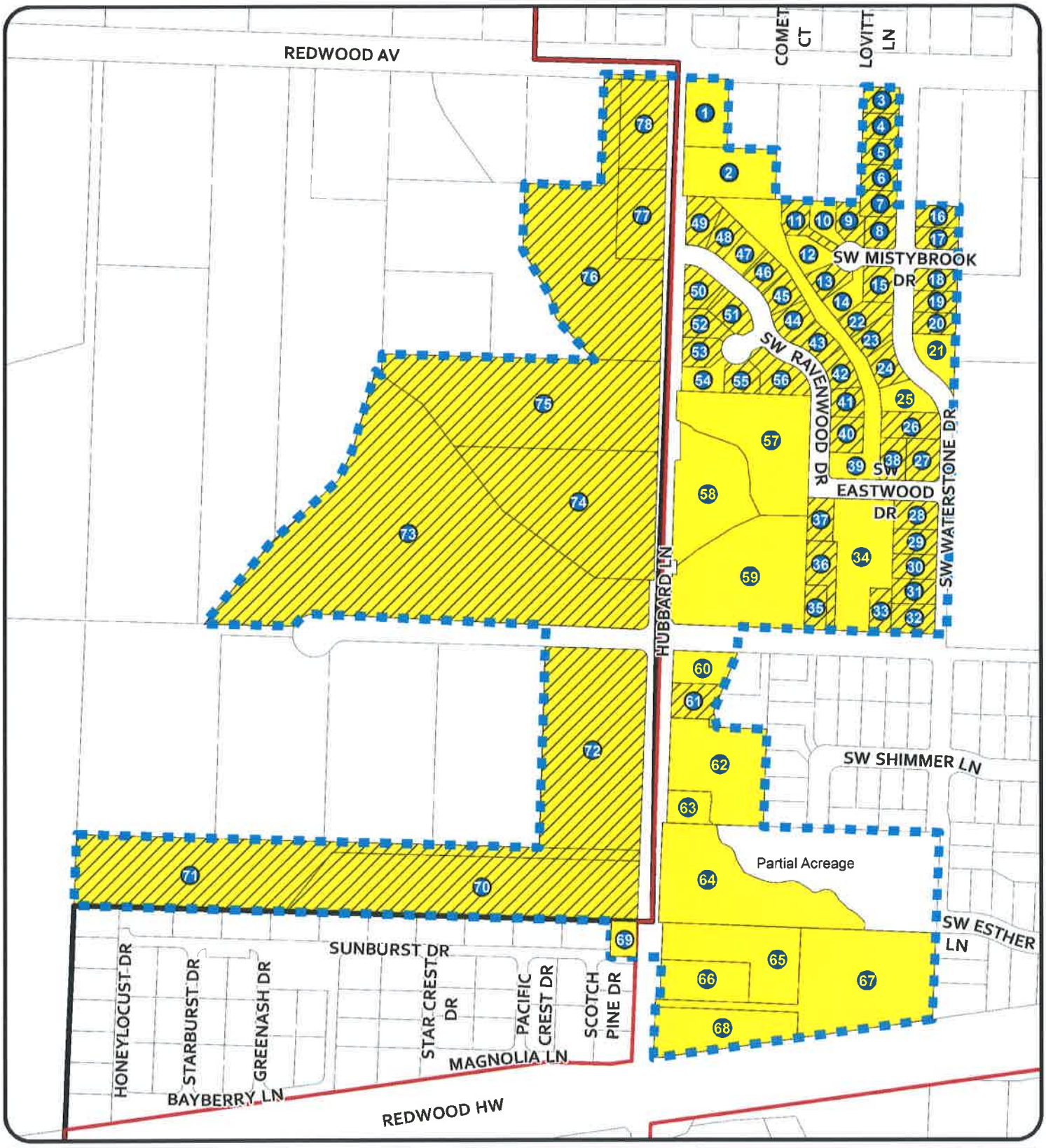
SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this _____ day of November 2016.

_____
Darin Fowler, Mayor

ATTEST:

_____ Date submitted to Mayor: _____
Karen Frerk, City Recorder

Approved as to Form, Mark Bartholomew, City Attorney _____



CITY OF GRANTS PASS

Hubbard Lane Street Improvements
Reimbursement District (RD)
Project No. TR4924

EXHIBIT 'A'

LEGEND

- City Limits
- UGB Limits
- Tax Parcels
- RD Boundary
- RD Parcels
- Paid / No Assessment
- (#) Corresponding # on Exhibit B
- N

0 300 600 1,200 Feet

CITY OF GRANTS PASS
Parks & Community Development Dept.
101 Northwest "A" Street
Grants Pass, OR 97526
Phone: (541) 450-6060
Fax: (541) 476-9218
Web: www.grantspassoregon.gov

GPGIS • 10/26/2016

DISCLAIMER: The Geographic Information Systems (GIS) data made available on this map are developed and maintained by the City of Grants Pass and Josephine County. Every reasonable effort has been made to assure the accuracy of the maps and associated data.

HUBBARD LANE STREET IMPROVEMENTS
REIMBURSEMENT DISTRICT - REASSESSMENT
TR4924

Exhibit "B"

	PROPERTY OWNER / MAILING ADDRESS	MAP & TAX LOT # / SITUS ADDRESS	ZONING	FRONT FOOTAGE	ACREAGE	CALCULATED DWELLING UNITS	DDA	ORIGINAL SIDEWALK IMP. ASSESSMENT	ORIGINAL STREET IMP. ASSESSMENT	ORIGINAL TOTAL IMP. ASSESSMENT	FINAL SIDEWALK IMP. ASSESSMENT	FINAL STREET IMP. ASSESSMENT	FINAL TOTAL IMP. ASSESSMENT
1	SACKETT, RICHARD C & REGINA R 1511 HUBBARD LN GRANTS PASS, OR 97527	36-06-23-CC-001000 1511 HUBBARD LN	R-2	158	0.35	2		$1,188.11 PER DWELLING UNIT	$6,091.04 PER DWELLING UNIT	$7,279.14 PER DWELLING UNIT	**$903.94 PER DWELLING UNIT**	**$3,301.09 PER DWELLING UNIT**	**$4,205.03 PER DWELLING UNIT**
2	DAVIS, SCOTT 1551 HUBBARD LN GRANTS PASS, OR 97527-6310	36-06-23-CC-001100 1551 HUBBARD LN	R-2	115	0.55	4		$1,188.11 PER DWELLING UNIT	$6,091.04 PER DWELLING UNIT	$7,279.14 PER DWELLING UNIT	**$903.94 PER DWELLING UNIT**	**$3,301.09 PER DWELLING UNIT**	**$4,205.03 PER DWELLING UNIT**
10	CHITWOOD, JEFF & JAMIE M 2952 SW MISTYBROOK DR GRANTS PASS, OR 97527	36-06-23-CC-000608 2952 SW MISTYBROOK DR	R-2	0	0.12	1	DDA	$0.00 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	**$0.00 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**
12	DIATTE, BRIAN & SHANNA 2955 SW MISTYBROOK DR GRANTS PASS, OR 97527	36-06-23-CC-000610 2955 SW MISTYBROOK DR	R-2	0	0.15	1	DDA	$0.00 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	**$0.00 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**
14	GRANT, KEVIN 2947 SW MISTYBROOK DR GRANTS PASS, OR 97527	36-06-23-CC-000612 2947 SW MISTYBROOK DR	R-2	0	0.13	1	DDA	$0.00 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	**$0.00 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**
21	MIKELS III, THEODORE VINCENT 1627 SW WATERSTONE DR GRANTS PASS, OR 97527	36-06-23-CC-000647 1627 SW WATERSTONE DR	R-2	0	0.20	1	DDA	$0.00 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	**$0.00 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**
25	GLOVER, DAVEN L & GUTIERREZ, RORIE J 1636 SW WATERSTONE DR GRANTS PASS, OR 97527	36-06-23-CC-000617 1636 SW WATERSTONE DR	R-2	0	0.17	1	DDA	$0.00 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	**$0.00 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**
34	CITY OF GRANTS PASS 101 NW A ST GRANTS PASS, OR 97526	36-06-23-CC-000653 2940 SW ELMER NELSON LN	R-2	0	0.82	6	DDA	$0.00 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	**$0.00 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**
39	CITY OF GRANTS PASS 101 NW A ST GRANTS PASS, OR 97526	36-06-23-CC-000654 2950 SW EASTWOOD LN	R-2	0	0.87	6	DDA	$0.00 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	**$0.00 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**
47	TIERNEY, AARON JAMES 2982 SW RAVENWOOD DR GRANTS PASS, OR 97527	36-06-23-CC-000628 2982 SW RAVENWOOD DR	R-2	0	0.12	1	DDA	$0.00 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	**$0.00 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**
54	ANDERSON, JENNIFER & WRIGHT, SAMUEL 2977 SW FOUNTAIN CIR GRANTS PASS, OR 97527	36-06-23-CC-000635 2977 SW FOUNTAIN CIR	R-2	56	0.14	1	DDA	$0.00 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	$332.27 PER DWELLING UNIT	**$0.00 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**	**$332.27 PER DWELLING UNIT**
57	BERGER LIVING TRUST, LISA L %BERGER, LISA L TRUSTEE 1657 HUBBARD LN GRANTS PASS, OR 97527	36-06-23-CC-001400 1657 HUBBARD LN	R-2	71	1.30	10		$1,188.11 PER DWELLING UNIT	$6,091.04 PER DWELLING UNIT	$7,279.14 PER DWELLING UNIT	**$903.94 PER DWELLING UNIT**	**$3,301.09 PER DWELLING UNIT**	**$4,205.03 PER DWELLING UNIT**
58	ADAM LOV TRUST % ADAM, OLIVE JEAN TRUSTEE 1621 MEEK AVE NAPA, CA 94559	36-06-23-CC-001500 1731 HUBBARD LN	R-2	334	0.92	7		$1,188.11 PER DWELLING UNIT	$6,091.04 PER DWELLING UNIT	$7,279.14 PER DWELLING UNIT	**$903.94 PER DWELLING UNIT**	**$3,301.09 PER DWELLING UNIT**	**$4,205.03 PER DWELLING UNIT**
59	COTE, SHAWN & BRANDIE 557 WEST HARBECK RD GRANTS PASS, OR 97527	36-06-23-CC-001600 2920 SW ELMER NELSON LN	R-2	135	1.69	13		$1,188.11 PER DWELLING UNIT	$6,091.04 PER DWELLING UNIT	$7,279.14 PER DWELLING UNIT	**$903.94 PER DWELLING UNIT**	**$3,301.09 PER DWELLING UNIT**	**$4,205.03 PER DWELLING UNIT**
60	ROSS, BRYAN K & MICHELLE 1751 HUBBARD LN GRANTS PASS, OR 97527	36-06-26-BB-001600 1751 HUBBARD LN	R-2	75	0.23	1		$1,188.11 PER DWELLING UNIT	$6,091.04 PER DWELLING UNIT	$7,279.14 PER DWELLING UNIT	**$903.94 PER DWELLING UNIT**	**$3,301.09 PER DWELLING UNIT**	**$4,205.03 PER DWELLING UNIT**

HUBBARD LANE STREET IMPROVEMENTS
REIMBURSEMENT DISTRICT - REASSESSMENT
TR4924

Exhibit "B"

	PROPERTY OWNER / MAILING ADDRESS	MAP & TAX LOT # / SITUS ADDRESS	ZONING	FRONT FOOTAGE	ACREAGE	CALCULATED DWELLING UNITS	DDA	ORIGINAL SIDEWALK IMP. ASSESSMENT	ORIGINAL STREET IMP. ASSESSMENT	ORIGINAL TOTAL IMP. ASSESSMENT	FINAL SIDEWALK IMP. ASSESSMENT	FINAL STREET IMP. ASSESSMENT	FINAL TOTAL IMP. ASSESSMENT
62	NELSON, MARILYN M 1785 HUBBARD LN GRANTS PASS, OR 97527	36-06-26-BB-001800 1785 HUBBARD LN	R-2	168	1.01	8		$1,188.11 PER DWELLING UNIT	$6,091.04 PER DWELLING UNIT	$7,279.14 PER DWELLING UNIT	**$903.94 PER DWELLING UNIT**	**$3,301.09 PER DWELLING UNIT**	**$4,205.03 PER DWELLING UNIT**
63	BROWN, BERNARD C & MARLENE F 1801 HUBBARD LN GRANTS PASS, OR 97527-6316	36-06-26-BB-002900 1801 HUBBARD LN	R-2	75	0.17	1		$1,188.11 PER DWELLING UNIT	$6,091.04 PER DWELLING UNIT	$7,279.14 PER DWELLING UNIT	**$903.94 PER DWELLING UNIT**	**$3,301.09 PER DWELLING UNIT**	**$4,205.03 PER DWELLING UNIT**
64	RADIO DESIGN GROUP, INC ATTN: ALAN YOUNG, C.O.O. 8925 ROGUE RIVER HWY GRANTS PASS, OR 97527	36-06-26-BB-003000 1829 HUBBARD LN	R-3 GC - Developed as Residential	231	1.50 Partial Acreage	16		$6,279.54 NON-RESIDENTIAL	$56,330.15 NON-RESIDENTIAL	$62,609.69 NON-RESIDENTIAL	**$903.94 PER DWELLING UNIT**	**$3,301.09 PER DWELLING UNIT**	**$4,205.03 PER DWELLING UNIT**
65	3D PROPERTIES LLC C/O P SHANE & ANNE M DRURY 1101 NW LAURELRIDGE PL GRANTS PASS, OR 97526	36-06-26-CC-003100 HUBBARD LN	GC	86	0.85	NA		$1,929.22 NON-RESIDENTIAL	$17,305.93 NON-RESIDENTIAL	$19,235.15 NON-RESIDENTIAL	**$1,782.02 NON-RESIDENTIAL**	**$10,095.59 NON-RESIDENTIAL**	**$11,877.61 NON-RESIDENTIAL**
66	MENNE, DAVID JOSEPH & SHERRY D PO BOX 2333 GRANTS PASS, OR 97528	36-06-26-BB-003300 1877 HUBBARD LN	GC	92	0.38	NA		$1,529.30 NON-RESIDENTIAL	$13,718.48 NON-RESIDENTIAL	$15,247.78 NON-RESIDENTIAL	**$1,372.70 NON-RESIDENTIAL**	**$7,776.69 NON-RESIDENTIAL**	**$9,149.40 NON-RESIDENTIAL**
67	TRSI LLC C/O JANICE ADAIR-SIMMONS 1648 NW ALBANY AVE BEND, OR 97703	36-06-26-BB-003200 1885 HUBBARD LN	GC	18	1.61	NA		$1,849.99 NON-RESIDENTIAL	$16,595.19 NON-RESIDENTIAL	$18,445.17 NON-RESIDENTIAL	**$1,816.83 NON-RESIDENTIAL**	**$10,292.77 NON-RESIDENTIAL**	**$12,109.60 NON-RESIDENTIAL**
68	TRSI LLC C/O JANICE ADAIR-SIMMONS 1648 NW ALBANY AVE BEND, OR 97703	36-06-26-BB-003400 HUBBARD LN	GC	118	0.51	NA		$1,984.33 NON-RESIDENTIAL	$17,800.25 NON-RESIDENTIAL	$19,784.58 NON-RESIDENTIAL	**$1,783.43 NON-RESIDENTIAL**	**$10,103.59 NON-RESIDENTIAL**	**$11,887.02 NON-RESIDENTIAL**
69	NUNN, RONALD C & MARCIA K & NUNN TRUST, CARL 1151 WILLOW LN GRANTS PASS, OR 97527-6220	36-06-27-AA-000353 SUNBURST DR	R-3, GC Developed as Residential	66	0.11	1		$1,188.11 PER DWELLING UNIT	$6,091.04 PER DWELLING UNIT	$7,279.14 PER DWELLING UNIT	**$903.94 PER DWELLING UNIT**	**$3,301.09 PER DWELLING UNIT**	**$4,205.03 PER DWELLING UNIT**
	STREET IMP. TOTAL			**4,122**	**41.95**	**137**							
	Street Residential Property Totals			**3,808**	**38.60**							**NA**	**NA**
	Street Non-Residential Property Totals		**NA**	**314**	**3.35**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**$38,268.64**	**$38,268.64**
	SIDEWALK IMP. TOTAL			**3,718**	**33.08**	**73**							
	Sidewalk Residential Property Totals			**3,404**	**29.73**							**NA**	**NA**
	Sidewalk Non-Residential Property Totals			**314**	**3.35**	**NA**					**$6,754.98**		**$6,754.98**

******Properties that have previously paid or were included on this spreadsheet for calculation purposes only have been removed. Total District Acreage and Front Footage values include properties that were removed.******

STREET IMP. FINAL PROJECT COST	**$490,518.00**
1/2 cost per Front Foot for Non-Residential	$60.94
1/2 cost per Acre for Non-Residential	$5,711.74
Total Residential Cost	$452,249.36
Total Non-Residential Cost	$38,268.64
SIDEWALK IMP. FINAL PROJECT COST	**$72,742.30**
1/2 cost per Front Foot for Non-Residential	$10.76
1/2 cost per Acre for Non-Residential	$1,008.21
Total Residential Cost	$65,987.32
Total Non-Residential Cost	$6,754.98

HUBBARD LANE STREET IMPROVEMENTS
REIMBURSEMENT DISTRICT - REASSESSMENT
TR4924

Exhibit "B"

PROPERTY OWNER / MAILING ADDRESS	MAP & TAX LOT # / SITUS ADDRESS	ZONING	FRONT FOOTAGE	ACREAGE	CALCULATED DWELLING UNITS	DDA	ORIGINAL SIDEWALK IMP. ASSESSMENT	ORIGINAL STREET IMP. ASSESSMENT	ORIGINAL TOTAL IMP. ASSESSMENT	FINAL SIDEWALK IMP. ASSESSMENT	FINAL STREET IMP. ASSESSMENT	FINAL TOTAL IMP. ASSESSMENT

SUMMARY

Total District Acreage	**41.95**
Total District Front Footage	**4,122**
Maximum Density Determined by Zoning Classification (R-2)	**12.44**
Maximum Density Determined by Zoning Classification (R-3)	**17.4**
Maximum Density Determined by Zoning Classification (RR 2.5-County)	**0.4**
Maximum Density Determined by Zoning Classification (RR 5-County)	**0.2**
Street Residential Cost Per Dwelling Unit = Total Street Residential Cost / Calculated Dwelling Units ($452,249.36 / 137)	**$3,301.09**
Street Imp. Residential Cost = 50% Total Approved Street Cost x Total Street Residential Property Frontage / Total Street District Frontage + 50% Total Approved Street Cost x Total Street Residential Property Acreage / Total Street District Acreage	**$452,249.36**
Street Imp. Non-Residential Cost = Total Approved Street Cost - Total Street Residential Cost ($490,518.00 - $452,249.36)	**$38,268.64**
Street Residential Cost Per Dwelling Unit for WATERSTONE ESTATES, Map & Taxlot No's. 36-06-23-33/601 thru 654, Spreadsheet & Map No's. 3 thru 56:	
Total Approved Street Cost / Total Street Imp. Project Frontage = Cost Per Foot for 1/2 Street Imp. ($490,518.00 / 4,122)	**$119.00**
Front Footage for WATERSTONE ESTATES parent parcel on Hubbard Lane	**450**
Cost of Frontage for WATERSTONE ESTATES on Hubbard Lane = Cost Per Foot for 1/2 Street x Frontage ($119.00 x 450)	**$53,550.00**
DDA #04-50000034 + Interest accrued thru 04/02/14 for WATERSTONE ESTATES Street Imp. along Hubbard Lane	**($71,821.43)**
WATERSTONE ESTATES Frontage Cost - DDA Deposit = WATERSTONE ESTATES Street Imp. Amount Remaining ($53,550.00 - $71,821.43)	**($18,271.43)**
WATERSTONE ESTATES Street Imp. DDA Amount to Refund = Amount Remaining / # of Tax Parcels ($-18,271.43 / 55)	**$0.00**
Sidewalk Residential Cost Per Dwelling Unit = Total Sidewalk Residential Cost / Calculated Dwelling Units ($65,987.32 / 73)	**$903.94**
Sidewalk Imp. Residential Cost = 50% Total Approved Sidewalk Cost x Total Sidewalk Residential Property Frontage / Total Sidewalk District Frontage + 50% Total Approved Sidewalk Cost x Total Sidewalk Residential Property Acreage / Total Sidewalk District Acreage	**$65,987.32**
Sidewalk Imp. Non-Residential Cost = Total Sidewalk Approved Cost - Total Sidewalk Residential Cost ($72,742.30 - $65,987.32)	**$6,754.98**

Item: Resolution amending the Personnel Rules, Regulations and Policies. Date: November 16, 2016

SUBJECT AND SUMMARY:

Staff is requesting Council amend language in the Personnel Rules, Regulations and Polices.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal of **LEADERSHIP** by updating the Personnel Rules to reflect the organization and classification structure as it exists today.

CALL TO ACTION SCHEDULE:

Call to action schedule: At Council's discretion.

BACKGROUND:

Amending or updating the Personnel Rules, Regulations and Polices (PRRP) must be brought to Council for approval. The PRRPs define standards and set requirements for all employees as well as working conditions and benefits for non-bargaining employees.

The proposed updates include general housekeeping which reflects the organization and classification structure as it exists today.

Through labor negotiations most of our bargaining agreements are now set at a probationary period of 12 months and a step-review at the successful completion of that period. Updates in Article 1.4, 3.7 and 11.10 bring new hires in the non-bargaining group into the same standard versus the lower standard of 6 months. Article 6.10 reflects the current expectations that employees be assigned to work in a higher classification for at least 8 consecutive hours to be eligible for "out of class" compensation. Article 11.10 further defines the higher standard currently in place for application of step advancement for Department Director classifications.

COST IMPLICATION:

None.

Staff Report (continued):

ALTERNATIVES:

1. Council can choose to amend the City's Personnel Rules, Regulations and Policies; or
2. Council can choose not to amend the rules.

RECOMMENDED ACTION:

Staff recommends Council authorize amending the Personnel Rules, Regulations and Policies.

POTENTIAL MOTION:

I move to amend the Personnel Rules, Regulations and Policies.

Summary of Proposed Personnel Rules, Regulations and Policies Changes: EXHIBIT B

Article	**Current** (changes proposed to language in red)	**Proposed** (new proposed language in bold)	**Purpose**
City Departments	2010 Department information	2016 Department information	Housekeeping
Organizational Chart	2010 Organizational Chart	2016 Organizational Chart	Housekeeping
1.3 Application		Remove references to "sections" deleted from the PRRPs. Update "exceptions" to match groups	Housekeeping
1.4(c) Anniversary Date	The date six months from the beginning of the probationary period unless extended or modified as provided for in these Rules. A new anniversary date is established at the time of promotion.	The date **twelve months from placement in a position**. A new anniversary date is established at the time of promotion.	Sets the anniversary date for a step review at 12 months after hire.
1.4(aa) Probationary Period	A period of at least six months, during which an employee is required to demonstrate by actual performance of the duties his fitness for the position to which he has been appointed	A period of at least **twelve** months, during which an employee is required to demonstrate by actual performance of the duties **their** fitness for the position to which **they have** been appointed	Sets the probationary period to a minimum of 12-months like other positions in the City.
1.4(bb) - new - Promotional Probationary Period	None	**A period of at least six months, during which an employee is required to demonstrate by actual performance of the duties their fitness for the higher position for which they have been appointed.**	Establishes a probationary period for promotions at 6-months. (Anniversary date resets at promotion, so next step is 12-months per 1.4 and 11.10). New language, renumber articles to follow.

Summary of Proposed Personnel Rules, Regulations and Policies Changes:

Article	**Current** (changes proposed to language in red)	**Proposed** (new proposed language in bold)	**Purpose**
II Recognition	Positions identified within their "group" based on 2012 structure	Update positions identified within each "group" based on 2016 structure	Housekeeping
3.7(C) Probationary Period Required	Newly hired employees of the City are required to serve a probationary period of at least six (6) months during which time the employee is required to demonstrate his ability to perform the duties of the position for which he was hired.	Newly hired employees of the City are required to serve a probationary period of at least **twelve (12)** months during which time the employee is required to demonstrate **their** ability to perform the duties of the position for which **they were** hired.	Increases the probationary period from 6-months to 12-months.
6.6(D) Exemptions to Overtime	Positions identified as exempt from overtime based on 2012 structure	Update positions identified as exempt from overtime based on 2016 structure	Housekeeping
6.10 Working Out of Classification	When regular employees work out of classification for 4 hours or more, that employee shall receive a 5% increase above his or her normal salary.	When **an** employee **is directed to** work out of classification for **8 consecutive** hours or more, that employee shall receive a 5% increase above **their** normal salary.	Update to reflect standard that out of class is at least a full day assignment.
11.10 A.2. Promotional Increase	When a present employee is promoted, such employee's pay shall be increased a minimum of 5% above his or her previous pay rate. A new anniversary date is established at the time of promotion upward. Upon satisfactory completion of a six-month probation period within the new classification, the employee shall be given a one-step increase in pay.	When a present employee is promoted, such employee's pay shall be increased a minimum of 5% above **their** previous pay rate. A new anniversary date is established at the time of promotion upward.	Update to reflect standard that next step review will be on the newly established anniversary date.

Summary of Proposed Personnel Rules, Regulations and Policies Changes:

Article	**Current** (changes proposed to language in red)	**Proposed** (new proposed language in bold)	**Purpose**
11.10 A.3. Merit Increase	Upon completion of 12 months of satisfactory job performance following the most recently established anniversary date, an employee is eligible for a one-step salary increase. This raise is to recognize average and above-average performance.	Upon completion of 12 months of satisfactory job performance following the most recently established anniversary date, an employee is eligible for a one-step salary increase. This raise is to recognize average and above-average performance. Add: **Department Directors are eligible for a half-step salary increase to recognize average performance and a one-step salary increase for above-average performance.**	Housekeeping Update to reflect currently policy of higher performance standards for Director level positions
11.10 A.4. Exceptional Increases	A Department Director may request the City Manager may approve an exception to the general rules regarding salary increases where circumstances warrant such action.	The City Manager may approve an exception to the general rules regarding salary increases where circumstances warrant such action.	Housekeeping
14.1 Discipline	No regular employee as defined in Article 1.4(x) and listed in Article II, Section 2.1, may be disciplined or discharged except for just cause.	No regular employee as defined in Article 1.4(x) and listed in Article II, **Groups A, B and C**, may be disciplined or discharged except for just cause.	Reference to 2.1 was "leftover" language from 2010 when GPEA was included in the personnel rules.

Current practice/expectations updates
City Department/Division structure updates
Probationary Period to 12 mos
Groups/Positions

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING PERSONNEL RULES, REGULATIONS, AND POLICIES.

WHEREAS:

1. Amending or updating the Personnel Rules, Regulations and Polices (PRRP) must be brought to Council for approval; and

2. The City is best served by requiring newly-hired employees to serve a minimum 12-month probationary period; and

3. Non-bargaining employees who are promoted will have a new anniversary date defined for a step review following 12 months of service; and

4. Department Directors are held to a higher standard for salary step increases; and

5. There are a few minor housekeeping changes to the organizational and classification structures that need amending.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that the Personnel Rules, Regulations and Policies will be amended to include the changes attached to and incorporated herein as Exhibit "A".

EFFECTIVE DATE of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 16th day of November 2016.

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this ____ day of November 2016.

_____
Darin Fowler, Mayor

ATTEST:

_____ Date submitted to Mayor: _____
Karen Frerk, City Recorder

Approved as to Form, Mark Bartholomew, City Attorney _____

EXHIBIT A

Personnel Rules, Regulations, and Policies

City of Grants Pass
101 NW "A" Street
Grants Pass, Oregon 97526

Adopted January 7, 1981
Revision Dates:

November 17, 1982	November 4, 1987	March 3, 2010
July 17, 1985	September 20, 1996	September 17, 2010
September 18, 1985	July 2, 2007	March 16, 2011
April 16, 1986	August 20, 2008	December 17, 2012
December 8, 1986	December 8, 2008	November 16, 2016

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City of Grants Pass

Mission, Vision and Values

Our Mission

We are a results oriented organization, which values its employees, provides for growth potential, focusing on core values and excellence.

Our Vision

To make a better tomorrow by being a professional organization that provides a vibrant, caring, efficient and safe community.

Our Values

IVALUE

Integrity	We conduct ourselves, at all times, in a manner that is ethical, trustworthy and professional.
Vision	The organization focuses on actively discovering and creating new ways of doing things.
Accountability	We are stewards of the public trust, accountable to the needs of Council, citizens, and our colleagues.
Leadership	The opportunity to lead is available to all who desire it. Our leadership focuses on outstanding results for the betterment of the individual, the organization and the community.
United	We consistently seek opportunities for coordination and collaboration, working together as a team.
Excellence	Maintaining the highest level of performance.

FORM OF GOVERNMENT

In 1945, the voters of Grants Pass adopted a Home Rule Charter establishing the Council-Manager form of City government. The Council, acting as the elected representatives of the people, passes all ordinances and determines the general goals of the City. To carry out its decision, the Council appoints a City Manager.

As Chief Administrative Officer of the City, the City Manager is directly responsible to the Council for the activities of the City government. The City Manager is empowered to appoint and remove all City Directors and employees.

MAYOR

The Mayor is the recognized policy leader of the City, and is chief spokesperson and head of the City government for all public and ceremonial occasions. The Mayor chairs Council meetings and presides over its deliberations. The Mayor shall have a vote on all questions before the Council resulting in a tie vote. The Mayor is an ex-officio member of the Budget Committee. The Mayor is elected to serve a four (4) year term and serves as an unpaid volunteer.

COUNCILORS

Councilors have the responsibility of establishing policies to govern the affairs of the City; appoint the City Manager, and certain commission and committee members; act as the levying board in the adoption of the budget; and perform other actions necessary to govern the City including the passage or ordinances and resolutions.

The City is divided into four wards with two councilors elected to serve from each ward. Their term of office is four (4) years and elections are arranged so that four (4) are elected every two (2) years. City Councilors serve as unpaid volunteers.

CITY DEPARTMENTS

ADMINISTRATIVE SERVICES

Administration: Management Services through the City Manager provides management direction for the overall operation of the City through all departmental activities. In this capacity, the City Manager is the official purchasing agent, personnel officer, superintendent of the utility system and budget officer for the City. The City Manager is appointed for an indefinite term by the Grants Pass Council and may be removed at the pleasure of the majority of that body.

The Administration Division is responsible for oversight of Tourism and Downtown, Information Technology and Property Management services. Tourism and Downtown is responsible for developing strategies to promote community visitation as well as coordinating services to strengthen downtown as the core business center. The Information Technology Division manages computer hardware and software, the network and servers, connectivity between sites and data security. The Property Management Division is responsible for managing various properties the City owns as well as the municipal building and city service center buildings.

Finance: The Finance Department is responsible for fiscal management of the City. This includes utility billing and collections; accounting and record keeping; payroll, accounts payable and receivable; licensing, business and occupancy tax administration, cash and debt management; and planning, controlling and reporting City finances. Other fiscal responsibilities include coordination and compilation of the budget document and preparation of the annual financial report.

Human Resources: The Human Resources Department provides staff support to all operations in the recruitment, assessment and selection of employees, as well as Safety and Risk Management. Human Resources handle benefit, family medical leave, and workers compensation administration. The Human Resources Director serves as the Affirmative Action Officer for the City and acts as editor for the employee newsletter. The department also provides funds and participates in labor negotiations and Citywide training of employees.

Legal Services: The Legal Services Department advises the Council, City Manager and other City officials on the legal aspects of municipal operations; represents the City in civil actions; prepares ordinances, resolutions, contracts and other legal documents and participates in preventative law. Legal Services is responsible for the acquisition and sale of property for City park use to road right of way.

PARKS & COMMUNITY DEVELOPMENT

Building Division: The Building Division administers and enforces the Oregon State Building, Mechanical, Plumbing and Electrical codes as well as the Fire, Life and Safety codes within the City limits and Urban Growth Boundary area. In addition, the Building Division is responsible for enforcement of the Uniform Housing Code and Uniform Code for the Abatement of Dangerous Buildings. The staff in the Building

Division review all plans submitted for building permits, and performs all required inspections throughout construction.

Engineering Division: The Engineering Division assists with the orderly development of our community by ensuring compliance with adopted facility plans and development standards. Working with other divisions and agencies, Engineering participates in site plan review, design, plan check, and inspection of new public facilities. The mapping portion of the City's Geographical Information System (GIS) was developed and is maintained by the Engineering Division. Other services include creating and keeping current engineering standards to be used in design and construction of public facilities such as water, sewer, and street improvements. Also, the Engineering Division is involved in all aspects related to administering capital projects throughout the City.

Planning Division: The Planning Division provides a combination of current and long range planning services within the City limits and unincorporated areas within the Urban Growth Boundary area. Planning staff work closely with the general public and development community to provide information on the Comprehensive Plan, Development Code, Municipal Code, various Master Plans, land use policies and Statewide Planning Goals. These plans and policies are implemented through the review and processing of various land use applications and City wide plans. The Planning Division recommends revisions to existing plans and codes as needed to achieve City Council goals and to remain current with changing conditions and regulations. Other activities include preparing annexation proposals, conducting site inspections, reviewing sign permits, pursuing grants that help fund public projects and community plans, and working with Code Enforcement to ensure compliance with zoning regulations and correction of zoning violations.

Parks Management and Pool: This department manages 32 park sites and trails totaling 507 acres. Of the 507 acres, 195 are developed and 312 are in park reserves. There are 3 mini parks, 6 neighborhood parks, 1 community park, 1 regional park and 5 special use areas such as a skateboard park and outdoor pool.

Recreation Program: This department provides activity coordination, facility reservations and programs under a service contract

Community Development Management Services: This CD Management Division provides the overall management, coordination and fiscal accountability of the Building, Engineering and Planning functions from plan review through construction. It assists with private development such as homes and businesses as well as public development such as new streets and water lines. The CD Management Division assists customers at the public information counter and on the telephone with development processes and permit issuance. Additionally, it provides support services for activities of the Public Works Department.

PUBLIC WORKS DEPARTMENT

Street Maintenance: This department provides maintenance to the paved and unpaved public streets and alleys within the City with the exception of the few roads maintained by Josephine County or the Oregon Department of Transportation. This

division is responsible for the maintenance of the storm drainage system, including underground pipes, roadside ditches, and culverts. Vegetation management within the public right of way falls within the purview of this division. The maintenance of traffic control signage and roadway markings are also a responsibility of this division.

Water Treatment: This department is responsible for the operation and maintenance of the Water Filtration Plant supplying potable water to the community. The water meets or exceeds the regulations of the Oregon Department of Human Services and the US Environmental Protection Agency. This division is also responsible for the operation and maintenance of thirteen pump stations and eight reservoirs.

Wastewater Treatment: This department is responsible for the operation and maintenance of the Water Restoration Plant and JO-GRO™ Co-composting facility. All water discharged to the Rogue River and compost produced meets the requirements of the Oregon Department of Environmental Quality and the US Environmental Protection Agency. This division is responsible for the operation and maintenance of three City pump stations and two Redwood Sanitary Sewer Service District pump stations.

Distribution and Collection: This department is responsible for the maintenance of the City's water distribution system and sewer collection system. The water distribution system includes the water mains, water service lines from the main to the property line, water meters, control valves and fire hydrants. The sewer collection system includes the sewer mains, sewer manholes and cleanouts.

Fleet: This department maintains the City's equipment and vehicles as well as the collection of funds for future scheduled replacements.

PUBLIC SAFETY DEPARTMENT

The Public Safety Department has several key functions. In their most basic form, these are fire suppression, rescue, law enforcement, 911/dispatch services, enforcement of codes and ordinances and prevention.

The Fire Rescue Bureau provides these services from facilities located strategically throughout our community. Firefighters respond and suppress fires, rescue victims and investigate fire cause. They also respond to medical and rescue emergencies to extricate trapped victims and render medical assistance.

The Police Bureau provides protection of life and property to the citizens of Grants Pass. This department is charged with the responsibility of preventing crime, enforcing traffic laws, suppressing disturbances, arresting offenders, managing evidence collected, and giving aid to citizens. It also investigates crimes in progress, as well as follow-up investigation on incidents ranging from fraud to homicide.

Public safety prevention programs are targeted at preventing fires and reducing crime. This program includes the enforcement of fire and life safety codes, determination of cause, arson investigation and fire safety information to the public. Training is provided as necessary to improve the level of knowledge and service for regular and volunteer

personnel. Crime prevention programs are presented to community groups and citizens alike.

Non-sworn civilian personnel are responsible for providing 911 call-taking and dispatch for Grants Pass Police and Fire/Rescue, Ambulance services, and Fire/Rescue services throughout the County. Non-sworn personnel also provide call-taking for all non-emergent calls in the City and police records management functions.

(Updated 3/3/10, Res. 5650, 11/16/16, Res. 16-xx)

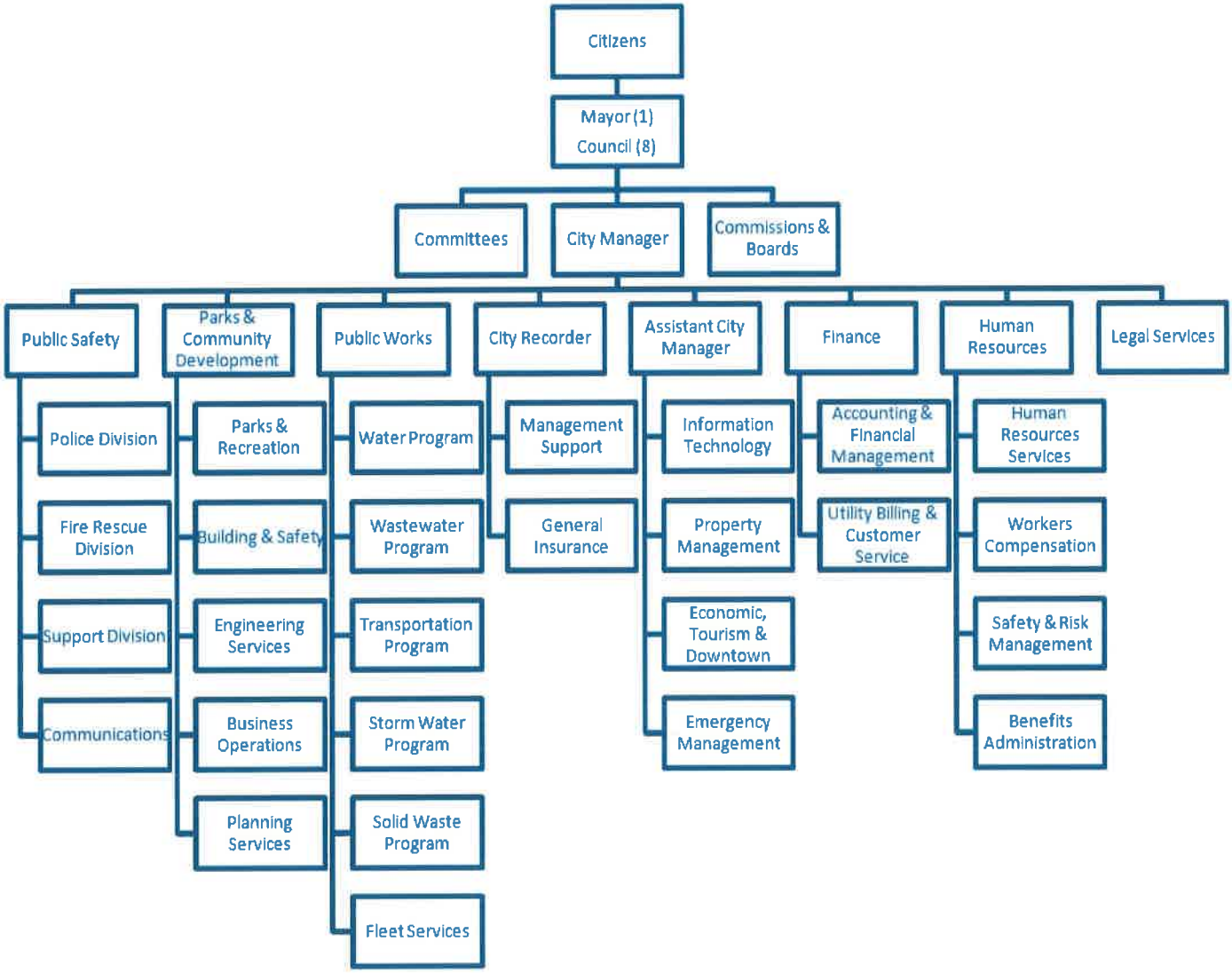
PUBLIC RELATIONS AND PERSONAL CONDUCT

Public relations is the responsibility of every employee of the municipality. Each phone call, each letter and each personal relationship, leaves an impression with the public. Courtesy does not cost anything – it is only lack of courtesy that really costs the City and you.

GOVERNMENT ETHICS

Each employee whether he be Department Director, supervisor or regular employee should be aware of and practice what we refer to as "government ethics". This means total separation between his/her personal activities and any job activities, not using his/her position to obtain financial gain or benefit, nor using confidential information gained by reason of his/her position for private gain. If you have any questions about what action to take contact your supervisor or the Human Resources Department.

Organizational Chart



(Updated 11/16/16, Res. 16-xx)

ARTICLE I – GENERAL STATEMENT OF PURPOSE

1.1 Purpose. The purpose of these Rules, Regulations and Policies is to provide systematic and equitable procedures and regulations relating to the hiring, compensation, hours of work, leave, safety, training, working conditions, promotions, transfer, discipline, removal and other matters affecting the status of employees of the City of Grants Pass. Said Rules, Regulations and Policies are provided to maintain uniformity and equity in personnel matters that will make City service attractive as a career and to encourage each employee to give his best service to the City.

In addition to these rules, regulations, and policies, employees are subject to the City's Administrative Directives which are located on the City network. *(Updated 3/3/10, Res. 5650)*

1.2 Policy Revision or Variance. These Rules, Regulations and Policies may be revised, modified, amended or revoked at any time and from time to time and for any reason by resolution of the City Council. Nothing in these Rules, Regulations and Policies shall be construed to create contractual commitments by the City. No rule, regulation or policy is intended as a guaranty of any benefits or rights or as creating any permanent employment or employment for any term with the City. The City Manager shall have the power to vary or modify the strict application of the provisions of these Rules, Regulations and Policies in any case in which the strict application of said provisions would result in practical difficulties or unnecessary hardships. *(Updated 3/3/10, Res. 5650)*

1.3 Application. These Rules, Regulations and Policies shall apply to all groups except as noted below:

(a) Group A (Non-Supervisory Classified). Exceptions: 6.6(D) Exemptions to Overtime, 6.8 Emergency Response Time for Exempt Employees 6.9 Public Safety Department Employees, 8.5 Conversion to Cash, and 10.12 Administrative Leave.

(b) Group B (Confidential or Non-Management Exempt). Exceptions: 8.5 Conversion to Cash by Supervisory Personnel, .

(c) Group C (Supervisory). Exceptions: 6.6 Overtime, and 6.7 Callback Time.

(d) Group D (Management). Exceptions: 3.7(C) Probationary Period Required, Article VI Hours and Overtime (except as to Article 6.6(D) Exemptions to Overtime), Article XIV Discipline and Discharge, and Article XV Grievance Procedure.

(e) Group E (Other). Exceptions: 3.7(C) Probationary Period Required, 6.7 Callback Time, 6.8 Emergency Response Time for Exempt Employees, 6.9 Public Safety Department Employees, 6.10 Working Out of Classification, VII Holidays, VIII Vacations, VIX Sick Leave/Emergency Leave (except any legally required leaves), X Other Leaves of Absence, 11.10 Administration of Pay Plan, XII Health and Welfare Benefits,

Article XIV Discipline and Discharge, and Article XV Grievance Procedure and 16.5 Education.

(f) Employees covered by a collective bargaining agreement shall be bound by the terms of the agreement. However, where the agreement is silent, or not in conflict with the rules, regulations and policies, such rules, regulations or policies shall govern.

(g) Group F personnel shall not be subject to the terms of these Rules, Regulations and Policies except for IV Workplace Behavior/ Conduct and 19.3 Safety.

(Updated 12/8/08, Res. 5427, 3/16/10 Res 5782, 11/16/16, Res. 16-xx)

1.4 Definitions. As used in this resolution the following terms shall have the meanings indicated:

(a) Advancement. A salary increase within the limits of a pay range established for a class.

(b) Allocation. The assignment of a single position to its proper class in accordance with the duties performed and the authority and responsibility exercised.

(c) Anniversary Date. The date twelve months from placement in a position. A new anniversary date is established at the time of promotion.

(d) Appeal. A request to a supervisor, Department Director, or City Manager for consideration of and a decision or ruling on a problem or situation.

(e) Appointing Power. A person vested with authority to make appointments such as the City Manager or his designee; however, the City Manager reserves final approval to assure compliance with the Personnel Rules, Job Descriptions, Affirmative Action and other applicable laws.

(f) Group. A group of positions in the City classified in accordance with Article II.

(g) Class Specification. The written description of a class, containing a title, statements of duties, authority and responsibilities and the desired minimum qualifications for the class.

(h) Compensatory Time. Time accumulated as overtime which is granted as time away from the job with pay.

(i) Continuous Service. Uninterrupted employment with the City. Reasonable absences due to military service or extended leaves, approved by the City Manager do not constitute a break in continuous employment.

(j) Council. The Council of the City of Grants Pass.

(k) Demotion. A transfer of an employee from a position in one class to a position in another class which has a lower salary range.

(l) Department Director. A person directly responsible to the City Manager for the administration of a department.

(m) Disciplinary Action. Imposition of certain personnel actions, e.g. reprimand, warning, suspension, dismissal, demotion.

(n) Full-Time Employee. An employee who works a regular schedule of 2080 hours per calendar year, or 2912 hours per calendar year if assigned to a 56-hour shift at Fire Rescue. (Except for Article XII Health and Welfare Benefits which shall be an employee who works a regular schedule of 1664 hours or more per calendar year.) *(Updated 3/3/10, Res. 5650)*

(o) Gender. All references to employees in these Rules, Regulations and Policies designate both sexes, and whenever the male gender is used it shall be construed to include male and female employees. *(Added 3/3/10, Res. 5650)*

(p) Grievance. An employee's oral or written expression of dissatisfaction with some aspect of his employment, a management decision affecting him, or an alleged violation of his rights for the purpose of attempting to gain an adjustment of said cause of dissatisfaction.

(q) Layoff. A separation of employment because of organizational changes, lack of work, shortage of funds or materials, abolishment of position or for other reasons not reflecting discredit on an employee and for reasons outside of his control.

(r) Non-Occupational Disability. Disability from an accident or sickness suffered or contracted by the employee, which cannot be attributed to the performance of assigned duties.

(s) Occupational Disability. Disability from an accident or sickness suffered or contracted as a result of the performance of assigned duties.

(t) Leave of Absence. Time off from work for reasons within the scope and purpose of these rules, regulations and policies upon prior approval of the employee's supervisor, Department Director or City Manager.

(u) Military Leave. Leave of absence for an employee entering reserve military training duty.

(v) Ordinance. The Personnel Ordinance.

(w) Part-Time Employee. An employee who is employed for less than the normal number of working hours, but who normally follows a predetermined, fixed pattern of working hours on a twelve month per year basis.

(x) Regular Employee. An employee who has been retained in his appointed position after the completion of his probationary period.

(y) Personnel Action. Any action taken with reference to appointment, compensation, work schedule, promotion, transfer, layoff, dismissal, or other action affecting the status of employment. Personnel actions are generally reduced to writing in a form commonly referred to as the "Personnel Action Form" or "PAF". *(Updated 3/3/10, Res. 5650)*

(z) Personnel Officer. The City Manager or his designee. The Human Resources Director has been designated by the City Manager as the Personnel Officer.

(aa) Probationary Period. A period of at least twelve months, during which an employee is required to demonstrate by actual performance of the duties his fitness for the position to which they have been appointed.

(bb) Promotional Probationary Period. A period of at least six months, during which an employee is required to demonstrate by actual performance of the duties his fitness for the higher position for which thy have been appointed.

(cc) Promotion. The change of position for an employee from a position in one class designation to a position in a class assigned to a higher salary range.

(dd) Reclassification. A change in allocation of an individual position by raising it to a higher class, reducing it to a lower or moving it to another class at the same level on the basis of material changes in the kind, difficulty or responsibility of the work performed in such position.

(ee) Seniority. Priority of an employee based on the length of the employee's continuous service to the City since the employee's last date of hire.

(ff) Supervisor. Any person who is responsible to a higher divisional or departmental level of authority and who directs the work of others.

(gg) Suspension. Temporary separation of an employee form City service without pay for disciplinary purposes.

(hh) Temporary Employee. An employee who has been appointed for a limited period not to exceed six months for a full-time temporary employee, or 600 hours of employment in any given calendar year for a part-time temporary employee, or 1040 hours in any given calendar year for a PERS retiree. *(Updated 3/3/10, Res. 5650)*

(ii) Transfer. A change of an employee from one position to another in the same class or to a position in a comparable class within the City service.

(jj) Voluntary Demotion. A demotion requested by an employee in order to retain employment when layoff from his position is imminent or for other reasons where the action is still entirely voluntary on the part of the employee.

ARTICLE II – RECOGNITION

2.1 The following classifications are identified as non-bargaining positions under the City's classification plans.

Group A (Confidential/Non Exempt)
Personnel Assistant
Personnel Technician
Public Safety Executive Assistant

Any new position classified Confidential and not in a bargaining unit.
(Updated 3/3/10, Res. 5650, 3/16/11, Res. 5782, 12/17/12, Res. 6022, 11/16/16, Res. 16-xx)

Group B (Confidential or Non-Management Exempt)
Accountant
Analyst
Business Advocate
Senior Planner (Long Range Planning)

Any new position classified as Confidential or Non-Management Exempt and not in a bargaining unit. *(Updated 3/16/11, Res. 5782, 11/16/16, Res. 16-xx)*

Group C (Supervisory)
Accounting Services Supervisor
Administrative Coordinator
Assistant Finance Director
Battalion Chief
Business Operations Supervisor
City Recorder
Civilian Public Safety Supervisor
Customer Service Supervisor
Fire Marshal
Information Technology Manager
Engineering Projects Supervisor
Public Safety Lieutenant
Public Safety Sergeant
Superintendent

Any new position classified as Supervisory.
(Updated 3/3/10, Res. 5650, 3/16/11, Res. 5782, 12/17/12, Res. 6022, 11/16/16, Res. 16-xx)

Group D (Management)
*City Manager
*Assistant City Manager
*Department Director
*City Attorney
Building Official

City Engineer
Deputy Chief
Deputy City Attorney
Principal Planner

*Department Directors

Any new position classified as Management.
(Updated 3/16/11, Res. 5782)

Group E (Other)
Seasonal/temporary employees

Group F
Temporary personnel hired through an employment agency
Volunteer personnel and personnel appointed to serve without pay.
(Updated 12/8/08, Res. 5427)

ARTICLE III – APPOINTMENTS

3.1 Equal Employment. The City of Grants Pass is committed to provide equal opportunity to all persons in matters affecting, but not limited to, recruitment, employment, compensation, benefits, promotions, training, discipline, transfer and layoff practices without regard to a person's race, color, religion, national origin, sex, age (except where sex, age or non-disability are bona fide occupational qualifications), marital status, domestic partnership, veteran status, disability, familial status, sexual orientation, gender identity, source of income or any other legally protected status.

Furthermore, it is the policy of the City to take positive results-oriented affirmative action to increase the number of qualified racial and ethnic minorities and women employed at all levels within the City in accordance with the City's affirmative action plan, a copy of which is available from the Human Resources Department. This policy is intended to ensure equal employment opportunity for all persons; however, no City employee shall be demoted, suspended, transferred, laid off or terminated solely to facilitate the achievement of the affirmative action plan.

Furthermore, it is the City's policy that under most circumstances, family members may be hired and work for the City. However, approval to hire family members must be given by the City Manager. If a Department Director foresees any difficulty and justification is validated under ORS 659A.309, a family member may not be hired. *(Updated 3/3/10, Res. 5650)*

3.2 Appointment to Vacancies. All original appointments to vacancies shall be made solely based on merit, efficiency and fitness. These qualities shall be determined through careful and impartial evaluation of the following:

(a) The applicant's level of training relative to the requirements of the position for which he has applied;

(b) The applicant's level of education relative to the requirements of the position for which he has applied;

(c) The applicant's physical fitness relative to the requirements of the position for which he has applied;

(d) The results of an oral interview; and

(e) Whenever practical, the results of a competitive written examination or demonstration test, which shall be a fair and valid test of the abilities and aptitudes of applicants for the duties to be performed.

3.3 Application. No question in any test or in any application form or by any appointing power shall be so framed as to attempt elicit information concerning race, religion, color, sex (including pregnancy, childbirth and related medical conditions), national origin, marital status, family relationship, age (18-69) or physical or mental handicap for the purpose of discriminating.

3.4 Verification. All statements submitted on the employment application or attached resume shall be subject to investigation and verification. False statements shall void the application and be grounds for termination.

3.5 Physical Examination. Any job applicant or employee may be required to take a physical examination. In cases where a physical examination is required, the City shall pay the cost of the examination.

3.6 Notice of Appointment. When a Department Director has selected a candidate to fill a position, notice of such selection shall be made immediately to the Personnel Officer in such a manner and on such form as may be prescribed and Personnel Officer will make appointment.

3.7 Conditions of Employment.

A. Residency Requirements. It is preferred that employees reside within the corporate limits of Grants Pass. Existing employees residing outside the City shall not be required to move within the City, however, the City may require any new employee to live within the City or within a specified distance of the City as a condition of employment. (See Administrative Directive Policy 5-10 for details.)

B. Telephone Required. All employees of the City are required to have telephone service at their place of residence.

C. Probationary Period Required. Newly hired employees of the City are required to serve a probationary period of at least twelve (12) months during which time the employee is required to demonstrate their ability to perform the duties of the position for which they were hired.

(a) A Director may extend an employee's probationary period up to an additional six (6) months.

(b) An employee's probationary period shall be extended for any unpaid leave time taken during said period, when such unpaid time equals at least eight (8) hours.

(Added 3/3/10, Res. 5650, 11/16/16, Res. 16-xx)

ARTICLE IV - WORKPLACE BEHAVIOR/CONDUCT

4.1 Conduct. Your conduct during and outside working hours should be of a caliber that will not bring discredit to the City. As a City employee, you are in the public eye and more is expected of you than the average citizen. The following factors are worthy of your serious consideration.

A. Favors. Regardless of their nature, favors have no place in a City employee's work. No one should get "special" treatment nor should an employee accept favors from anyone.

B. Alcohol and/or Controlled Substances. No employee will be allowed on City premises (on or off-duty) if they show signs of impairment, have an odor of alcohol and/or controlled substances upon their person, are known to have recently consumed alcohol, or are under the influence of alcohol and/or controlled substances.

C. Personal Appearance. Personal appearance at work should be neat and consistent with a professional atmosphere (1) to foster a professional or identifiable appearance for citizens, customers, and suppliers; (2) to create a positive working environment and limit distractions caused by outrageous, provocative or inappropriate dress or appearance; and (3) to ensure safety while working. Personal appearance would also include a requirement for good personal hygiene and the avoidance of heavily scented perfumes, colognes or lotions. Good individual judgment is the best guideline, and Department Directors retain the right to determine what appearance at work is appropriate. Standards may vary depending on the nature of the work environment, nature of work performed, involvement with the public, required uniforms or other circumstances as determined by the Department Director.

D. Telephone Use. The City's business phones are available for limited personal use. Lack of discretion in its use could result in denying the privilege to the violator.

E. City Tools and Equipment. Every tool has its proper use. In the case of City equipment, this use is limited to City purposes. You will be responsible for the proper care of all City equipment and supplies and must promptly report any breakage or loss to your supervisor.

4.2 Political Activity. Pursuant to Oregon law, no City employee may solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. Oregon law does not restrict the right of a public employee to express personal political views.

4.3 Harassment. The City of Grants Pass prohibits harassment based on disability, race, color, national origin, religion, sex, sexual orientation, veterans status, military status, retaliation for opposing unlawful employment practices, association with members of a protected class, marital status, injured workers status, non-supervisory family relationships, or any other protected class, regardless of whether that harass- ment is targeted specifically at the employee. Behavior such as telling ethnic jokes, making religious slurs, using offensive "slang" or other derogatory terms denoting a person's speech, accent or disability , are examples of prohibited conduct.

4.4 Sexual Harassment. Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or non-verbal communication or physical conduct of a sexual nature where:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission or rejection of such conduct by an individual influences any employment related decisions affecting the individual; or
3. The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

The conduct prohibited may be verbal, visual or physical in nature. It may be directed by a manager to a subordinate, manager to manager, or co-worker to co-worker. It includes unwelcome sexual advances, requests for sexual favors, physical touching, or the granting or withholding of benefits (e.g., pay, promotions, time off) in response to sexual conduct. More subtle forms of prohibited behavior, such as offensive posters, cartoons, caricatures, comments and jokes, language or innuendoes, hugging, or kissing may also constitute sexual harassment when they create or contribute to a hostile or offensive work environment. (Refer to Administrative Directive Policy 5-5, included as Attachment "A".)

4.5 Retaliation. The City of Grants Pass will not tolerate unlawful retaliation against employees for engaging in protected activity. Various federal laws such as Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and The Americans with Disabilities Act, all prohibit an employer from retaliating against an employee engaged in protected activity.

A "protected activity" is defined as: opposing an unlawful practice prohibited by employment discrimination laws, or participating in any way in an investigation, proceeding, or hearing. "Retaliation may include, but is not limited to: refusal to hire, promotion or denial of promotion, threats or reprimands, negative job performance evaluations, harassment, adverse treatment, limiting or suspending access to an internal complaint or grievance process, or giving a negative job reference. An act of retaliation may result in serious adverse disciplinary action up to and including termination.

You should file a complaint with the Human Resources Department if you feel that you have experienced retaliation in any form. *(Added Article 3/3/10, Res. 5650)*

ARTICLE V – POSITION CLASSIFICATION PLAN

5.1 Maintenance of Plan. A position classification plan as adopted and amended by the Council shall be a part of these rules. The Personnel Officer will be responsible for keeping the classification plan current by conducting periodic studies of positions and making appropriate recommendations to the Council.

5.2 Contents of Plan. The classification plan shall consist of positions in the City service defined by class specifications and identified by the class titles. The classification plan shall be so developed and maintained that all positions substantially similar with respect to duties, responsibilities, authority and character of work are included within the same class, and that the same schedules of compensation may be made to apply with equity under like working conditions to all positions in the same class.

5.3 Copies of Plan. Copies of this plan and of specifications for individual classes shall be available in the Administration Office.

5.4 Specifications. The position classification plan shall include titles and written specifications for the various classes of positions as a guide toward equal pay for equal work. Job titles shall refer to a particular position, not to the individual filling a particular position, and shall be used in all personnel, budget and financial records.

5.5 Allocation of Positions. Each position shall be allocated to an appropriate class based on the duties and responsibilities of the position.

A. NEW POSITIONS

(1) The Council may create new positions and allocate the positions to an appropriate class.

(2) No position or class shall carry an official title, which has not been approved by the Council as being appropriate to the duties performed.

B. RECLASSIFICATION

(1) Positions may be reclassified whenever there is a material change in the kind, difficulty or responsibilities of the work performed, provided the reclassification can be accomplished within the limitations of the current budget of the City.

(2) Reclassification of a position shall not be used to circumvent the effects of disciplinary action or to avoid restrictions concerning compensation.

5.6 Job Description. Each class shall have a specification that includes a concise, descriptive title, and a description of the duties and responsibilities of each position in the class. Position specifications take into consideration the requirements of the job and are merely descriptive and explanatory of the work to be performed. They may not include all of the duties and are not intended to replace detailed work assignments. The Personnel Officer shall update and alter job descriptions as necessary.

ARTICLE VI – HOURS AND OVERTIME

6.1 Workweek. In most cases, the workweek shall consist of either a schedule consisting of (a) five (5) consecutive eight (8) hour work days with two (2) consecutive days off within a seven (7) day period; or (b) four (4) consecutive work days with three (3) consecutive days off for a four (4) day forty (40) hour work as scheduled by Department Directors or other responsible authority. Variations to these schedules will require Department Director approval, be reflected on an employee's PAF, and not disrupt the Department's operational needs and requirements. *(Updated 3/3/10, Res. 5650)*

6.2 Work Day. The workday may consist of either an eight (8) hour or ten (10) hour day including rest periods but excluding the meal period.

6.3 Work Schedules. All employees, to the extent consistent with operating requirements, shall be scheduled to work a regular work shift, and each shift shall have regular starting and quitting times. Variations to these schedules may be permitted subject to the conditions listed in Section 6.1. *(Updated 3/3/10, Res. 5650)*

6.4 Rest Period. A rest period of fifteen (15) minutes is required and paid for all employees during each half-work day, which shall be scheduled by the City in accordance with the operational needs and requirements of each employee's duties, and shall be considered on-duty time, and on call. Rest periods may be taken away from the work site. City vehicles shall not be used to go for rest periods. *(Updated 3/3/10, Res. 5650)*

6.5 Meal Periods. All employees shall be granted a one-hour or thirty (30) minute unpaid meal period during each workday depending on the operational needs and requirements of the department. To the extent consistent with operating requirements of the department, each meal period shall be scheduled in the middle of each workday. Employees may take meal periods away from the work site. City vehicles shall not be used to go for meal periods. *(Updated 3/3/10, Res. 5650)*

6.6 Overtime. The City shall have the right to assign overtime work as required in the manner deemed to be the most advantageous and consistent with the requirements of municipal service and of public interest.

A. Definition of Overtime. Overtime shall be considered as time worked in excess of eight (8) hours in a workday and in excess of forty (40) hours in a workweek.

B. Compensation.

1. General Policy.

a. Unless specifically exempt, employees will be paid one and one-half (1 ½) times the employee's regular rate of pay for each hour of overtime worked. Overtime shall be computed to the nearest quarter (15 minutes) hour. Cash compensation for overtime worked must be provided at the

end of the pay period during which the overtime was worked (Federal Fair Labor Standards Act).

b. Compensatory time off, at the rate of time and one-half, is permitted. Approval from the employee's Department Director must be obtained in order to take compensatory time off. Compensatory time accumulation shall not exceed 80 hours. Once this maximum accumulation has been reached, all overtime compensation earned by the employee shall automatically be paid in cash. *(Updated 3/3/10, Res. 5650)*

C. Holidays. Work performed on holidays which fall within the regular work schedule shall not be considered as overtime work except that employees who work on such holidays be granted time off or compensation equal to the time worked in addition to their regular holiday pay.

D. Exemptions to Overtime. The above overtime regulations shall not apply to the following positions (ORS 243.650 and 653.269; BOLI Wage and Hour Rules):

City Manager
Assistant City Manager
City Attorney
Department Director
Accountant
Accounting Services Supervisor
Analyst
Assistant Finance Director
Building Official
Business Advocate
Business Operations Supervisor
City Recorder
City Engineer
City Surveyor
Civilian Public Safety Supervisor
Customer Service Supervisor
Deputy Chief
Deputy City Attorney
Information Technology Manager
Principal Planner
Engineering Projects Supervisor
Property Management Coordinator
Public Safety Lieutenant
Senior Planner
Superintendent
Utility Engineer
(Updated 12/8/08, Res. 5427, 3/16/11, Res.5782, 11/16/16, Res. 16-xx)

6.7 Callback Time. Employees called back to work shall receive overtime pay for the work for which they are called back, and if called back shall be credited with not less than 2 hours time compensated at time and one-half. This section applies only when callback results in hours worked which are not annexed consecutively to the beginning or end of the working day or working shift. This section does not apply to scheduled overtime, annexed at the beginning of the work shift, or holdover times annexed to the end of the work shift or work day. If at the end of his/her shift the employee had departed the City's premises before being called back, the same shall not be considered a holdover time, but shall be compensated as callback under this section.

6.8 Emergency Response Time for Exempt Employees. Certain exempt employees such as the Superintendents, Deputy Chiefs and the Information Technology Manager are required as part of their job duties to regularly respond immediately to emergency calls for service outside the regularly scheduled workday. This emergency work is of such a nature that it can't be delayed, and the employee has no control of the timing for a response. Exempt employees called back to work shall be paid and shall be credited with not less than 2 hours time compensated at a straight time rate. This section applies only when callback results in hours worked which are not annexed consecutively to the beginning or end of the working day or working shift. Department Directors shall determine which employees are eligible for emergency response time and whether or not a particular callback qualifies as an emergency within the meaning of this provision. *(Added 12/8/08, Res. 5427, Updated 3/3/10, Res. 5650)*

6.9 Public Safety Department Employees. With regard to Public Safety supervisory employees, whenever these rules conflict with the terms and conditions of the negotiated agreement then in force for public safety officers, the negotiated agreement for that group shall prevail.

6.10 Working Out of Classification. (Step Up Pay). When an employee is directed to work out of classification for 8 consecutive hours or more, that employee shall receive a 5% increase above their normal salary. (For information regarding a Manager working out of classification for a Director, see Administrative Directive Policy 5-8.) *(Updated 3/3/10, Res. 5650, 11/16/16, Res. 16-xx)*

ARTICLE VII – HOLIDAYS

7.1 Recognized Holidays. All employees of the City shall be entitled to the holidays listed below with pay. Full-time employees shall receive 8 hours pay per holiday; part-time employees shall be compensated in proportion to the number of hours they are normally scheduled to work.

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

Whenever a holiday falls on a Saturday or Sunday, the City Manager shall designate the preceding Friday or following Monday as the day of observance.

7.2 Personal Holiday. All full-time employees shall be credited with 8 hours of holiday time at the beginning of each calendar year. A pro-rata amount will be credited to each full-time employee who worked less than a full year in the preceding calendar year or who is a part-time employee. Any personal holiday hours not utilized in the calendar year shall be forfeit as of December 31. *(Added 3/3/10, Res. 5650)*

7.3 Coordination with Other Leaves. If an employee is on authorized vacation, sick leave or other leave with pay when a holiday occurs, such holiday shall not be charged against such leave.

ARTICLE VIII – VACATIONS

8.1 Eligibility.

a. A full-time employee shall be eligible for annual vacation time with pay on his anniversary date; part-time employees shall accrue in proportion to the number of hours they are normally scheduled to work. Vacation will accrue in accordance with the following:

Months of Service:	Annual Accumulation:	Bi-weekly Accrual:
*0 - 36 months	80 hours	3.08 hours
37 - 60 months	100 hours	3.85 hours
61 - 84 months	120 hours	4.62 hours
85 - 120 months	140 hours	5.39 hours
121+ months	160 hours	6.16 hours

*Upon completion of six (6) months of employment forty (40) hours will be credited to the regular employee's vacation leave.

b. Department Director Eligibility. Designated Department Director employees shall accrue annual vacation time with pay in accordance with the following schedule:

Months of Service:	Annual Accumulation:	Bi-weekly Accrual:
0 - 35 months	120 hours (15 days)	4.62 hours
36+ months	160 hours (20 days)	6.16 hours

c. Supervisory, Management, and Other Exempt Eligibility. (Other than Department Directors). Employees shall accrue annual vacation time with pay in accordance with the following schedule:

Months of Service:	Annual Accumulation:	Bi-weekly Accrual:
0 - 60 months	120 hours (15 days)	4.62 hours
61+ months	160 hours (20 days)	6.16 hours

d. Longevity Bonus. After twenty (20) years of continuous service a one-time bonus of forty (40) hours vacation shall be granted.

(Updated 3/16/11, Res. 5782)

8.2 Continuous Service. Continuous service shall be service unbroken by separation from City service, except that time spent by an employee on military leave or Peace Corps leave shall be included as continuous service. Time spent on other types of authorized leave will not count as part of continuous service except employees returning from such leave, or employees who were laid off, and subsequently re-instated, shall be entitled to credit for service prior to the leave. *(Updated 3/3/10, Res. 5650)*

8.3 Accrual Limitations. Employees shall not accumulate vacation leave in excess of 200 hours. An employee who is about to lose vacation credit because of accrual limitations may, by notifying his supervisor in writing five (5) days in advance, absent himself from work to prevent loss of this vacation time. The

City shall notify an employee with each paycheck of the amount of vacation leave accumulated.

Such action taken by the employee shall not constitute a basis for disciplinary action or loss of pay. Vacation leave shall not accrue during a leave of absence without pay or an educational leave with pay in excess of fifteen (15) calendar days.

No payment shall be made for vacation time lost by an employee because of accrual limitations, unless the failure to take vacation is caused by the City's insistence that the employee be at work during a scheduled vacation period.

8.4 Scheduling. Employees shall be permitted to request vacation on either split or an entire basis. Vacation times shall be scheduled by the City based on the Department Director's judgment as to the needs of efficient operations and the availability of vacation relief. Subject to the foregoing, employees shall have the right to determine vacation time. Vacation times shall be selected on the basis of seniority, provided, however, such employee will be permitted to exercise this right of seniority only once annually.

8.5 Conversion to Cash by Supervisory Personnel. Supervisory personnel (Groups C & D) who have the maximum accumulation of vacation leave, as defined in section 8.3 may convert up to one-half of their vacation leave balance to cash when recommended by their Department Director and approved by the City Manger. Conversion may not occur more than once in any fiscal year for any one employee and is subject to budget limitation.

8.6 Payment on Termination. In the event of death or termination of an employee during the initial six (6) months of his employment, no payment in lieu of vacation shall be made. In the event of death or termination of employment after an employee has served for six (6) continuous months, and is otherwise eligible for vacation credits, the employee shall be entitled to payment for accrued vacation leave. In the event of death, earned but unused vacation leave shall be paid in the same manner as salary due the deceased employee is paid.

8.7 Regular Part-Time Employees. An employee appointed to a regular part-time position as defined in 1.4 (w) and 1.4(x) shall accrue vacation leave in an amount proportionate, based on his regularly scheduled hours, to that which would be accrued under regular full-time employment.

8.8 Temporary Employees. Temporary employees shall not earn vacation leave.

8.9 Vacation Donation to Injured or Ill Employees. When authorized by the City Manager, as provided in the provisions of Sick Leave, accrued vacation may be donated by an employee to another employee with an extended personal illness or injury. An exception to the provisions stated in Article 9.4 (f) would be that a vacation donation may also be authorized for an employee who has a spouse or child with a serious health condition. The donation for this exception, if approved by the City Manager as recommended by the Department Director, initially may be for a maximum of 80 hours and then re-evaluated as need dictates. The vacation time will be valued at the hourly rate at the time donated. The recipient will receive sick leave time based on the value of time donated,

and the hourly rate of the recipient. Any regular employee may donate vacation provided the balance of vacation time available shall not be drawn below 40 hours. (*Updated 9/17/10, Res. 5737.)*

ARTICLE IX – SICK LEAVE/EMERGENCY LEAVE

9.1 Accrual. Sick leave shall accrue at the rate of 8 hours per month for full-time employees beginning with the effective date of employment. Part-time employees shall accrue sick leave in an amount proportionate, based on his regularly scheduled hours, to that which would be accrued under full-time employment.

9.2 Sick Leave Accumulation. Unlimited accumulation for all employees covered by these personnel rules, regulations and policies.

9.3 Emergency Leave. Emergency leave is given to employees for the purpose of attending the funeral or visiting a member of the immediate family who is seriously injured or ill and such injury or illness may result in death. For the purpose of this subsection, the immediate family is defined as spouse, children, mother, father, mother-in-law, father-in-law, brothers, sisters, grandparents and stepchildren in the household. This utilization shall include travel time to and from the funeral or location of the family member and time for making necessary arrangements for care and/or the funeral. The employee may not take more than 3 days emergency leave in any one calendar year. In the event that more time is needed, the employee may utilize their allowance of sick leave and/or vacation.

9.4 Utilization.

(a) Illness or Injury of the Employee. Employees may utilize their allowances of sick leave when unable to perform their work duties by reason of illness or injury, pregnancy and birth of children, necessity of medical or dental care or exposure to contagious disease under circumstances by which the health of the employee with whom associated or member of the public necessarily dealt with would be endangered by the attendance of the employee.

Allowances of sick leave available for use shall mean that balance the employee is eligible to use at the close of the pay period preceding the pay period in which sick leave was utilized, in accord with payroll records. *(Added 5/23/07, Res. 5225)*

(b) Illness in Family. Employees may utilize their allowance of sick leave when there is illness or injury as described in subsection (a) of Section 9.3. For the purpose of this section, immediate family will include spouse, children, mother, father, mother-in-law, father-in-law and stepchildren in the household.

(c) Funeral and Serious Illness/Injury Leave. Employees may utilize their allowance of sick leave, when "Emergency Leave" is exhausted, for the purpose of attending the funeral of/or visiting a member of the family as defined above in Section 9.2.

(d) Notification. In the event that an employee utilizes his/her sick leave under this section the employee shall notify his/her immediate supervisor or the on-duty supervisor of the absence, the nature of the situation and the expected duration of the absence. Notification will be made as far in

advance of the employee's next regularly scheduled shift as possible unless unable to do so because of the serious nature of the illness, injury or other situation. Sick leave with pay shall not be allowed unless such report has been made.

(e) Physician's Statement. When an employee is, by reason of his illness or injury, unable to perform his job with the regularity, efficiency or degree of safety necessary and/or when an employee's illness is at a stage where it may present an unreasonable risk of infection to others, the City may require that the employee absent himself and take sick leave, and, upon City request, provide a physician statement stating that the employee may return to his normal duties without risk of aggravating the illness or injury or that he does not pose a safety risk to the himself or others.

In the event that an employee is off more than three (3) work days under this section, due to his illness or an illness in the family, the City may request, and if so requested, the employee shall provide a physician's statement as to the nature of the illness, the need for the employee's absence, and the estimated duration of absence. *(Updated 3/3/10, Res. 5650)*

(f) Donation of Sick Leave. Upon written request to the City Manager identifying an extraordinary hardship, an employee may be granted the ability to receive sick leave donations from other employees. No guarantee of such a privilege is granted or implied by this policy. Such donation will be authorized only for the sickness, injury or accident of the employee affected, and may not be solicited or utilized for any other authorized sick leave use purpose. Sick leave donations may not be requested until the employee has exhausted all available leave, including sick leave, vacation, compensatory time, holiday time, or any other paid time off benefit accrued to the employee. Donations may be made by any regular employee, so long as the donating employee does not decrease their accrued sick leave balance below 120 hours. Sick leave donated will be converted based on 1 hour of sick leave to the requesting employee for each 2 hours donated. The maximum amount of sick leave donated to the employee may not exceed the paid amount of time necessary for the employee to qualify for disability benefits, or 180 days as provided in this policy. Vacation benefits may be donated to any employee authorized to receive sick leave donations. Terms for vacation donations are provided in Section VIII of this manual.

(g) Termination for Medical Reasons. Employee's absence based on time-loss for an injury or illness that has used a 180-calendar day limit will be terminated for medical reasons and re-employed only when an opening occurs for which the employee is qualified. Near the end of the 180-day time limit a temporarily disabled employee who has a doctor's verification that they will be able to return to work within a short period after the end of the time period may request an extension from the City Manager.

(h) Abuse. Abuse of the sick leave privilege shall be cause for dismissal. Abuse is defined as improper use.

9.5 Sick Leave Without Pay. Upon application by the employee for donation of sick leave that is not granted, or at the exhaustion of donated benefits, an employee may apply for sick leave without pay for the specified period while the employee is disabled due to illness or injury of the employee. When on sick leave without pay all benefit payments are the responsibility of the employee. The City may require a physician's statement on a periodic basis during the period of disability.

9.6 Parental Leave. Parental leave will be granted in accordance with Oregon Revised Statutes and the Family Medical Leave Act. This policy applies to employees who have been employed by the City for a minimum of 180 days immediately prior to the first day of the parental leave of absence

Upon written request, providing at least 30 days prior notice when possible, an employee will receive up to 12 weeks of parental leave with the addition of a child to the family through birth, adoption or placement by foster care. Employee is required to utilize his/her accruals, and may continue on unpaid leave once all accruals are exhausted. If leave without pay is granted all benefit payments are the responsibility of the employee. If an employee does not wish to continue benefit payments, employee will be dropped by the City and when employee returns to work will be treated as a new employee, i.e., benefit payments to be picked up the first of the month after employee is at work a full calendar month. Criteria, Procedure and Return from Leave as covered by Sections 10.1 and 10.11 shall apply to parental leave. While on leave without pay, employee accrues no vacation or sick leave and seniority is "frozen" (loses none, but gains no more).

Following the parental leave period, the employee will be restored to the former or equivalent job without loss of seniority, vacation, sick leave or other employee benefit, which had been earned at the time of the leave.

The City is not required to grant parental leave which would allow the employee and the other parent of the child, if also employed by the City, parental leave totaling more than a 12-week period. *(Updated 3/3/10, Res. 5650)*

9.7 Family Medical Leave. Family Medical Leave shall be granted in accordance with the Federal Family Medical Leave Act (FMLA) and the Oregon Family Medical Leave Act (OFLA). Employees who have been employed an average of 25 hours per week or more for at least 180 days preceding the leave qualify for OFLA protections. Employees are eligible for FMLA protections when they have worked for the City at least 12 months and 1250 hours prior to the leave.

Upon written request with at least 30 days advance notice when possible, excluding emergency situations, an employee will receive up to 12 weeks (480 hours) of medical leave when leave is requested due to the employee's own serious health condition or a qualifying dependent's serious health condition.

OFLA Sick-Child Leave is available when a non-serious health condition of a dependent child requires home care.

Reasonable leave is available when an employee, or employee's child, has been the victim of domestic violence, sexual assault or stalking. This leave includes time to seek legal or law enforcement assistance or remedies, which includes obtaining a protective order, making a report, and etcetera. The leave also covers recovery time, medical treatment, counseling for minor child or dependent, to obtain victim services assistance, to relocate, and to secure an existing home. Certification may be required by the City to invoke leave rights.

An employee requesting medical leave in any of the above circumstances is required to use accrued vacation, sick leave, or other compensatory leave during the leave period. Following the leave period, the employee will be restored to the former or equivalent job without loss of seniority, vacation, sick leave or other employee benefit, which had been earned at the time of the leave. (Note: FMLA reinstatement rights are forfeited if you exceed your family/medical leave entitlement.)

9.8 Service Member Leave. Federal Family Medical Leave Act (FMLA) provides employees up to 12 weeks of FMLA leave time when a family member (spouse, son, daughter or parent) has been notified of an impending call or order to active duty in the Armed Forces or when the service member is notified of an impending call to duty in support of a contingency operation.

Employees may utilize leave under the Service Member Leave on an incremental basis, with proper notice. Certification will be required in all circumstances of Service Member Leave to determine eligibility.

An employee requesting Service Member Leave is required to use accrued vacation, sick leave, or other compensatory leave during the leave period. Following the leave period, the employee will be restored to the former or equivalent job without loss of seniority, vacation, sick leave or other employee benefit, which had been earned at the time of the leave. (Note: FMLA reinstatement rights are forfeited if you exceed your family/medical leave entitlement.)

9.9 Caregiver Leave for Injured Service Member. Federal Family Medical Leave Act (FMLA) provides employees up to 26 weeks of FMLA leave time during a single 12-month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member. A recovering service member is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who suffered an injury or illness while on active-duty that may render the service member unable to perform the duties of the member's office, grade, rank or rating while undergoing medical treatment, recuperation, or therapy, and etcetera.

Employees may utilize leave under the Caregiver Leave on an incremental basis, with proper notice. Certification will be required in all circumstances of Caregiver Leave to determine eligibility.

An employee requesting Caregiver Leave is required to use accrued vacation, sick leave, or other compensatory leave during the leave period. Following the leave period, the employee will be restored to the former or equivalent job without loss of seniority, vacation, sick leave or other employee benefit, which had been earned at the time of the leave. (Note: FMLA reinstatement rights are forfeited if you exceed your family/medical leave entitlement.)

Refer to Administrative Directive Policy 5-33 for additional information regarding Oregon and Federal Family Leave Laws. *(Added new leave laws 3/3/10, Res. 5650)*

ARTICLE X – OTHER LEAVES OF ABSENCE

10.1 Leave Without Pay. The City will consider a written application for leave of absence without pay not to exceed one (1) year if the City finds there is justification to grant such leave and that the work of the department will not be seriously handicapped by the temporary absence of the employee. The City may terminate or cancel such leave by thirty (30) days written notice mailed to the address given by the employee on his written application for such leave. Such leave shall not be approved for an employee for the purpose of accepting employment outside the service of the City; and notice that the employee has accepted permanent employment or entered into full-time business or occupation may be accepted by the City as a resignation. *(Updated 3/3/10, Res. 5650)*

10.2 Jury Duty. Employees shall be granted a leave with pay for service upon a jury; provided, however, that the employee is required to seek all fees due him for such jury duty and turn said fees over to the City, and upon being excused from jury duty for any day an employee shall immediately contact the Department Director or other supervisor for assignment for the remainder of his or her regular work day. Mileage and expenses paid for jury duty will be retained by the employee.

10.3 Appearances. Leave without pay shall be granted for an appearance before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority.

10.4 Required Court Appearances. Leave of absence with pay shall be granted for an appearance before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other order by proper authority compelling his/her attendance under penalty described by law in connection with the employee's officially assigned duties, including the time required for travel to court and return to the employee's headquarters. However, employees shall be required to seek all fees due him/her for such duty and turn said fees over to the City.

10.5 Voluntary Educational Leave. After completing one (1) year of continuous service, an employee, upon written request, may be granted a leave of absence without pay by the City for the purpose of upgrading his/her professional ability through enrollment in educational courses directly related to employment at an accredited school or course of study. The period of such leave of absence shall not exceed one (1) year, but may be renewed or extended upon request of the employee and approval of the Department Director. One-year leaves of absence, with requested extensions, for educational purposes may not be provided more than once in any three (3) year period. His/her replacement shall be considered a temporary employee and not be bound by the normal six (6) month limitation.

10.6 Directed Educational Leave. Employees may also be granted time off with pay for educational purposes, for reasonable lengths of time, to attend conferences, seminars, briefing sessions, training programs, and other programs of a similar

nature that are intended to improve or upgrade the employee's skill and professional ability, when ordered by the employee's Department Director.

10.7 Military Leave With Pay. An employee who is a member of the National Guard or of any reserve component of the Armed Forces of the United States shall be granted a leave of absence with pay for a period not exceeding fifteen (15) days. Such leave shall be granted without loss of seniority, benefit accrual, pay or other benefits; nor shall any employee be discriminated against by the City for exercise of his rights under this section.

Military leave with pay will be granted upon presentation of military orders directing the employee to report to active duty or training. Leave with pay shall not be granted to employees entering military service for extended and indefinite periods of active duty (Ref: ORS 408.290).

The City shall be bound by Federal and State law if any portion of this section is in conflict with the law. (Refer to Administrative Directive Policy 5-17 for additional information.)

10.8 Military Leave Without Pay. An employee filling a regular position shall be entitled to a military leave of absence without pay during a period of service with the Armed Forces of the United States. He/she shall, upon honorable discharge from such service, be returned to a position in the same class as his/her last held position, at the salary rate prevailing for such class, without loss of seniority or employment rights. If it is established that he/she is not physically qualified to perform the duties of his/her former position by reason of such service, he/she shall be reinstated in other work that he/she is able to perform at the nearest appropriate level of the pay of his/her former class. Such employees shall make application for reinstatement within ninety (90) days and shall report for duty within six (6) months following separation from active duty. Failure to comply may terminate military leave. Where an employee voluntarily re-enlists, or extends his/her period of military service, his/her military leave shall be deemed cancelled. The City shall be bound by Federal and State law if any portion of this section is in conflict with the law. (Refer to Administrative Directive Policy 5-17 for additional information.)

10.9 Peace Corps Leave Without Pay. Any public officer or employee shall be granted a leave of absence without pay for at least two years while serving as a volunteer in the Peace Corps. Upon expiration of the leave the public officer or employee shall have the right to be reinstated to the position held before the leave was granted and at the salary rates prevailing for such positions on the date of resumption of duty, without loss of seniority or other employment rights, if any. Failure of the officer or employee to report within 90 days after termination of his/her service shall be cause for dismissal. (Ref: ORS 236.040)

10.10 Disability Leave Without Pay. Upon application by the employee leave without pay may be granted by the City for any remaining period of the disability after the employee's accrued extended illness leave has been exhausted. When on leave without pay all benefit payments are the responsibility of the employee. The City may require a physician's statement on a periodic basis during the period of disability.

10.11 Return From Leave. Any employee who is granted a leave of absence without pay under this article and who for any reason fails to return to work at the expiration or termination of said leave of absence shall be considered as having resigned his/her position with the City, and his/her position shall be declared vacant; unless the employee prior to expiration of his/her leave of absence or prior to the termination date has furnished evidence that he/she is unable to work by reason beyond his/her control, and seeks an extension of leave for such reason. Such a request for extension shall be in writing. An extension shall be granted only for a specified period of time, and only if the City determines that the request is reasonable and justified, and that the extension may be granted without unduly handicapping the operation of the department.

Requests for leaves of absence under this section shall be in writing on a form provided by the City. The form shall contain the name of the employee, the effective date of the absence, the number of days of absence, the purpose of the absence, and signature lines for City. The purpose of the request form will be to eliminate misunderstanding as to the purpose, dates and length of absence. (Refer to Administrative Directive Policy 5-17 for additional information.)

10.12 Administrative Leave. Exempt employees shall also be eligible for Administrative Leave at the rate of two (2) days per calendar quarter on a "use it or lose it" basis. *(Modified 12/8/08, Res. 5427)*

ARTICLE XI – PAY PLAN AND COMPENSATION

11.1. Pay Plan. The Personnel Officer shall prepare a compensation plan, which shall prescribe a minimum, a maximum and any intermediate rates of pay appropriate for each class.

11.2. Rate of Pay. The rate or range for each class shall equitably reflect the difference in duties and responsibilities and shall be related to compensation for comparable positions.

11.3. Analysis of Pay Plan. The Personnel Officer shall compare City salary rates, compensation policies and personnel developments with those of other comparable public and private employers.

11.4. Maintenance of Pay Plan. The Personnel Officer shall examine the salary range for each classification to ascertain whether established ranges are appropriate and shall submit recommendation for amending the pay plan to the Council after conferring with affected employee groups.

11.5. Appointee Compensation. Upon initial appointment to a position, the employee shall receive the minimum salary for the class to which the position is allocated. However, in the cases when unusual difficulty in filling the vacancy is experienced, or when the appointee is exceptionally qualified, the Personnel Officer may cause the appointment to be made at a salary level above the minimum, but not more than the maximum for the class.

11.6. Payment Upon Classification Change. When an employee's salary is changed due to demotion or promotion, all accrued salary and overtime pay shall be converted to cash at the rate earned. In the case of accumulated compensatory time, the employee may elect to have a cash payment or have the hours at the rate earned.

11.7. Pay Periods. Pay periods shall be on a bi-weekly basis and pay checks shall be received every other Friday for the pay period ending on the preceding Saturday.

11.8. Hourly Rates. Hourly rates of pay may be used for those classes or positions where conditions of employment warrant. Hourly rates of pay shall be based on the established bi-weekly rates for the classes involved divided by 80 hours.

11.9. Personnel Evaluation.

A. General. All employees shall be evaluated, using prescribed personnel evaluation forms. All new employees shall be evaluated before they reach regular status, and regular employees shall be evaluated to provide a guideline for the Department Director relative to salary increases and job performance. Once an employee successfully completes his/her probation period, he/she should be evaluated at least once each year prior to his/her anniversary date.

B. Use of Evaluation. Personnel evaluations are to be used as a means of communicating to employees their strengths and weaknesses in the performance of their assigned duties. Supervisors are to review with their individual employees the performance factors rated and should

stress areas of commendation and areas needing improvement. Specific recommendations on ways of improving performance should be provided. Performance ratings become a part of the employee's work history and are kept in the employee's personnel file.

C. Employee Dissatisfaction with Rating. If substantial disagreement exists between the employee and the supervisor's evaluation of the employee's work performance, the employee may submit a statement in writing to the Department Director stating the reasons for disagreement in as specific detail as possible. A copy of the statement to the Department Director by the employee may be filed with the Human Resources Department, and will be attached to the performance rating in question as a permanent part of the employee's file.

11.10 Administration of Pay Plan.

A. Salary Increases. The following types of salary increases are available to all City employees except members of collective bargaining units. Increases are not automatic but shall be recommended by the Department Director to the City Manager.

1. Probationary Increase for New Employees. A new employee shall be eligible for advancement to the next step of the salary range for their classification upon satisfactory completion of the probationary period.

2. Promotional Increase. When a present employee is promoted, such employee's pay shall be increased a minimum of 5% above their previous pay rate. A new anniversary date is established at the time of promotion upward. (*Updated 11/16/16, Res. 16-xx)*

3. Merit Increase. Upon completion of 12 months of satisfactory job performance following the most recently established anniversary date, an employee is eligible for a one-step salary increase. This raise is to recognize average and above-average performance.

   Department Directors are eligible for a half-step salary increase to recognize average performance and a one-step salary increase for above-average performance. (*Updated 11/16/16, Res. 16-xx)*

4. Exceptional Increases. The City Manager may approve an exception to the general rules regarding salary increases where circumstances warrant such action. (*Updated 11/16/16, Res. 16-xx)*

5. Reclassification Increase. Whenever the duties of a position change materially and a position is reclassified, the employee in that position is reclassified, the employee in that position shall be reclassified at the same step employee is at presently or the step providing at least a 5% increase above his or her present salary. No change in anniversary date shall be made and no probationary period shall be served providing employee has

already served his/her probationary period and has been performing the duties satisfactorily.

6. Cost of Living Adjustments. The City Council may annually consider a Cost of Living Adjustment (COLA) for all employees not covered by collective bargaining units. Such adjustment is traditionally awarded effective January 1st. The calculation of such COLA is traditionally determined by using the CPI-Urban Wage Earners and Clerical Workers – U.S. City average, for the twelve (12) month period ending October of the preceding year. (For example the 12-month average of CPU-I for November 2005 through October 2006 was 3.43 and approved by Council to be effective January 1, 2007). *(Added 5/23/07, Res. 5225, Updated 3/3/10, Res. 5650)*

B. Salary Decrease. The following types of salary decreases may occur:

1. Reclassification Decrease. If an employee is reclassified to a class with a lower salary range for reasons which do not reflect discredit on his employment record, his salary rate may remain the same unless such action would violate Section 11.2.

2. Demotion Decrease. Demotion for cause will ordinarily result in a corresponding reduction in salary.

C. Transfer. Normally, when an employee is transferred, the rate of pay remains the same.

ARTICLE XII – HEALTH AND WELFARE BENEFITS

12.1 Types. Each full-time employee[1] shall be covered with the following benefits subject to the terms and conditions of the benefit policy. The City may revise, modify, terminate or replace benefit programs so long as any such action is done in compliance with applicable state or federal laws.

(a) Medical, Dental and Vision. The City agrees to provide medical, dental and vision insurance benefits subject to the terms and conditions of this policy, council approval and employee cost sharing. In addition to cost sharing already in place, the City and the employee agree to split 50/50 any premium increase above 10%. Benefits are subject to change at any time and from time to time.

(b) Life and Accidental Death and Death Dismemberment Insurance. The City agrees to provide life and accidental death insurance benefits.

Sworn Police and Fire personnel receive an additional$10,000 Statutory Life insurance benefit immediately effective the date of hire..

All regular, full-time employees may apply for additional voluntary life insurance for themselves, their spouse, and/or their dependents at the employee's own expense under this program. .

Police Reserves and Firefighter Interns receive $10,000 Statutory Life insurance, which becomes effective immediately upon becoming a volunteer or reserve.

In the event of a member's death benefits will be paid in accordance with the carrier's contract to the beneficiary designated by the employee. The beneficiary may be changed whenever the employee wishes.

(c) Long Term Disability. The City agrees to provide long-term disability insurance to all eligible full-time employees

(Updated 3/3/10, Res. 5650, 12/17/12, Res. 6022)

12.2 Continuation of Hospital and Life Insurance Coverage Benefits for Permanently Disabled Employees.

(1) Any employee permanently disabled and retired from City employment before age 65 will continue to receive life insurance benefits provided by the City for those in the employee classification until the employee reaches age 65. Employee should apply for waiver of premium with current insurance carrier as soon as disability is determined. The same life insurance benefits are extended, at the option of and at the expense of the employee, to the dependents of the permanently disabled employee until the employee reaches age 65.

(2) The health insurance premium for any employee who has been continuously employed on a regular basis for six consecutive months or longer who becomes totally and permanently disabled shall, after the

[1] A full-time employee for the purpose of Health & Welfare Benefits is an employee whose regular schedule is at least 32-hours per work week.

determination of such disability, be waived for the period of total and permanent disability commencing after such determination, but not to exceed two years. During the period of waiver, the employee and covered eligible dependents shall be entitled to all benefits of this contract as if premium was being paid. Upon conclusion of such disability or the two-year period, whichever occurs first, the employee and/or covered dependents may convert, at their own expense, to the plan then being offered as a conversion policy by the City's insurance carrier.

12.3 Public Employees Retirement System. The City provides retirement benefits to all eligible employees, the systems is PERS of the State of Oregon. Employees are required to enroll in PERS in accord with requirements set by PERS.

(1) The employee's contribution to PERS of 6% of subject wages shall be paid by the City effective July 1, 2007. *(Amended 7/2/07, Res. 5225)*

12.4 Integration with Worker's Compensation. When an injury occurs in the course of employment, the City's obligation to pay under this sick leave article is limited to the difference between any payment received under Worker's Compensation laws and the Employee's regular pay minus state and federal deductions. In such instances, no charges will be made against accrued sick leave for 90 calendar days. After 90 days, prorated charges will be made against accrued sick leave. *(Updated 3/16/11, Res. 5782)*

12.5 Sick Leave Conversion Program. For each full year of regular full-time service as an employee of the City, each full-time regular employee upon death in service or who terminates employment in good standing after 10 or more years service shall receive, or his designated program beneficiary shall receive, cash compensation totaling 2.5% times each full year of service of that employee's accumulated sick leave hours upon termination or death at a rate equivalent to that employee's gross hourly salary upon termination or death as described above.

12.6 Retirement.

1. An employee who meets PERS requirements for retirement and elects to retire from City employment and immediately upon retirement commence receiving benefits from PERS may be eligible for continued family medical insurance coverage (Coverage) under the City's current group medical insurance program (Program).

2. To be eligible for coverage the employee must not be eligible for Medicare at the time of retirement.

3. The Coverage will continue for 48 calendar months from date of retirement until such time as the retiree dies, or reaches Medicare eligibility, or enters employment where insurance is provided, or within 18 months of retirement the retiree applies for and is paid unemployment compensation.

4. Persons who are eligible dependents of the employee (as defined by the insurance carrier) at the time of the employee's retirement may remain

on the policy during the Coverage until the period of 48 months has elapsed or until such time as they become eligible for Medicare, or until the dependent no longer meets the eligibility criteria of the insurance carrier, whichever occurs first.

5. The employee shall be responsible for the portion of the monthly premium, in accord with the manner in which the premium was shared between the City and the employee at their time of retirement. For example, if at time of retirement the insurance cost sharing in place was 92.5% employer and 7.5% employee, that same cost sharing would apply for the 48 month period, or a lesser period as noted herein during which coverage is provided. If at time of retirement the cost sharing was a cap of $750 with a 50/50 split, that same cost sharing would be applied to the retiree's responsibility for premium costs.

6. Employees hired on or after January 1, 2007, are not eligible for the 48 months of Coverage at time of PERS retirement election, except as agreed to in signed labor union contracts between the City and labor unions.

7. Eligibility for retirees, or their dependents, or both to exercise their rights as to COBRA benefits is not affected or altered by these retirement provisions.

8. Retirees shall have the option to pay group dental premiums themselves if permitted by the insurance carrier and are concurrently enrolled in the Program.

9. An employee planning to retire should give notice thereof to the Human Resources Department at least 60 calendar days prior to the retirement date.

ARTICLE XIII – SEPARATION IN GOOD STANDING

13.1 Layoff. A Department Director may separate an employee without prejudice because of changes in duties in the organization, lack of funds, curtailment of work, or for any other legitimate reason as determine by the City. The conditions of reduction in forced layoff shall be as follows:

1. Job knowledge;
2. Attendance, safety and disciplinary records;
3. Licenses, registration and/or certifications;
4. Efficiency of City operation.

Evaluation of these facts is at the City's discretion. When all the factors are equal, the City will layoff or reduce the hours of the employee with the least length of service. *(Updated 3/3/10, Res. 5650)*

13.2 Recall from Layoff. There is no right to recall; however, this does not limit the City from recalling an employee. *(Updated 3/3/10, Res. 5650)*

13.3 Temporary Interruption of Employment. Any temporary interruption of employment because of adverse weather conditions, shortage of supplies, or for other unexpected or unusual reasons, which does not exceed 10 days, shall not be considered a layoff, and at the termination of such conditions, employees are to be returned to employment. Such interruptions of employment may be chargeable to accrued vacation leave or may be recorded as leave without pay.

13.4 Resignation. To resign in good standing, an employee shall give the appointing power not less than 10 working days prior notice of such resignation unless the appointing power agreed to permit a shorter period of notice because of extenuating circumstances. The notice of resignation shall be in writing and shall contain the reasons for leaving the City service.

Upon receiving an employee's resignation, an exit interview form shall be provided to the employee for completion and return to the Human Resources Department. The employee's comments will be discussed during the exit interview and will be included in the employee's personnel file. *(Updated 3/3/10, Res. 5650)*

ARTICLE XIV – DISCIPLINE AND DISCHARGE

14.1 Discipline. No regular employee as defined in Article 1.4(x) and listed in Article II, Recognition, Groups A, B and C, may be disciplined or discharged except for just cause. Except as outlined in Section 14.4 below, discipline shall be progressive in nature beginning with a written warning notice or written reprimand and thence to any of the other forms of discipline listed in 14.3. This section shall not be construed to prohibit or abridge the City's right to oral reprimand. Any such written warning notice or reprimand shall specify the misconduct for which the written warning or reprimand was given and if applicable shall also specify any departmental rules, regulation or policies violated. *(Updated 11/16/16, Res. 16-xx)*

14.2 Just Cause. Disciplinary action may be imposed upon any employee for just cause, which shall include but not be limited to:

(1) Immoral, illegal or other conduct which is a direct hindrance to the employee's effective performance of such employee's City function; or

(2) Serious infractions of safety rules as outlines in City Safety Policy; or

(3) Failure of an employee to effectively fulfill his/her duties and responsibilities as an employee.

(Updated 3/16/11, Res. 5782)

14.3 Form of Discipline. Disciplinary action for just cause shall be limited to the following:

(1) Written warning notice or reprimand.

(2) Suspension.

(3) Demotion and/or reduction in pay.

(4) Discharge.

14.4 Immediate Imposition of Discipline. Disciplinary action may be imposed without a warning notice or written reprimand when the reason for disciplinary action is such that a failure to take immediate action would not be reasonable and prudent. Immediate action will be considered reasonable in matters exemplified by but not limited to possession or under the influence of intoxicants or drugs, fighting, or dishonesty.

In such cases where immediate disciplinary action is taken the employee may be suspended immediately while the charges are investigated and a decision is made as to the type of disciplinary action to be imposed. The City will not take an unreasonable length of time to investigate and make a determination in the matter pending before it. If the employee is cleared of the charges by the City, the affected employee will be reinstated immediately without loss of pay or other benefits. In the case where discharge or demotion, or reduction in pay is the disciplinary action imposed following the investigation of the City, the effective date will be the date of suspension.

14.5 Written Notice to Appear. Whenever any employee is required to appear before the City Manager, or his designee, concerning any matter which could adversely affect the continuation of the employee in his office, position or employment, or the wages or any increments pertaining thereto, then such employee shall be given prior notice of the reason for such a meeting or interview. Union members shall be entitled to have a representative present, and all employees shall be entitled to have their legal council present to advise him and represent him during such meeting or interview. *(Updated 3/3/10, Res. 5650)*

14.6 Manner of Discipline. The City, in disciplining an employee, shall make every reasonable effort to impose such discipline in a manner that will not embarrass or humiliate the employee before other employees or the public.

14.7 Probationary Employee. A probationary employee may be discharged with or without cause.

14.8 Notice of Discipline or Discharge. A written record shall be made of any disciplinary action taken against an employee and placed in the employee's personnel file which shall be maintained by the Human Resources Department. The employee must sign any such notice before it is placed in his/her file. The employee shall receive prompt written notice of any disciplinary action taken; such notice shall include the full written record of such action; the specific charges or offenses, including references to written rules and regulations, and type of penalty.

14.9 Grievances. Any disciplinary action imposed upon an employee, if protested, shall be protested only as a grievance through the Grievance Procedure, Article XV.

ARTICLE XV – GRIEVANCE PROCEDURE

15.1 Policy. It is the policy of the City to assure its employees, through the use of a formalized procedure, a method whereby they may have their grievance considered as fairly and as rapidly as possible without fear of reprisal.

15.2 Procedure. The following steps shall be followed in submitting and processing a grievance:

(a) Step 1. The aggrieved employee or group of employees shall orally present the grievance to the immediate supervisor within ten (10) working days of its occurrence, not including the day of occurrence. The supervisor shall give his oral reply within ten (10) working days of the date of presentation of the grievance, not including the date of presentation.

(b) Step 2. If the grievance is not settled in Step 1, it shall be prepared in detail, shall be reduced to writing, shall be dated, shall be signed by the aggrieved employee or group of employees and shall be presented to the Department Director within ten (10) working days after the supervisor's oral reply is given, not including the day the answer is given. The Department Director shall reply in writing to the grievance within five (5) working days of the date of the presentation of the written grievance, not including the day of presentation.

(c) Step 3. If the grievance is not settled in Step 2, the written grievance shall be presented along with all pertinent correspondence, records and information accumulated to date to the City Manager within seven (7) working days after the Department Director's response is given, not including the day the response is given. The City Manager will meet with the aggrieved employee or group of employees, the immediate supervisory personnel and the Department Director. The City Manager shall reply to the grievance in writing within five (5) working days of the date of presentation of the written grievance. The decision of the City Manager shall be final and binding on the employee or the group of employees. Nothing in this Article shall preclude an employee or group of employees from pursuing their Constitutional or Statutory rights in an appropriate Court of Law.

(Updated 3/16/11, Res. 5782)

15.3 Time Limits. If the grievance procedures are not initiated within the time limits established by this section (the time limits will be deemed to have been met if postmarked by the proper date), the grievance shall be considered not to have existed. Any grievance not taken to the next step of the grievance procedure shall be considered settled on the basis of the last reply made and received in accordance with the provisions of this section.

If the City's management fails to meet or answer any grievance within the time limits prescribed for such action by this section, such grievance shall automatically advance to the next step. If the City's management fails to meet or answer any grievance on the last step of the grievance procedure within the time limits for such action by this section, it shall be deemed that the City's

management has considered the grievance to be in favor of the grievant and shall resolve the matter accordingly.

The time limits prescribed in this section for the initiation and completion of the steps of the grievance procedure may be extended by mutual consent of the parties so involved. Likewise, any step in the grievance procedure may be eliminated by mutual consent. Mutual consent shall be indicated in writing and shall be signed by all parties involved.

ARTICLE XVI – EMPLOYEE TRAINING

16.1 Orientation of New Employees. Department Directors are encouraged to familiarize new employees with their obligations and rights, and to inform them about the general function of City government.

16.2 General Training Activities. The City Manager and Department Directors shall encourage and promote training opportunities for employees and supervisors to the end and that services they render to the City may be made more effective. The Human Resources Department shall assist Department Directors in meeting training needs of their department; and in cooperation with Department Directors shall encourage the development of departmental training programs designed to meet personnel needs, and to prepare employees for promotion to positions of greater responsibility.

16.3 Time of Training Periods. Training programs may be conducted either during or after regular working hours or both.

16.4 Reimbursement of Tuition or Fees. If the City directs any employee to attend any formal training course, all tuition, books and incidental fees will be paid in full by the City within budgetary limitations.

16.5 Education. Up to fifty percent of the tuition and fees associated with educational courses, which are related to a regular employee's job may be available. This does not apply to classes required by and, therefore, paid for entirely by the City. (Refer to Administrative Directive Policy 5-22 for program rules and requirements.)

(Updated 3/16/11, Res. 5782)

ARTICLE XVII – PERSONNEL FILE

17.1 Maintenance. The Human Resources Department shall maintain the official personnel file.

17.2 Notice of File Contents. Each employee shall read and sign all written material that is placed in his/her personnel file following his/her date of hire. This will include disciplinary action, merit or job evaluations and letters of commendation. Signing will not necessarily indicate agreement with the content of the item signed.

17.3 Response. An employee may respond in writing to any item placed in the employee's personnel file and said response shall become part of said file after it has been initialed by the City Manager or his designee.

17.4 Copies. Employees shall have the right, upon request, to review and obtain, at their own expense, copies of the contents of their personnel file, exclusive of materials placed in the file or received by the City prior to the employee's date of hire. ORS 652-750 requires employers to provide personnel records within 45 days of the request for copies.

17.5 Confidential file. The official personnel file is confidential and shall be accessible only to: (1) the employee or others authorized in writing by the employee to have access to the file; (2) supervisors or Department Directors, the City Manager, the Human Resources Director or others with administrative responsibility; (3) persons responsible for the maintenance of the files; or (3) under the requirements of a Court order or in compliance with state or federal laws or regulations. *(Updated 3/3/10, Res. 5650)*

ARTICLE XVIII – MILEAGE AND PER DIEM

18.1 Mileage. Employees required by the City to report for special duty such as schools, conferences, training and legislative hearings, requiring the use of his personal automobile for transportation to such location shall be compensated for the mileage at not less than that rate set by the City Manager. In no event shall the rate of compensation be less than is being paid on the effective date of these rules. (Refer to Administrative Directive Policy 6-2 for additional information regarding mileage.)

18.2 Per Diem. When an employee's duties require him to travel outside the City, the City agrees to pay the employee reasonable costs for food and lodging in accordance with rules established by the City Manager. (Refer to Administrative Directive Policy 6-2 for additional information regarding per diem.)

18.3 Other Transportation. When an employee is required to use public transportation other than his private vehicle such as air, train, bus or taxi, the actual expenses including taxes and other charges shall be advanced the employee if possible and if not advanced, shall be reimbursed to the employee upon presentation of purchase order with receipts attached to the City.

18.4 Use of City Vehicles. No City vehicle shall be used for the transportation of employees to and from their residences or for other personal uses with the exception of instances where a Department Director has given an employee specific approval to use the vehicle to attend an after-hours scheduled City meeting or travel to and from a scheduled work task, or be on-call for emergency response. Vehicles that have been assigned to an employee by the City Manager or his Department Director may be used going back and forth to work but are not to be used for personal business nor by members of the employee's family.

ARTICLE XIX – MISCELLANEOUS PROVISIONS.

19.1 Uniform, Clothing and Equipment. Uniforms (as required), and other protective clothing or safety wear and equipment required for an employee by law or by the City shall be provided by the City. Employees thus provided shall wear such uniforms, other protective clothing and safety wear in the manner required by law or the City. No employee shall wear or use any such protective clothing, uniforms or safety wear provided by the City save and except on the job, however old clothing, not in City use could be worn by employees provided the labels be taken off. The City will consider working conditions when determining uniform requirements. Employee shall maintain uniforms and equipment supplied by City except police personnel who have a cleaning allowance and field service personnel for coveralls only.

19.2 Outside Employment. No full-time employee shall accept outside employment whether part-time, temporary or regular, without the prior written approval from his Department Director. Each change in outside employment shall require separate approval. To be approved, outside employment shall:

(b) Be compatible with the employee's City work;

(c) In no way detract from the efficiency of the employee in his/her City work; and

(d) In no way conflict with the interest of the City or be a discredit to the City.

Employees shall not utilize City equipment, facilities, supplies and materials for the conduct of such outside employment. *(Updated 3/3/10, Res. 5650)*

19.3 Safety. All employees have the primary responsibility to abide by required safety and health procedures and practices, and to actively participate in maintaining a safe and healthy work environment. All employees will be expected to follow established rules and procedures, and report unsafe conditions and accidents to their Supervisor. Supervisors are expected to relay that information up the chain of command to the level necessary to assure that appropriate corrections are made.

For specific departmental policies and procedures, employees should refer to the Safety and Loss Control Manual. This Manual has been developed to provide standards and policies that will assist departments in the prevention of accidents and injuries, while maintaining compliance with federal, state, and local governing agencies. This program also details accident reporting requirements, employee expectations, and other specific safety issues.

The City has a Safety Committee and its purpose is to assist management in creating and maintaining a safe work environment for all employees. The Committee is composed of members that represent each major employee group within the City. *(Added 3/3/10, Res. 5650)*

ATTACHMENT "A"

EFFECTIVE

November 26, 1986

Chapter 5

Policy 5-5

SEXUAL HARASSMENT

The purposes of this directive are to stress the organization's position on sexual harassment and to identify the complaint procedures available to victims, as well as the disciplinary penalties that could be imposed for sexually harassing conduct or behavior.

Statement of Policy

Applicability

This directive applies to all employees (regular, temporary, seasonal or part-time) and volunteers of the City of Grants Pass.

In General

It is illegal and against the City of Grants Pass' policy for any worker, male or female, to harass another worker by; making unwelcome sexual advances, or requests for sexual favors, or other verbal or physical conduct of a sexual nature; making sexual favors a condition of any worker's employment; using a worker's submission to or rejection of such conduct as the basis for or as a factor in any unemployment decision affecting the individual; or otherwise creating an intimidating, hostile, or offensive working environment by such conduct.

The City of Grants Pass will not condone any sexual harassment of its employees. All workers, including supervisors and managers, will be subject to discipline, up to and including discharge, for any act of sexual harassment they commit. The City of Grants Pass will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.

Employees who feel victimized by sexual harassment should report the harassment to their supervisor immediately. If the worker's immediate supervisor is the source of the alleged harassment, the employee should report the problem to the supervisor's superior or the personnel officer.

Supervisors and managers who receive a sexual harassment complaint should carefully investigate the matter, questioning all employees who may have knowledge of either the incident in question or similar problems. Both the complaint and the investigative steps and findings should be documented as thoroughly as possible.

Employees who are dissatisfied with the investigating manager's resolution of a sexual harassment complaint may file a complaint using the City of Grants Pass' grievance procedure. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.

J. Michael Casey, City Manager

JMC/jc

CF#: 86-207

Item: Resolution authorizing the City Manager to close certain streets for holiday events. Date: November 16, 2016

SUBJECT AND SUMMARY:

Towne Center Association (TCA) has historically provided a Christmas tree in the core downtown area for community members, visitors and merchants to enjoy.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal of **ECONOMIC OPPORTUNITIES** by encouraging downtown events.

CALL TO ACTION SCHEDULE:

Call to Action Schedule: November 16, 2016

BACKGROUND:

TCA is requesting to close 5th Street between 'G' Street and the alley, November 17, 2016 – January 4, 2017 for holiday events. They are also requesting to close 'G' Street from 4th Street to 6th Street on November 25, 2016 for a tree lighting celebration and Santa's arrival, between the hours of 4:00 p.m. and 11:00 p.m.

TCA sends each affected business a notice of the street closure and they are included in the planning process. TCA will conduct the closure as required by the Grants Pass Public Safety Department to provide a safe environment for the tree lighting celebration.

COST IMPLICATION:

There is no direct cost to the City.

ALTERNATIVES:

An alternative to the suggested closure could be to place a tree in a different location in the core downtown area.

RECOMMENDED ACTION:

It is recommended the City Manager be authorized to close "G" Street, for the Towne Center Association's Tree Lighting Celebration, November 25, 2016 between the hours of 4:00 p.m. and 11:00 p.m.

POTENTIAL MOTION:

I move to authorize the City Manager to allow the street closure on "G" Street between 4th and 6th Streets for a tree lighting celebration and 5th Street between 'G' Street and the alley for holiday events.

ITEM: 3.b. RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE CERTAIN STREETS FOR HOLIDAY EVENTS.

SUMMARY OF EVENT DESCRIPTION

Event Title Holiday Plaza

Detailed description of your event, including a timeline:
Tree lighting & Santa's arrival. We will light a 40 ft tree on November 25th 2016. We will have "Santa's house" on the street also which will stay on sight for the holiday season.

Will there be an admission charge? ☐ Yes ☒ No

If yes, what will the admission charge be? _____

Location (be specific, park name and location, street name, etc.):
The location is "5th" Street between "G" st & alley. from 11/7/16 - 1/4/17. "G" St from 4th St to 6th on 11/25/16 for tree lighting from 4 p.m. to 11 p.m.

Event Category (Check all that apply)

☐ Art Show	☐ Cultural	☐ Festival/Celebration	
☐ Athletic/Recreation	☐ Dance	☐ Flea Market	
☐ Block Party	☐ Educational	☐ Live Animals	
☐ Carnival	☐ Exhibits/Misc.	☐ Museum Special Attraction	
☐ Circus	☐ Fair	☐ Parade/Procession/March	
☒ Concert/Performance	☐ Farmer/Outdoor Market	☐ Sidewalk event	☐ Other (be specific) _____

Participants Estimated Total _____ Per Day _____

DATE/TIME

Event Starts Date 11/7/16 Time _____ Day of Week Thursday

Event Ends Date 1/4/17 Time _____ Day of Week Wednesday

CONTACTS

Host Organization: Grants Pass Towne Center Association
Contact Name (Required): Christie Swafford
Second Contact Jeff Voigt
Telephone: _____ **Cell Phone** _____
Web Address: _____
E-mail address: _____

Yes ☑ No ☐ Is this an annual event?
Yes ☑ No ☐ Do you anticipate this to be an annual event?
How many years have you been holding this event? 13+ yrs
Previous Location(s) Towne Center Plaza
Contact Number: _____ - Christie Swafford

ORGANIZATION STATUS/PROCEEDS/REPORTING

Yes ☐ No ☒ Is the Host Organization a commercial entity?

Yes ☒ No ☐ Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status to your application.

Yes ☐ No ☒ Will there be vendors at the event?
If yes, what fees will you charge the vendors? _____

You will be required to provide a list with the name of each vendor and contact information for the vendor no later than 48 hours prior to the start of the event. This information shall be provided to Utility Customer Service.

Vendors who will be serving food or beverages will be required to provide Certificates of Insurance naming the City as an additional named insured. Likewise, vendors providing activity items such as bounce houses, climbing walls and similar activities are also required to provide the City with a Certificate of Insurance.

You are encouraged to provide the vendor list and required Certificates of Insurance as early as possible. You can update the list up to 48 hours prior to the start of your event.

APPLICANT AND HOST ORGANIZATION INFORMATION

A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted with your permit application.

Host Organization Grants Pass Towne Center Association

Chief Officer of Host Organization Jeff Voigt

Applicant Name: Christie Swafford

Address 302 SE H St.

City Grants Pass State OR Zip 97526

Telephone Day _____ ing _____ Fax _____ Cell _____

SAFETY AND SECURITY PLAN:

The safety and security of event participants, spectators and others is your paramount concern. Please provide a safety and security plan, which shall address the items described below. The plan should include specifics as to numbers and location of security personnel and traffic control.

STREET CLOSURE INFORMATION

Will your event require closing a public street or public parking lot? Yes ☒ No ☐

If yes, is this a parking lot? Yes ☐ No ☒

Is this a public street? Yes ☒ No ☐

SITE PLAN/ROUTE MAP

Your **attached** event site plan/route map should include the information requested below. If an item does not apply to your event, please indicate so.

Yes ☑ **No** ☐ An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.

Yes ☑ **No** ☐ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. If available, the Streets Department will loan out barricades. Pick up and drop off times should be arranged at least 1 week prior to your event. Contact Steve Scrivner, Streets Department, at 541-450-6125.

Yes ☑ **No** ☐ **Adequate number of garbage cans, recycle containers, parking, restroom/porta-toilet facilities, and waste stations. Indicate a legend for the above items, how many and where they are to be placed. Also indicate adequate parking provisions and provisions for the clean up and removal of the above items.**

Yes ☑ **No** ☐ Other related event components not listed above.

ENTERTAINMENT AND RELATED ACTIVITIES

As an event organizer, you must be certain that all event related activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of law www.grantspassoregon.gov. Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance.

The City reserves the right to impose reasonable conditions and restrictions upon events using sound amplification equipment, horns, sirens, or similar noise making equipment or devices, including without limitation, conditions and restrictions relating to noise levels, time of day, duration, and location relative to residential zones, hospitals, schools, churches, or assisted living facilities.

Yes ☑ **No** ☐ Are there any musical entertainment features related to your event?
If yes, provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Yes ☑ **No** ☐ Will sound amplification be used?
If yes, start time 5pm Finish time 9pm

What is the approximate distance between the amplified sound source and nearby residences?

Yes ☐ **No** ☑ Do you plan to have a dance component to either live or recorded music at your event?
If yes, please describe: _____

Please describe the sound equipment that will be used for your event

Yes ☐ **No** ☑ Will inflatables, hot air balloons, bounce houses, climbing walls or similar devices be used at your event? If yes, please describe

Certificates of insurance may be required for bounce houses, climbing walls, hot air balloons and similar activities.

Yes ☑ **No** ☐ Will your event be held during the evening hours.

ENTERTAINMENT AND RELATED ACTIVITIES (cont).

Yes ☐ No ☑ Is lighting necessary? Yes ☑ No ☐ Is lighting provided?

Yes ☐ No ☑ Will you require electricity or water? If yes, describe your needs and sources for electrical power and water.

Yes ☐ No ☑ Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

If yes, please describe
Please be aware that the use of these items must be under the supervision of a licensed pyrotechnic and require a permit or approval from the Oregon State Fire Marshall. For more information, contact Fire Prevention at 541-450-6200.

Yes ☑ No ☐ Will your event include the use of any signs, banners, decorations, or lighting?
If yes, please describe Signs, Christmas lights & decor.
Please be aware that the use of any of these items may require additional permits.

SANITATION, TRASH REMOVAL AND HYGIENE PLAN.

Please describe your plan for providing that adequate bathroom facilities, hand washing stations, and trash collection and removal will be provided during your event. D & D will be contracted for 2 porta potties per this event, Volunteers will keep the area clean.

Yes ☐ No ☑ Do your event plans include any casino games, bingo games, drawings or lottery opportunities? If yes, please describe

MARKETING AND PUBLIC RELATIONS

Please ensure that you have conditional approval of your event before you begin to promote market or advertise the event. If you plan to include radio, television or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items. Items of particular concern are those that may damage public and private property, violate city sign code ordinances, or which may be difficult to clean or remove from the venue.

Yes ☑ No ☐ Is this event marketed, promoted, or advertised in any manner?
If yes, please describe Print, Radio & Social Media

Yes ☐ No ☑ Will there be live media coverage during the event?
If yes, please describe

Yes ☐ No ☑ Will media vehicles be parked within the event venue?
If yes, please describe safety plan

Yes ☐ No ☐ N/A Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?
If yes, please describe

ALCOHOL

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State and City. Alcohol is permitted only under limited circumstances in City Parks. For more information regarding alcohol in City Parks contact: Parks and Recreation at 1750 NW Hawthorne Avenue, Grants Pass, OR 97526, 541-471-6435. For more information regarding alcohol permits and licenses, contact: City Finance Department at 541-450-6020.

Yes ☐ **No** ☑ Does your event involve the use of alcoholic beverages?

If yes, please check all that apply:

- ☐ Free/Host Alcohol
- ☐ Alcohol Sales
- ☐ Host and Sale Alcohol
- ☐ Beer
- ☐ Beer and Wine
- ☐ Beer, Wine and Distilled Spirits

Certificates of insurance will be required from all alcohol vendors.
Please describe your safety and security plan to ensure the safe sale or distribution of alcohol at your event.

_____

_____

FOOD CONCESSIONS OR PREPARATION

Food facilities and handling must meet state, county, and city laws and regulations. Food handler permits are provided by the county. For information regarding food handler permits, contact the Health Department at 541-474-5325.

Yes ☐ **No** ☑ Does your event include food concession and/or preparation areas?
If yes, please describe how food will be served and/or prepared.

_____

_____

_____

Yes ☐ **No** ☑ Do you intend to cook food in the event area?

If yes, please specify method:

- ☐ Gas
- ☐ Electric
- ☐ Charcoal
- ☐ Other (specify)

_____

_____

Certificates of insurance will be required from all food vendors.

MITIGATION OF IMPACT

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on park landscapes, pedestrian and vehicular traffic, other users, adjoining property owners and neighbors that may be affected by your activities. Your plan should identify all mitigating measures which you intend to utilize to avoid or minimize the impacts your event will generate and which will provide a safe and secure environment.

The City requires that adjoining property owner, residents and businesses be notified at least one week prior to your event.
Off pavement driving is prohibited without prior written permission. Organizers will be liable for all damages caused by the event.

Yes ☑ **No** ☐ Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. This list shall be provided prior to the issuance of your permit. If no, please explain_____

_____

Yes ☑ **No** ☐ Do you have a sample of any notice that you propose to distribute at least one week prior to your event?
If yes, please attach. If no, please explain

_____

_____

NEIGHBORHOOD BLOCK PARTY

Applications shall be accompanied by the signed consents of 75 percent of the neighbors located adjacent to any portion of the roadway to be closed.

HOLD HARMLESS

Applicant agrees to defend, pay, save and hold harmless the City, its officers and employees, from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the special event, except any claims arising solely out of the negligent acts of the City, its officers and employees.

INSURANCE REQUIREMENTS

Most special events will be required to provide evidence of insurance coverage. Please note insurance requirements depend upon the risk level of the event. If your event will include alcohol, liquor liability coverage must be included on your certificate of insurance.

Before final permit approval, you will need commercial general liability insurance that names as Additional Insured, the "City of Grants Pass, its officers, employees, and agents" and any other public entities (e.g. County, etc.) impacted by your event. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.

An original Certificate of Insurance in the amount satisfactory to the City must be received by the City of Grants Pass prior to the issuance of your Special Event Permit. Mail to: City of Grants Pass, 101 N.W. A Street, Grants Pass, Oregon 97526. Certificates of insurance from food and beverage concessionaires/vendors and vendors providing such things as bounce houses, climbing walls and similar activities will also be required.

Name of Insurance Agency: Leavitt Group
Address: 122 NE. Beacon Dr.
City Grants Pass State OR Zip 97526

AFFIDAVIT OF APPLICANT

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting it to:

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Grants Pass Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply will all other requirements of the city, county, state, federal government and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Grants Pass.

Organization: Grants Pass Towne Center Association

Print Name of Applicant/Host: Christie Swafford

Applicant Title: Office Manager

Applicant Signature: _____ Date: 10/23/16

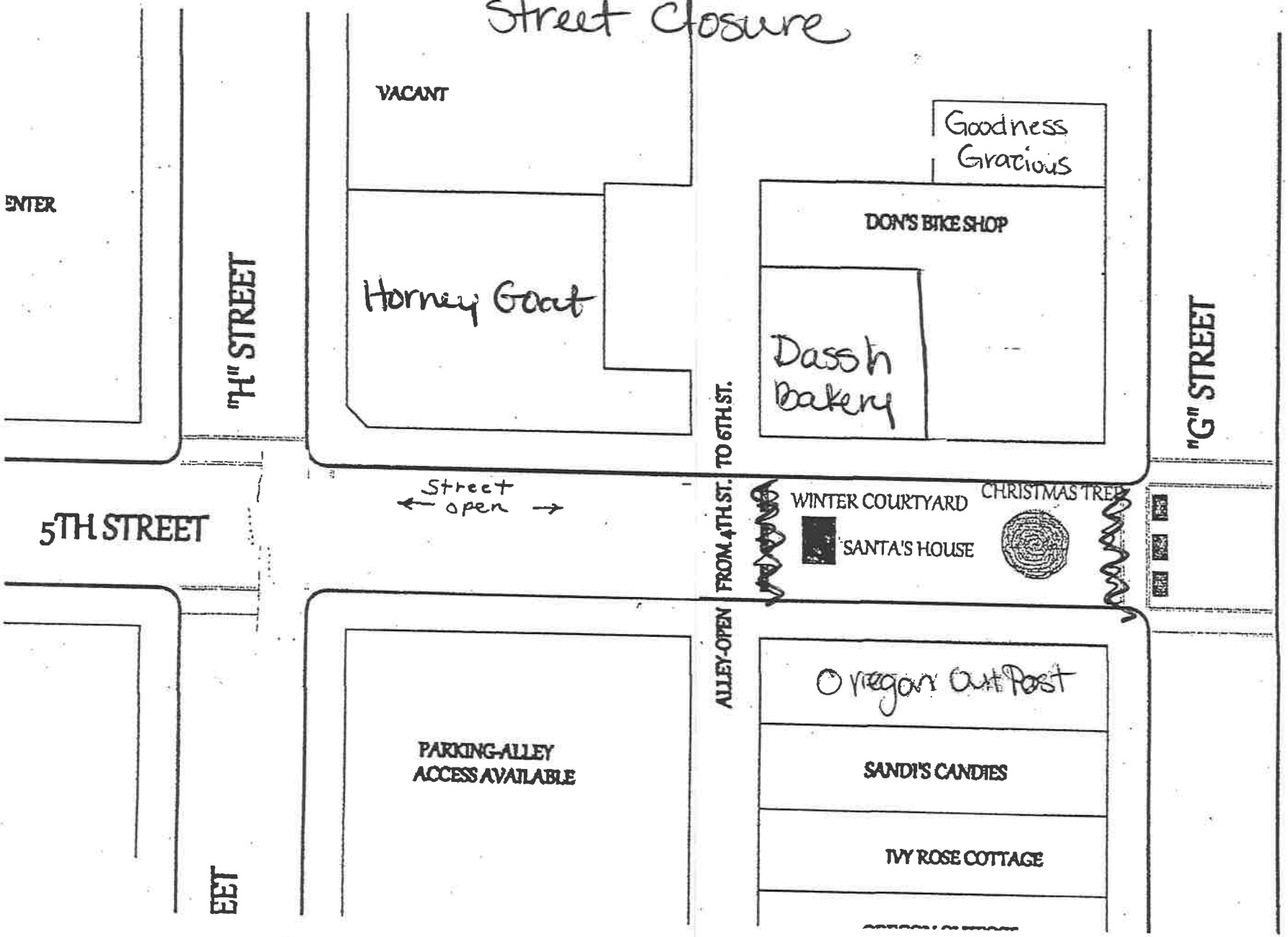
Print Name of Professional Event

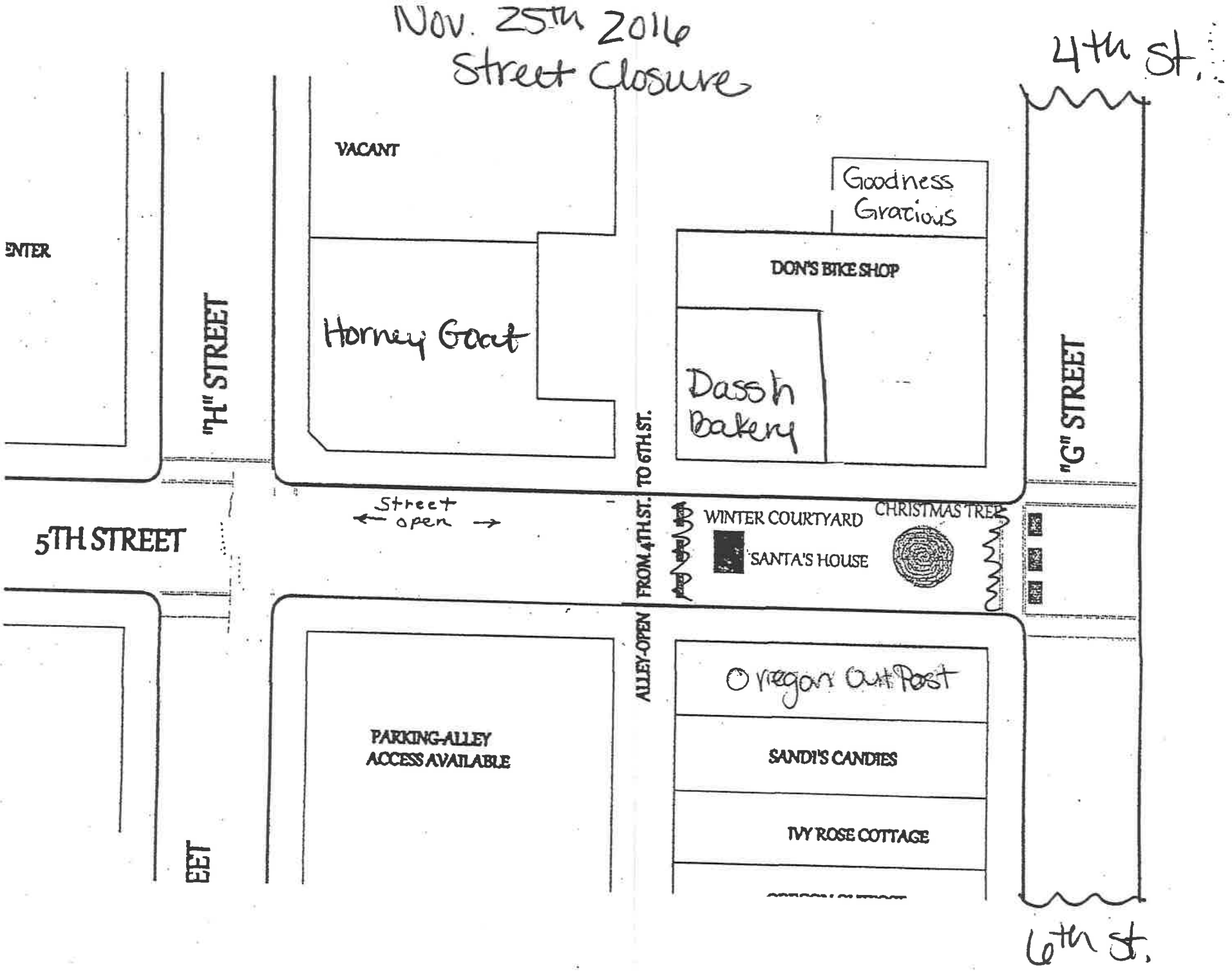
Organizer: N/A Title: President

Event Organizer Signature: _____ Date: 10/25/16

Nov. 17 2016 - Jan 4 2017

Street Closure




Nov. 25th 2016
Street Closure
4th St.
VACANT
Goodness Gracious
DON'S BIKE SHOP
Horney Goat
Dassh Bakery
"H" STREET
"G" STREET
TO 6TH ST.
FROM 4TH ST.
Street open
5TH STREET
WINTER COURTYARD
SANTA'S HOUSE
CHRISTMAS TREE
ALLEY-OPEN
Oregon Outpost
PARKING-ALLEY ACCESS AVAILABLE
SANDI'S CANDIES
IVY ROSE COTTAGE
6th St.

TOWNE CENTER ASSOCIATION
"Committed To Our Community"

Dear Business Owner,

The Grants Pass Towne Center will be moving forward this year with the Holiday Plaza. The Plaza will be home to our 40 foot Christmas tree and a place where various holiday activities will happen. To make this possible 5th Street between G St & alley will be closed. The street closure will happen November 17, 2016 to January 4, 2017. Alley access will be open during this closure time.

The Tree will be lit on November 25th 2016. Due to the amount of people present last year at this event, Public safety has asked that we close G St. for the night. We feel that by closing G St. the environment will be safer for all involved.

The Towne Center Association Looks forward a great holiday season!

Sincerely,

Christie Swafford
(541) 476-5773
office@gptca.com

October 23, 2016

Darin Fowler, City Council & Staff
101 NW "A" St.
Grants Pass, OR 97526

Dear City Leaders,

The Grants Pass Towne Center Association is excited to present the 13th annual Christmas Tree Lighting & Santa's Arrival. This will be the Seventh year on 5th Street at the Holiday Plaza. This is an outstanding event we hope will draw thousands of tourist & locals into Grants Pass.

I am writing on behalf of Towne Center Association to request street closures for the Holiday Plaza and for 5th Street. As per usual operations the business owners of the G Street & surrounding areas will be notified of the event plans. We are requesting street closures as listed below.

5th Street from Alley to G Street – November 17, 2016 – January 4, 2017 for Holiday Plaza (alley will remain open to traffic during this time)

G Street from 6th to 4th St. – November 25th for Tree Lighting & Santa's Arrival

Insurance liability will be covered as in the past with TCA policy.

We appreciate the support and cooperation of the City of Grants Pass for this popular community event. Thank you for your consideration of this request. Please advise us if additional information is needed or call me with any questions at the numbers listed below.
Thank you.

Sincerely,

Jeff Voigt
Jeff Voigt, President
Grants Pass Towne Center Association

Holiday Plaza 2016 Event Schedule

November 17th – November 23rd *Setup of 40 foot Christmas tree & decorate Plaza

November 25th * Lighting of Christmas tree & Santa's arrival

November- 25, 26, December 2, 3, 9, 10, 16, 17 & 23 * Santa will be in his house on 5th St.

December 2, 3, 9, 10, 16, 17 & 23 *These dates will have some type of the following activities *(Note: these are just ideas & may be subject to change)*

- -Hot Chocolate & cider give away, historical players, Christmas themed contest, Live nativity scene, Christmas Caroling, Craft projects, Ornament making, Cinnamon toast stands. *(Note: All of above activities are weather permitting)*

This is a tentative schedule and will be firmed up once there is approval for street closure.

December 31-Janurary 4 * Removal of Tree & Plaza decorations

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/26/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Redwoods Leavitt Insurance Agency 122 NE Beacon Dr. Grants Pass OR 97526	CONTACT NAME: Jodi Montoya PHONE (A/C, No, Ext): (541)479-2667 FAX (A/C, No): E-MAIL ADDRESS: jodi-montoya@leavitt.com
INSURED Grants Pass Town Center Association, Inc. PO Box 555 Grants Pass OR 97528	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: American Fire and Casualty Company — 24066 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 16/17 GL **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:	X		BLA56835973	12/9/2015	12/9/2016	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 15,000 $ 1,000,000 $ 3,000,000 $ 3,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N [ ] N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Grants Pass is named additional insured with respect to General Liability.

CERTIFICATE HOLDER

City of Grants Pass
101 NW A Street
Grants Pass, OR 97526

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jodi Montoya/JOMONT Jodi Montoya

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RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE CERTAIN STREETS FOR HOLIDAY EVENTS.

WHEREAS:

1. Towne Center Association (TCA) has historically provided a Christmas tree in the core downtown area and wishes to expand this effort to incorporate additional holiday events; and

2. TCA has developed a calendar of events to be held in the holiday plaza area, if the closure is granted; and

3. A 40' tree will be erected on 5th Street where various holiday activities will happen; and

4. TCA has met with merchants and reviewed plans with Public Safety and other City departments; and

5. TCA understands that the alley between 'G' and 'H' Streets would remain open to delivery trucks and emergency vehicles.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that the City Manager is authorized to close 5th Street between 'G' Street and the alley, November 17, 2016 – January 4, 2017 for holiday events and 'G' Street from 4th Street to 6th Street on November 25, 2016 between the hours of 4:00 p.m. and 11:00 p.m.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 16th day of November 2016.

EFFECTIVE DATE of this Resolution shall be immediate upon the passage by the City Council and approval by the Mayor.

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this _____ day of November 2016.

_____
Darin Fowler, Mayor

ATTEST:

_____
Karen Frerk, City Recorder

Date submitted to Mayor: _____

Attest as to Form, Mark Bartholomew, City Attorney _____

Item: Resolution amending the comprehensive fee schedule for Public Safety records fees and a collection agency fee.

Date: November 16, 2016

SUBJECT AND SUMMARY:

It is recommended the Council adopt the resolution amending the comprehensive fee schedule to update Public Safety Records fees and to add a collection agency fee.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **LEADERSHIP** by effectively managing and communicating the fees and charges of the City and by maintaining the fiscal health of the City.

CALL TO ACTION SCHEDULE:

Call to action schedule: Council's discretion.

BACKGROUND:

Council has set fees and rates for services through a wide variety of resolutions and ordinances. The Comprehensive Fee Schedule combines the City's fee and rates into one schedule. The Public Safety Records Division fees have recently been reviewed. Some minor changes are recommended to modernize the schedule and to adjust it for some new types of record requests that Public Safety receives.

In addition, it is recommended a collection agency fee be added to the comprehensive fee schedule to help encourage the timely payment of past-due bills or citations and to cover the cost of the services of a collection agency. A Council resolution is required to adopt or change any fines or fee rates of the City.

Most of the Public Safety Records fees have been static for many years. New types of record requests are becoming more common due to use of in-car, body-worn, and City cameras. A significant amount of staff time is involved in providing video records to the public (review and redaction work). Below are the changes and additions recommended to the Public Safety Records fee schedule:

Staff Report (continued):

Public Safety		
Arrest summary for a person (per name)	$	10.00
Crime Analyst Statistical Information Request		
Minimum fee for 0.5 hour minimum	$	25.00
additional charge for any increment of 0.5 hour required to process beyond first hour	$	25.00
Body Worn and City Camera Video		
(Per State Law, Body Worn Camera videos are typically not released except by Court orders)		
Minimum fee	$	85.00
additional charge for any increment of 0.5 hour required to process beyond first hour	$	42.50
Evidence		
Copies of CD/DVD (each) for In-car video, photo CD, or other data CD	$	20.00
Request for Other Public Information From Grants Pass Public Safety		
Black and White first 10 pages		no charge
11 or more pages per page charge	$	0.10
Color photocopy first 4 pages		no charge
5 or more pages per page charge	$	0.25
Staff time first hour		no charge
Staff time exceeding 1 hour limit per hour billed in quarter-hour increments	$	40.00

The arrest summary is recommended to change from $5 to $10, the Crime Analyst Statistical Information Request and Body Worn / City Camera Video fees are new, the Evidence CD fee stays the same (only the description of the fee has changed), and finally the Request for Other Public Safety Information fee is the same public records fee amount that is used in City Administration.

This resolution would also create a collection agency fee. Most of the City's billings/revenue sources are highly collectible without the need for a collection agency to assist with the collection of a past due bill. However, certain types of fees, mostly past-due parking tickets, are sent to a collection agency for final collection attempts. Municipal Code 6.07.07 (Title 6 is the Uniform Traffic Code) allows for a collection fee to be added if the payment of citations is past due. ORS 697.105 also provides the authority of a public body in Oregon to add a collection agency fee. The new collection agency fee is recommended to be 40% of the amount due, which equates to a slightly lesser percentage than collection companies charge the City for collections work.

COST IMPLICATION:

There is no cost to this action; however, it could result in a small amount of additional revenues to the City (likely less than $10,000 per year from these fee changes). Additional emphasis on collecting past due citations could also enhance Public Safety's parking and traffic enforcement efforts.

Staff Report (continued):

ALTERNATIVES:

1. Council could leave fees at their current rate; or
2. Change them to a different amount than recommended.

RECOMMENDED ACTION:

It is recommended the Council adopt the resolution amending the comprehensive fee schedule.

POTENTIAL MOTION:

I move to approve the resolution amending the comprehensive fee schedule.

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING THE COMPREHENSIVE FEE SCHEDULE FOR PUBLIC SAFETY RECORDS FEES AND A COLLECTION AGENCY FEE.

WHEREAS:

1. The City of Grants Pass finds it necessary and reasonable to adopt fees in order to provide City services; and

2. The City Council has the authority to establish, amend, and update fees and charges imposed by the City; and

3. The City has previously adopted many fees and charges through: 1) Changes to the City Code, 2) through Ordinances, 3) by various Resolutions, 4) other means; and

4. These fees and charges are an important part of the resources required for the operation of the City and in many cases do not cover the costs involved; and

5. Staff has reviewed the fees and charges imposed by the City and has compiled them into a comprehensive fee schedule; and

6. It is desirable to improve the City's ability to communicate its fees and charges to its citizens and customers through a consolidated schedule; and

7. The City will be better able to manage and track its fees and charges through the use of a comprehensive fee schedule with regular amendments as needed.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass:

The comprehensive fee schedule is amended by changing the Public Safety Records fees and adding a collection agency fee as shown in the table below:

Finance		
Collection Agency Fee		
Amount added to delinquent bills or citations when turned over to a collection agency		40% of the past due amount
Public Safety		
Arrest summary for a person (per name)	$	10.00
Crime Analyst Statistical Information Request		
Minimum fee for 0.5 hour minimum	$	25.00
additional charge for any increment of 0.5 hour required to process beyond first hour	$	25.00
Body Worn and City Camera Video		
(Per State Law, Body Worn Camera videos are typically not released except by Court orders)		
Minimum fee	$	85.00
additional charge for any increment 0.5 hour required to process beyond first hour	$	42.50
Evidence		
Copies of CD/DVD (each) for In-car video, photo CD, or other data CD	$	20.00
Request for Other Public Information From Grants Pass Public Safety		
Black and White first 10 pages		no charge
11 or more pages per page charge	$	0.10
Color photocopy first 4 pages		no charge
5 or more pages per page charge	$	0.25
Staff time first hour		no charge
Staff time exceeding 1 hour limit per hour billed in quarter-hour increments	$	40.00

EFFECTIVE DATE of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 16th day of November 2016.

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this ____ day of November 2016 to be effective on the date indicated as adopted by the City Council.

_____
Darin Fowler, Mayor

ATTEST:

_____
Karen Frerk, City Recorder

Date submitted to Mayor: _____

Approved as to Form, Mark Bartholomew, City Attorney _____

Item: Resolution authorizing the City Manager to enter into a contract with Recreation Northwest for recreation program services. Date: November 16, 2016

SUBJECT AND SUMMARY:

The attached resolution authorizes the City Manager to enter into a recreation services contract with Recreation Northwest for three years with the opportunity to extend for two additional years upon satisfactory performance.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal to facilitate **SUSTAINABLE, MANAGEABLE GROWTH** by providing consistent recreation services, allowing residents to maintain healthy lifestyles.

CALL TO ACTION SCHEUDLE:

The current contract has expired. Call to action schedule: November 16, 2016.

BACKGROUND:

The current contract for recreation was entered into on August 1, 2010 and was extended through August 1, 2016.

A new request for proposals to provide a recreation services program was advertised in the Daily Courier, the Daily Journal of Commerce and through our website during September. Ten primary service areas were identified and potential recreation program providers were to respond on how they would address each of the services.

The key service areas are:

1. Coordinating and facilitating programs with community non-profit recreation providers including leagues and organizations.
2. Coordinating and scheduling school, park, recreation and athletic facilities.
3. Coordinating and facilitating youth sport clinics, coaches' clinics and other types of instruction.
4. Facilitating and assisting in recruiting tournaments and regional recreation activities.
5. Providing direct assistance to local park events, bicycle events, running events, and Boatnik.

ITEM: 3.d. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH RECREATION NORTHWEST FOR RECREATION PROGRAM SERVICES.

Staff Report (continued):

6. Facilitating large group reservations for activities and festivals in the parks including Frog O'Faire, The Rogue Valley Classic Chevys Car Show for Back to the 50's, Mother's Day Pow Wow, Good News Day Camp, Church of the Valley, Concerts in the Park, 5k Freedom Run, Dog Care Fair, Cross Country Track and similar community events.
7. Providing a limited program of direct recreation opportunities to fill community needs that are not served by external agencies.
8. Responding to and facilitating resolution of disputes regarding facility usage and program operations.
9. Providing management, general telephone and reception duties for park and recreation activities including: River Vista Wedding Site and Vista House reservations, scheduling of field use, banner reservations and placement, issuing shelter permits, memorial tree program, tree canopy program, urban tree pruning permits, and collecting fees.
10. Providing registration site including, but not limited to, Fly Tying Class, Fly Fishing Class, Pacifica Day Camps and Adult Fall Softball.

The only proposal submitted for consideration was from Recreation Northwest and is attached as Exhibit 1. Recreation Northwest has provided good recreation programs for the City and the continuation of their services will provide consistency in operations and costs for these programs.

COST IMPLICATION:

Revenue Source: General Fund

The contract is for $120,000 for recreation services and overhead charges for the facility at Gilbert Creek Park.

ALTERNATIVES:

1. Council can authorize the City Manager to execute the contract with Recreation Northwest.
2. Council could decide not to execute the contract with Recreation Northwest.

RECOMMENDED ACTION:

It is recommended that Council approve the resolution authorizing the City Manager to execute the recreation services contract with Recreation Northwest.

POTENTIAL MOTION:

I move to approve the resolution authorizing the City Manager to enter into the contract with Recreation Northwest for recreation program services for three years with the opportunity to extend for two additional years.

EXHIBIT 1

Recreation NORTHWEST INC

Recreation Northwest, Inc.'s Proposal for

The City of Grants Pass Recreation Program

September 28, 2016

Recreation Northwest, Inc. is pleased to provide the City of Grants Pass the following proposal for the offering of a community wide recreation program. The company has been providing the City of Grants Pass with the Recreation Program service for the past 21 years. During that time, Recreation Northwest, Inc. and the City have enjoyed a strong and open working relationship and it is the company's hope to continue for another 5 years.

RECREATION PROGRAM PRIMARY SERVICE ELEMENTS

1. Coordinating and facilitating programs with community non-profit recreation providers including leagues and organizations.

The many years of Recreation NW, Inc. providing Recreation Services, has resulted in relationships with all of the local recreation providers, both leagues and organizations. Publicizing important dates, handling registrations and having the knowledge to answer questions from the public are part of the support we are currently providing.

2. Coordinating and scheduling school, park, recreation and athletic facilities.

Facility scheduling calendars are on a shared Google Calendar, allowing park staff to have access to reservation information. Reservations are handled with a strict adherence to City directives for priority usage. All user groups are invited to a Field Use Meeting each January and a general calendar is agreed upon for the upcoming year. An excellent working relationship has been created between the Athletic Director of District 7 schools and the Recreation Program for use of gym facilities for recreation activities and small groups in the community.

3. Coordinating and facilitating youth sport clinics, coaches' clinics and other types of instruction.

Recreation Northwest, Inc. is always eager to provide activities not be currently offered missing to the community and help supplement what existing organizations are unable to provide. As of now, the office is currently offering youth and adult tennis lessons, basketball league and drop-in volleyball. If any other youth sports or activities are brought before the office, Recreation NW shows due diligence in finding ways to make it available to the community.

4. Facilitating and assisting in recruiting tournaments and regional recreation activities.

Recreation Northwest, Inc. assists in tournaments hosted by local organizations. In addition to making sure the formal process is handled, the office communicates with the Park Staff about field improvements needed in order to keep tournaments returning to Grants Pass. The office is always willing to investigate possible future tournaments and regional activities that could have a positive impact on the community.

5. Providing direct assistance to local park events, bicycle events, running events and Boatnik.

Recreation Northwest, Inc. has many years of experience of planning events in the local parks. That knowledge is used to help current events grow and become sustained while helping

other groups launch efforts to bring new events to the community. Recreation Northwest, Inc. has assisted running and bicycling events through publicizing, mapping and day-of logistics in addition to the usual paper formalities in the office. Representatives from the office have been sent out to event coordinating meetings for other events in order to be available to help facilitate in the planning stages.

6. Facilitating large group reservations for activities and festivals in the parks.

With city parks becoming very popular for annual festivals, Recreation NW will continue to work hand in hand with event organizers and the City of Grants Pass to collect all necessary fees, deposits and documentation. The years of experience that Recreation NW has in parks reservations makes the process very smooth and easy for the event planners. The existing relationships already created with our office and annual event planners helps to streamline the amount of work on both our office and the event organizer.

7. Providing a limited program of direct recreation opportunities to fill community needs that are not served by external agencies.

The citizens of Josephine County continue to benefit from recreation activities provided through the relentless commitment of volunteers operating under different non-profits. Recreation NW will be dedicated to organizing and directly running any programs not being offered that would be a benefit to the community. Current examples are the Youth Tennis Program and City League Basketball.

8. Responding to and facilitating resolution of disputes regarding facility usage and program operations.

Disputes and confusion over field reservation practices are part of the responsibility that comes along with maintaining facility calendars. Through years of experience and intimate knowledge of field reservation rules set forth by the City of Grants Pass, Recreation NW is able to manage the needs of user groups effectively. Going into each season with a well thought out and reasonable system keeps disputes at a minimum.

9. Providing management, general telephone and reception duties for park and recreation duties for park and recreation activities including: River Vista Wedding Site and Vista House reservations, scheduling of field use, banner reservations and placement, issuing shelter permits, memorial tree program, tree canopy program, urban tree pruning permits, and collecting fees.

Recreation Northwest, Inc. has been successfully managing all of the aforementioned activities for the City of Grants Pass. In addition to collecting necessary forms and fees, we maintain communication with park staff for a positive experience for all involved. Our office is knowledgeable in the rules and regulations that go along with renting and using park facilities, renting banner space and utilizing the tree programs available to the city residents. This knowledge helps to give excellent customer service and eases the work given to the Parks Staff.

10. Providing registration site including but not limited to Fly Tying Class, Fly Fishing Class, Pacifica Day Camp and Adult Softball

Recreation Northwest, Inc. has always strived to help the community classes be successful. One way of doing so is to be a collection point for registrations. The above named groups all use the office for their registration and payments. Recreation Northwest, Inc. is open to additional groups using the service.

11. Providing supervision, stocking and staffing for the concession stand at Reinhart Volunteer Park

Recreation Northwest, Inc. has an interest in taking over the management of the concession stand at the Reinhart Volunteer Park. Doing so will ensure that all user groups will have access to concessions at the Park and will help the City offset some costs related to tournaments being held at the park. Both owners of Recreation Northwest, Inc. have previous food industry experience. Molly Prive has managed multiple restaurants and Alison Orozco has a Bachelor's Degree Restaurant Management.

The company would hire and staff the concession stand for little league and adult softball games and any tournaments held throughout the season. Our office will manage the inventory and place orders to the appropriate vendors to restock when needed. Shifts will be made available to non-profit groups so sales can add to their fundraising purposes. Recreation Northwest, Inc. and the City of Grants Pass can negotiate compensation for this service.

PERSONNEL AND SERVICE HOURS

The office shall be staffed 42.5 hours per week, 8:30am-5:00pm. Molly Prive (owner/manager) and Alison Orozco (owner/manager) will be sharing office duties. Both are available via cell phone during all business hours. Recreation Northwest, Inc. will also hire a part-time personnel to guarantee office hours remain uninterrupted during the busy Spring and Summer seasons.

PROGRAM COST

$116,616.00 for the first year. Each additional year would be subjected to a cost of living raise. Requests for additional services would be extra.

FINANCIAL SYSTEM

All funds received through the Recreation Program are receipted. On the recommendation of our CPA we have been using the accounting system QuickBooks. This software program has functioned well and provided both parties to the contract sufficient detail to insure accountability of City Funds. Recreation Northwest, Inc. will provide access to any and all data necessary for audit of money collected and deposited with the City Finance Office to assure a complete accounting of City Funds. Books have always been, and will continue to be, available for examination at any time by City Auditors.

COMPUTER PROGRAMS AND SOFTWARE

Our computer systems are compatible with the City systems for easy transfer of information. Our office maintains the online calendars for park and street banner reservations on the City of Grants Pass' website. This is updated on a daily basis to reflect new reservations made so groups looking to reserve a gazebo or banner can check availability online.

HOURS OF OPERATION

The Recreation Program office will continue the hours of 8:30am-5pm, Monday through Friday. Our office will follow the City offices for closures on holidays.

GENERAL LIABILITY INSURANCE

We will provide a $1,000,000 per occurrence and $2,000,000 aggregate limit, with the City of Grants Pass named as additionally insured. Proof of insurance will be provided upon awarding of the contract.

PAYROLL

Recreation Northwest, Inc. will continue to follow all state and federal wage laws including proper payroll deductions, worker compensation insurance and keep proper records for all employees, including class instructors.

CITY WEBSITE

Recreation Northwest, Inc. will provide updates on the City's website as needed. We will also attend any website training needed to stay current on usage of the City's website.

MONTHLY REPORTS

Recreation Northwest, Inc. will continue to provide monthly reports on the Recreation Report and be available to have additional meetings on any items the City would like to discuss in more detail.

MEETINGS WITH CITY STAFF

Recreation Northwest, Inc. will be available for quarterly meetings with the City to review programs, issues or new ideas. We will maintain currently weekly meetings with the Parks Supervisor. Our office is available to attend City Council Workshops and additional meetings as deemed necessary.

ANNUAL WORK PLAN

Recreation Northwest, Inc. will provide the City a set of operational goals and strategies (measurable) to meet the goals by March 30 of each year. The goals should be a joint development with the City staff to ensure our goals align with the City's view of Recreation Services role in meeting the needs of the community.

ACCOUNTING

Recreation Northwest, Inc. will provide any accounting information to the City auditors on request. Recreation Northwest, Inc. will also present to the city a review from an

Independent auditor. Recreation NW uses the Accounting Services of Windy Alarie at Park Place Bookkeeping and Tax Service, LLC.

UTILITIES

Recreation Northwest, Inc. is only able to maintain one (1) phone line at the current location due to a lack of telephone and cable amenities at the Gilbert Creek Building. The current phone and internet system is provided via wireless communication from US Cellular. Upgrades to the building can be discussed in order to add a second phone line. Recreation Northwest, Inc. has the Square credit card system in place and charges a 2% service fee to customers who choose that option.

QUARTERLY RECREATIONAL GUIDE

Recreation Northwest, Inc. produces a quarterly recreation guide and delivers 6,500 copies throughout Josephine County. Delivery includes all elementary and middle schools in Josephine County, both private and public. Included in our delivery route is the Library, visitor centers, hotels and the City Offices.

INTRUCTORS

Any instructors hired by Recreation Northwest, Inc. are expected to provide a detailed history of experience, pass a background check and either be an employee of another agency or be made an employee of our company. All registration and money will be handled by our office and the instructor will be paid from funds collected. It is anticipated that classes be self-supporting. Quarterly programs will be advertised in our recreational guide and any other medium necessary, including social media, newspaper and radio. At the end of each session of classes, a meeting is held to determine the success of the program and if they should continue.

COORDINATION OF PROGRAMS WITH OTHER PROVIDERS

Recreation Northwest, Inc. has a professional, working relationship with most all recreation providers in the community due to the many years of high quality recreation services provided. The Quarterly Recreational Guide serves as the main form of communication of community providers' current schedules. When there is a gap in recreation offerings, Recreation NW will continue to strive to facilitate classes or clinics.

References

Jeff Nelson, City of Grants Pass Parks Supervisor, 541-450-6160
Kevin Clarke, Director of the Grants Pass YMCA, 541-474-0001
Erik Hennings, GP Adult Softball Organizer, 541-659-6136
Rick Wright, City League Basketball, 541-474-2830
Wayne Griffith, Relics Softball League, 541-761-2858
Cindy Ogden, GP Community Tennis Association, 541-471-7424
Einer Davore, Grants Pass Youth Soccer Club, 541-226-6199

Mary E. "Molly" Prive

Molly began working for Recreation NW, Inc. in the spring of 2002 when the company was owned by Dick Olson and Bruce Galloway. When the owners of Rec NW decided it was time to retire, Molly, along with her daughter Alison Orozco, had the opportunity to buy the company.

Recreation NW has been in contract with the City of Grants Pass to operate the City of Grants Pass Recreation Program since 1994. As current owner of the company, Molly has 14 years of direct experience managing the park facilities for the City of Grants Pass.

Molly has been able to build and maintain working relationships with all of the entities providing recreation opportunities to the citizens of Grants Pass. Those groups include:

- Grants Pass Youth Soccer Club
- Grants Pass Little League, both American and National Leagues
- Grants Pass Softball Association
- Grants Pass Community Tennis Association
- ASA Softball
- Grants Pass Horseshoe Club
- American Legion Baseball
- Boys and Girls Clubs of the Rogue Valley
- Grants Pass Family YMCA
- Grants Pass Youth Football League

In handling the park reservations for both large and small groups, Molly brings her excellent customer service skills to the forefront and provides a reservation process that is customer friendly and represents the City of Grants Pass in a professional and positive manner.

Professional Experience:
Manager, Hamilton House Restaurant-14 years
Manager, OK Corral Restaurant-7 years
Office Manager, Recreation NW, Inc.-11 years

Alison D. Orozco

Alison began working for Recreation Northwest, Inc. in June of 2011. Prior to beginning her work at Recreation Northwest, Inc., she developed her customer service skills in the food industry as a server at fine dining restaurants and working as a bank teller. Summers in between college Alison spent working as a Parks Seasonal Staff for the City of Grants Pass. She earned her Bachelor's degree in Business with a focus in Hospitality Management from Southern Oregon University in 2010, where she interned with the City of Grants Pass' tourism department.

In October of 2013, Alison Orozco and Molly Prive became owners of Recreation Northwest, Inc. when they purchased the business from Richard Olson and Bruce Galloway. Recreation Northwest, Inc. has been in contract with the City of Grants Pass to run the recreation program since 1994. Alison has 5 years of direct experience being a Recreation Coordinator for the Grants Pass Recreation Program.

Alison is proficient in the use of many computer programs, including Excel, Word, Publisher and Quickbooks. She has been trained to update and build pages on the City of Grants Pass' website. Throughout her 5 years of working at Rec NW, she has been able to build relationships with local recreation providers including, but not limited to: The Grants Pass YMCA, Adult Softball, ASA Softball, The Relics, the American and National Little League Associations, the Grants Pass Community Tennis Association and many others.

Using her organizational skills, Alison has been able to partner with Evergreen Federal Bank and The Grants Pass YMCA to plan an annual 5K, now on its 4th year. Other events she has been a part of are the annual Saturday Parkways Event held at Gilbert Creek Park, Movies in the Park, the Tap Walk and the Flower Basket Guinness Book of Records attempt. Last year, Alison led a running group to successfully train for their first 5K run. In her spare time, she has become a volunteer for the Asante Hospice program, as well as putting in volunteer hours at her son's school. Alison strives to use all her prior experience to provide the community with the best customer service.

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR RECREATION SERVICES WITH RECREATION NORTHWEST.

WHEREAS:

1. The contract with Recreation Northwest for recreation services has expired; and

2. A request for proposals along with specific service elements and experience was advertised; and

3. Recreation Northwest's proposal to provide services met the criteria, experience and service elements listed in the request for proposals; and

4. Recreation Northwest has provided recreation services for 18 years and has been well rated by community recreation partners.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that the City Manager is authorized to enter into a contract with Recreation Northwest Inc. for the sum of $120,000 per year to provide recreation program services. The contract is attached hereto and incorporated herein as Exhibit 'A'. The contract is for three years with annual CPI-U adjustments and the opportunity to extend for two additional years upon satisfactory service, unless terminated earlier by either party.

EFFECTIVE DATE of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 16th day of November 2016.

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this ____ day of November 2016 to be effective on the date indicated as adopted by the City Council.

_____
Darin Fowler, Mayor

ATTEST:

_____ Date submitted to Mayor: _____
Karen Frerk, City Recorder

Approved as to Form, Mark Bartholomew, City Attorney _____

City of Grants Pass and Recreation Northwest
2016-2019 Recreation Services Contract

EXHIBIT A

PARTIES: The City of Grants Pass, hereinafter referred to as **City**, and Recreation Northwest, Inc., EIN 93-1148206, hereinafter referred to as **RNW**

RE: Grants Pass Recreation Service, hereinafter referred to as **Recreation Northwest**

WHEREAS:
The City desires to provide recreation services and opportunities for the citizens of Grants Pass, and **RNW** can implement the City's goals to facilitate park and recreation opportunities.

NOW, THEREFORE, based on the above and the terms and conditions contained herein, the parties agree as follows:

1. Period of Contract: This contract runs from December 1, 2016 through November 30, 2019 and can be extended upon satisfactory service through November 30, 2021. **RNW** shall employ or retain sufficient staff to carry out the terms of this contract.

2. Program Services: **RNW** shall provide recreation program offerings and coordination. In general **RNW** shall be responsible to provide and a City recreation office at Gilbert Creek Park and coordination of recreation services and programs as well as visitor and client information. Furthermore, the primary service elements to be carried out by **RNW** are listed below

3. Recreation Program Elements: The recreation services shall include but not be limited to the following:
    1. Coordinating and facilitating programs with community non-profit recreation providers including leagues and organizations.

    2. Coordinating and scheduling school, park, recreation and athletic facilities.

    3. Coordinating and facilitating youth sport clinics, coaches' clinics and other types of instruction.

    4. Facilitating and assisting in recruiting tournaments and regional recreation activities.

    5. Providing direct assistance to local park events, bicycle events, running events, and Boatnik.

    6. Facilitating large group reservations for activities and festivals in the parks including Frog O'Faire, The Rogue Valley Classic Chevys Car Show for Back to the 50's, Mother's Day Pow Wow, Good News Day Camp, Church of the Valley, Concerts in the Park, 5k Freedom Run, Dog Care Fair, Cross Country Track and similar community events.

7. Providing a limited program of direct recreation opportunities to fill community needs that are not served by external agencies.

8. Responding to and facilitating resolution of disputes regarding facility usage and program operations.

9. Providing management, general telephone and reception duties for park and recreation activities including; River Vista Wedding Site and Vista House reservations, scheduling of field use, banner reservations and placement, issuing shelter permits, memorial tree program, tree canopy program, urban tree pruning permits, and collecting fees.

10. Providing registration site including but not limited to Fly Tying Class, Fly Fishing Class, Pacifica Day Camps and Adult Fall Softball.

4. Information Publicity and Updates

RNW will provide at least monthly information and updates of recreation opportunities and events in an electronic format suitable for posting on the City website.

A program brochure of recreation programs both through the City program and other area providers will be provided quarterly. City shall have the right to demand additional public information, however, in such case, **RNW** is authorized to solicit and place advertising from various firms within any documents thereby created.

RNW shall include printing of recreation brochures to be distributed to elementary schools, both public and private, within the urban growth area. Brochures shall also be placed at local businesses and distributed at City offices and the library. Brochure information shall be delivered electronically to those requesting such service.

5. Coordination and Meetings with City

The development of the quarterly recreation program shall include one meeting with the City to review program offerings. The City Manager reserves the right to eliminate any proposed program or to direct **RNW** to offer specified programs viewed to be in the public interest.

RNW shall be available to report on program services to the City Council or City Management at least annually.

6. Coordination of Recreation Facility Use

RNW will be responsible for coordination of recreational fields at all City parks. Coordination will include scheduling practices, games, leagues, and solving all conflicts between potential usages. **RNW** will also be responsible for rental of park shelters, buildings, as well as reservations of park and street banner spaces, and other park facilities. **RNW** shall attempt to coordinate on behalf of any group that needs recreation facilities as a portion of their activity.

7. Coordination with Other Government Entities

RNW shall meet with and directly coordinate with the County and School Districts on

utilization of other recreation facilities. **RNW** is responsible for meeting with county and school officials to coordinate utilization of facilities, including county park personnel, school administrators, and building administrators to the extent necessary to coordinate the program.

8. Coordination of non-City Facilities
   RNW shall seek coordination and utilization of other recreation facilities for program offerings, including the YMCA, Boys and Girls Club, Fairgrounds, Rogue Community College, schools and other facilities.

9. Coordination of Program with Other Providers
   RNW is responsible for meeting at least once annually with existing recreation providers. At a minimum, the provider will be required to make contact with Private athletic clubs, YMCA, Boys and Girls Club, and Community Center groups. The purpose of such meetings shall be to coordinate the program offerings and facilities of various local recreation providers.

   RNW is responsible for directly coordinating with the major local leagues and user groups. Existing programs such as Little League, youth soccer, softball, volleyball, basketball, tennis, and similar programs will be included in the program offerings. **RNW** shall offer to assist and coordinate with each of these programs. When requested, **RNW** shall offer to provide all facilities, referees, timekeepers, and similar services for the fee necessary to allow the program to break even/narrowly profit from the activity. For others, all such costs will be borne by the group and the role of the **RNW** shall be to coordinate sign ups, and assist in advertising the group's planned activities.

10. Coordination of Youth Sports and Coaching Clinics
    RNW shall work with all recreation user groups and providers of existing programs to facilitate annual sports and coaching clinics. **RNW** is expected to develop funding proposals to various potential funding sources to help defray the cost of offering quality instruction in youth sports activities. Such activities will include, but not be limited to, soccer, baseball, basketball, volleyball, tennis, and similar activities.

11. Facilitation and Assistance in Recruiting Regional Tournaments
    RNW shall support the efforts of various user groups to bring tournaments to the area. **RNW** will coordinate with the City's tourism marketing group to develop recruitment packages for tournaments, and will coordinate and directly offer such tournaments when it is determined to be in the best interest of the program. **RNW** is to develop information channels allowing them to anticipate tournaments, assist local users, and solicit tournament activity to Grants Pass.

12. Facilitation and Assistance in Local Events
    RNW is responsible for assisting local groups that create events for the community. Boatnik, fun runs, bicycle events, art along the rogue, park-based concerts and events may request the assistance and expertise of **RNW**. **RNW** is to assist in developing such programs.

13. Instructors
RNW will include the recruitment of any necessary class instructors, evaluation of the adequacy of instructors, directly receipting and accounting for all fees associated with the program, coordinating the necessary facilities for the programs, establishing limits of enrollment to assure each program is financially effective, and assuring programs will be solicited and criteria will be utilized to determine if the program should be offered.

14. City Provided Services
RNW shall operate the Gilbert Creek Recreation Office and conduct annual sign-ups from an office provided by the City in the Municipal Building or other site provided by the City. Said space shall be structurally maintained by the City who will provide free heat, air conditioning, and simple janitorial service. The office and **RNW** must be open for business a minimum of 5 days per week for a minimum of 8 hours per day excluding holidays. Saturdays, lunchtimes and early evening hours are desirable but not mandatory service hours. **RNW** shall be responsible for all providing and maintaining office furnishings, desks, office equipment, and supplies that present a professional office and reception appearance.

15. Collection of Fees and Deposits:
RNW shall be responsible for collecting fees and deposits for park reservations and use. **RNW** shall directly receipt all fees associated with the program (strictly segregating all such fees from any other financial system utilized by **RNW**). **RNW** shall provide a written account to the City of all collected fees and deposits on a quarterly basis. **RNW** shall make refunds of deposits as directed by the City.

16. Resolution of Disputes: **RNW** shall develop a system for resolving disputes between user groups seeking the same facilities. Problems arising within a specific sport or user group shall be resolved by getting the leagues, associations, or individuals in conflict to meet together to discuss the needs of all persons involved. If an agreement cannot be reached, **RNW** shall implement a final solution based on the positions of the parties, the philosophy of **RNW**, this contract and established goals.

17. Two-Tiered Fee Schedule:
For recreation services, **RNW** shall administer a two-tiered fee schedule, offering a discount to City residents. However, the fee schedule shall not be applied to self-administered league or tournament activities. The City reserves final control over relative fee structures proposed as the differential between residents of the City and those individuals participating in the program that are not residents.

18. Limited Authority of **RNW**:
RNW shall not have authority to bind the City or any of its employees to any expenses not specifically authorized in this contract without the specific written agreement of the City Manager.

19. Workers Compensation Coverage:
RNW, its subcontractors, and all employers working under this agreement are subject employers under the Oregon Workers Compensation Law and shall comply with ORS 656.017, which requires them to provide workers compensation coverage for all their subject workers. **RNW** shall provide proof of coverage at the time of the execution of

this agreement and are to provide continuing proof of coverage during the period of this agreement.

20. Liability Insurance:
RNW will maintain a policy of liability insurance in the form and from an Oregon licensed insurance company, approved by the City. Said insurance shall insure **RNW** for the benefit of the City in not less than the amount of $1,000,000 single limit liability for each occurrence, and aggregate coverage of not less than $2,000,000. The insurance shall cover any occurrences resulting from any conduct, act or failure to act, by **RNW** or by any employee, representative, or agent of **RNW**, and which occurrence or occurrences result in damages of any kind, including, but not limited to, personal injury or death to any person or persons, damage to any property (personal or real), or damage to any contractual or other commercial right or interest.

21. Certificate of Insurance:
RNW shall require its insurance carrier to provide to the City a certificate of insurance evidencing said coverage. Said policy shall provide that such coverage cannot be modified, terminated, or canceled by the carrier without 60 days= written notice sent by certified mail by the insurance carrier to the City. It is agreed that no person shall perform any acts on behalf of **RNW** without having said insurance in full force and effect.

22. Hold Harmless:
RNW, and its successors and assigns, agrees to completely protect, save, defend, hold harmless and indemnify the City and its officers, agents and employees, from any liability or obligation of any kind or nature whatsoever arising from injury or injuries; including death to any person or persons, or damage to any property, real or personal, or damage to any contractual or other commercial right or interest, suffered or alleged to have been suffered, all or in part by any person, property or business, or from any other liability of whatever kind or nature arising out of any conduct, act or failure to act by **RNW**, or by an employee, representative, or agent of **RNW**.

23. Contract Payments and Costs:
City shall pay to **RNW** the sum of $120,000 per year for performance of the responsibilities set forth in this contract, payable in equal monthly payments. Annual CPI-U adjustments shall me made upon extension and satisfactory service. City shall not be responsible for any costs for the Program except as set forth in paragraph 14. **RNW** shall be responsible for all costs associated with the Program, including, but not limited to, payroll, workers compensation, unemployment insurance, employee benefits, and general liability insurance for **RNW**.

24. Attorney Fees:
If suit or action is brought by either party to enforce any right created by this contract, the prevailing party shall be entitled to recover in any trial court and appellate courts, reasonable attorney fees, including costs and disbursements therein.

25. Termination:
This contract may be terminated by either party without cause after 90 days written notice, and with cause after 14 days written notice. Amounts paid or owing shall be prorated.

26. In Accordance with ORS Chapter 279: **RNW** shall:
    a. Make payment promptly, as due, to all persons supplying to such **RNW** labor or material for the prosecution of the work provided for in such contract.
    b. Pay all contributions or amounts due the Industrial Accident Fund from **RNW** or a subcontractor of **RNW** incurred in the performance of the contract.
    c. Not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation, or subdivision thereof on account of any labor or material furnished.
    d. Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

    e. Promptly as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical and hospital care, or other needed care and attention incident to sickness or injury to the employees of **RNW**, of all sums which **RNW** agrees to pay for such services and all moneys and sums which **RNW** collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.
    f. Comply with all laws and administrative rules of the United States, State of Oregon, and City.
    g. Not fail, neglect, or refuse to make prompt payment of any claim for labor or services furnished to **RNW**, or a subcontractor, by any person in connection with the public contract as such claim becomes due. If failure, neglect, or refusal occurs, the proper officer or officers representing the City may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due **RNW** by reason of this agreement. The payment of a claim in the manner authorized in this section shall not relieve **RNW** or **RNW**'s surety from obligation with respect to any unpaid claims.

27. Entire Contract:
This contract represents the entire contract between the parties. Prior conversations or writings between the parties, not specifically incorporated by reference into this contract, may not be used by the parties or by a court of law to interpret the terms and conditions stated herein. Except as specifically set forth herein, prior courses of dealing and performance between the parties and trade usage and practices, which may or may not be acceptable in the industry, also may not be used by the parties or by a court of law to interpret this contract. (Madison Indus. Inc. vs. Eastman Kodak Co., 243 N.J. Super. 578, 581 A.2nd 85 (1990)).

28. Oral and Written Modifications or Waivers:
This contract may not be modified either orally or in writing, without the written agreement of the City Manager.

IN WITNESS WHEREOF, the parties have hereto, on the dates indicated, set their hands by and through their duly authorized agents.

RECREATION NORTHWEST, INC.

By

_____ _____

Molly Prive Date

CITY OF GRANTS PASS:

By

_____ _____

Aaron Cubic, City Manager Date

ATTEST:

_____

Karen Frerk, City Recorder

City Council Meeting
November 2, 2016
6:00 pm
City Council Chambers

The Council of the City of Grants Pass met in regular session on the above date with Mayor Fowler presiding. The following Councilors were present: DeYoung, Hannum, Lindsay, Lovelace, Riker, Roler. Also present and representing the City were City Manager Cubic, Assistant City Manager Reeves, Finance Director Meredith, Public Safety Director Landis, Business Operations Supervisor Giordano, Public Works Director Canady, City Attorney Mark Bartholomew, and City Recorder Frerk. Absent: Parks & Community Development Director Glover.

Mayor Fowler opened the meeting and Councilor Lovelace led the invocation followed by the Pledge of Allegiance.

Swear in Police Officer Kyle Hodge

Proclamation: Small Business Saturday

1. PUBLIC COMMENT:

2. PUBLIC HEARINGS

Quasi-judicial

a. Ordinance vacating the common property line between tax lots 2300 & 2390 of map number 36-05-17-AD.

ORDINANCE NO. 16-5701

Councilor Riker moved that the ordinance be read for the first reading, title only. The motion was seconded by Councilor Hannum. The vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The ordinance is read.

Councilor Lindsay moved that the ordinance be read by title only, second reading. The motion was seconded by Councilor Lovelace. The vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed. The ordinance is read.

Councilor Lindsay moved that the ordinance be adopted. The motion was seconded by Councilor Lovelace. Mayor Fowler asked if the ordinance should be adopted, signified by roll call vote as follows: DeYoung – yes, Hannum – yes, Lindsay – yes, Lovelace – yes, Riker – yes, Roler – yes. The ordinance was adopted.

3. CONSENT AGENDA:

a. Motion approving the minutes of the City Council meeting of October 19, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the City Council meeting of October 19, 2016 be approved and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

b. Motion acknowledging the minutes of the Historical Buildings and Sites Commission meeting of August 18, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Historical Buildings and Sites Commission meeting of August 18, 2016 be approved and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

c. Motion acknowledging the minutes of the Historical Buildings and Sites Commission meeting of September 1, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Historical Buildings and Sites Commission meeting of September 1, 2016 be approved and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

d. Motion acknowledging the minutes of the Committee on Public Art meeting of August 9, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Committee on Public Art meeting of August 9, 2016 be approved and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

e. Motion acknowledging the minutes of the Committee on Public Art meeting of September 13, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Committee on Public Art meeting of September 13, 2016 be approved and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

f. Motion acknowledging the minutes of the Parks Advisory Board meeting of September 8, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Parks Advisory Board meeting of September 8, 2016 be approved and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

g. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of September 14, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Urban Area Planning Commission meeting of September 14, 2016 be approved and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

4. COUNCIL ACTION:

   a. Motion approving the Committee on Public Art's selection for the Osprey parking lot art piece.

Councilor Lindsay moved and Councilor Riker seconded to approve the Committee on Public Art's selection for the Osprey parking lot art piece with 2 feet added to the height and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

5. APPOINTMENTS:

   a. Appoint one member to the Committee on Public Art.

Councilor Roler moved and Councilor Lindsay seconded to appoint Joseph Scheinberg to the Committee on Public Art and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

6. MATTERS FROM MAYOR, COUNCIL AND STAFF:

   a. Review Mayor/Council emails.

      None.

   b. Committee Liaison reports.

   c. Committee Motions.

      None.

   d. Grants Pass Irrigation District irrigation support request.

Councilor Lindsay moved and Councilor Lovelace seconded to grant the request to contribute $6,000 to Grants Pass Irrigation District to repair Tokay Canal with the requirement GPID sign a hold harmless agreement and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace and Riker. "Nays": Roler. Abstain: None. Absent: None. The motion passed.

   e. Councilor Lovelace requested costs for advertising to promote "Coffee Talk with City Councilors."

7. EXECUTIVE SESSION: Yes (h) With city attorney re: rights/duties, current-likely litigation; (f) To consider information or records that are exempt by law from public

inspection.

MOTION

It was moved by Councilor Lindsay and seconded by Councilor Lovelace to enter into executive session and the vote resulted as follows: "Ayes": DeYoung, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

MOTION

It was moved by Councilor Lindsay and seconded by Councilor Hannum to leave executive session and the vote resulted as follows: "Ayes": DeYoung, Goodwin, Hannum, Lindsay, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

8. ADJOURN:

There being no further business to come before the Council, Mayor Fowler adjourned the meeting at 8:37 p.m.

The ordinances, resolutions and motions contained herein and the accompanying votes have been verified by:

City Recorder

BIKEWAYS AND WALKWAYS COMMITTEE
Meeting Minutes – September 13, 2016 at 12:00 PM
Courtyard Conference Room

Member Attendance:
Paul Hart (Chair)
Dana Christensen (Co-Vice Chair)
Lesley Orr (Co-Vice Chair)
Ken Behymer – Absent
Chip Dennerlein - Absent
Larry Turpen – Absent
Cliff Kuhlman
Mark Lansing
Mark Acosta
Bob Lange

City/Staff/Council Liaisons:
Fred Saunders (PCD Senior Planner)
Rob Brandes (JoCo Public Works) – Arrived late
Dan Dorrell (ODOT) – Absent
Valerie Lovelace (City Council) – Arrived late
Keith Heck (County Commissioner)

Guests:

I. Business – Continuing

A. Approval of Minutes – August 9, 2016

MOTION/VOTE
Committee Member Orr moved and Committee Member Acosta seconded the motion to approve the minutes from the August 9, 2016 as amended. The vote resulted as follows: "AYES": Committee Members Hart, Kuhlman, Orr, Acosta, Lansing, Lange, and Christensen. "NAYS": None. Abstain: None. Absent: Committee Members Behymer, Turpen, and Dennerlein. The motion passed.

B. Committee Goals 2017 discussion

- Chair Hart let the committee know that goals will need to be discussed and determined in the next few meetings.
- Chair Hart mentioned some of the goals from last year and suggested that the committee could use the previous goals as a reference point.

C. Bike Rodeo discussion

- The committee needs volunteers for the bike rodeo on the 15th.
- BikeKraft is a strong possibility to volunteer as a mechanical presence at the bike rodeo.
- If BikeKraft is unable to volunteer there is a possibility of a bike shop in Medford being available.

D. Updates From Staff/Liaison and questions for Staff/Liaison

1. City

- Fred let the committee know that Pansy Lane is going well but there have been some small delays. They have ordered signal poles and will need to have the signals added to the current IGA with ODOT for maintenance. The signals will have optical sensors and will pick up the bikes.
- There have been delays on the Rogue River Ave sidewalk project. Fred will need to apply for an extension on the funding. Council will need to make a

decision as there was only one bid on the project and it came in at $100,000 over the engineer's estimate.

- The Fruitdale Creek/Hamilton Lane pedestrian path had a similar roadblock with the funding as that also came in at $100,000 over the estimate. Fred was able to work with the engineers and make changes to the project and by using some salvage materials brought the price down by $75,000.
- A committee member gave their compliments on the Allendale repaving.
- A committee member mentioned that the blackberries on New Hope need to be addressed.
- The committee asked for an update on the Allen Creek project. Fred and Councilor Lovelace let the committee know that they are still waiting on the right of ways and the final design. They discussed the possible changes to the design with the committee. Once completed these will go to Council and the County for approvals.
- The committee had a discussion about the possibility of the proposed Allen Creek soccer complex being put in the Gilbert Creek area instead.

2. **County**
   - Fred asked Rob if there were any ideas on extending the trail from Elk Lane to Stringer Gap. Rob said he would look into adding it to a possible future project list. The county resident Fred had talked to mentioned he would love to see a parking area with a day use fee with unpaved trails.
   - The committee discussed the possibility of getting access to Cathedral hills from the east side. A pedestrian crossing would need to be put in on Williams Hwy. It was discussed that the golf course should be approached again to see if there were any changes from the last time they were asked.
   - Rob let the committee know that the Three Pines realignment went well.
   - The BMX folks signed a lease with the fairgrounds.
   - In the spring legislature will decide on the possibility of additional transportation funding.
   - A committee member asked about the shoulder of Azalea Drive. Rob let them know that the potholes and shoulder work should be addressed at the same time as the ditch work this winter.

3. **ODOT**
   - ODOT liaison absent.

II. Business – New

- Email Lesley ideas on goals to discuss next meeting.
- The committee was asked if they are interested in the safe routes to school work.
- Lesley and Valerie will confirm the bike rodeo date and time and will send out an email. The committee agreed to a 9:00am setup time.

Next meeting date: October 11, 2016 at 12:00 pm in the Courtyard Conference Room

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.

TOURISM ADVISORY COMMITTEE
Meeting Minutes – August 9, 2016 at 4:00 pm
Courtyard Conference Room

Committee Members:
Barbara Hochberg (Chair)
Wynnis Grow (Vice Chair)
Terry Hopkins - absent
Colene Martin - absent
Robert Hamlyn – absent
Tamara Bushnell
Doug Bradley
Mary Groves
Tina Gotchall

City/Staff/Council Liaisons:
Darin Fowler (Mayor)
Valerie Lovelace (City Council)
Jon Bowen (Experience Grants Pass)
Susan Seereiter (City Business Advocate)

Guests:
Madeline Shannon
Judy Davidson
Caleb LaPlante
Germaine Cartmell

1. INTRODUCTIONS

2. REVIEW/APPROVAL OF MINUTES (JULY 12, 2016)

MOTION/VOTE
Committee Member Bushnell moved and Committee Member Groves seconded the motion to approve the minutes from July 12, 2016 as submitted. The vote resulted as follows: "AYES": Committee Members Hochberg, Grow, Gotchall, Bushnell, Bradley, and Groves. "NAYS": None. Abstain: None. Absent: Members Hopkins, Martin and Hamlyn. The motion passed.

3. Wildlife Images trolley update

- The committee was given general rates for the trolley. They discussed if the rates could be structured for a partnership use rather than as a customer in order to make it more cost effective.
- It was clarified that the information is the general cost and may not be the cost given if they were under contract with the City. Those figures have not been clarified at this point.
- It was suggested to put parameters up to allow them an opportunity to try to meet the City requirements.
- Rogue Valley Trolley is also a possible option; however they mainly serve Jackson County at this time.
- The committee discussed the idea to have the trolley as a seasonal program; five months with half of May through half of October on Friday and Saturday. Possibly with extended hours for special functions. (Boatnik?)

- It was suggested to invite Jeff Voigt to the next meeting to include the Towne Center Association.
- Darin requested a recommendation to Council by the next meeting. The recommendation should include the route, prices, and times.
- The committee had a discussion on the items they would like to include in the recommendation for the next meeting. This will be continued in further depth.

4. Tourism Report

- The new visitor guide is at the printer as well as the new print handouts.
- The wayfinding project is now in ODOT's hands, plans have been submitted and Jon will hopefully hear back from them any day.
- Jon is working with Charter to make Rogue Allure work, it is moving forward.
- Hospitality program up – delayed first training to October to coincide with slower season.
- Art Along the Rogue – music acts are verbally confirmed, working on contracts. Logos and t-shirts are moving forward.
- Vintage trailer rally – Jon will present to county when the ideas are more formulated.
- Created snapchat filters that are geotagged for Grants Pass.
- There was a "Bear selfie" contest held on Facebook. Gift cards were awarded to participants and there were 250 "likes" gained on Facebook.
- Darin suggested the smaller light post signs that say "historic district" be considered as an option.

5. Event concepts and layout for Gladiola Festival

- The committee briefly discussed the Gladiola festival. Jon would like to incorporate the ideas of the balloons, the gladiolas, and agriculture into one cohesive event.

6. Comments/Updates from Committee Members

- None.

7. Comments from the Public

- Judy Davidson is the project manager for the Garden Mural on the side of the Herb Shop. The projected budget is $20,000 and they have currently raised $6,000. She came to the understanding that there is funding available through the City for projects like this but it must be requested by committee. Judy would like to formally request that the Tourism Committee recommend that Council awards the Garden Valley Mural project $10,000.
- The committee discussed the mural and current fund raising efforts with Judy. They agreed to recommend the project to the City Council but to allow Council to determine the amount to award if they so choose.

MOTION/VOTE

Committee Member Bradley moved and Committee Member Groves seconded the motion to recommend that the City Council offer funding to the Garden Valley Mural. The vote resulted as follows: "AYES": Committee Members Hochberg, Grow, Gotchall, Bushnell, Bradley, and Groves. "NAYS": None. Abstain: None. Absent: Members Hopkins, Martin and Hamlyn. The motion passed.

NEXT MEETING: September 13, 2016 at 4:00pm in the Courtyard Conference Room

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.

TOURISM ADVISORY COMMITTEE
Meeting Minutes – September 13, 2016 at 4:00 pm
Courtyard Conference Room

Committee Members:
Barbara Hochberg (Chair)
Wynnis Grow (Vice Chair) - absent
Terry Hopkins
Colene Martin
Robert Hamlyn - absent
Tamara Bushnell
Doug Bradley
Mary Groves - absent
Tina Gotchall - absent

City/Staff/Council Liaisons:
Darin Fowler (Mayor)
Valerie Lovelace (City Council)
Jon Bowen (Experience Grants Pass)
Susan Seereiter (City Business Advocate)

Guests:
Germaine Cartmell

1. **INTRODUCTIONS**

2. **REVIEW/APPROVAL OF MINUTES** (AUGUST 9, 2016)

A motion for the approval of the August 9, 2016 minutes was not put forward.

3. **Tourism Report**
   - Visitors guide is complete and printed and each committee member received a copy.
   - Two tests of the Rogue Allure system were done and they both failed. Charter is now on the same page and has ordered additional equipment. This should be ready come early October to have another test.
   - Annual fiscal year report showed that Tourism is on track and ahead of schedule on most of the projects that were outlined.
   - Jon let the committee know that there have been increases in traffic on the website.
   - The hospitality program kicked off. The first training will be on October 12th.
   - Art Along the Rogue is moving along, the new website and billboard went up.
   - The new sign is up at the airport with the new branding.
   - Working on producing videos to show events on the website. Events will include the various car shows, Art Along the Rogue, etc.
   - Jon met with Josephine County Transit to discuss the trolley idea and the idea of having tour buses operated through the new bus terminal.
   - The committee discussed options available to make the buses look more "cutesy".
   - The committee had a discussion on ways to not let the free service turn into a source of transportation for the transients.
   - The idea of having the tourism spots pass out the tickets for the bus was put forward – validate the tickets for the buses.
   - It was suggested to get local officials on the bus and use it as a means to "meet the mayor, meet the councilors" as well.

4. **Event discussions/updates in Gladiolas Festival**
   - The Gladiolas Festival will be held on June 2nd and 3rd in the Fort Vannoy area.
   - The main focus will be the gladiolus that will be planted but will include festival type atmosphere with food, music, etc.
   - The idea of having kites is being considered.
   - Mayor Fowler suggested that the lease holder can be contacted to have the overgrowth cut down before the festival.
   - The committee discussed the gladiolas blooming times.

5. **Comments/Updates from Committee Members**
   - A possible event for June 17, 2017 was brought to the committee. It will be a free porch event that has live music and is free to the public. Any donations would benefit a kids group.
   - The Grants Pass Museum of Art is doing open studios – 24th and 25th of September – 23 artists.
   - Councilor Lovelace let the committee know there is a lot of interest in mountain biking. There is a lot of BLM land available that can be looked at to use for trails.
   - The committee was informed that the question of what happens when a motion is made in a committee has been addressed and motions and recommendations will go to council and be on the agenda moving forward.
   - Mayor Fowler would like to see a white water park put on future radar for the committee.

6. **Comments from the Public**
   - None.

NEXT MEETING: October 11, 2016 at 4:00pm in the Courtyard Conference Room

These minutes were prepared by Carlie Appling, Administration Department, City of Grants Pass.

4.a. Appointment to the Historical Buildings and Sites Commission

There is one opening on this Commission. One candidate has reapplied:

Shirley Holzinger

Julie Hall

From: Karen Frerk
Sent: Thursday, October 27, 2016 8:16 AM
To: Julie Hall
Subject: FW: Online Form Submittal: City Committee / Commission Appointment Application

Karen Frerk
City Recorder
541-450-6010

City of Grants Pass
101 NW A Street
Grants Pass, OR 97526
www.grantspassoregon.gov

From: noreply@civicplus.com [mailto:noreply@civicplus.com]
Sent: Wednesday, October 26, 2016 9:03 PM
To: Karen Frerk
Subject: Online Form Submittal: City Committee / Commission Appointment Application

City Committee / Commission Appointment Application

Step 1

Select the Board, Commission, or Committee applying for	Historical Buildings and Sites Commission
Wait List	*Field not completed.*
Personal Information	
First Name	Shirley
Last Name	Holzinger
Address	
Mailing Address (if different)	*Field not completed.*
Home Phone Number	

Business Phone Number	
Years as City Resident	59
Email Address	
Occupation and Employer	retired
May we contact you at work?	Yes
Educational Background	
High School	Graduated
College	Bachelor Degree
Trade or Business School	*Field not completed.*
Have you ever been convicted of a felony?	No
Relevant Job History	Owned property in the historic district of Grants Pass. Studied and categorized old photos of the area
Previous Volunteer/Committee Experience	Historic Building and Sites Commission, member - 2 terms as Chair, Arts Advisory Committee (helped to organize), Tourism Committee
Community Involvement	Completed 50 years as organist Newman United Methodist Church, Worked with Head Start, direct a woman's vocal ensemble which sings for assisted living organizations.

Authorization Waiver

I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I maybe subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Grants Pass may decline my volunteer application or volunteer services at any time.

Verification	I verify the information in my application.
Applicant's Name	Shirley Holzinger
Date	10/26/2016 8:45 PM

Step 2

City Committee / Commission Appointment Questionnaire

Statement of your reasons for desiring to serve:	I have always been deeply interested in the history of the area. I have participated in creating a pictorial inventory of the

	landmarks of the city and am currently providing descriptions of the properties which appear on the map of historic properties currently in process.
Statement of any relevant concerns or goals to be achieved while serving in this position:	I would like for the commission to achieve a historic district that contains all properties within the boundaries. . . no "opt outs"
What do you think are the most critical issues facing this local government in the next three years?	It's always funding
Are there some things about the City of Grants Pass that you have a special interest in?	Continuing to make GP a great place to live and retire
Additional Information	*Field not completed.*

Step 3

Responsibilities of Volunteers
As a volunteer with the City of Grants Pass, you are covered by the City of Grants Pass for liability and personal injury. Please read the following and sign:

What if I am accused of doing something wrong?
The city provides you with protection from liability for bodily injury or property damage you cause to someone else. We refer to this coverage as "Tort Liability." The coverage is subject to the following conditions:

1. You limit your actions to only the duties assigned in your job description, or assigned by an authorized supervisor.

2. You perform your assigned duties in good faith, and do not act in a manner that is reckless or with intention to cause harm to others.

You are personally responsible when:
1. Your actions are contrary to the duties assigned in your job description, or assigned by an authorized supervisor.

2. You act maliciously, with the intent to cause unlawful damage or injury, or with gross recklessness.

3. You are accused of a crime.

4. You fail to cooperate with Risk Management or the City Attorney; or you act in such a way as to harm the City's defense against the claim.

The limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260 through 30.300.

What if I have an accident while driving a City vehicle?
The City of Grants Pass will pay and defend claims against you for injury to people or property caused while operating a City owned vehicle to perform assigned duties. We refer to this coverage as "Vehicle Liability." The City will also pay for damages to the City vehicle.

Your insurance company will be responsible for the defense and payment of claims against you for injury to people or property caused while operating your personal vehicle.

The coverage is subject to the following conditions:

1. You report an accident that happens on City business to your supervisor immediately.

2. You cooperate fully with Risk Management and the City Attorney.

3. You have a valid driver's license, and follow all laws and rules while operating the vehicle.

You are not covered for an accident while driving when:
1. You operate your personally owned vehicle to perform City business. The City does not provide any protection for your vehicle. You are expected to have liability insurance, comprehensive & collision insurance for any personally owned vehicle that you use on City business. It is up to you to carry insurance on your vehicle.

2. You use a City vehicle or any other vehicle for personal use. The City does not provide any coverage if you drive a City vehicle or any other vehicle contrary to your job description or the directions of your supervisor.

The limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260 through 30.300.

What if I get hurt?
The City does not provide Workers' Compensation benefits for Registered Volunteers. The City provides an accident insurance policy for Registered Volunteers. It is limited only to injuries due to an accident while performing assigned volunteer duties. The coverage is subject to the following conditions:

1. Coverage pays after any available insurance which may apply to the same injury.

2. If your are injured in a private vehicle, the vehicle owner's insurance is responsible for your medical bills.

3. The amount of Insurance applicable per Registered Volunteer is as follows:
a. Principal Sum - $2,500
b. Capital Sum - $2,500
c. Medical Indemnity - $25,000

Reporting an Accident
Any time you are involved in an accident, or have knowledge about a potential liability situation while performing assigned duties, you must notify your supervisor immediately.

Verification	I have read and understood the insurance limitations.
Volunteer's Signature	Shirley Holzinger
Date	10/27/2016 9:00 PM

Email not displaying correctly? View it in your browser.