



CITY OF LA PINE, OREGON

REGULAR CITY COUNCIL MEETING

Wednesday, December 11, 2024, 5:30 p.m.

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/82220173156>

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

The Regular City Council meeting is a business meeting of the elected members of the La Pine City Council, in which matters that have come before the City in application, or legislatively/judicially by process can be acted upon under Old and New business. Matters that are not formally before the City or have yet to be initiated by application cannot be officially acted upon. If any party would like to initiate an action through process or application, city administrative staff are available during the regularly scheduled business hours of City Hall to provide assistance.

AGENDA

CALL TO ORDER

ESTABLISH A QUORUM

PLEDGE OF ALLEGIANCE

ADDED AGENDA ITEMS

Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the City Council

PUBLIC COMMENTS

Public Comments provide an opportunity for members of the community to submit input on ongoing matters within the city.

Public Comments are limited to three (3) minutes per person; when asked to the podium, please state your name and address. This helps the City Council and staff determine if you are a city resident. The acting chair may elect to respond to comments if the matter is within the jurisdiction of the city or defer to city staff for response. Any matter that warrants testimony and rebuttal may be debated only during a Public Hearing on the matter.

CONSENT AGENDA

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or

approved by one motion of the City Council without separate discussion. If a separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.

- 1. 11.13.2024 Joint BoCC and City Council Meeting Minutes 4.
 - a. Public Testimony Sign In Sheet – 01TA-24..... 12.
 - b. Public Comment Z. Stathakis 13.
 - c. Public Comment B. Huntamer 14.
 - d. Public Comment S. Henderson 15.
 - e. Public Comment Submission S. Henderson 16.
- 2. Financial Reports October 2024
 - a. Financial Summary..... 24.
 - b. Interest Report..... 26.
- 3. Chamber of Commerce Financial Reports 1st Quarter
 - a. Letter from the Chamber of Commerce 27.
 - b. Profit and Loss Report..... 28.

OLD BUSINESS:

- 1. Ordinance 2024-02 Development Code Amendments
 - a. Staff Report 31.
 - b. Ordinance 2024-02 33.

NEW BUSINESS:

- 1. La Pine 2045 Update Presentation
- 2. Business Oregon
 - a. Staff Report..... 58.
 - b. Y19008 Amendment 2 59.
 - c. S17027 Amendment 3 60.
- 3. Employee Handbook Amendments
 - a. Staff Report and Updated Employee Handbook 63.
 - b. Resolution 2024-21 Approving the Proposed Amended Employee Handbook 103.
- 4. Proclamation 2024-03 Election Results
 - a. Staff Report..... 104.
 - b. Proclamation 2024-03..... 105.

OTHER MATTERS

PUBLIC COMMENTS

Public Comments provide an opportunity for members of the community to submit input on ongoing matters within the city.

Public Comments are limited to three (3) minutes per person; when asked to the podium, please state your name and address. This helps the Planning Commission and staff determine if you are a city resident. The acting chair may elect to respond to comments if the matter is within the jurisdiction of the city or defer to city staff for response. Any matter that warrants testimony and rebuttal may be debated only during a Public Hearing on the matter.

STAFF COMMENTS

MAYOR & COUNCIL COMMENTS

EXECUTIVE SESSION: per ORS 192.660 (2)(i)

ADJOURNMENT



CITY OF LA PINE, OREGON
JOINT BOARD OF COUNTY COMMISSIONERS/CITY COUNCIL MEETING
&
REGULAR CITY COUNCIL MEETING

Wednesday, November 13, 2024, at 5:00 PM
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/83817497662>

MINUTES

CALL TO ORDER

Mayor Richer called the meeting to order at 5:00 p.m.

ESTABLISH A QUORUM

City Council

Mayor Richer

Council President Van Damme

Councilor Shields

Councilor Ignazzitto

Councilor Morse

BoCC

Commissioner Patti Adair

Commissioner Tony DeBone

Commissioner Phil Chang

Erick Kropp – Deputy County Administrator

Tim Brownell – Solid Waste Director – Via Zoom

Chuck Schutte –Deschutes County Road Department Manager

Staff

Geoff Wullschlager – City Manager

Brent Bybee – Principal Planner

Rachel Vickers – Associate Planner

Amanda Metcalf – City Recorder

PLEDGE OF ALLEGIANCE

Mayor Richer led the Pledge of Allegiance.

PUBLIC COMMENTS

Mayor Richer stated that public comments have been moved to the regular City Council session after added agenda items.

JOINT BoCC AND CITY COUNCIL MEETING

BUSINESS:

1. Homelessness solutions post Darlene Fire – City/County Collaboration Discussion

Mayor Richer announced that this topic of homelessness solutions will be tabled until the new Mayor and Councilor are sworn in January. He asked if any Commissioners had any updates on the cleaning up of the Darlene 3 Fire.

County Commissioner DeBone reported that there has been a significant effort in cleaning up the Darlene area following the fire, with collaboration from various government agencies, local business owners, and volunteers.

Sergeant Kyle Kalmbach of the Deschutes County Sheriff's Department commented on the Darlene 3 fire cleanup. He mentioned hearing positive feedback from residents regarding the collaborative efforts.

County Commissioner Chang announced an upcoming forum presented by the Collaborative Forest Project on December 4th. The forum will focus on the extent of hazard fuel reduction work conducted on Bureau of Land Management (BLM) and Forest Service lands.

2. County road winter road conditions – Protocol Discussion

City Manager Wullschlager inquired about the Commissioners' and County staff's preferred protocol for addressing winter road conditions inquires.

Chuck Schutte, representing the Deschutes County Road Department, advised that any calls received by the City regarding roads owned by the County should be forwarded to the road department for appropriate action.

3. Newberry Lift Station – Funding Discussion

City Manager Wullschlager briefed the Commissioners on the current issues with the Newberry Lift Station, noting that its replacement cannot be included in the City's existing USDA funding for the water and wastewater expansion project. He mentioned that the City might seek potential funding support from the County for this replacement.

In response to a question from the Commissioners, City Manager Wullschlager estimated that the replacement cost would be approximately \$1.5 million.

Commissioner Chang inquired about the terms the city received from other potential lenders. City Manager Wullschlager explained that federal funding offers interest rates ranging from 1% to 1.5%. However, he noted that such funding often involves significant delays, which the city cannot afford due to the urgent condition of the lift station. He added that he could gather more information for the Commissioners if needed.

4. Solid Waste - Dumping related to code enforcement cases – IGA Discussion

City Manager Wullschlager presented to the Commission a potential Intergovernmental Agreement (IGA) related to solid waste cleanup in connection with code enforcement. He explained that under this agreement, if a resident needed to clean their property but could not afford the costs, the City would provide assistance. He also inquired if the County's Solid Waste Department could waive the dumping fees.

Solid Waste Director Brownell responded that a similar agreement exists with County code enforcement. However, he clarified that his department does not have the authority to grant fee waivers, as such decisions would require policy approval. He also noted that other cities in Deschutes County have expressed interest in a similar type of IGA and have been denied.

Commissioner DeBone noted that the escalating costs associated with the closure of the landfill limit the ability to offer many fee waivers.

5. Community Cleanup Event(s) - City/County Collaboration Discussion

City Manager Wullschlager proposed organizing a community cleanup day, noting that similar efforts in the past involved collaboration between the County and the City.

County Commissioner DeBone referenced *Put the Shine on La Pine*, a past event focused on cleaning up the city.

County Commissioner Chang suggested exploring federal funding opportunities to support cleanup efforts.

County Commissioner Adair mentioned a recent denial of a \$20 million grant for South County and discussed the possibility of reapplying for the grant, potentially with the support of Congressman Bentz. She also proposed considering the establishment of a Firewise community in South County as an alternative solution.

OTHER ITEMS NOT ON AGENDA

County Commissioner DeBone suggested exploring a market-based camping site and proposed tabling the discussion for a future meeting.

County Commissioner Chang expressed a desire to discuss homelessness with the incoming Council members. He emphasized that many citizens have voiced concerns about the need for action after the Darlene 3 fire. Commissioner Chang stated that moving unhoused individuals deeper into the forest is not a practical solution, as it increases the risk of undetected fires until they become significant. He

proposed creating pathways out of homelessness by integrating individuals into the community, providing alternatives to living in the woods.

Mayor Richer thanked Commissioner Chang for his input and stated that the discussion would be tabled until the new administration is in place.

Mayor Richer adjourned the joint meeting at 5:43 p.m.

REGULAR COUNCIL SESSION

Mayor Richer called the regular City Council meeting to order at 5:55 p.m.

ADDED AGENDA ITEMS

None.

PUBLIC COMMENTS

Scott Henderson, property owner of 51395 Anchor Way, submitted a timeline detailing his interactions with city staff and his contractor regarding the installation of his new water meter per the development occurring along Anchor Way. He also provided a plan indicating the location of the water meter. During his public comment, Mr. Henderson read the timeline aloud and elaborated on the issues concerning the placement of the water meter.

Brian Huntamer, a resident of Bend, provided a public comment on the recently passed measure establishing five County Commissioners. He emphasized the importance of dividing Deschutes County into districts before the election for the new positions. He suggested that each district should have one representative to ensure equal representation across the entire county.

Zorba Stathakis, a resident of the Highlander RV Park, commended the Public Works Department for their excellent work in cleaning up the roads during his public comment. He also inquired about the appointment of another Student Councilor.

Mayor Richer responded, confirming that a new Student Councilor will be appointed.

CONSENT AGENDA

1. 10.23.2024 Regular City Council Meeting Minutes
2. Financial Summary – September 2024
3. Interest Report – August - September 2024

Councilor Ignazzitto made a motion to approve the consent agenda. *Councilor Morse seconded the motion.* Motion passed unanimously.

PRESENTATIONS:

None.

PUBLIC HEARING:

1. 01TA-23: Proposed Development Code Amendments

Mayor Richer opened the public hearing and covered the public hearing procedures. No members of the Council had any biases nor ex-parte contact, and no parties challenged that assertion. Principal

Planner Bybee presented the staff report. There were no public comments. There were no closing comments.

Councilor Ignazzitto made a motion to close the public hearing and commence deliberations. *Councilor Shields seconded the motion.* Mayor Richer asked for a roll call vote:

Council President Van Damme – Aye

Councilor Shields – Aye

Councilor Ignazzitto – Aye

Councilor Morse – Aye

The motion was passed unanimously.

Mayor Richer closed the public hearing at 6:22 p.m.

There were no deliberations among the Council.

Councilor Ignazzitto made a motion to approve File 01TA-23 as recommended by the Planning Commission, to be incorporated into Ordinance 2024-03 for final approval. *Councilor Morse seconded the motion.* Mayor Richer asked for a roll call vote:

Councilor Morse – Aye

Councilor Ignazzitto – Aye

Councilor Shields – Aye

Council President Van Damme – Aye

The motion was passed unanimously.

2. 01TA-24: Proposed Development Code Amendments

Mayor Richer opened the public hearing and covered the public hearing procedures. No members of the Council had any biases nor ex-parte contact, and no parties challenged that assertion. Principal Planner Bybee presented the staff report.

Rich Harp, a resident of 51981 Campfire Drive, expressed his support for 01TA-24 and the proposed code amendments.

Councilor Shields inquired about tree retention, proposing an amendment to the current policy that would prioritize saving smaller, younger trees over larger, older ones. He explained that larger trees often have a limited lifespan and may eventually die, creating future problems for property owners. Additionally, he noted that it is difficult to preserve large trees on smaller lots, suggesting that the amendment should be based on lot size.

Principal Planner Bybee read the code amendment aloud to the Council, clarifying that while trees can be removed, they must be replaced.

A discussion followed regarding the amended code section on tree retention and the possibility of exploring other options.

Councilor Ignazzitto made a motion to close the public hearing and commence deliberations. *Councilor Morse seconded the motion.* Mayor Richer asked for a roll call vote:

Councilor Van Damme - Aye

Councilor Shields - Nay

Councilor Ignazzitto - Aye

Councilor Morse - Aye

The motion passed with a majority.

Mayor Richer closed the public hearing at 7:17 p.m.

Councilor Ignazzitto made a comment that she is in favor with the current code amendments. There were no other deliberations.

Councilor Ignazzitto made a motion to approve File 01TA-24 as recommended by the Planning Commission, to be incorporated into Ordinance 2024-02 for final approval. *Councilor Van Damme seconded the motion.* Mayor Richer asked for a roll call vote.

Councilor Morse – Aye

Councilor Ignazzitto – Aye

Councilor Shields - Nay

Councilor Van Damme - Aye

Motion passed with a majority.

OLD BUSINESS:

None

NEW BUSINESS:

1. Ordinance 2024-02

Councilor Morse made a motion to approve File 01TA-24 as recommended by the Planning Commission on October 16, 2024, with concurrent approval of Ordinance 2024-02 as presented by Staff. *Councilor Ignazzitto seconded the motion.* Mayor Richer asked for a roll call vote.

Councilor Van Damme - Aye

Councilor Sheilds - Nay

Councilor Ignazzitto - Aye

Councilor Morse - Aye

Due to the lack of a unanimous vote, this ordinance will undergo a second reading at a future meeting.

2. Ordinance 2024-03

Councilor Ignazzitto made a motion to approve File 01TA-23 as recommended by the Planning Commission on May 17, 2023, with concurrent approval of Ordinance 2024-03 as presented by Staff. *Councilor Shields seconded the motion.* Mayor Richer asked for a roll call vote.

Councilor Morse – Aye

Councilor Ignazzitto – Aye

Councilor Shields – Aye

Councilor Van Damme – Aye

Motion passed unanimously.

PUBLIC COMMENTS

There were no public comments.

STAFF COMMENTS

Associate Planner Vickers provided an update on the current planning files. She reported a 39-unit apartment complex on Drafter road. Two files are currently incomplete, and Principal Planner Bybee is working with the applicants, once these files are deemed complete, they will be posted on the website. Associate Vickers also noted three Type II applications currently under review, which include a three-parcel partition and two gas stations. Lastly, she mentioned a 10-lot subdivision planned for Antler Lane.

City Recorder Metcalf did not provide any comments.

Principal Planner Bybee provided an update on the La Pine 2045 comprehensive plan update, noting that it is halfway complete. He mentioned that the Council will hold three joint sessions with the Planning Commission as part of the process. Planning staff are also coordinating community engagement efforts with the local high school to gather input from students. He stated that he will deliver a more detailed presentation on the comprehensive plan update next month.

Principal Planner Bybee also provided a brief update on the Transportation System Plan (TSP) update. He mentioned that staff have been working on the update over the past week and noted that it can be finalized through a sole procurement process without the need for a Request for Proposals (RFP) for consultants.

Lastly, he shared that the Community Planning Assistance for Wildfire (CPAW) program has been developing draft recommended policies, which will be presented to the Council in the near future.

City Manager Wullschlager provided an update on the non-competitive procurement process for the industrial lift station, noting that funding will be included in the USDA loan for the water and wastewater expansion project. He stated that the next step will involve ordering the equipment, with construction expected to begin in spring 2025.

He also reported an issue with one of the new wells, explaining that the bearings cannot handle the torque as applied by the pump and shaft mechanisms. Public Works is actively exploring solutions to resolve the problem.

Lastly, City Manager Wullschlager shared that he is working with COIC on the spec building in the industrial park, with the RFP expected to be issued in the coming weeks.

MAYOR & COUNCIL COMMENTS

Councilor Morse expressed gratitude to everyone for their input and attendance at the meeting.

Councilor Ignazzitto acknowledged staff for their work on the comprehensive plan update and highlighted the success of their community engagement efforts.

Councilor Shields did not provide any comments.

Council President Van Damme thanked staff for their contributions and announced that she will conclude her term in December.

Mayor Richer extended appreciation to all attendees for participating in the meeting.

ADJOURNMENT

Mayor Richer adjourned the meeting at 7:38 p.m.

EXECUTIVE SESSION: Per ORS 192.660 if necessary

None.

_____ Date:
Daniel Richer, Mayor

ATTEST:

_____ Date:
Amanda Metcalf, City Recorder

Sign-In Sheet for the City of La Pine Public Hearing

Date: 11/13/2024

Meeting Location: City Hall

Request: City of La Pine

File No(s): OITA-24

Name (Required)	Mailing Address (Required)	Email/Phone (Optional)	Position (Required)
Rich H-e	5198 CAMPFIRE JR	702.308.480	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral
			<input type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral
			<input type="checkbox"/> Support <input type="checkbox"/> Opposition <input type="checkbox"/> Neutral
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PUBLIC COMMENT FORM

Completed forms will be collected prior to the start of the meeting. Comments will be limited to 3 minutes and restricted to the topics indicated below. All remarks and questions must be addressed to the presiding officer, only. Comments will be respectful. Harsh and/or abusive language will not be permitted. (This document is a public record)

Name: Zorba Stathakis Phone Number: 541 566-7835
 Address: Highlander Trailer Park
 Email: _____ Resident Non Resident Other
 Agenda Item Topic #: shelter + comm kitchen in support of in opposition to as an interested party
 Non-Agenda Item Topic (Provide brief description): Shout out to public works on great job to interim p+r BOD
 Organization (if applicable): Self Would you like to be contacted for follow up?
 ___ Yes No



PUBLIC COMMENT FORM

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Name: Brian Hunter Phone Number: 541-598-5847
Address: Bend
Email: hunter.brian@oregon.gov Resident Non Resident Other
Agenda Item Topic #: _____ in support of _____ in opposition to _____ as an interested party
 Non-Agenda Item Topic (Provide brief description): _____
Newly passed measure providing 5 city commissioners
Organization (if applicable): _____ Would you like to be contacted for follow up?
 Yes No



PUBLIC COMMENT FORM

Completed forms will be collected prior to the start of the meeting. Comments will be limited to 3 minutes and restricted to the topics indicated below. All remarks and questions must be addressed to the presiding officer, only. Comments will be respectful. Harsh and/or abusive language will not be permitted. (This document is a public record)

I would like to comment on:

Agenda Item Topic #: _____ in support of in opposition to as an interested party
Topic Title: _____

Non-Agenda Item Topic (Provide brief description): Water meter in wrong location

Name: D. Scott Henderson

City of La Pine Resident: YES NO

Phone: 503 - 705 - 9876

Organization (if applicable): _____

WATER METER IN THE WRONG LOCATION

1) This is an approved set of plans approved by the city and stamped by the county. That clearly shows my driveway

2) This is the stamped and approved plan showing where the new water meter was to go.

3) This plan is from Erik the engineer and it shows that the water meter was not placed where the plan shows it should have been, It also shows that the water is in my driveway.

Sept 12th I asked Gary, Geoff, Brent, Tony DeBone and the city to look at the future sidewalk and new water meter location. The City had rejected Gary's original plan for a sidewalk out to Finley Butte.

Sept 19th Again I asked Vic Russell construction and Gary to physically show me where the water meter was to go. This was not the first time to ask and nobody marked it out.

Sept 20th Gary told Kelly, Russell construction, Erik, and me that the meter was going to be located per the approved plans.

Sept 23 Kelly confirmed that the plan should be followed but that the meter should move west to make room for the future sidewalk.

Sept 24th The water line for the new meter was NOT installed according to the location shown on the plan but to the south in my driveway area.

Sept 24 I sent an email and a drawing that showed that the water meter line was not installed in the right place. It went to the city, Gary, Erik, Russell construction.

Sept 25 Keven stated that he moved the location because there were a few trees in the way. These were small and should have been identified months ago and removed.

Sept 27th I came home to look at the problem. I work out of town.

Sept 30th I tried to have a meeting with Geoff. He did not meet nor did he call back to talk about the problem.

Oct 4th the problem was not getting resolved. So I asked for all the work to stop so we could come to a solution.

Near Oct 9th the work continued. The meter was placed in the wrong spot, the wrong size water line was used to hook up to my house. The backflow was not set properly.

November 1st Erik the city engineer confirmed that the water meter was not placed in the location shown on the approved plans that Gary had given to me.

I tried to have a meeting with the city manager multiple times and was never able to have one.

When someone comes to the city for help, The city needs to take the time to listen.

I urge the city to take the time to talk to me and to come up with a way to move the water meter to the right location.

Thank you
Scott Henderson
503 705 9876



scott henderson <dscotthen@gmail.com>

Photos showing the New water meter and water line hook up for Scott

scott henderson <dscotthen@gmail.com>
To: Gary Blake <gblake@805development.com>

Mon, Oct 14, 2024 at 8:47 AM

Gary

I am only sending this to you so that you can decide on how to proceed.
I was able to look at how the water line was hooked up to my house this weekend.

Photo 1 shows the valve box sitting on the new water line and the backfill is not compacted. When this gets driven on the water line will break.

Photo 2 shows the water meter box on an un-compacted backfill. This will also sink when it is driven on.

Photo 3 shows that the box for the back flow is too shallow. It should be an 18" box as shown in photo 6.

Photo 4 shows the wrong size water line. They used 1" Shown in red. It is supposed to be 1 1/4" from the outlet side of the 1" backflow device to the original water line shown in blue. In reality it should be 1 1/4" from the outlet of the water meter, but I did not state that earlier.

Photo 5 shows That they did not add a tracer wire to the new line that they installed. The tracer wire shown is the old one. They should have installed a new tracer line along the new water line and then tied it into the old line going to the house.

Photo 6 shows the correct way to set a backflow with a 18" deep valve box. Notice that there are street elbows at each end of the back flow so that the water line goes down before going under the valve box, Also the soil is compacted around the backflow and under the box before it is set.

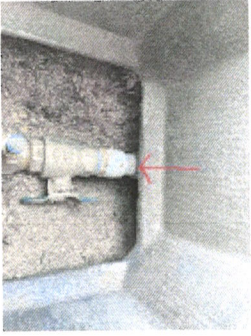
Photo 7 shows the new water meter located in the edge of the future sidewalk.

Photo 8 shows the toilet valve clogged with sand. The email was sent on Oct 4th asking for the work on the water meter to stop, They went ahead and kept working. They never gave notice that they were going to shut the water off again. I was under the impression that I was waiting for a letter or email to help resolve the water meter problem before it went too far.

I hope this will help as we move forward with having the water meter in the right location.

Thanks
Scott Henderson
503 705 9876

8 attachments



1 backflow box sitting on pipe, uncompact backfill.jpeg
104K



3 Backflow box to shallow.jpeg
182K



2 Water meter box on uncompact backfill.jpeg
156K



5 Tracer wire only on old line.jpeg
128K



4 wrong size water line.jpeg
124K



6 The correct way to set a backflow.jpeg
209K



7 water meter not past the sidewalk.JPG
129K



8 Toilet valve plugged with sand..JPG
93K

REASON TO MOVE THE METER

The location for the 3/4" water meter would be 1' to 3' north of the Original water meter like I showed originally. This location or the one on Gary's site plan would involve removing two small trees. I don't believe needing to remove some trees justified moving the meter to the south. The trees that need to be taken down can be left on my lot and I can cut them up later.

Some reasons to consider this option:

This is what the original plan was.

Valve box protection from snow removal equipment

I will be putting asphalt or concrete on my driveway

The valves, water line and meter would Not be under asphalt or concrete so repairs would be easier

Backflows don't last forever.

Lines up with the future water line better.

No cracking of concrete around the valve box

No frost heaving of asphalt around the valve box in the winter.

No need for vehicle rated valve boxes

The new water line would line up off the street better.

It would keep the future water and sewer separated

It would keep it the cleanest layout for any future work done by the city or other utility companies.a

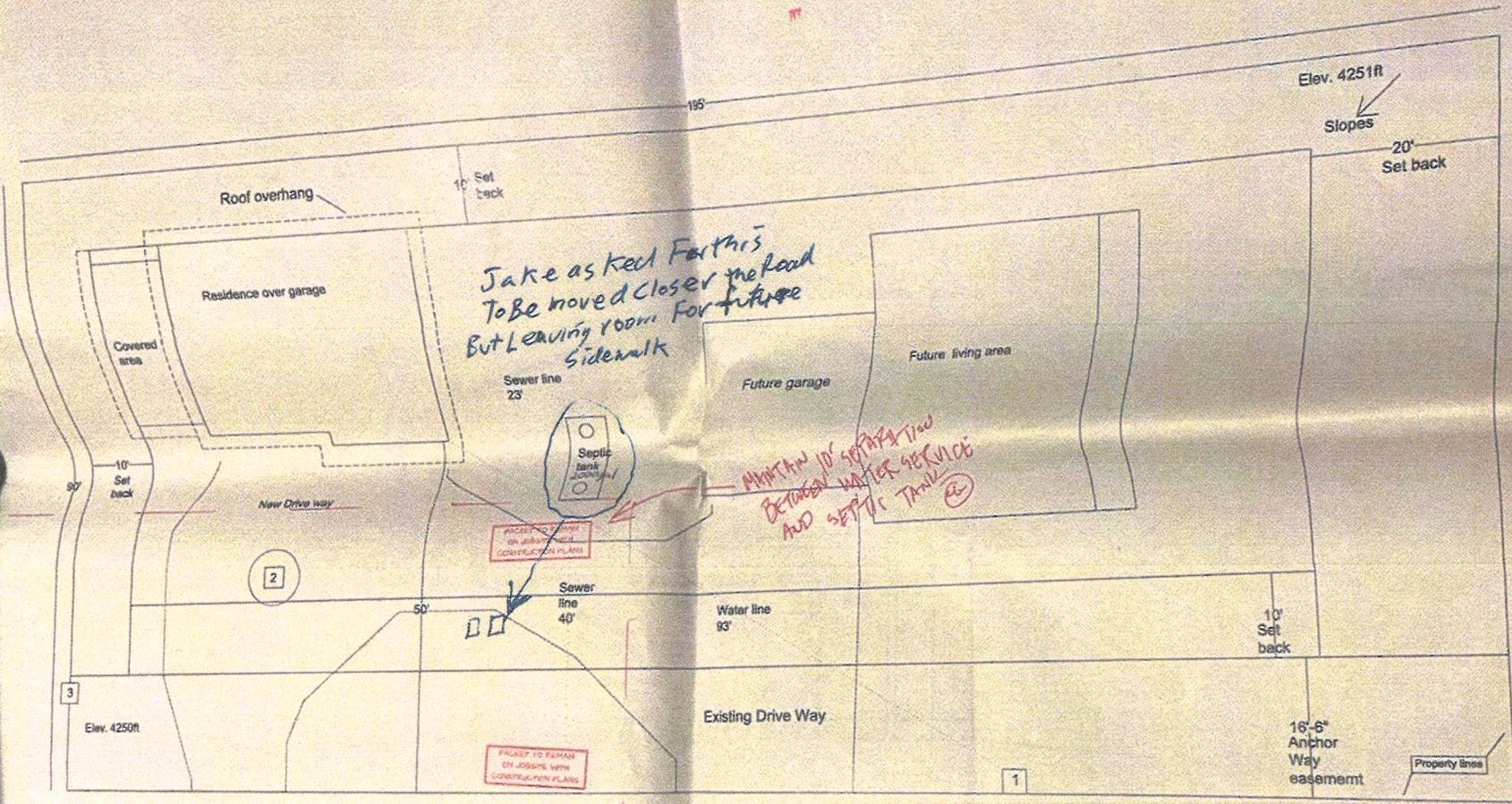
The backflow will freeze if left like it is.

If left in the driveway All future repairs on the backflow and water line would be the city's responsibility

1

Approved By La Pine
and county

COMMUNITY DEVELOPMENT DEPT.
PLANNING DATE
ENV. HEALTH DATE
BUILDING DATE 2/5/14



Jake asked Farth's
To Be moved closer to the road
But leaving room for future
sidewalk

MINIMUM 10' SEPARATION
BETWEEN WATER SERVICE
AND SEPTIC TANK

PACKET TO REMAIN
ON JOBSITE WITH
CONSTRUCTION PLANS

PACKET TO REMAIN
ON JOBSITE WITH
CONSTRUCTION PLANS

Property Location
221014CB00102
51395 Anchor Way
Owner Scott Henderson

Scale: 1" = 20'

- 1 Existing water meter
- 2 Existing power
- 3 Existing Service Box for Power

10 PACKET:
 - CODE LEGEND
 - TRUSS ENDS
 - BEARING CALCS
 - HEATING CALCS
 - BEAM & FLOOR CALCS

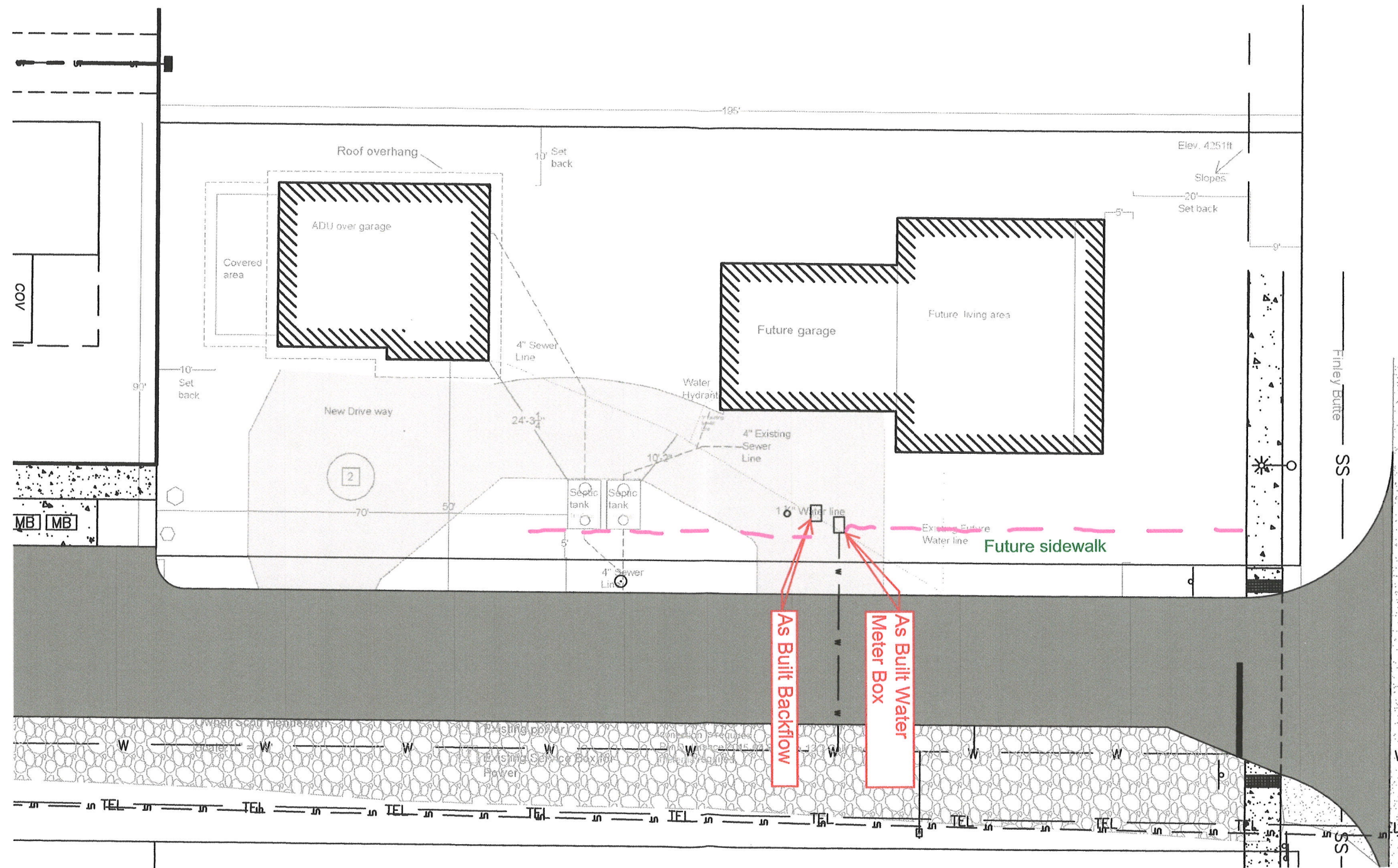
PACKET TO REMAIN
ON JOBSITE WITH
CONSTRUCTION PLANS

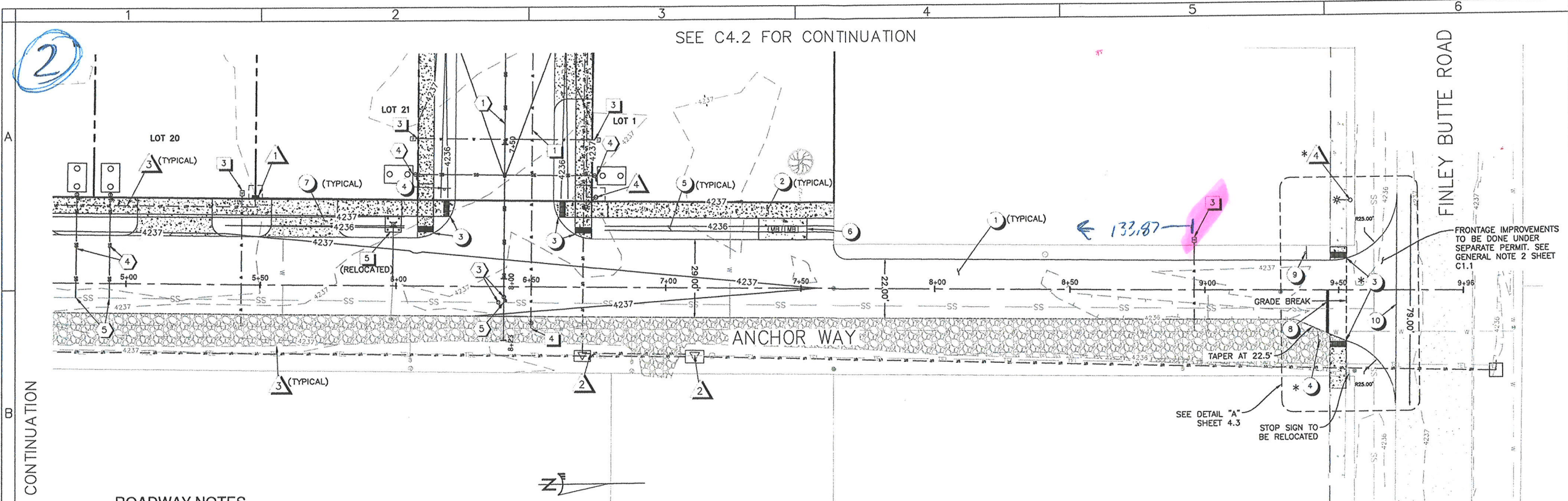
ANCHOR
WAY



Finley Butte

3





ROADWAY NOTES

- 1 3" ASPHALT OVER 8" COMPACTED BASE. REFER TO TYPICAL SECTION ON DETAIL SHEETS.
- 2 6' WIDE CONCRETE SIDEWALK. REFER TO TYPICAL SECTION ON DETAIL SHEETS.
- 3 ADA RAMP. REFER TO DETAILS ON DETAIL SHEETS.
- * 3 CONSTRUCT PORTLAND CEMENT CONCRETE ADA RAMP AT INTERSECTION OF ANCHOR WAY AND FINLEY BUTTE ROAD TO SPECIFICATIONS OF "SHARED USE-PATH CONNECTION" DETAIL IN ODOT STANDARD DRAWING RD904. PLACE TRUNCATED DOMES PER SPECIFICATIONS IN ODOT STANDARD DRAWING SHEET RD902.
- 4 STOP SIGN WITH STREET NAMES PER CITY STANDARDS.
- * 4 RELOCATE STOP SIGN WITH STREET NAMES PER COUNTY STANDARDS. REINSTALL PER ODOT STANDARD DRAWING TM670.
- 5 DRAINAGE SWALE. REFER TO TYPICAL SECTION ON DETAIL SHEETS.
- 6 CLUSTER MAILBOX PAD.
- 7 6" CONCRETE OVER 6" COMPACTED BASE DRIVEWAY PER DETAIL SHEETS.
- 8 STRIPING PER CITY OF LA PINE STANDARDS.
- 9 RELOCATE "DEAD END" SIGN PER CITY OF LA PINE STANDARDS.
- 10 CRACK SEAL PAVEMENT JOINT PER CITY OF LA PINE STANDARDS AND OREGON STANDARDS AND SPECIFICATIONS FOR CONSTRUCTION SECTION 746.

ANCHOR WAY PLAN VIEW

SCALE: 1"=20'

WATER NOTES

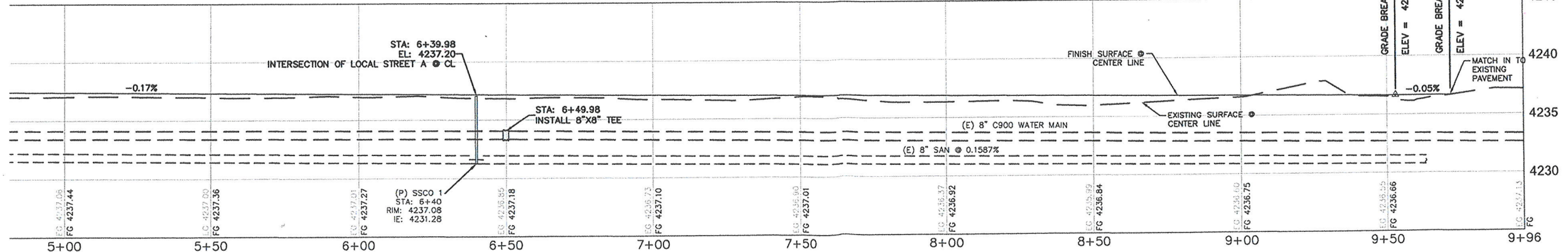
- 1 8" C900 WATER MAIN PER CITY STANDARDS.
- 2 45 DEGREE 8"x8" ELBOW PER CITY STANDARDS.
- 3 WATER SERVICE AND METER PER CITY STANDARDS. REFER TO DETAIL ON DETAIL SHEETS.
- 4 CONNECT TO EXISTING WATER MAIN WITH 8"x8" TEE. VALVE PLACEMENT PER CITY REQUIREMENTS.
- 5 FIRE HYDRANT WITH GATE VALVE PER CITY STANDARDS. REFER TO DETAIL SHEETS.

SEWER NOTES

- 1 8" SEWER MAIN PER CITY STANDARDS.
- 2 90 DEGREE 8"x8" ELBOW WITH CLEANOUTS.
- 3 SEWER CLEANOUT. REFER TO DETAIL SHEETS.
- 4 4" SEWER LATERAL @ 1% MIN. SLOPE TO STREET. REFER TO OAR 333-061-0050 FOR INFORMATION ON WATER CROSSING REQUIREMENTS. SEPTIC TANKS SHOWN FOR REFERENCE ONLY. TO BE SIZED AND INSTALLED UNDER BUILDING PERMITS. TO BE INSTALLED AND TESTED PER CITY OF LA PINE STANDARDS AND SPECIFICATIONS.
- 5 CONNECT TO EXISTING SEWER MAIN PER CITY STANDARDS.

FRANCHISE UTILITY NOTES

- 1 POWER SERVICE PEDESTAL PER MIDSTATE POWER PLAN.
- 2 POWER VAULT PER MIDSTATE POWER PLAN.
- 3 POWER TRENCH PER MIDSTATE POWER PLAN.
- 4 LIGHT POLE PER MIDSTATE. FLUSH PEDESTAL TO BE INSTALLED FOR LIGHT POLES WHERE NOT NEXT TO RESIDENTIAL SERVICE PEDESTALS.
- * 4 LIGHT POLE AND PEDESTAL RELOCATED BY OTHERS TO BE DONE UNDER SEPARATE UTILITY PERMIT FROM THE COUNTY ROAD DEPARTMENT.

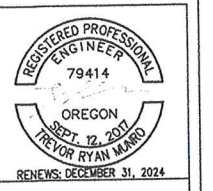


ANCHOR WAY PROFILE VIEW

SCALE: 1" = 5'V, 1" = 20'H

SEE C4.0 FOR CONTINUATION

SEE C4.2 FOR CONTINUATION



**TRAILHEAD AT ANCHOR WAY
RESIDENTIAL SUBDIVISION
ROAD IMPROVEMENTS ANCHOR WAY**
CITY OF LA PINE, DESCHUTES COUNTY, OREGON



REVISIONS:

BECON
CIVIL ENGINEERING & LAND SURVEYING
549 SW MILL VIEW WAY
SUITE 100
BEND, OREGON 97702
TEL: 531-21266
WWW.BECONENG.COM

DESIGNED BY: TRM
DRAWN BY: AJH
SCALE: 1"=20'
FILE#: 21266
DATE: 05/14/2024

VERIFY SCALES
0 1"
BAR EQUALS ONE INCH
ON ORIGINAL DRAWING

SHEET: **C4.1**
6 OF 11
PROJECT# 01SUB-22

TOTAL EXPENDITURES - BUDGET TO ACTUAL

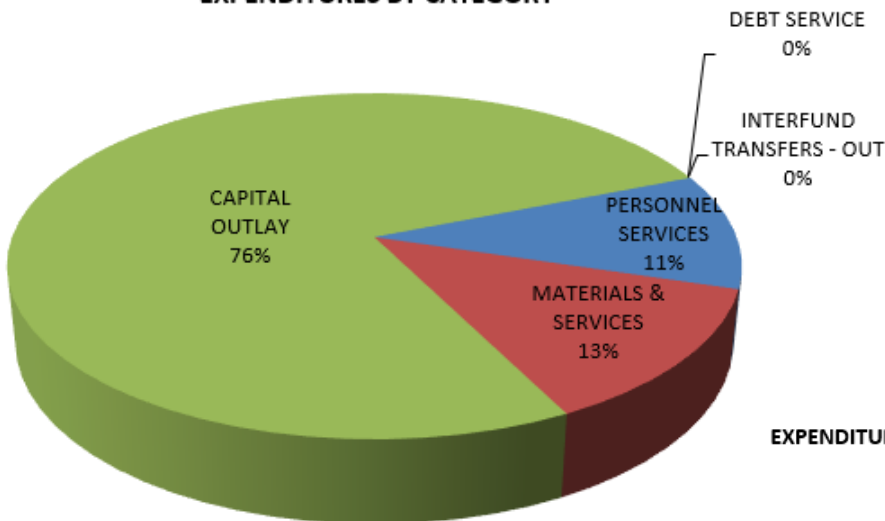
AS OF OCTOBER 31, 2024

	Year To Date	FY 2024-25 Budget	Budget Remaining	(34% lapsed)
PERSONNEL SERVICES	475,879	2,028,155	1,552,276	23.5%
MATERIALS & SERVICES	558,853	3,181,650	2,622,797	17.6%
CAPITAL OUTLAY	3,337,226	9,810,626	4,967,500	34.0%
DEBT SERVICE	-	1,192,908	1,192,908	0.0%
INTERFUND TRANSFERS - OUT	-	2,703,977	2,672,227	0.0%
	4,371,958	18,917,316	13,007,708	23.1%

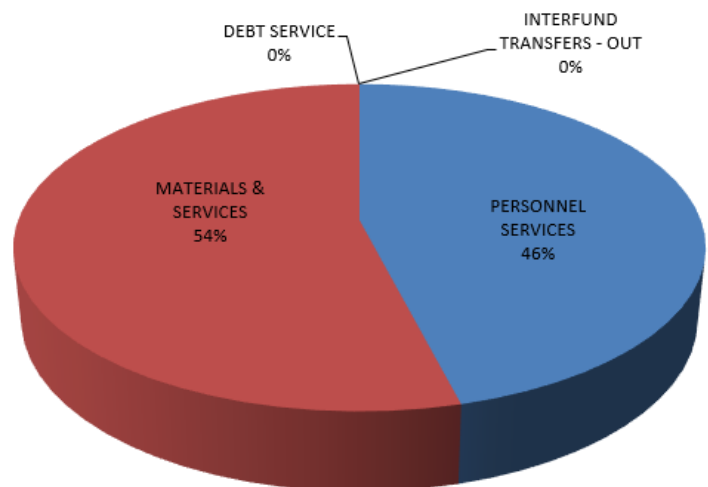
FINANCIAL HIGHLIGHTS – EXPENDITURES:

- All expenses are in line with staff expectations
- Interfund transfers have not been made, and will likely be made in January, during the mid-year budget review.

EXPENDITURES BY CATEGORY



EXPENDITURES BY CATEGORY EXCLUDING CAPITAL OUTLAY



EXPENDITURES - BUDGET TO ACTUAL BY FUND

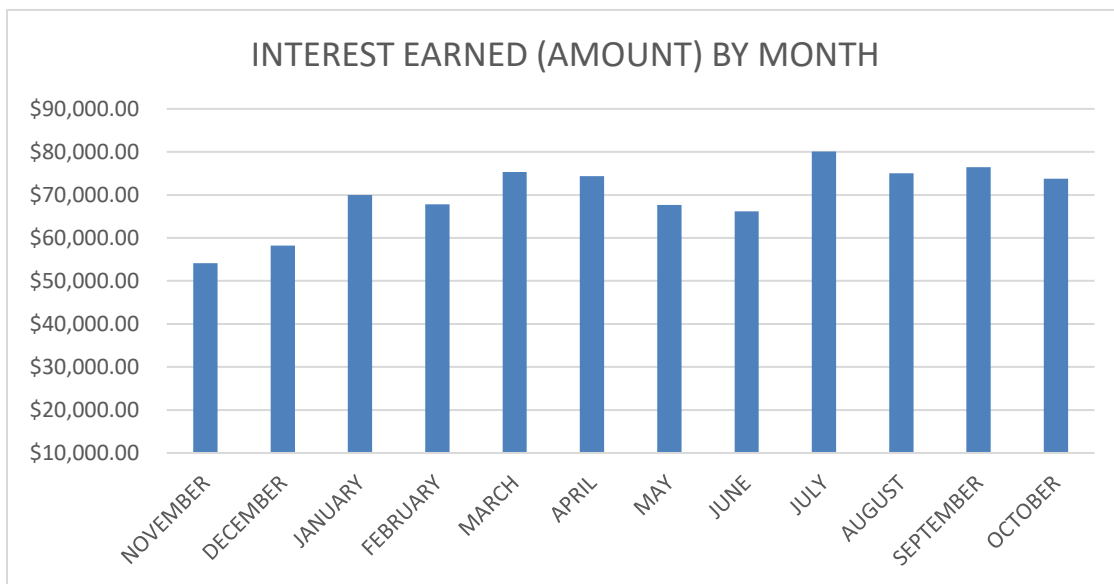
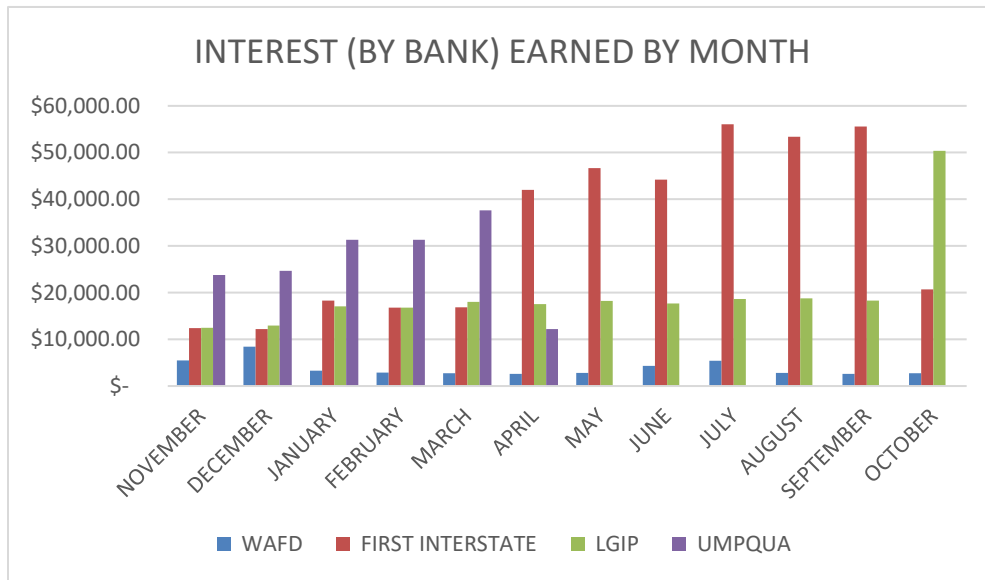
AS OF OCTOBER 31, 2024

	Year To Date	FY 2024-25 Budget	Budget Remaining	(34% lapsed) % Expended
GENERAL FUND				
PERSONNEL SERVICES	56,916	220,497	163,581	25.8%
MATERIALS & SERVICES	89,165	567,700	478,535	15.7%
CAPITAL OUTLAY	106,440	316,700	210,260	33.6%
DEBT SERVICE	-	42,908	42,908	0.0%
INTERFUND TRANSFERS - OUT		480,000	480,000	0.0%
	<u>252,521</u>	<u>1,627,805</u>	<u>1,375,284</u>	<u>15.5%</u>
CEMETERY FUND				
MATERIALS & SERVICES	3,257	24,100	20,843	13.5%
CAPITAL OUTLAY	-	5,000	5,000	0.0%
	<u>3,257</u>	<u>29,100</u>	<u>25,843</u>	<u>11.2%</u>
STREETS FUND				
PERSONNEL SERVICES	46,560	272,875	226,315	17.1%
MATERIALS & SERVICES	100,724	293,950	193,226	34.3%
CAPITAL OUTLAY	93,838	970,000	876,162	9.7%
INTERFUND TRANSFERS - OUT		261,750	261,750	0.0%
	<u>241,122</u>	<u>1,798,575</u>	<u>1,557,453</u>	<u>13.4%</u>
TOURISM FUND				
MATERIALS & SERVICES	42,760	125,650	82,890	34.0%
CAPITAL OUTLAY		75,000	75,000	0.0%
INTERFUND TRANSFERS - OUT	-	25,000	25,000	0.0%
	<u>42,760</u>	<u>225,650</u>	<u>182,890</u>	<u>18.9%</u>
COMMUNITY DEVELOPMENT FUND				
PERSONNEL SERVICES	98,004	379,477	281,473	25.8%
MATERIALS & SERVICES	21,637	89,150	67,513	24.3%
CAPITAL OUTLAY	33,545	199,700	166,155	16.8%
INTERFUND TRANSFERS - OUT	-	38,750	38,750	0.0%
	<u>153,186</u>	<u>707,077</u>	<u>553,891</u>	<u>21.7%</u>
INDUSTRIAL AND ECONOMIC DEVELOPMENT				
MATERIALS & SERVICES	20,734	220,900	200,166	9.4%
CAPITAL OUTLAY	800	1,506,700		
INTERFUND TRANSFERS - OUT		31,750		
	<u>21,534</u>	<u>1,759,350</u>	<u>200,166</u>	<u>1.2%</u>
SDC FUND				
MATERIALS & SERVICES	-	1,050,000	1,050,000	0.0%
CAPITAL OUTLAY	-	1,500,000	1,500,000	0.0%
	<u>-</u>	<u>2,550,000</u>	<u>2,550,000</u>	<u>0.0%</u>
WATER FUND				
PERSONNEL SERVICES	139,782	587,423	447,641	23.8%
MATERIALS & SERVICES	139,757	337,200	197,443	41.4%
CAPITAL OUTLAY	1,619,157	1,810,026	190,869	89.5%
DEBT SERVICE	-	500,000	500,000	0.0%
INTERFUND TRANSFERS - OUT	-	1,387,737	1,387,737	0.0%
	<u>1,898,696</u>	<u>4,622,386</u>	<u>2,723,690</u>	<u>41.1%</u>
SEWER FUND				
PERSONNEL SERVICES	134,617	567,883	433,266	23.7%
MATERIALS & SERVICES	140,819	473,000	332,181	29.8%
CAPITAL OUTLAY	1,483,446	3,427,500	1,944,054	43.3%
DEBT SERVICE		650,000	650,000	0.0%
INTERFUND TRANSFERS - OUT		478,990	478,990	0.0%
	<u>1,758,882</u>	<u>5,597,373</u>	<u>3,838,491</u>	<u>31.4%</u>



City Bank Balances – 10/31/2024

Bank	10/31/2024	Rate
LGIP	\$ 15,225,691.06	5.15%
FIB	\$ 1,577,575.18	4.75%
FIB Checking	\$ 1,303,006.92	0.00%
WAFD	\$ 1,091,770.95	2.94%
WAFD Checking	\$ 566,838.51	
Xpress	\$ 6,607.60	0.00%
	\$ 19,771,490.22	





PO Box 616, La Pine, OR 97739
51375 Huntington Road, La Pine
541.536.9771
info@lapine.org

October 11, 2024

Chamber Board 2024

Jeremy Johnson, Pres.
Integrity Auto
541-876-5432

Aaron Schofield, Treas.
First Interstate Bank
541-593-8101

Rex Lesueur
Bancorp Insurance
541-536-1726

Stacia Ash
The Studio La Pine
808-298-9270

Helen Marston
Helen's Real Estate

Patrick Jackson
Mann Mortgage
541-536-9771

Ethel Dumon
St. Vincent de Paul
541-536-1956

Ann Gawith
Executive Director

To: City of La Pine, City Councilors, City Manager
Re: TRT funds report for Fiscal Year 2024/2025 - 1st Quarter

Greetings Mayor & Councilors!

The summer proved to be a busy one for tourism across the state, we certainly saw the usual high number of vehicles cruising on Highway 97! Our Visitor Center was moderately busy, but not like in years past; I believe we are still finding the lack of signage a challenge. It is something we have been working on. It comes down to being able to make an agreement with one of the property owners at the entrance to our area off of the highway.

We are working on the newest edition of the Visitor Guide, scheduled to be in hand for distribution in May.

We are continuing with our marketing partnership with Crater Lake Country. Their survey results and analytics continue to be very encouraging, and it has become a very fruitful endeavor.

As a personal comment ... I would like to take this opportunity to thank you all for your service to our community. I am aware of the hours it takes to be an engaged member of the City Council, and it can certainly be a thankless job at times. As always, if you have any questions about the operation of the Visitor Center, please let me know. And if there are reports in particular you would like to see, please let me know that as well.

Sincerely,

La Pine Chamber of Commerce
Profit & Loss
 July through September 2024

	Jul - Sep 24
Ordinary Income/Expense	
Income	
Breakfast	
Breakfast Club	0.00
Breakfast Sponsor	300.00
Regular Attendance	1,590.00
	1,890.00
Total Breakfast	1,890.00
Events	
Miscellaneous Events	100.00
	100.00
Total Events	100.00
Facilities	
Frontier Days Assoc	900.00
KNCP Radio	1,500.00
	2,400.00
Total Facilities	2,400.00
Made In La Pine Store	4,557.35
Membership	
New Membership	994.00
Renewals	6,992.00
	7,986.00
Total Membership	7,986.00
South County Shopper	15,393.35
TRT from City of La Pine	18,700.00
Visitor Center Income	
Visitors Guide 2022	-1,200.00
Visitors Guide 2023	-1,650.00
	-2,850.00
Total Visitor Center Income	-2,850.00
Visitors Guide	1,300.00
	49,476.70
Total Income	49,476.70
Gross Profit	49,476.70
Expense	
Breakfast Expense	
Catering	1,261.00
	1,261.00
Total Breakfast Expense	1,261.00
Chamber Expense	
General Operating	
Miscellaneous Operations	
Bank Service Charges	11.00
Credit Card Processing	-97.00
	-86.00
Total Miscellaneous Operations	-86.00
Total General Operating	-86.00
	-86.00
Total Chamber Expense	-86.00
Credit Card Processing Fees	
CC - Chamber Activities	23.84
CC - Membership	114.28
MIL Credit Card Fees	72.65
SCS Credit Card Fees	464.64
	675.41
Total Credit Card Processing Fees	675.41
Facilities Exp	
Rent	7,050.00
Repair/Maint/Snowplow/Upgrade	101.94
Utilities	1,116.39
	8,268.33

La Pine Chamber of Commerce

Profit & Loss

July through September 2024

	Jul - Sep 24
Total Facilities Exp	8,268.33
Insurance	
Business Auto & GL	253.73
D&O Coverage	268.50
Total Insurance	522.23
Made in La Pine Store Exp	
Paid to Vendors	1,855.75
Total Made in La Pine Store Exp	1,855.75
Miscellaneous Operations	
Accounting	3,000.00
Bank Service Charges	10.00
Contract Services	21.75
Membership Dues	300.00
Misc Expense	92.00
Seminar/Workshops	40.00
Software	84.72
Total Miscellaneous Operations	3,548.47
Office Equipment & Supplies	
General Supplies	236.40
Printer Costs	123.02
Printer Lease	786.88
Total Office Equipment & Supplies	1,146.30
Payroll Expenses	
Executive Director	8,308.23
Office Staff-Part Time	6,899.88
Payroll Taxes/Expenses	7,496.22
Total Payroll Expenses	22,704.33
SCS Expenses	
SCS Ad Sale Commissions	3,521.87
SCS Advertising/Marketing	2,193.79
SCS Contract	3,000.00
SCS Supplies/Software/Other	23.71
Total SCS Expenses	8,739.37
Visitor Operations Expenses	
Advertising - Events	899.00
Advertising - General	1,624.60
Total Visitor Operations Expenses	2,523.60
Visitors Guide Exp	
Ad Sales Commission	2,000.00
Total Visitors Guide Exp	2,000.00
Website	
Software/Maintenance	15.99
Total Website	15.99
Total Expense	53,174.78
Net Ordinary Income	-3,698.08
Other Income/Expense	
Other Income	
Interest from Checking Account	40.89
Interest from Savings 0704 VG	10.12
Total Other Income	51.01

La Pine Chamber of Commerce

Profit & Loss

July through September 2024

	<u>Jul - Sep 24</u>
Net Other Income	51.01
Net Income	<u><u>-3,647.07</u></u>



CITY OF LA PINE

STAFF MEMO

MEETING DATE: December 11, 2024
TO: La Pine City Council
FROM: Brent Bybee, Principal Planner
SUBJECT: Ordinance 2024-02

<input type="checkbox"/>	Resolution	<input checked="" type="checkbox"/>	Ordinance
<input type="checkbox"/>	No Action – Report Only	<input type="checkbox"/>	Public Hearing
<input checked="" type="checkbox"/>	Formal Motion	<input type="checkbox"/>	Other/Direction: Please see below

Councilors,

The code amendments proposed are a result of work sessions and public hearings previously held with the Planning Commission and City Council, changes proposed by the Planning Commission, and scrivener errors identified by staff. At the previous City Council hearing on November 13, 2024, The City Council did not come to a unanimous decision on Ordinance 2024-02. Since it was the first reading of that ordinance, a unanimous decision was required for adoption. Ordinance 2024-02 is now before the City Council again for a second reading and decision.

Proposed Amendments

Specifically, the proposed code amendments consist of clarifying updates and housekeeping revisions to Part III of the La Pine City Code. The proposal includes the following:

- Define drive up and drive thru facilities, mobile food units, and flag lots;
- Match the definitions for partitions, property line adjustments, and replats to those in state statute;
- Amend the lot size and paving requirements for self-service storage facilities;
- Removing manufactured dwelling parks as a development option from all Commercial zones;
- Further define residential lot frontage requirements;

- Provide code language requiring the retention of existing trees to the furthest extent possible when new development is proposed;
- Providing additional drive up and drive thru facility standards;
- Refining allowed pedestrian access materials;
- Amending the Type I procedures to match state statute;
- Removing code criteria that identifies mobile food unit approval periods, as it contradicts the criteria within Sec. 15.105.070.
- Amended standards towards property line adjustments, removing references to “boundary” line adjustment or “lot” line adjustment to match state statute;
- New criteria towards replats, better addressing the requirements within state statute.

Staff Recommendation

Staff recommends a formal motion from the City Council stating, “I move to approve Ordinance 2024-02 as presented by Staff”, followed by a second and roll call vote.

ORDINANCE NO. 2024-02

AN ORDINANCE OF THE CITY OF LA PINE AMENDING PART III – CITY OF LA PINE DEVELOPMENT CODE, ADOPTING ADDITIONAL PROCEDURAL CLARITY, STREAMLINING APPLICATION PROCESSES, AND EXPANDING OPTIONS FOR LOCAL RESIDENTS, AND DECLARING AN EMERGENCY

WHEREAS, the La Pine Development Code contains several sections that require amendments to bring the code into compliance with State law, and to remove references to outdated or removed State statutes or City of La Pine Code language; and

WHEREAS, other sections of the City of La Pine’s Development Code requires amendments to clarify language and intent, codify existing practices, and provide clear and objective criteria within the code criteria; and

WHEREAS, the City of La Pine Planning Commission held a public hearing on the proposed language on September 18, 2024, and October 16, 2024, and recommends adoption of the proposed amendments.

NOW, THEREFORE, the City of La Pine ordains as follows:

Section One: The above recitals are adopted into and made a part of this Ordinance 2024-02 as the City’s findings of fact.

Section Two: La Pine Development Code Sec. 15.12.020. – Definitions, is amended to add new definitions and amend existing definitions to read as depicted on the attached Exhibit A, with additions underlined and deletions ~~struck through~~.

Section Three: La Pine Development Code Sec. 15.18.300. – Use Regulations, is amended to read as depicted on the attached Exhibit B, with additions underlined and deletions ~~struck through~~.

Section Four: La Pine Development Code Sec. 15.18.400. – Development Standards, Table 15.18-2., is amended to read as depicted on the attached Exhibit C, with additions underlined and deletions ~~struck through~~.

Section Five: La Pine Development Code Sec. 15.22.300. – Use Regulations, and Table 15.22-1., is amended to read as depicted on the attached Exhibit D, with additions underlined and deletions ~~struck through~~.

Section Six: La Pine Development Code Sec. 15.24.300. – Use Regulations, and Table 15.24-1., is amended to read as depicted on the attached Exhibit E, with additions underlined and deletions ~~struck through~~.

Section Seven: La Pine Development Code Sec. 15.82.010. – Landscaping and buffering requirements, is amended to read as depicted on the attached Exhibit F, with additions underlined and deletions ~~struck through~~.

Section Eight: La Pine Development Code Sec. 15.86.040. – Drive up and drive-through uses and facilities, is amended to read as depicted on the attached Exhibit G, with additions underlined and deletions ~~struck through~~.

Section Nine: La Pine Development Code Sec. 15.88.050. – Pedestrian access and circulation, is amended to read as depicted on the attached Exhibit H, with additions underlined and deletions ~~struck through~~.

Section Ten: La Pine Development Code Sec. 15.204.010. – Type I procedure (ministerial/staff review), is amended to read as depicted on the attached Exhibit I, with additions underlined and deletions ~~struck through~~.

Section Eleven: La Pine Development Code Sec. 15.318.070. – Approval period and time extension, is amended to read as depicted on the attached Exhibit J, with additions underlined and deletions ~~struck through~~.

Section Twelve: La Pine Development Code CHAPTER 15.414. – RE PLATTING AND BOUNDARY LINE ADJUSTMENTS, is amended to read as depicted on the attached Exhibit K, with additions underlined and deletions ~~struck through~~.

Section Thirteen: La Pine Development Code CHAPTER 15.415. – REPLATS, is added to read as depicted on the attached Exhibit K, with additions underlined and deletions ~~struck through~~.

Section Fourteen: If any court of competent authority invalidates a portion of ordinance 2024-02, the remaining portions will continue in full force and effect.

Section Fifteen: With Ordinance 2024-02 being immediately necessary for health, welfare, and safety of the people of the City of La Pine, an emergency is hereby declared to exist, and this Ordinance 2024-02 shall become effective upon signing.

This Ordinance was PASSED and ADOPTED by the La Pine City Council by a vote of ___ for, and ___ against and APPROVED by the mayor on December 11, 2024.

Daniel Richer, Mayor

ATTEST:

Amanda Metcalf, City Recorder

PART III - CITY OF LA PINE DEVELOPMENT CODE

(***)

Article 2 - DEFINITIONS AND USE CATEGORIES

(***)

Sec. 15.12.020. - Definitions

(***)

Drive up and drive thru facility means a permanent facility or structure that is designed to allow drivers to remain in their vehicles before and during an activity on the site. Drive-through facilities also include facilities designed for the rapid servicing of vehicles, where the drivers may or may not remain in their vehicles, but where the drivers usually either perform the service for themselves, or wait on the site for the service to be rendered. Drive-through facilities may serve the primary use of the site or may serve accessory uses.

(***)

Mobile Food Unit means a mobile vehicle, such as a food truck, trailer, or car, from which primarily food or beverages is provided to walk-up customers and does not include drive-thru service. Mobile Food Units shall be mobile at all times and must be on wheels that are functional and appropriate for the type of unit at all times.

(***)

Flag lot means a lot located behind a frontage lot, plus a strip of land out to the street for an access drive. There are two distinct parts to a flag lot: the "flag" which comprises the actual building site located at the rear portion of the original lot, and the "pole" which provides access from a street to the flag lot.

(***)

~~Partitioning land means to divide a lot, parcel or tract of land into two or three parcels, but does not include the following: dividing land to create not more than three parcels of land within a calendar year, but does not include:~~

- ~~1. A division of land resulting from a lien foreclosure, foreclosure of a recorded contract for the sale of real property, or the creation of a cemetery lot. Dividing land as a result of a lien foreclosure, foreclosure of a recorded contract for the sale of real property or the creation of cemetery lots;~~
- ~~2. An adjustment of a property line by the relocation of a common boundary where an additional unit of land is not created, and where the existing unit of land reduced in size by the adjustment complies with the applicable zoning. Adjusting a property line as property line adjustment is defined.~~

3. ~~The division of land resulting from the recording of a subdivision or condominium plat.~~
Dividing land as a result of the recording of a subdivision or condominium plat;
4. ~~The sale of a lot in a recorded subdivision or town plat, even though the developer, owner or seller of the lot may have owned other contiguous lots or property prior to the sale; the lot, however, must be sold as platted and recorded.~~Selling or granting by a person to a public agency or public body of property for state highway, county road, city street or other right of way purposes if the road or right of way complies with the applicable comprehensive plan and ORS 215.213 (2)(p) to (r) and 215.283 (2)(q) to (s). However, any property sold or granted for state highway, county road, city street or other right of way purposes shall continue to be considered a single unit of land until the property is further subdivided or partitioned; or
5. Selling or granting by a public agency or public body of excess property resulting from the acquisition of land by the state, a political subdivision or special district for highways, county roads, city streets or other right of way purposes when the sale or grant is part of a property line adjustment incorporating the excess right of way into adjacent property. The property line adjustment shall be approved or disapproved by the applicable local government. If the property line adjustment is approved, it shall be recorded in the deed records of the county where the property is located.

(***)

Property Line Adjustment means a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel.

(***)

Replat means the act of platting the lots, parcels and easements in a recorded subdivision or partition plat to achieve a reconfiguration of the existing subdivision or partition plat or to increase or decrease the number of lots in the subdivision.

PART III - CITY OF LA PINE DEVELOPMENT CODE

(***)

Article 3 - ZONING DISTRICTS

(***)

CHAPTER 15.18. - RESIDENTIAL ZONES

(***)

Sec. 15.18.300. - Use regulations.

Uses may be designated as permitted, limited, conditional, or prohibited in the residential zones. As noted in Table 15.18-1, a use may also be subject to special use standards of [article 6](#).

- A. *Permitted uses (P)*. Uses allowed outright in the residential zones are listed in Table 15.18-1 with a "P."
- B. *Limited uses (L)*. Uses allowed in the residential zones subject to limitations are listed in Table 15.18-1 with an "L." The limitations are defined below and correspond with the footnote numbers in Table 15.18-1.
 1. *Commercial lodging*. Commercial lodging uses in the RSF and RMF zones are limited to bed and breakfast inns.
 2. *Retail sales and service*. Retail sales and service uses in the RSF and RMF zones are limited to veterinary clinics and commercial kennels where the animal-related facilities are primarily indoors.
 3. *Self-service storage*. Self-service storage uses are required to have a minimum lot size of five acres. The expansion of existing self-storage facilities must meet the minimum acreage requirement. All areas within 30 feet of storage unit building access points or doors, shall be paved with an asphalt surface.
 4. *Parks and open areas*. Cemeteries require a conditional use permit in the RSF and RMF zones. All other parks and open areas uses permitted outright.
- C. *Conditional uses (CU)*. Uses which are allowed if approved through the conditional use review process are listed in Table 15.18-1 with a "CU." These uses are allowed provided they comply with the conditional use requirements of [chapter 15.316](#), conditional uses. Uses listed with a "CU" that also have a footnote number in the table are subject to the regulations cited in the footnote.

- D. *Prohibited uses (N)*. Uses listed in Table 15.18-1 with an "N" are prohibited. Existing uses in categories listed as prohibited may be subject to the regulations of [chapter 15.08](#), non-conforming uses and structure.

PART III - CITY OF LA PINE DEVELOPMENT CODE

(***)

Article 3 - ZONING DISTRICTS

(***)

CHAPTER 15.18. - RESIDENTIAL ZONES

(***)

Sec. 15.18.400. - Development standards.

- A. *Purpose.* The development standards for residential zones work together to create desirable residential areas by promoting aesthetically pleasing environments, safety, privacy, energy conservation, and recreational opportunities. The development standards generally ensure that new development will be compatible with the city's character. At the same time, the standards allow for flexibility for new development. In addition, the regulations provide certainty to property owners, developers, and neighbors about the limits of what is allowed.

- B. *Development standards.* The development standards for residential zones are presented in Table 15.18-2. Development standards may be modified as provided by [chapter 15.320](#), variances. Additional standards may apply to specific zones or uses, see [section 15.18.500](#). Footnotes in the table correspond to the sections below.
 - 1. Minimum density standard in the RSF zone only applies to subdivisions. Development on existing lots and partitions are exempt from this standard.

 - 2. Accessory dwellings do not count toward the maximum density standard in the RSF zone.

<i>Table 15.18-2. Development Standards in the Residential Zones</i>		
<i>Standard</i>	<i>RSF</i>	<i>RMF</i>
Minimum street frontage <u>When a flag lot is proposed, as defined under <i>Flag Lot</i> in section 15.12.020, the minimum frontage width shall be 30 feet, and shall apply to the full length of the flag lot "pole".</u>	50 feet 35 feet on cul-de-sac street 25 feet for townhomes	50 feet 35 feet on a cul-de-sac street 25 feet for townhomes

PART III - CITY OF LA PINE DEVELOPMENT CODE

(***)

Article 3 - ZONING DISTRICTS

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CHAPTER 15.22. - COMMERCIAL AND MIXED-USE ZONES

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Sec. 15.22.300. - Use regulations

Uses may be designated as permitted, limited, conditional, or prohibited in the commercial and mixed-use zones. As noted in Table 15.22-1, a use may also be subject to special use standards of [article 6](#).

- A. *Permitted uses (P)*. Uses allowed outright in the commercial and mixed-use zones are listed in Table 15.22-1 with a "P." In the C zone, any use that emits fumes or noxious odors, requires an air quality permit from the Oregon Department of Environmental Quality (DEQ), or emits noise beyond 20 decibels (dB) is required to obtain a conditional use permit pursuant to [chapter 15.316](#), conditional uses.

- B. *Limited uses (L)*. Uses allowed in the commercial and mixed-use zones subject to limitations are listed in Table 15.22-1 with an "L." The limitations are defined below and correspond with the footnote numbers in Table 15.22-1. In the C zone, any use that emits fumes or noxious odors, requires an air quality permit from the Oregon Department of Environmental Quality (DEQ), or emits noise beyond 20 decibels (dB) is required to obtain a conditional use permit pursuant to [chapter 15.316](#), conditional uses.
 - 1. *Marijuana facilities in the C and CMX zones*. Allowed marijuana facilities in the C and CMX zone[s] are limited to marijuana testing laboratories. Marijuana production or processing uses are prohibited.

 - 2. *Mixed use development in the CRMX zone*. Non-residential uses noted with a (2) are allowed in combination with residential uses in the CRMX zone if the nonresidential uses are limited to a total of 60 percent of the gross floor area of all uses in the development. Business parks and funeral homes are prohibited nonresidential uses.

 - 3. *Wireless telecommunication facilities in the CRMX and CMX zones*. Communication antennas mounted on existing buildings, structures, or public utility transmission towers are permitted outright. Communication towers require a conditional use permit.

4. *Retail sales and service in the CMX zone.* Automobile, RV, and truck sales uses require a conditional use permit. Funeral homes are prohibited. All other retail sales and service uses are permitted outright.
 5. *Commercial lodging in the CN zone.* Commercial lodging uses in the CN zone are limited to bed and breakfast inns.
 6. *Retail sales and service in the CN zone.* Automobile, RV, and truck sales and funeral homes are prohibited in the CN zone. Veterinary clinics and kennels require a conditional use permit. All other retail sales and service uses are permitted outright.
 7. Parks and open areas in the CN zone. Cemeteries require a conditional use permit in the CN zone. All other parks and open areas uses permitted outright.
 8. *Self-service storage.* Self-service storage uses are required to have a minimum lot size of five acres. The expansion of existing self-storage facilities must meet the minimum acreage requirement. All areas within 30 feet of storage unit access points or doors shall be paved with an asphalt surface.
- C. *Conditional uses (CU).* Uses which are allowed if approved through the conditional use review process are listed in Table 15.22-1 with a "CU." These uses are allowed, provided they comply with the conditional use requirements of [chapter 15.316](#), conditional uses. Uses listed with a "CU" that also have a footnote number in the table are subject to the regulations cited in the footnote.
- D. *Prohibited uses (N).* Uses listed in Table 15.22-1 with an "N" are prohibited. Existing uses in categories listed as prohibited may be subject to the regulations of [chapter 15.08](#), non-conforming uses and structures.

<i>Table 15.22-1. Use Regulations in the Commercial and Mixed-Use Zones</i>					
Use Category	C	CRMX	CMX	CN	Special Use Standards
Manufactured dwelling park	CU <u>N</u>	P <u>N</u>	P <u>N</u>	P <u>N</u>	
Self-service storage	N	N	P <u>(8)</u>	CU <u>(8)</u>	—

PART III - CITY OF LA PINE DEVELOPMENT CODE

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Article 3 - ZONING DISTRICTS

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CHAPTER 15.24. - INDUSTRIAL AND PUBLIC FACILITY ZONES

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Sec. 15.24.300. - Use regulations.

Uses may be designated as permitted, limited, conditional, or prohibited in the industrial and public facility zones. As noted in Table 15.24-1, a use may also be subject to special use standards of [article 6](#).

- A. *Permitted uses (P)*. Uses allowed outright in the industrial and public facility zones are listed in Table 15.24-1 with a "P."
- B. *Limited uses (L)*. Uses allowed in the industrial and public facility zones subject to limitations are listed in Table 15.24-1 with an "L." The limitations are defined below and correspond with the footnote numbers in Table 15.24-1.
 1. *Eating and drinking establishments in the LI zone*. Eating and drinking establishments in the LI zone are limited to 2,500 square feet of gross floor area.
 2. *Offices in the LI, I, and PF zones*. Offices as a primary use are limited to industrial offices (as defined in [section 15.14.235](#)) and government offices that do not include a point-of-service facility. All other office uses must be accessory to a permitted industrial use.
 3. *Retail sales and services in the LI zone*. Retail sales and services in the LI zone are limited to 2,500 square feet of gross floor area, except for the following uses:
 - a. Health and fitness centers may exceed the maximum floor area.
 - b. Retail sales of heavy equipment may exceed the maximum floor area with a conditional use permit.
 - c. Retail sales of goods that are displayed outdoors, such as sales of building materials, landscape materials, or garden or farm supplies, may exceed the maximum floor area with a conditional use permit.
 4. *Automotive wrecking, salvage, and junk yards*. The storage or sale of junk requires a special license, see [section 15.108.040](#).

5. *General manufacturing and production in the LI zone.* Agricultural processing establishments require a conditional use permit. Energy and power generation uses are prohibited. All other general manufacturing and production uses are permitted outright.
 6. *Warehouse and freight movement in the LI zones.* Truck transportation and loading terminals require a conditional use permit. All other warehouse and freight movement uses permitted outright.
 7. *Community services in the LI zone.* Government buildings and services that do not include a point-of-service facility are permitted. All other uses are prohibited.
 8. *Agriculture in the LI zone.* Agriculture uses in the LI zone are limited to large animal veterinary clinics allowed with a conditional use permit.
 9. *Marijuana facilities in the I zone.* Marijuana testing laboratories are permitted outright. Marijuana processing facilities, production facilities, or wholesalers are allowed with a conditional use permit.
 10. *Retail sales and services in the I and PF zones.* Retail sales and services in the I and PF zones are limited to mobile food unit sites.
 11. *Self-service storage.* Self-service storage uses are required to have a minimum lot size of five acres. The expansion of existing self-storage facilities must meet the minimum acreage requirement. All areas within 30 feet of storage unit access points or doors shall be paved with an asphalt surface.
- C. *Conditional uses (CU).* Uses which are allowed if approved through the conditional use review process are listed in Table 15.24-1 with a "CU." These uses are allowed provided they comply with the conditional use requirements of [chapter 15.316](#), conditional uses. Uses listed with a "CU" that also have a footnote number in the table are subject to the regulations cited in the footnote.
- D. *Prohibited uses (N).* Uses listed in Table 15.24-1 with an "N" are prohibited. Existing uses in categories listed as prohibited may be subject to the regulations of [chapter 15.08](#), non-conforming uses and structures.

Use Category	LI	I	PF	Special Use Standards
Self-service storage	CU (11)	P (11)	P (11)	—

PART III - CITY OF LA PINE DEVELOPMENT CODE

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Article 5 - DEVELOPMENT STANDARDS

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CHAPTER 15.82. - LANDSCAPING, BUFFERING AND FENCES

Sec. 15.82.010. - Landscaping and buffering requirements.

The following minimum landscape requirements are established for all developments subject to site plan approval, unless approved otherwise by the reviewing authority:

- A. *Exemption.* The provisions of this section may be exempted for uses existing on or before the effective date of this Development Code that are a permitted use in a specific zone in an existing building or buildings on a lot or parcel of land of the scale that there is no remaining room for landscaping; this exemption shall also apply to the exterior remodeling and/or expansion of not more than 25 percent of the total square footage of all enclosed structures on a lot or parcel existing under a unit ownership on or before the effective date of this Development Code.
- B. *Area required.* Except as approved otherwise by the city, the following minimum percent of a parcel area shall be landscaped for the following uses:
 1. Duplexes and triplexes: 25 percent.
 2. Multi-family ~~developments~~ ~~dwelling complexes~~ containing four or more units and commercial residential mixed uses (CRMX): 20 percent.
 3. Commercial uses including mixed use commercial (CMX): 15 percent.
 4. Industrial uses. A minimum five-foot landscaped buffer along any adjoining public right-of-way of a collector or arterial street or highway, which may be computed toward an overall requirement of ten percent.
 5. Minimum area requirements may include landscaping around buildings, in parking and loading areas, outdoor recreational use areas, screening and buffering areas, and surface water drainage areas.
- C. *Landscaping defined.* Required landscaping may include, but is not limited to, a combination of any of the following materials: living plant material such as trees, shrubs, groundcover, flowers and lawn (including native vegetation); and nonliving materials such as benches, walkways and courtyards, consisting of brick, decorative rock or other decorative materials. The total amount of nonliving materials (including bark dust, chips, aggregate, or other non-plant ground covers) shall not exceed more than 50 percent of the required landscape area.

- D. *Existing vegetation.* Existing site vegetation ~~may~~shall be utilized to the maximum extent possible consistent with building placement and the applicable proposed landscape plan.
- E. *Parking lots.* Parking lots with space for ten or more vehicles must be landscaped in accordance with the following minimum requirements:
1. In commercial and residential developments, parking areas shall be divided into bays, and between or at the end of each parking bay a curbed planter containing at least 16 square feet may be required.
 2. If required, each planter shall contain at least one tree or shrub and ground cover.
 3. The areas shall be designed to be protected from being damaged by vehicles using the parking area.
 4. Unless sidewalks are provided adjacent to a structure, customer or resident parking areas should be separated from the exterior wall of a commercial or residential structure by a minimum five-foot strip of landscaping.
 5. Where a parking, loading or driveway area serving a multi-family, commercial, industrial or government use abuts a public right-of-way of a collector or arterial street or a local street across from a residential zone, or abuts a residential zone, a screen planting or other approved landscaped planter strip may be required between the parking area and the right-of-way without encroaching into a clear vision area or sidewalk.
- F. *Buffering and screening.*
1. Purpose. The purpose of buffering and screening requirements are to reduce the impacts of a proposed use on adjacent uses and zones which provide for different types of uses. The city may waive or reduce the requirements where existing topography or vegetation is appropriate or otherwise negates the effectiveness or intended purpose or benefits of the buffering and screening.
 2. Where any permitted principal and/or accessory use in a commercial or industrial zone abuts any land zoned RSF, RMF, RMP or TA the following buffer and screening shall be required. These requirements shall apply in instances where such use is being newly developed on vacant land, expanded in floor area by 50 percent or greater, or removed and a new use developed.
 3. Within commercial zones. A buffer strip at least ten feet wide shall be provided and maintained along the entire length of a side or rear yard where it abuts an RSF, RMF, RMP, or TA zone. Buffer strips shall not be used for parking, storage of vehicles, equipment, or materials, nor for any other use incompatible with their purpose as a visual, noise, dust, and pollution barrier. The buffer strip shall contain suitable screening, defined as either of the following:

- a. A solid fence or wall, architecturally compatible with existing structures in the area, no less than five feet nor more than eight feet in height; or
 - b. A sight-obscuring planting of evergreens, not less than four feet in height at the time of planting and of a variety that will maintain full, dense growth from the ground up to a height of not less than six feet upon maturity, planted at a spacing of the lesser of eight feet or the diameter of a mature specimen of the species being planted.
 - c. Areas of the buffer strip not covered with a fence, wall, or screening plantings, shall be planted with appropriate ground cover vegetation, including native species. Xeriscape methods are highly encouraged.
 - d. Installation and maintenance of the buffer and screening shall be the responsibility of the owner of the property on which the "C" type zone permitted use is located. Installation must be completed prior to issuance of a certificate of use and occupancy by the city. Fences or walls must be maintained in safe and structurally sound condition. Dead or diseased plants shall be removed and replaced in a timely manner. Grass shall be kept neatly mowed.
4. Within industrial zones. A buffer strip at least 30 feet wide shall be provided and maintained along the entire length of a side or rear yard where it abuts any RSF, RMF, RMP, or TA zoned land. Buffer strips shall not be used for parking, storage of vehicles, equipment, or materials, nor for any other use incompatible with their purpose as a visual, noise, dust, and pollution barrier. The buffer shall meet the following standards:
- a. The buffer shall be planted with evergreens capable of obtaining and maintaining a dense growth to a full height and a full canopy diameter of no less than 12 feet. The minimum height at the time of planting shall be six feet. Plants shall be situated in two rows within the buffer strip, each row being located at least ten feet from the edge of the buffer strip. Plants in each row shall be spaced no more than 20 feet center-to-center and the two rows shall be situated in an alternating pattern so that the trees in one row are located centrally between the trees in the other row. Plants shall be allowed to obtain a minimum height of 12 feet and shall not be trimmed below that height thereafter.
 - b. Installation and maintenance of the buffer and screening shall be the responsibility of the owner of the property on which the industrial use is located. Installation must be completed prior to issuance of a certificate of use and occupancy by the city. Dead or diseased plants shall be removed and replaced in a timely manner. Xeriscape methods and use of native species is highly encouraged.

- c. A property owner may not sell, lease, or otherwise transfer property if such action results in a reduction of a separation distance for a commercial or light manufacturing use below the minimum required in this section. Likewise, a property owner may not remove or alter natural vegetation or landforms serving upon a waiver from the city as buffer and screening for a commercial or light manufacturing use if such action results in the natural buffer and screening being less effective than as required in this and other sections of this Development Code.
 5. A buffer or screening area may only be occupied by screening utilities and landscaping materials, but the same may be located within the required yard or setback requirements provided vision clearance requirements are complied with.
 6. In lieu of the foregoing requirements, an applicant may provide for landscaping and screening, including plantings, fences, walls, walks and other features designed to afford the same degree of buffering as the standards above. A plan and specifications for an alternative shall be reviewed and approved by the review authority.
- G. *Plant material installation standards.* Except as otherwise approved by the city, the following standards shall apply to plant materials and the installation thereof as provided in accordance with the provisions of this section:
 1. Landscape plant materials shall be properly guyed and staked, and shall not interfere with vehicular or pedestrian traffic or parking and loading.
 2. Trees shall be a minimum size of six feet in height and be fully branched at the time of planting.
 3. Shrubs shall be supplied in one-gallon containers or six-inch burlap balls with a minimum spread of 12 inches.
 4. Rows of plants should be staggered to provide for more effective coverage.
- H. *Maintenance and plant survival.* All landscaping approved or required as a part of a development plan shall be continuously maintained, including necessary watering, weeding, pruning and replacement of plant materials. Except where the applicant proposes landscaping consisting of drought-resistant plantings and materials that can be maintained and can survive without irrigation, landscaped areas shall be irrigated. If plantings fail to survive, it is the responsibility of the property owner to replace them.
- I. *Retention of trees.* As part of a landscaping plan, the developer shall also provide a tree plan identifying the location and diameter breast height (DBH) of all trees on the property. Existing mature trees with at least a 10-inch DBH shall be retained to the furthest extent possible. Development shall conform to the natural environment to incorporate existing mature trees. Where trees must be removed for proposed development, they shall be replaced at a 1:1 ratio on the subject lot or parcel with

trees of similar species that are native to the region, and with a DBH of at least 5-inches or larger. Replacement trees shall meet the maintenance and plant survival criteria of this code section. Any trees planted must maintain a 20-foot radius for spacing. The 20-foot radius spacing shall be the determining factor in how many trees are replaced on the subject property. If more trees must be planted than what the 20-foot radius spacing would allow, then the number of trees replaced shall be reduced to meet the spacing standard.

PART III - CITY OF LA PINE DEVELOPMENT CODE

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Article 5 – DEVELOPMENT STANDARDS

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CHAPTER 15.82. - PARKING AND LOADING

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Sec. 15.86.040. - Drive-up and drive-through uses and facilities

- A. *Purpose. Where drive-up or drive-through uses and facilities are allowed, they shall conform to all of the following standards, which are intended to calm traffic, provide for adequate vehicle queuing space, prevent automobile turning movement conflicts, and provide for pedestrian comfort and safety.*
- B. *Standards. Drive-up and drive-through facilities (i.e., driveway queuing areas, customer service windows, teller machines, kiosks, drop-boxes, or similar facilities) shall meet all of the following standards:*
 - 1. *The drive-up or drive-through facility shall orient to and receive access from a driveway that is internal to the development and not a street, as generally illustrated.*
 - 2. *The drive-up or drive-through facility shall not be oriented to street corner.*
 - 3. *The drive-up or drive-through facility shall not be located within 20 feet of a street right-of-way.*
 - 4. *Drive-up and drive-through queuing areas shall be designed so that vehicles will not obstruct any street, fire lane, walkway, bike lane, or sidewalk.*
 - 5. *All drive up and drive thru facilities must be permanently affixed to the ground and be connected to the City Water and Sewer in accordance with the standards of chapter 15.90.*

PART III - CITY OF LA PINE DEVELOPMENT CODE

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Article 5 - DEVELOPMENT STANDARDS

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CHAPTER 15.88. - ACCESS AND CIRCULATION

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Sec. 15.88.050. - Pedestrian access and circulation.

- A. *Purpose and intent.* This section implements the pedestrian access and connectivity policies of City of La Pine Transportation System Plan and the requirements of the Transportation Planning Rule (OAR 660-012). It is intended to provide for safe, reasonably direct, and convenient pedestrian access and circulation.
- B. *Standards.* New subdivisions, multi-family developments, planned developments, commercial developments and institutional developments shall conform to all of the following standards for pedestrian access and circulation:
 1. *Continuous walkway system.* A pedestrian walkway system shall extend throughout the development site and connect to adjacent sidewalks, if any, and to all future phases of the development, as applicable.
 2. *Safe, direct, and convenient.* Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent parking areas, recreational areas, playgrounds, and public rights-of-way conforming to the following standards:
 - a. The walkway is reasonably direct. A walkway is reasonably direct when it follows a route that does not deviate unnecessarily from a straight line or it does not involve a significant amount of out-of-direction travel.
 - b. The walkway is designed primarily for pedestrian safety and convenience, meaning it is reasonably free from hazards and provides a reasonably smooth and consistent surface and direct route of travel between destinations. The city may require landscape buffering between walkways and adjacent parking lots or driveways to mitigate safety concerns.
 - c. *Vehicle/walkway separation.* Except as required for crosswalks, per subsection d., below, where a walkway abuts a driveway or street it shall be raised six inches and curbed along the edge of the driveway or street. Alternatively, the city may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is physically separated from all vehicle-maneuvering areas. An example of such separation is a row of bollards (designed for use in

parking areas) with adequate minimum spacing between them to prevent vehicles from entering the walkway.

- d. Crosswalks. Where a walkway crosses a parking area or driveway ("crosswalk"), it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrasting material). The crosswalk may be part of a speed table to improve driver-visibility of pedestrians.
- e. Walkway construction. Walkway surfaces may be concrete, ~~asphalt, brick or masonry pavers,~~ or other city-approved durable surface meeting ADA requirements. Walkways shall be not less than ~~four~~six feet in width, except that the city may require ~~five-foot wide,~~ or wider, sidewalks in developments where pedestrian traffic warrants walkways wider than ~~four~~six feet.
- f. Multi-use pathways. Multi-use pathways, where approved, shall be ten feet wide and constructed of asphalt, concrete or other city-approved durable surface meeting ADA requirements consistent with the applicable city engineering standards.

PART III - CITY OF LA PINE DEVELOPMENT CODE

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Article 7 - PROCEDURES

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CHAPTER 15.204. - APPLICATION PROCEDURES

Sec. 15.204.010. - Type I procedure (ministerial/staff review).

- A. *Type 1 procedure (staff review).* The city planning official, or his or her designee, without public notice and without a public hearing, makes ministerial decisions through the Type I procedure because a Type 1 decision is neither a land use decision nor a limited land use decision under ORS 197.015. Ministerial decisions are those where city standards and criteria do not require the exercise of discretion (i.e., there are clear and objective standards). The city planning official's review of a zoning checklist is intended to determine whether minimum code requirements are met and whether any other land use permit or approval is required prior to issuance of a building permit. Alternatively, the planning official may elect to process a Type I application under a Type II procedure.
- B. *Application requirements.* Approvals requiring Type I review shall be made on forms provided by the city; or, in the case of a zoning checklist, the city planning official may determine that the building permit application provides sufficient information. Applications shall:
- a. Include the information requested on the application form;
 - b. Address the criteria in sufficient detail for review and action; and
 - c. Be filed with the required fee.
- ~~D.—[C.]~~ *Criteria and decision.* Type I applications shall be approved or denied by the city planning official ~~within 30 days of the application's acceptance as complete by the planning official~~ upon consideration of the applicable clear and objective criteria.
- ~~E.—[D.]~~ *Effective date.* A Type I decision is final on the date it is signed by the city planning official unless appealed by the applicant in accordance with subsection G [F].
- ~~F.—[E.]~~ *Notice.* Notice of a decision shall be provided to the applicant or the applicant's representative and the property owner.
- ~~G.—[F.]~~ *Appeals.* The applicant for a Type I review may appeal [the] planning official's decision on the application to the planning commission. The appeal shall be filed, pursuant to the provisions of [chapter 15.212](#), within 12 days from the date of the

decision. A Type I decision is not a land use decision as defined by ORS 197.015, and therefore is not subject to appeal to the state land use board of appeals.

State Law reference— Definitions, ORS 197.015.

PART III - CITY OF LA PINE DEVELOPMENT CODE

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Article 8 - APPLICATIONS AND REVIEWS

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CHAPTER 15.318. - MOBILE FOOD UNIT SITE PERMIT

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~~Sec. 15.318.070. — Approval period and time extension.~~

~~A mobile food unit site approval is valid for four years from the date of the final written decision. If the city's final written decision is appealed, the approval period shall commence on the date of the final appellate decision. During this four-year period, the approval shall be implemented, or the approval will become void. "Implemented" means all necessary development permits shall be obtained and maintained for the approved development. At the end of any four-year period, the applicant may apply for another four-year permit by filing a new, Type II application.~~

PART III - CITY OF LA PINE DEVELOPMENT CODE

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Article 9 - LAND DIVISIONS

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CHAPTER 15.414. - ~~RE-PLATTING AND BOUNDARY~~ PROPERTY LINE ADJUSTMENTS

~~Sec. 15.414.010. - Re-platting and vacation of plats.~~

~~Any plat or portion thereof may be re-platted or vacated upon receiving an application signed by all of the owners as appearing on the deed. Except as required for street vacations, the same procedure and standards that apply to the creation of a plat (preliminary plat followed by final plat) shall be used to re-plat or vacate a plat. Street vacations are subject to ORS 271. A re-plat or vacation application may be denied if it abridges or destroys any public right in any of its public uses, improvements, streets or alleys; or if it fails to meet any applicable city standards.~~

~~**State Law reference**— Street and certain other public property vacation, ORS 271.080 et seq.~~

Sec. 15.414.0210. - BoundaryProperty line adjustments.

- A. *Submission requirements.* All applications for ~~boundary~~ a property line adjustment shall be made on forms provided by the city and shall include information required for a Type I review, pursuant to [article 7](#). The application shall include a preliminary lot line map drawn to scale identifying all existing and proposed lot lines and dimensions, footprints and dimensions of existing structures (including accessory structures), location and dimensions of driveways and public and private streets within or abutting the subject lots, location of lands subject to the flood plain overlay or other overlay zones, existing fences and walls, and any other information deemed necessary by the planning official for ensuring compliance with city codes. The application shall be signed by all of the owners as appearing on the deeds of the subject lots.
- B. *Approval criteria.* The planning official shall approve or deny a request for a property line adjustment in writing, based on all of the following criteria:
 - 1. *Parcel creation.* No additional parcel or lot is created by the ~~lot~~ property line adjustment;
 - 2. *Lot standards.* All lots and parcels conform to the applicable lot standards of the zoning district (article 3), including lot area, dimensions, setbacks, and coverage. As applicable, all lots and parcels shall conform the flood plain overlay or other applicable overlay zones (article 4); and

3. *Access and road authority standards.* All lots and parcels conform to the standards or requirements of [article 5](#) [chapter [15.88](#)], access and circulation, and all applicable road authority requirements are met. If a lot is non-conforming to any city or road authority standard, it shall not be made less conforming by the ~~boundary~~property line adjustment.

Sec. 15.414.0320. - Final map recordation - ~~boundary~~property line adjustment.

- A. The final map for a ~~boundary~~property line adjustment survey shall comply with the requirements of ORS 92 and 209. The original plat shall be prepared at a scale and in a format as specified on the application form.
- B. The original plat and an exact copy shall be submitted to and approved by the planning official. The approval shall be evidenced by signature on both the original and exact copy.
- C. The original plat and exact copy shall be submitted along with the appropriate recording fee to the county surveyor for recording into the county survey records.
- D. The original plat and exact copy shall then be submitted along with the appropriate recording fee to the county clerk for recording into the county clerk's records.
- E. After recording information is placed on the exact copy by the county clerk, the exact copy and the required number of points, a minimum of six copies, unless otherwise specified by the county surveyor at the time of survey recording, shall then be submitted to the county surveyor to complete the recording process.
- F. After recording information is placed on the exact copy, a ~~minimum of three copies~~ shall then be submitted to the planning official, together with an electronic copy in a format approved by the City of La Pine.

State Law reference— Final approval of plats and plans, ORS 92.010 et seq.; county surveyors, ORS 209.005 et seq.

CHAPTER 15.415. - REPLATS

Sec. 15.415.010. - Procedures.

- A. The same procedure and standards that apply to the creation of a plat (tentative plan followed by final plat) apply to a replat pursuant to chapter 15.410.

Sec. 15.415.020. - Additional standards.

- A. Limitations on replatting include, but are not limited to, the following:
 1. A replat only applies to a recorded plat;
 2. A replat cannot vacate any public street or road; and

3. A replat of a portion of a recorded plat will not act to vacate any recorded covenants or restrictions.
- B. If the property to be replatted is determined to be part of an undeveloped subdivision pursuant to ORS 92.225, The noticing and hearing procedures of ORS 92.225 shall apply.
- C. A replat application may be denied if it abridges or destroys any public right in any of its public uses, improvements, streets, or alleys; or if it fails to meet any applicable City standards.
- D. If a utility easement is proposed to be realigned, reduced in width or omitted by a replat, all affected utility companies and public agencies shall be notified.
- E. An application for a replat that will change the exterior boundary of a recorded plat of a subdivision shall include authorization agreeing to the reconfiguration from the homeowner's association or governing body of the subdivision, if any.
- F. Any application for vacation pursuant to ORS 368 must be submitted to and reviewed by Deschutes County.



CITY OF LA PINE

STAFF REPORT

Meeting Date: December 11, 2024

TO: City Council

FROM: Ashley Ivans, Finance Director *Ashley Ivans*

SUBJECT: Y19008, A-02 & S17027, A-03 – Biz Oregon Wastewater Amendments

<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	No Action – Report Only	<input type="checkbox"/>	Public Hearing
<input checked="" type="checkbox"/>	Formal Motion	<input type="checkbox"/>	Other/Direction:

Councilmembers:

Included with this staff report are two amendments to the Business Oregon Water/Wastewater Fund Contracts. Business Oregon provided funding for the Cagle / Glenwood Water and Wastewater Expansion Project. More specifically, they funded the project with a \$750,000 loan and matching grant of \$750,000 for water. For sewer, that funding totaled \$2M, with a forgivable loan of \$950,000 and a loan of \$1,050,000. Today, they are requesting that we approve the attached amendments. For Y19008, this amendment is only to change the contract date.

For S17027, A-03 these amendments include the contract completion date and two housekeeping (clean up) changes. First is a change to the listed exhibits that accompany the contract. Secondly, is a change to the subsection of the CFR's (Certified Federal Regulation) from subsection a to subsection b. The relevant information to this subsection remains the same as the amendment signed in April 2024.

As you are all aware, the inadvertent discoveries made in March of 2024 significantly impacted the project completion date. Also, changes and clean up to contract language is standard at the end of a project. City staff have no concerns with these amendments and recommends their approval. These will need to be approved with separate motions.

Recommended Motion: I move that we approve amendment 2 of agreement Y19008 with Business Oregon. Followed by a second and regular vote. No roll call vote required.

Recommended Motion: I move that we approve amendment 3 of agreement S17027 with Business Oregon. Followed by a second and regular vote. No roll call vote required.

Amendment Number 2

Project Name: Wastewater System Improvements

This amendment is made and entered into by and between the State of Oregon, acting by and through Oregon Infrastructure Finance Authority of the Oregon Business Development Department (“OBDD”), and City of La Pine (“Recipient”), and amends the Grant Contract between Recipient and OBDD, Project Number Y19008, dated 05 August 2020, (as amended, “Contract”) for the above-named Project. Capitalized terms not defined in this amendment have the meanings assigned to them by the Contract.

Recital: The purpose of this amendment is to extend the Project Completion Deadline.

The parties agree to: Amend Section 1 – Key Terms of the Contract as follows (deletion in ~~strike~~through; addition in double underline):

“Project Completion Deadline” means ~~15 September 2024~~ 15 January 2025.

OBDD will have no obligation under this amendment, unless within 60 days after receipt, the Recipient delivers to OBDD the following items, each in form and substance satisfactory to OBDD and its Counsel:

- (i) this amendment duly executed by an authorized officer of the Recipient; and
- (ii) such other certificates, documents, opinions and information as OBDD may reasonably require.

Except as specifically provided above, this amendment does not modify the Contract, and the Contract shall remain in full force and effect during the term thereof. This amendment is effective on the date it is fully executed and approved as required by applicable law.



STATE OF OREGON
acting by and through its
Oregon Infrastructure Finance Authority
of the Oregon Business Development Department



CITY OF LA PINE

By: _____
Melisa Drugge, Business Services Director

By: _____
The Honorable Daniel Richer
Mayor

Date: _____

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

Not required by OAR 137-045-0050

Amendment Number 3

Project Name: La Pine Water System Improvements

This amendment is made and entered into by and between the State of Oregon, acting by and through the Oregon Infrastructure Finance Authority of the Oregon Business Development Department (“OBDD”), and the City of La Pine (“Recipient”), and amends the Financing Contract, Project Number S17027, dated 28 August 2017 (as amended, “Contract”) for the above-named Project. Capitalized terms not defined in this amendment have the meanings assigned to them by the Contract.

Recital: The purpose of this amendment is to extend the Project Completion Deadline to allow for processing cultural artifacts found during construction.

The parties agree to:

1. Amend the second paragraph of the Contract as follows (deletion in ~~striketrough~~; addition in double underline):

This Contract includes the following ~~exhibits~~, listed in descending order of precedence for purposes of resolving any conflict between two or more of the parts:

This Contract less any exhibits

- Exhibit A General Definitions
- Exhibit B Security
- Exhibit C Project Description
- Exhibit D Project Budget
- Exhibit E Information Required by 2 CFR § 200.331332(~~ab~~)(1)
- Exhibit F Certification Regarding Lobbying

2. Amend the following Key Term in Section 1 of the Contract as follows (deletion in ~~striketrough~~; addition in double underline):

“Project Completion Deadline” means ~~15 September 2024~~ 15 January 2025.

3. Delete Exhibit E - Information Required by 2 CFR § 200.332(b)(1) in its entirety and replace it with the following:

EXHIBIT E - INFORMATION REQUIRED BY 2 CFR § 200.332(b)(1)
--

Federal Award Identification:

- (i) Subrecipient* name (which must match registered name in SAM): LA PINE CITY
- (ii) Subrecipient’s Unique Entity Identifier (SAM): UV7ZHZR95G21
- (iii) Federal Award Identification Number (FAIN): 98009016
- (iv) Federal Award Date: 7 Sep 2016
- (v) Sub-award Period of Performance Start and End Date: 28 August 2017 through 15 January 2025
- (vi) Sub-award Budget Period Start and End Dates: 28 August 2017 through 15 January 2025
- (vii) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient: \$0

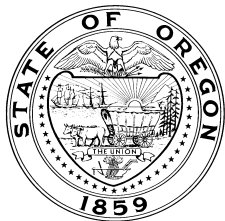
- (viii) Total Amount** of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation: \$2,000,000
 - (ix) Total Amount** of the Federal Award committed to the subrecipient by the pass-through entity: \$2,000,000
 - (x) Federal award project description: Oregon’s Drinking Water State Revolving Fund: This grant increases the capacity of Oregon to ensure that its public water systems continue to provide safe drinking water. This is done by (1) continuing loan financing to public water systems and support for newly proposed priority projects, (2) providing grant support for covering administrative expenses, small public water system technical assistance, State program management and local assistance, and (3) continuation of the loan fund to finance source water protection project initiatives, including acquiring conservation easements.
 - (xi) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity:
 - (a) Name of Federal awarding agency: U.S. Environmental Protection Agency
 - (b) Name of pass-through entity: Oregon Business Development Department
 - (c) Contact information for awarding official of the pass-through entity: Edward Tabor, Infrastructure and Program Services Director, 503-949-3523
 - (xii) The Federal Assistance Listing (formerly CFDA) Number and Name: 66.468 Safe Drinking Water State Revolving Fund,
Amount: \$2,000,000
 - (xiii) Is Award R&D? No
 - (xiv) Indirect cost rate for the Federal award: 10%
- * For the purposes of this Exhibit E, “Subrecipient” refers to Recipient and “pass-through entity” refers to OBDD.
- ** The total amount of federal funds obligated or committed to the Subrecipient by the pass-through entity is the total amount of federal funds obligated or committed to the Subrecipient by the pass-through entity during the current state fiscal year, which runs from July 1 through June 30.

OBDD will have no obligation under this amendment, unless within 60 days after receipt, the Recipient delivers to OBDD the following items, each in form and substance satisfactory to OBDD and its Counsel:

- (i) this amendment duly executed by an authorized officer of the Recipient; and
- (ii) such other certificates, documents, opinions and information as OBDD may reasonably require.

SIGNATURES TO FOLLOW BELOW

Except as specifically provided above, this amendment does not modify the Contract, and the Contract shall remain in full force and effect during the term thereof. This amendment is effective on the date it is fully executed and approved as required by applicable law.



STATE OF OREGON
acting by and through its
Oregon Infrastructure Finance Authority
of the Oregon Business Development Department



CITY OF LA PINE

By: _____
Edward Tabor, Infrastructure and Program
Services Director

By: _____
The Honorable Daniel Richer, Mayor

Date: _____

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

David Berryman via email dated 26 November 2024
David Berryman, Assistant Attorney General



CITY OF LA PINE

STAFF REPORT

Meeting Date: December 11, 2024
TO: City Council
FROM: Ashley Ivans, Finance Director *Ashley Ivans*
SUBJECT: Employee Handbook

- | | | | |
|-------------------------------------|-------------------------|--------------------------|------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input checked="" type="checkbox"/> | Formal Motion | <input type="checkbox"/> | Other/Direction: |

Councilmembers:

The last time the employee handbook was updated was in 2017. However, I cannot find any formal approval of that version of the handbook. As is to be expected, much has changed since 2017. Most notably, all the City Staff have turned over at least once, and some positions up to 4-5 times. As such, many of the benefits changed without a clear path to follow Today, we will be formalizing some of those changes and adding one that will help the City remain in a competitive position as a public employer. Lastly, we will be doing some housekeeping adjustments. I have outlined all the changes below, identifying whether this policy is already in place, proposed, or housekeeping is needed, and providing comments on each amendment. I have attached a copy of the updated handbook to this staff report.

Office Hours / Weekly Work Schedule, page 8 (already in place):

The City’s regular business hours are from 9:00 a.m. to 5:00 p.m., Monday through [Thursday-Friday](#). A regular full-time employee’s normal ~~workday is eight hours per day and his or her normal~~ workweek is 40 hours. The City’s workweek begins on Sunday at 12:00 a.m. and ends at 11:59 p.m. on Saturday.

Comments: This amendment was made to accommodate the 10 hour work days of City Employees. Initially, sometime in 2019-2020 Public Works staff was switched to a 4-10 schedule. After trying multiple variations of schedules to accommodate City Hall staff it was decided in early 2023 to switch all staff to a 4-10 schedule. Management staff can opt for an every other Friday schedule if they prefer.

General Office Polices / Appearance, page 10 (already in place):

[The City will provide a boot allowance for Public Works Employee’s that successfully complete their probationary](#)

period. The boot allowance will be \$200 per Fiscal Year. Funds not spent by the last day of the Fiscal Year will be forfeited.

Comments: This is a long-standing policy of the City that has never made it into the handbook. The policy was originally carried over from the Special Districts during their withdrawal in 2012.

Travel, Lodging and Other Expenses, page 12 -13 (already in place):

The City understands that at times an employee may incur out-of-pocket expenses related to the performance of the employee’s job duties and responsibilities. However, each employee should avoid incurring out-of pocket expenses, if possible. ~~If the employee should incur expenses, the employee must obtain the approval of the City Manager (for any expense, regardless of the amount). Approved out of pocket expenses will be reimbursed by submitting a reimbursement request form with the City Manager. The original receipts must be submitted with the request form. Requests for reimbursement must be submitted within 30 days of incurring the expense(s).~~ travel is required for an employee the City will make travel arrangements for flights, lodging, and transportation. Mileage shall be reimbursed at the standard federal mileage reimbursement rate. Employees will be provided per diem at the Federal rate for the area traveled to.

Comments: This change is to keep travel costs consistent throughout the organization. The designation of travel arrangements is given to one staff member to assure that hotel reservations, etc. are in line with the Federal per diem rates. We made this adjustment in early 2024.

On Call, page 14 (already in place):

All employees may be required to be on call, which is defined as being ready and available by phone or pager to respond to emergencies upon request outside of the employee’s normal work hours. Employees who are placed on call will receive ~~\$200~~ 500 per week additional compensation for each full work week of on call duty.

Comments: This was implemented in late 2022 when the City lost 2 staff members to other Government Organizations with more competitive compensation.

Paid Holidays, page 23 (already in place)

Floating Holiday, to be used from January 1 – December 31. Floating Holidays not used by December 31 will be forfeited.

- New Year’s Day
- Martin Luther King, Jr. Day
- President’s Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans’ Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day

Comments: This policy was implemented in late 2022 for the same reasons that the on-call amount was adjusted. Management was concerned about further turnover and this holiday schedule matches that of Deschutes County and City of Bend.

Paid Time off, Accruals, page 24 (proposed)

Length of Continuous Service	Monthly PTO Accrual	Maximum Yearly Accrual
0-5 years	10-14 hours per month	120-180 hours per year
6-10 years	12-16 hours per month	144-216 hours per year

11 + years

~~14-20~~ hours per month

~~168-252~~ hours per year

PTO benefits are not earned until the final day of the month, and may not be taken until the month after which the PTO benefits are earned. ~~A regular full-time employee will not receive any PTO benefits during his or her Introductory Period. However, if the regular full-time employee successfully completes his or her Introductory Period, the employee will receive PTO benefits retroactive to the employee's date of employment.~~ PTO benefits may be taken in no less than one half hour increments. ~~Not more than 120 hours of earned but unused PTO benefits may be carried over from one calendar year to the next.~~ Any earned but unused PTO benefits exceeding 120 hours ~~the amounts listed in the chart above~~ will be forfeited. The date for forfeiture is December 31st of each calendar year.

Comments: I am proposing this amendment to come closer to the benefits of Deschutes County. According to Deschutes County's HR manual available online, the monthly accruals are significantly higher than this still. Further, their annual carryover limits are also higher. Equating to 3 years' worth of carryover for each length of service. As an example, someone with 2 years of service could carry over 504 hours of PTO (14 hours per month, 12 months per year, 3 years = 504 hours). The City is not prepared to incur this level of liability.

Scheduling of PTO, page 24 (already in place)

<u>Reason or Duration of PTO</u>	<u>Required Notice and Approval</u>
Emergency	Notice to (and approval from) the City Manager and, in the case of the City Manager, the Mayor, as soon as practicable.
Illness	Notice to (and approval from) the City Manager and, in the case of the City Manager, the Mayor, as soon as practicable.
One to Three <u>two</u> Days	Two <u>One</u> weeks' advance notice to (and approval from) the City Manager and, in the case of the City Manager, the Mayor.
Four or more <u>Three to Four</u> Days	Thirty days <u>Two weeks</u> advance notice to (and approval from) the City Manager and, in the case of the City Manager, the Mayor.
<u>Five or more days advance notice</u>	<u>Thirty days advance notice to (and approval from) the City Manager, and in the case of the City Manager, the Mayor.</u>

Comments: These thresholds were continually being missed by staff. We have never encountered an abuse of this system and thought it too stringent to carry forward.

No Payment of PTO benefits, page 25 (already in place)

~~Employees will not be paid for earned but unused PTO benefits. Earned but unused PTO benefits will not be paid to an employee upon the employee's termination of employment (whether the termination was voluntary or involuntary).~~

Comments: This requirement is outdated and unheard of in the Public Sector and most of the private sector. Payout of PTO is standard upon termination.

Medical, Dental, Life and Disability Insurance, page 25 (already in place)

The City will contribute to an eligible full time employee's health, dental, life and disability insurance premiums for City plans up to a maximum combined total of \$~~1800~~000 per month for full time employees, and \$900 for part time employees. Employees shall be solely responsible to pay any insurance premiums not covered or otherwise paid by the City, and for all premiums for eligible family members. -As in the past, no benefit is vested and the City reserves

the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of its insurance or benefit plans, including (without limitation) benefit levels, carriers and/or its contribution to or payment of insurance premiums at any time. Further, the City reserves the right, power and authority to administer, apply and interpret the benefits plans described herein. –To the extent that any of the information contained in this Handbook is inconsistent with official plan documents, the provisions of the official documents will govern in all cases.

Comments: This policy was implemented in late 2022 for the same reasons that the on-call amount was adjusted, and the holiday schedule changed. Management was concerned about potential turnover and the cost of healthcare to our employees. At this rate, an employee can insure their entire family for about \$240 per bimonthly paycheck. Prior to this update the limit, upon my hire and that of the City Manager, was \$1300. We are unclear as to when it changed from \$1000 to \$1300, but at the \$1300 threshold, it was costing employees between \$450 and \$550 per paycheck to insure an entire family.

Retirement Benefits, page 26 (housekeeping)

Retirement Benefits are provided to each regular full-time employee that has successfully completed their introductory period.~~The City does not currently participate in the PERS system.~~ The City currently provides eligible employees with a 457(b) Deferred Compensation Plan. Under this Plan, the City will contribute up to three (3) percent of an eligible employee’s annual base salary. The City will also match each eligible employee’s percentage contribution to the Plan up to a maximum of three (3) percent, for total potential maximum contribution by the City of up to six (6) percent of an eligible employee’s base salary on an annual basis. As in the past, the City reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, this Plan, including (without limitation) its contribution level (if any), at any time. Further, the City reserves the right, power and authority to administer, apply and interpret the benefits plans described herein. To the extent that any of the information contained in this Handbook is inconsistent with official plan documents, the provisions of the official documents will govern in all cases.

Comments: This amendment simply identifies which employees qualify for this benefit and removes the language relating to what the City does not participate in. Policies such as this should reflect what the City does provide, not what it doesn’t.

Paid Leave Oregon, page 28 (housekeeping)

g. Paid Leave Oregon

Reasons for Leave and Leave Length

PLO is a state-run program that allows eligible employees to take up to 12-weeks of paid time off per benefit year, for the following reasons:

- Family leave – for an employee to care for a family member with a serious illness or injury, or to bond with a new child after birth, adoption, or foster care placement.
- Medical leave—for an employee experiencing their own serious health condition or disability due to pregnancy.
- Safe leave – for an employee or eligible child dependent experiencing issues related to sexual assault, domestic violence, harassment, or stalking.

The PLO program also allows employee to take an additional two (2) weeks of paid leave for pregnancy, childbirth, or related medical conditions.

An additional four (4) weeks of unpaid leave is also allowed for other OFLA protected reasons.

Notification Requirements

Although the plan is administered by Paid Leave Oregon, the City requires employees to notify the City when they have applied for PLO leave.

Foreseeable Leave: If the need for PLO leave is foreseeable or planned, the employee is required to provide the City

at least 30 days' written notice before paid leave is to begin (see notice requirements below). Written notice should be submitted in writing to the City Manager, Department Manager and Finance Director.

Unforeseeable: If the need for PLO leave is unforeseeable or unplanned, an employee is required to provide oral notice to the City within 24 hours of the start of the leave, and the employee must also provide written notice within three (3) days after the start of the leave. Written notice should be submitted in writing to the City Manager, Department Manager and Finance Director.

Written notice must include the employee's first and last name, type of leave, explanation of the need for leave, and anticipated timing and duration of leave. Timing and duration of leave should include the employee's plan for taking leave on an intermittent basis or in one block of time.

If the employee's dates of scheduled leave change, are extended by PLO, or if the reason for leave becomes known and/or, if circumstances change during the leave and the leave period differs from the original request, the employee must notify [Contact] within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees are expected to comply with the City's normal call-in procedures.

Under Oregon law, an employee who fails to follow these notification requirements may receive reduced PLO benefits; specifically, the first weekly benefit amount will be reduced by 25 percent (the penalty calculated for leaves that are taken in increments of less than a full work week differs).- See OAR 471-070-1310(9) and (10).

Comments: This language is copied directly from the League of Oregon Cities and provides employees guidance as to how to use the state mandated program of Paid Leave Oregon.

More Housekeeping Amendments

Page 14 - Credit cards issued by the City are to be used for City business only. ~~All credit cards will remain locked in a secure location when not in use and must be signed out for use by an authorized user.~~ Any purchases made using the City's credit cards must be submitted with the original receipt attached.- Any unauthorized use will result in collection of expenses incurred and may result in disciplinary action up to and including termination of employment.

Page 15 - Employees must follow federal and state law with regards to archiving records. If you are unclear as to what the requirements are, please refer to the State Attorney General's website:

<http://www.doj.state.or.us/pros/mli.shtml>

<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=590>

Comments: These do not have explanations, and are simply to clean up our policy.

Recommended Motion: I move that we approve Resolution 2024-21, a resolution approving proposed amendments to the La Pine Employee Handbook. Followed by a second and roll call vote.

EMPLOYEE HANDBOOK OF THE CITY OF LA PINE



L A P I N E

O R E G O N

Effective November 1, 2010
Revised July 1, 2017

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EMPLOYEE HANDBOOK OF THE CITY OF LA PINE

1. INTRODUCTION

a. Welcome

We would like to take this opportunity to welcome you to the City of La Pine, an Oregon municipal corporation (the “City”). We look forward to working with you as we serve our mission, while also providing a rewarding and supportive environment to our employees. As part of our team, we encourage all employees to embrace our goal of excellence and integrity. Furthermore, we value our employees’ loyalty and honesty and encourage open communication. We are confident that we will provide you with a rewarding employment environment.

b. Mission

The City’s mission is to improve the City and the quality of life of the community while maintaining its friendly small town nature, through considered choices and planned growth and development.

c. Purpose of Employee Handbook

This Employee Handbook of the City of La Pine (this “Handbook”) is intended to communicate the City’s employment policies and procedures. It is presented as a matter of information only. This Handbook does not anticipate every situation nor answer every question about an employee’s employment with the City. Because this Handbook applies to all employees, each employee is required to carefully and thoroughly review this Handbook in its entirety. After reviewing this Handbook, each employee must sign and return the Employee Handbook Receipt Acknowledgement Form (the “Acknowledgement Form”) to the City Manager. The Acknowledgement Form is attached hereto as Exhibit A.

d. Reservation of Rights

Neither this Handbook nor any of its terms create or constitute a contractual relationship between the City and any employee. Except for the at-will employment policy described in Section 6, at any time, with or without prior notice, the City may modify, supplement, revise, change, delete, discontinue, and/or suspend all or any part of the procedures, practices, policies, and/or benefits provided in this Handbook as business, employment, legislation, and/or other conditions dictate. Any modification, supplementation, revision, change, deletion, discontinuance, and/or suspension of all or any part of the procedures, practices, policies, and/or benefits provided in this Handbook will apply to all existing and future employees.

e. Employee Handbook Supersedes Previous Policies

The policies set forth in this Handbook supersede all prior oral and/or written City procedures, practices, policies, rules, and commitments. Accordingly, disregard any and all previously issued

handbooks and/or policies. Any representation by any person that in any respect conflicts with any matter set forth in this Handbook is invalid unless specifically acknowledged in writing by the City Manager.

2. EMPLOYMENT POLICIES

a. Employment Applications

The City relies upon the accuracy of information contained in the employment application and related documentation presented during the hiring process. Any misrepresentations, falsifications, and/or material omissions in any application or related documentation may result in the person's exclusion from further consideration for employment or, if the person has been hired, termination of employment. In processing applications, the City may obtain credit information on applicants consistent and in accordance with the Federal Credit Reporting Act (and any other applicable federal and Oregon laws and regulations). The City may check the employment references of all applicants.

b. Background Investigations

The City may conduct criminal background investigations during an applicant's pre-employment screening process or for cause to identify applicants or current employees that have specific criminal convictions that reasonably relate to the applicant's or employee's fitness to perform the particular job applied for or the employee's current position. Such behavior, when identified, will limit the City's risk in employing those individuals who may cause harm to themselves or co-workers.

c. Employment Authorization (I-9 Form)

The Immigration Reform and Control Act of 1986 requires that the City ensure that employees are authorized for employment in the United States. Therefore, only individuals lawfully authorized for employment in the United States will be employed by the City.

In connection with the Immigration Reform and Control Act of 1986, the City must collect certain information and review certain documentation concerning the employment authorization of individuals hired after November 6, 1986. This information and documentation will be used only for compliance with the Immigration Reform and Control Act of 1986 and not for any unlawful purpose. If your employment authorization changes or terminates after the commencement of your employment, please inform the City Manager immediately.

d. Income Tax Withholding (W-4 Form)

Employees are required to fill out a W-4 form at the time of hire. Employees must submit their W-4 form to the City Manager within two business days of hire. During employment, if employees have changes to make to their W-4, they may request a new form, at any time, for proper payroll deductions. All changes must be made via submission of a new W-4. Verbal changes are not sufficient. All employees are advised to consult with a tax advisor to determine the appropriate withholding allowance for them personally.

3. HARASSMENT

The City is committed to providing a work environment that is pleasant, professional, and free from harassment, intimidation, hostility, and/or other offenses which may interfere with an employee's work performance. Harassment in employment based on sex, race, national origin, religion, age, disability, and/or any other basis prohibited by law is prohibited. Examples of harassment based on race, national origin, religion, age, or disability include, without limitation, words, signs, offensive jokes, cartoons, pictures, posters, emails, or statements that depict such protected groups or individuals in a derogatory way. The City does not tolerate harassment by anyone, including supervisors, co-workers, or non-employees. Any action or conduct contrary to this policy is prohibited, will not be tolerated, and may result in disciplinary action up to and including termination of employment.

a. Sexual Harassment

The City prohibits the sexual harassment of any individual in the workplace. Sexual harassment is generally defined to include any unwelcome sexual advances, requests for sexual favors, or other visual, verbal, or physical conduct of a sexual nature when (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment, (b) submission or rejection of such conduct affects employment opportunities, and/or (c) the conduct interferes with an employee's work, or creates an intimidating, hostile, or offensive work environment. Sexual harassment also includes harassment based on another person's gender, harassment based on pregnancy, childbirth or related medical conditions, or harassment of another employee of the same gender as the harasser.

Examples of sexual harassment prohibited by law and this Handbook include, without limitation, the following: (a) threats or insinuations that another employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, compensation, advancement opportunities, assigned duties, or any other condition of employment or career development; (b) unwelcome sexual advances, flirtations, or propositions; (c) verbal abuse or sexually oriented jokes or comments of a sexual nature; (d) unwelcome whistling, staring, or leering at another person; (e) unwelcome sexually suggestive or flirtatious letters, notes, email, or voicemail; (f) displaying or circulating pictures, objects, or written materials that are sexually suggestive or that demean or show hostility towards a person because of the person's gender; and (g) displaying of sexually suggestive objects or pictures.

b. Complaint Procedure

An employee who reasonably believes in good faith that he or she has been subjected to harassment is encouraged (but is not required) to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.

If the employee is uncomfortable addressing the harasser, the employee must promptly report the offending behavior, whether the behavior is directed toward the employee personally or to another employee, to the City Manager by the completion and submission of the Employee Complaint Procedure Form attached hereto as Exhibit B (the "Complaint Form"). If the complaint concerns the City Manager, or the employee is uncomfortable reporting the complaint to the City Manager, the employee must bring the situation to the prompt attention of the Mayor by the completion and submission of the Complaint Form. After receiving notification of the employee's complaint, an investigation will be

promptly initiated by the City Manager (or the Mayor, as the case may be) to gather all pertinent facts about the complaint. After the investigation has been completed, a determination will be made by the City Manager (or the Mayor, as the case may be) regarding an appropriate resolution. If warranted, disciplinary action up to and including termination of employment may be imposed. To the extent possible, all complaints of harassment will be handled confidentially.

c. Retaliation Prohibited

The City prohibits retaliation against an employee who brings a harassment complaint or assists in investigating a harassment complaint. Retaliation in violation of this policy may result in disciplinary action up to and including termination of employment. No action will be taken against an employee who in good faith complains of harassment or who assists in the investigation of a harassment complaint. An employee who believes that he or she may have been retaliated against for having reported harassment or participated in an investigation of a harassment complaint is urged to promptly notify the City Manager (or the Mayor if the employee is uncomfortable notifying the City Manager or the complaint concerns the City Manager) so that the employee's concerns may be investigated.

4. EQUAL EMPLOYMENT OPPORTUNITY

The City provides an equal employment opportunity to all persons without regard to age, color, race, religion, sex, national origin, marital status, the presence of any sensory, mental, or physical disability, veteran's status, sexual orientation, and/or any other protected classification. Employment decisions, including, without limitation, hiring, assignment, promotion, wages, transfer, training, layoff, and termination, will be based on merit and business needs and not on any protected classification or other bases prohibited by applicable federal, state, and/or local laws. Any action or conduct contrary to this policy is prohibited, will not be tolerated, and may result in disciplinary action up to and including termination of employment.

a. Complaint Procedure

An employee who reasonably believes in good faith that he or she has been subjected to, or is a witness of, unlawful discrimination must bring such incidents to the prompt attention of the City Manager by the completion and submission of the Complaint Form. If the complaint concerns the City Manager, or the employee is uncomfortable discussing the complaint with the City Manager, the employee must bring the situation to the prompt attention of the Mayor by the completion and submission of the Complaint Form. After receiving notification of the employee's complaint, an investigation will be promptly initiated by the City Manager (or the Mayor, as the case may be) to gather all pertinent facts about the complaint. After the investigation has been completed, a determination will be made by the City Manager (or the Mayor, as the case may be) regarding an appropriate resolution. If warranted, disciplinary action up to and including termination of employment may be imposed. To the extent possible, all complaints of unlawful discrimination will be handled confidentially.

b. Retaliation Prohibited

The City prohibits retaliation against an employee who brings a discrimination complaint or assists in investigating a discrimination complaint. Retaliation in violation of this policy may result in disciplinary action up to and including termination of employment. No action will be taken against an employee who in good faith complains of discrimination or who assists in the investigation of a

discrimination complaint. An employee who believes that he or she may have been retaliated against for having reported discrimination or participated in an investigation of a discrimination complaint is urged to promptly notify the City Manager (or the Mayor if the employee is uncomfortable notifying the City Manager or the complaint concerns the City Manager) so that the employee's concerns may be investigated.

5. GENERAL DISPUTE RESOLUTION

a. Dispute Resolution - General

The City desires to encourage and provide a work environment that allows employees the opportunity to express concerns honestly and without fear of retaliation. The City believes that undisclosed problems will remain unresolved and will lead to impaired working relationships, dissatisfaction with working conditions, and a decline in productivity. To this end, each employee must adhere to this dispute resolution policy so that any complaint the employee may have will be resolved quickly, fairly, and thoroughly.

b. Dispute Resolution Process

City Manager

An employee must bring any complaint he or she may have to the City Manager within ten days of the event giving rise to the complaint. Complaints must be brought to the City Manager by the completion and submission of the Complaint Form. Upon the City Manager's receipt of the Complaint Form, the City Manager will promptly initiate a thorough investigation to gather all facts about the complaint that the City Manager deems necessary or appropriate. After an investigation has been completed, a determination will be made by the City Manager regarding an appropriate resolution. In all cases, the employee will be notified of the outcome of the City Manager's investigation. The employee may not necessarily be informed of any disciplinary actions. The decision of the City Manager on any given complaint will not set any precedent nor bind future decisions of the City Manager.

Appeal Process – Mayor and City Council

Honest differences of opinions occur, and some situations will need the review or decision of the Mayor (or such other City employee or Councilor designated by the City Council from time to time) or City Council. However, except as otherwise provided below, a Mayor or City Council review is intended to occur only after the employee has discussed the complaint with the City Manager and a satisfactory resolution has not been reached. For purposes of this policy, reference to "Mayor" includes any other City employee or Councilor designated by the City Council from time to time to handle complaint appeals under this policy.

If the complaint concerns the City Manager and the employee is uncomfortable addressing his or her complaint with the City Manager, or the employee is not satisfied with the City Manager's handling of the complaint, the employee must bring the complaint to the Mayor within 10 days of the event giving rise to the complaint; provided, however, if the complaint is brought to the Mayor because the employee is not satisfied with the City Manager's handling of the complaint, the employee must bring the complaint to the Mayor within 10 days of the City Manager's resolution determination. Complaints must be brought to the Mayor by the employee's completion and submission of the Complaint Form. Upon the Mayor's receipt of the Complaint Form, the Mayor will promptly initiate a thorough investigation to gather all facts about the complaint that the Mayor deems necessary or appropriate.

After an investigation has been completed, a determination will be made by the Mayor regarding an appropriate resolution. In all cases, the employee will be notified of the outcome of the Mayor's investigation. The employee may not necessarily be informed of any disciplinary actions. The decision of the Mayor on any given complaint will not set any precedent nor bind future decisions of the Mayor. If the complaint concerns the Mayor and the employee is uncomfortable addressing his or her complaint with the Mayor, or the employee is not satisfied with the Mayor's handling of the complaint, the employee must bring the complaint to the full City Council within 10 days of the event giving rise to the complaint; provided, however, if the complaint is brought to the City Council because the employee is not satisfied with the Mayor's handling of the complaint, the employee must bring the complaint to the City Council within 10 days of the Mayor's resolution determination. Complaints must be brought to the City Council by the employee's completion and submission of the Complaint Form. Upon the City Council's receipt of the Complaint Form, the City Council will promptly initiate a thorough investigation to gather all facts about the complaint that the City Council deems necessary or appropriate. After an investigation has been completed, a determination will be made by the City Council regarding an appropriate resolution. In all cases, the employee will be notified of the outcome of the City Council's investigation. The employee may not necessarily be informed of any disciplinary actions. The decision of the City Council on any given complaint will not set any precedent nor bind future decisions of the City Council.

c. Retaliation Prohibited

The City cannot promise that an employee's point of view will always be accepted, but the City Manager, the Mayor, and the City Council will listen and make an effort to ensure that problems are resolved quickly, fairly, and thoroughly. This dispute resolution procedure is intended to provide each employee a fair and objective review of any complaints. This dispute resolution procedure in no way limits an employee's recourse to any civil or legal process.

The City prohibits retaliation against an employee who brings a complaint or assists in investigating a complaint. Retaliation in violation of this policy may result in disciplinary action up to and including termination of employment. No action will be taken against any employee who in good faith makes a complaint or who assists in the investigation of a complaint. An employee who believes that he or she may have been retaliated against for having made a complaint or participated in an investigation of a complaint is urged to promptly notify the City Manager (or the Mayor if the employee is uncomfortable notifying the City Manager or the complaint concerns the City Manager) so that the employee's concerns may be investigated.

6. AT-WILL EMPLOYMENT AND INTRODUCTORY PERIOD

a. At-Will Employment

The City does not guarantee or promise any employee employment with the City for any specified period of time. An employee is employed on an at-will basis. Therefore, an employee may be terminated (or the employee may voluntarily resign) at any time, for any reason or no reason, with or without cause or prior notice.

The at-will employment relationship between the City and any employee may not be modified except by express provision contained in a written employment contract signed by the Mayor. Any

representation by any person contrary to the employment at-will relationship, whether verbal or written, may not be relied upon by any employee.

b. Introductory Period

An employee's first 90 days of employment (the "Introductory Period") will be a time for establishing relationships with employees, management, and the City Council. In addition, the Introductory Period will provide the City an opportunity to evaluate the employee's conduct, attitude, and work performance, and provide the employee an opportunity to determine if his or her job is suitable and can be performed successfully by the employee. Except as specifically provided in this Handbook, during the Introductory Period an employee will not be entitled to any of the benefits provided to employees under this Handbook.

During and after an employee's Introductory Period, the employee's employment relationship with the City will be at-will. Therefore, notwithstanding anything contained in this Handbook to the contrary, an employee's employment with the City may be terminated during or after the Introductory Period. An employee's successful completion of the Introductory Period does not guaranty continued employment with the City or otherwise modify the employee's at-will employment relationship with the City.

7. EMPLOYMENT CLASSIFICATIONS AND DESCRIPTIONS

a. Employee Categories

Upon employment, employees will be classified under one of the following classifications:

Regular Full-time Employee

A regular full-time employee is an employee who is scheduled and regularly works not less than 40 hours per week. To the extent eligible, and except as otherwise provided in this Handbook, a regular full-time employee that has completed his or her Introductory Period is eligible to receive all employee benefits provided by the City in accordance with, and subject to, applicable standards, policies, and regulations.

Regular Part-time Employee

A regular part-time employee is an employee who is scheduled and regularly works less than 40 hours per week. To the extent eligible, and except as otherwise provided in this Handbook, a regular part-time employee (a) that is scheduled and regularly works not less than 20 hours per week, and (b) has completed his or her Introductory Period is eligible to receive medical, dental, life, and disability benefits in accordance with, and subject to, applicable standards, policies, and regulations. Subject to the immediately preceding sentence, a regular part-time employee is not eligible to receive any employee benefits provided by the City under this Handbook.

Temporary Full-time Employee

A temporary full-time employee is an employee whose employment with the City is intended to be of limited duration (with no expectation of continued employment) and who is scheduled and regularly works not less than 40 hours per week. A temporary full-time employee includes a seasonal employee (e.g., summer help) who the City does not intend to retain on a year-round basis. A temporary full-time employee is not eligible to receive any employee benefits provided by the City under this Handbook.

Temporary Part-time Employee

A temporary part-time employee is an employee whose employment with the City is intended to be of limited duration (with no expectation of continued employment) and who is scheduled and regularly works less than 40 hours per week on an indefinite irregular work schedule. A temporary part-time employee is not eligible to receive any employee benefits provided by the City under this Handbook.

Temporary Agency Employee

A temporary agency employee is located and hired through a temporary employment agency. The temporary employment agency recruits, tests, and refers the employee to the City based upon the skills specified and experiences needed for the position. A temporary agency employee is not an employee of the City, is paid directly through the temporary employment agency, and is not eligible to receive any employee benefits provided under this Handbook.

b. Employee Classifications

Each employee is classified (according to federal and state wage and hour laws) as an exempt or non-exempt employee. The City Manager will make the appropriate designation regarding the status for each new position or when a position changes substantially. All City positions will have a written job description which shall generally describe the duties of the position, although each employee shall be required to perform any duties as may be assigned from time to time by their supervisor.

Exempt Employee

An exempt employee is an employee who holds a bona fide executive, administrative, professional, or other qualified position and is paid a salary that at least equals the minimum salary requirements under applicable law. An exempt employee does not receive overtime compensation. If an employee is considered an exempt employee, he or she will be informed of this classification at the time the employee is hired, transferred, or promoted.

Non-Exempt Employee

A non-exempt employee is an employee who does not qualify as an exempt employee and will be paid overtime compensation in accordance with applicable law.

8. HOURS, PAY ADMINISTRATION, AND OVERTIME

a. Business Hours

The City's regular business hours are from 8:00 a.m. to 5:00 p.m., Monday through Thursday. A regular full-time employee's normal workweek is 40 hours. The City's workweek begins on Sunday at 12:00 a.m. and ends at 11:59 p.m. on Saturday.

b. Employee Work Schedules

The City Manager will establish employee work schedules. Employee work schedules may vary due to various circumstances, including, without limitation, the employee's position, employment status, and the City's business needs. To the extent possible, the City Manager will assign employees to work schedules that remain constant from week to week. However, no particular work schedule or number of work hours is guaranteed to any employee. The City Manager reserves the right to modify an

employee's work schedule at any time as the City Manager deems necessary or appropriate. Changes to an employee's work schedule may be made for specific periods or, in some cases, on an ongoing and indefinite basis. The City Manager will attempt to provide the employee advance notice of any work schedule changes. Employees must be available for scheduled work hours.

c. Pay Period and Payday

The City has two pay periods; the first pay period begins on the first day of each month and ends on the 15th of each month; the second pay period begins on the 16th day of each month and ends on the last day of each month. Paydays are the 5th and 20th day of each month. If a payday falls on a weekend or holiday, payroll checks will be issued on the day of work immediately preceding the weekend or holiday, if possible.

d. Mandatory Deductions from Paycheck

The City is required by law to make certain deductions from an employee's paycheck. These deductions include federal, state, and local income taxes and the employee's contribution to Social Security. Mandatory deductions will be itemized on the employee's check stub. An employee's W-2 reflects how much of the employee's earnings were deducted for these purposes. Any other mandatory deductions made from an employee's paycheck (e.g., court-ordered garnishments) will be explained whenever the City is ordered to make such deductions.

e. Elective Paycheck Deductions

Under certain circumstances, an employee may authorize the City to make deductions from the employee's paycheck (e.g., payroll savings plans, credit union loan payments, etc.). Employees are directed to contact the City Manager for details concerning the availability of elective deductions.

f. Direct Payroll Deposits

Direct payroll deposit is the automatic deposit of an employee's pay into his or her financial institution account(s). Automatic payroll deposit is available for most financial institutions. Please contact the City Manager for more information concerning direct payroll deposit.

g. Overtime and Compensatory Time

Each non-exempt employee will receive an overtime rate of pay equal to one and one-half (1.5) times his or her regular hourly rate of pay for time worked in excess of 40 hours in any workweek. Hours paid for holidays, PTO (as defined below), and jury service will not be considered "time worked" for purposes of computing overtime compensation. All overtime work must receive the prior approval of the City Manager. Accumulation of unapproved excess hours or overtime may result in disciplinary action up to and including termination of employment. Employees will be required to work overtime when overtime work is requested. Exempt employees are not entitled to overtime compensation.

Compensatory time, in lieu of paid overtime, will be computed at one and one-half (1.5) times the employee's overtime hours (i.e., time worked in excess of 40 hours in any workweek), with the prior agreement of the City Manager. Employees are encouraged to work with the City Manager to schedule and use compensatory time within 30 days of when it is accrued. At the discretion of the City Manager,

employees who have accrued less than 20 compensatory hours may be able to choose whether to receive paid cash or the accrued compensatory time. Subject to budgetary limits, employees who have accrued more than 20 hours of compensatory time may be “cashed out” for all compensatory hours greater than 20 hours. Upon an employee’s termination of employment, any accrued compensatory time is payable to the employee.

h. Recording of Time

Each non-exempt employee must accurately record (and post daily) his or her time worked on his or her attendance and timecard. The attendance and timecard must be completed by the date indicated on the payroll calendar.

An employee may not record time for another employee nor permit someone to record time for the employee. All corrections and/or additions to an employee’s timecard must be made and approved by the City Manager. Falsification of timecards (or any other time keeping records) may result in disciplinary action up to and including termination of employment. All employees are required to follow federal and state wage and hour laws.

i. Absenteeism/Tardiness

Punctuality and regular attendance are essential functions of each employee’s job. Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal and rest periods or when required to leave on authorized City business.

Excessive tardiness and/or absenteeism (excused or not) may lead to disciplinary action up to and including termination of employment. Each situation of excessive tardiness or absenteeism will be evaluated on a case-by-case basis. The City may consider an employee who fails to report to work without notification to the City Manager for a period of two or more consecutive days to have voluntarily terminated his or her employment relationship.

9. GENERAL OFFICE POLICIES

a. Appearance

The City expects that all employees will dress in a manner that reflects the professionalism of the City and the individual. We expect that employees will be well groomed. Dress will be professional for all meetings with outside agencies or persons and business casual on days when no meetings or public contact is expected. The City recognizes that different applications of this policy may be necessary depending on the degree of public contact, nature of work, and safety issues. Therefore, this policy provides only general guidance. The final decision as to what constitutes appropriate professional appearance is the responsibility of the City Manager.

The City will provide a boot allowance for Public Works Employee’s that successfully complete their probationary period. The boot allowance will be \$200 per Fiscal Year. Funds not spent by the last day of the fiscal year will be forfeited.

b. Employee Personnel Files

An employee may examine time sheets and any other records relevant to proper computation of his or her pay or benefits at any reasonable non-working time during regular business hours. An employee may examine the records contained in his or her personnel file relating to the employee's wages, hours, benefits, discipline, or other terms and conditions of employment at any reasonable non-working time during regular business hours.

Examination Procedures

For the protection of all, and to maintain employee privacy, an employee may examine his or her records only in accordance with the following safeguards: (a) records may be examined only by the employee, the City Manager, a member of the City Council, or the City Attorney; (b) records may be examined by appointment and prior arrangement with the City Manager; and (c) records may be examined only in the presence of the City Manager.

If an employee disagrees with any information contained in his or her personnel file or records, and the City does not agree to remove or correct the item in dispute, the employee may explain his or her position by submitting a written, signed statement to the City Manager. The statement will become a permanent part of the employee's personnel file.

Furnishing Information to Third-Parties

The City assumes no obligation to furnish information about any employee to any third-party (other than to verify his or her current employment). An employee who desires that the City furnish certain information to a third-party may file a written request to that effect with the City Manager. The employee may be required to execute a release before the City will disclose certain information to third-parties.

c. Personal Conduct

While the City does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the City's legitimate business interests. For this reason, employees should be aware of the following policies:

Illegal Conduct

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the City's integrity, reputation, or credibility. Illegal off-duty conduct on the part of an employee that adversely affects the City's legitimate business interests or the employee's ability to perform his or her job will not be tolerated and may result in disciplinary action up to and including termination of employment.

Outside Employment

While employed by the City, employees are expected to devote their energies to their jobs with the City. The following types of outside employment are strictly prohibited, unless the employee receives prior approval of the City Manager: (a) employment that conflicts with an employee's work schedule, duties, and/or responsibilities; (b) employment that creates a conflict of interest or is incompatible with the employee's employment with the City; and/or (c) employment that requires the employee to conduct work or related activities on the City's property during working hours or using the employee's working hours or the City's facilities and/or equipment.

Employees who wish to engage in outside employment that may fall within one of the categories listed in the immediately preceding paragraph must submit a written request to the City Manager explaining the details of the outside employment. If the outside employment is authorized, the City assumes no responsibility for the outside employment. The City will not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of the outside employment. Authorization to engage in outside employment may be revoked at any time.

d. Meal and Rest Periods

The City will provide unpaid meal periods to its employees subject to and in accordance with Oregon law. To this end, each non-exempt employee working at least six hours (but not more than eight hours) in any one work period will receive an unpaid uninterrupted 30 minute meal period during which the employee will be relieved of all duties. When a non-exempt employee's work period is more than eight hours, the non-exempt employee will receive the number of meal periods required under Oregon law. Except as otherwise provided under Oregon law, meal periods will be scheduled as follows: (a) if a non-exempt employee's work period is seven hours or less, the meal period will be taken between the second and fifth hour worked; (b) if the work period is more than seven hours, the meal period will be taken between the third and sixth hour worked.

The City will provide paid rest periods to its employees subject to and in accordance with Oregon law. To this end, each non-exempt employee will receive a paid, uninterrupted 10 minute rest period (during which the employee will be relieved of all duties) for each four hour segment of work or major portion thereof in any given work period. When a non-exempt employee's work period is more than eight hours, the non-exempt employee will receive the number of rest periods required under Oregon law. As the nature of work allows, a non-exempt employee's rest period will be taken in the middle of each four hour segment of work or major portion thereof. The "major portion" of four hours means any work segment greater than two hours.

Meal and rest periods are mandatory and not optional. An employee's meal and rest period(s) may not be taken together as one break. Meal and rest periods may not be "skipped" in lieu of departing early from work. An employee who fails to adhere to the meal and rest period policies and laws may be subject to discipline up to and including termination of employment. If an employee has any questions concerning the meal and/or rest periods available to him or her, the employee must contact the City Manager.

e. Expense Reimbursement

An employee will be reimbursed for expenses incurred directly related to the employee's performance of services for the City. Prior authorization by the City Manager is required for reimbursement. All expenses are to be reported on an expense report form provided by the City and must be supported by receipts.

Mileage

Mileage will be reimbursed for meetings, educational workshops, and other required travel. Prior authorization of the City Manager is required for mileage reimbursement. Mileage reimbursement requests must be submitted within 30 days of incurred travel. Automobile mileage will be reimbursed at the prevailing IRS allowance determined each year.

Travel, Lodging, and Other Expenses

The City understands that at times an employee may incur out-of-pocket expenses related to the performance of the employee's job duties and responsibilities. However, each employee should avoid incurring out-of-pocket expenses, if possible. If travel is required for an employee the City will make travel arrangements for flights, lodging, and transportation. Mileage shall be reimbursed at the standard federal mileage reimbursement rate. Employees will be provided per diem at the Federal rate for the area traveled to.

f. Smoking

Smoking and other use of tobacco products (including, without limitation, pipes, cigars, snuff, or chewing tobacco) is prohibited on or in any part of the City's buildings, within 10 feet of any entrance to any City building or air intake, or any vehicles owned, leased, or rented by the City. No additional meal or rest periods beyond those allowed under the City's meal and rest period policies will be provided for the purpose of using tobacco products. An employee that violates this nonsmoking policy may be subject to disciplinary action up to and including termination of employment.

g. General Telephone Use

The City's telephones are to be kept free for regular business. Personal telephone calls are to be made only on an employee's meal or rest period or during a break in the employee's schedule (and must be conducted at an appropriate location). Incoming personal calls should be kept to a minimum. Personal long distance calls on the City's telephones are not permitted.

h. Cell Phone Use

Cell phones are a common method of communication. The use of cell phones while at work, however, can have a disruptive effect on the smooth operation of the City. Accordingly, only minimal non-disruptive cell phone use is permitted for personal purposes during working hours. Cell phones should be placed on low volume or vibrate mode.

The use of a cell phone while driving may present a hazard to the driver, other employees, and the general public. Employees may not use hand held cell phones while driving in the pursuit of City business. Should an employee need to make a business call while driving, he or she must locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones to make business calls, but only in emergency situations. Such calls should be kept short and should the circumstances warrant (e.g., heavy traffic, bad weather, etc.), the employee should locate a lawfully designated area to park to continue the call. Employees must adhere to all federal, state, or local rules and regulations regarding the use of cell phones while driving.

i. No Expectation of Privacy

The City may need to access or search material in an employee's desk, office computer, or work area. Additionally, the City may need to review data stored on the computer system or in other electronic communications systems maintained by the City (including cell phones). Working areas are not private and do not guarantee the confidentiality of materials or activities. Similarly, the City's communication systems (e.g., electronic mail and telephone system) are not secure. Employees have no expectation of privacy in any message stored, sent, or received on the City's communication systems.

Employees have no expectation of privacy in the City's property which has been provided for their use or personal property which they bring to the workplace.

j. On Call

All employees may be required to be on call, which is defined as being ready and available by phone or pager to respond to emergencies upon request outside of the employee's normal work hours. Employees who are placed on call will receive \$500 per week additional compensation for each full work week of on call duty. An employee who is on call who is called out to respond to an emergency outside his/her normal work schedule shall be paid at one and a half times the employee's regular hourly rate for the time actually worked. If an on-call employee is not called out, no hourly pay will be earned or paid. Department managers will establish reasonable response times for call out emergencies.

Justification may be required to a Department manager to validate that the call-out was an emergency. Employees who are on call must adhere to all City policies. Any variance from such policies may result in disciplinary action, up to and including termination.

k. City Credit Card Use

Credit cards issued by the City are to be used for City business only. Any purchases made using the City's credit cards must be submitted with the original receipt attached. Any unauthorized use will result in collection of expenses incurred and may result in disciplinary action up to and including termination of employment.

l. Open-Door Policy

The City maintains an open door policy, enabling employees to discuss with the City Manager any issues they may have or suggestions regarding policies or procedures. Because the City strives to provide a friendly and cooperative work environment free from the elements that would deter employees from doing their best work, employees are encouraged to discuss work-related matters with the City Manager and to offer suggestions that will help improve the work environment, the City's procedures and/or public service.

m. Employment of Immediate Family Members

Employment of relatives under certain circumstances may produce conflicts of interest and problems concerning desperate treatment which can damage the City's integrity. In addition, conferring of benefits or privileges based on relationship rather than merit, and the appearance that benefits or privileges may have been so conferred, can harm the City's functioning. Therefore, the City has adopted a policy concerning the employment and supervision of a member of the individual's family in order to, among other things, avoid the possibility of personal bias and to strengthen the City's confidence and integrity.

An individual may not be employed by the City in a position where the individual will have supervisory, appointment, or grievance adjustment authority over a member of the individual's family or in a position of being subject to such authority which a member of the individual's family exercises. To this end, an individual may not hire or participate in the employment of a member of the individual's family, including, without limitation, participation in the application review and employment decision

making process. If two existing employees work together in a supervisory relationship and, subsequently, the relationship becomes the type of familial relationship subject to this anti-nepotism policy, a review of the relationship will be made by the City Manager to determine whether one of the employees must be transferred or reassigned. Any exception to this anti-nepotism policy must be approved in writing by the City Manager.

For purposes of this anti-nepotism policy, a “member of the individual’s family” means the wife, husband, son, daughter, mother, father, brother, grandmother, grandfather, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, or grandchild of the subject individual.

n. Ethics

The City believes in treating people with respect and adhering to ethical and fair business practices. The City expects employees to avoid situations that might cause their personal interests to conflict with the interests of the City and/or the City’s members, or situations that may compromise their reputation or integrity. Employees who violate this ethics policy or who create an equally detrimental impact on the City may be subject to disciplinary action up to and including termination of employment.

City employees are public employees. As such, City employees are subject to the State of Oregon’s ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts or strict definitions of conflicts of interest. If an employee is coming to the City after working in the private sector, the employee may find that some activities that are common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the Oregon Government Ethics Commission website, <http://www.oregon.gov/OGEC/>.

Please direct questions about whether an activity meets the City’s or Oregon’s ethical standards to the City Manager.

o. Prohibited Political Activity

Oregon law provides that “no public employee may solicit money, influence, 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.” However, this prohibition does not restrict the right of a public employee to express personal political views.

p. Records Retention

Employees must follow federal and state law with regards to archiving records. If you are unclear as to what the requirements are, please refer to the State Attorney General’s website: <https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=590>.

Employees must follow federal and state law with regards to archiving electronic communications. Generally, the employee should follow the same archiving timeframes for electronic records as applicable to paper records.

q. Standards of Professionalism

All City employees will use their best judgment in communicating with other City employees, customers, partners, and community members. The manner in which City employees conduct themselves should create a favorable and lasting impression of the City. The continued success of the City depends on the quality, integrity, expertise, and professionalism of the City's employees.

Written communications must meet the highest standards of accuracy and neatness. Individuals who telephone the City must receive prompt and courteous attention and a helpful and meaningful response. Individuals who visit the City must always be treated with deference, tact, courtesy, and respect. All employees should present themselves in a professional and efficient manner.

r. Inclement Weather/Emergency Closing

Except for regularly scheduled holidays, the City will be open for business on Monday through Friday during normal business hours. The City recognizes that due to inclement weather, national crisis, and/or other emergencies (collectively, an "Emergency"), the City may close for all or part of a regularly scheduled workday. The City Manager (or his or her designee) will make the decision as to whether an Emergency exists and will endeavor to notify all employees of the same.

If an Emergency prevents safe travel, the City Manager (or his or her designee) will determine whether the City office should be closed or its opening delayed. If there is not any indication of office closure, employees may assume that the office is open as scheduled. The conditions between the employee's home and the office may be better or worse than the norm. If the office is closed, the employee should stay home. If the office is open on a delayed schedule or other alternative schedule, the employee should arrive when he or she can do so safely.

Employees will receive an unpaid excused absence from work for each full workday that the City is closed due to an Emergency. Subject to the approval of the City Manager, a regular full-time employee that has accrued but unused PTO may use PTO for a full workday closure due to an Emergency. Should a closing occur while an employee is already on PTO, he or she will not be entitled to additional wages and such day will be counted against the employee's PTO.

If a partial workday closure occurs, each non-exempt employee will be paid his or her normal pay for the hours the employee actually works during such partial closure day. Employees will receive an unpaid excused absence from work for the period during which the City is closed. This is true whether the closure is due to early closing or late opening. Subject to the approval of the City Manager, a regular full-time employee that has accrued but unused PTO may use PTO for the hours the employee is unable to work due to the Emergency. Except as otherwise provided under applicable law, exempt employees will be paid their normal weekly salary for any workweek in which work is performed.

Employees who are late or who choose not to report to work when the City is otherwise open will be subject to the provisions of the City's attendance/tardiness policy (e.g., the employee must provide appropriate notice of the tardiness or absence, the employee must provide an explanation for the tardiness or absence, etc.).

10. CONFIDENTIALITY, INTERNET, AND ELECTRONIC MAIL

a. Employee Confidentiality

Employees will be provided and exposed to certain Confidential Information. Because of the sensitive nature of the Confidential Information, employees must maintain (even after their termination of employment) all Confidential Information in the strictest confidence and may not directly or indirectly use, communicate, and/or disclose any Confidential Information to any person other than to the City or its respective employees who have a reasonable need for such information without the express prior written consent of the City Manager, or upon court order to do so. For purposes of this Handbook, the term "Confidential Information" means, without limitation, any and all confidential documentation and/or information (regardless of form) relating to or concerning the City's business affairs, personnel and employment matters, legal, and/or litigation matters, and certain other documentation and/or information that concern valuable, special, or unique aspects of the City and need to be protected from improper disclosure; provided, however, the term "Confidential Information" does not include documentation and/or information that is generally available to the public and/or subject to disclosure under the Oregon Public Records Law, ORS 192.410 - 192.505.

b. Removal and Reproductions of Confidential Information

Employees may not remove or make reproductions of any Confidential Information (except in the ordinary course of performing an employee's duties) without the express prior written consent of the City Manager. Each employee must promptly notify the City Manager of any unauthorized use, communication, and/or disclosure of any Confidential Information and must assist the City in every way to retrieve any Confidential Information that was used, communicated, and/or disclosed by the employee without the City Manager's specific prior written authorization, and must exert the employee's best efforts to mitigate the harm caused by the unauthorized use, communication, and/or disclosure of the Confidential Information.

c. Return of Confidential Information

Upon the earlier of the request of the City or an employee's termination of employment (for any reason whatsoever), each employee is required to immediately return to the City any and all documents, instruments, and/or materials containing any Confidential Information accessed or received by the employee, together with all copies and summaries of such Confidential Information. This policy does not operate to transfer any ownership or other rights in or to the Confidential Information to any employee or any other person. Any employee that violates this confidentiality and nondisclosure policy may be subject to disciplinary action up to and including termination of employment and legal action, if warranted.

d. Internet - General

This policy concerns employee use of any City-provided internet access resources. The City's internet access resources are, like other City resources, first and foremost made available for City-related business. Internet access resources should be used for work-related matters.

Prohibited Uses

Although the internet offers tremendous opportunity, it also offers individuals with illegal or unethical avenues for reaching others. The following represents an example of internet uses the City deems inappropriate: (a) using the internet for commercial advertising; (b) using copyrighted material in

reports without permission; (c) using the internet to lobby for votes; (d) using the internet to access pornographic materials; (e) creating a computer virus; (f) using the internet to send or receive messages with someone else's name on it (except as authorized); (g) using the internet for any purpose inconsistent with any City policy; (h) using the internet to use or copy software or other intellectual property for which an employee has not paid; and (i) accessing or using social networking sites or services, including Facebook, during worktime. An employee that violates this internet use policy may be subject to disciplinary action up to and including termination of employment;

Personal Use

e

Only minimal non-disruptive internet use is permitted for personal purposes during working hours. Employee internet use is a privilege (not a right) that may be revoked at any time. All employees should be aware that the inappropriate use of the internet may be a violation of local, state, and/or federal laws.

Privacy

The City may track internet usage and is aware (or may be aware) of which sites are visited by employees. Accordingly, no employee has (or should expect to have) any expectation of privacy. Whether for the purpose of managing internet access resources and traffic flow, assuring system security, verifying and ensuring compliance with the City's policies or applicable law, or for any other reason, the City reserves the right (from time-to-time or at any time), to intercept, divert, discard, access, or review any internet communication, other electronic communications or file, or any contents of such communication, or any other information created on, transmitted over, or stored in the City's or service provider's facilities, whether incoming or outbound, and whether at the time of transit or thereafter. Further, the City reserves the right to disclose to other persons or otherwise use the contents of any internet communication or any other electronic communications or file for any of the foregoing purposes, as well as for the purposes of complying with or assisting law enforcement officials or legal authorities who may, by subpoena, search warrant, or otherwise, seek review of such communications, or for the purposes of litigation or other legal proceedings.

e. Email - General

Email is a valuable business tool. However, email misuse may have a negative impact on the City and City employees. Email messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Therefore, an employee must write email communications with no less care, judgment, and responsibility than the employee would use for letters or internal memoranda written on the City's letterhead. A violation of the City's email policy may result in disciplinary action up to and including termination of employment.

Inappropriate Uses of Electronic Mail

The following represents an example of email uses the City deems inappropriate: (a) transmission of junk mail; (b) use of email for commercial purposes; (c) transmission of email intending to harass another individual; (d) transmission of email containing any threatening, sexually suggestive, sexist, racist, ethnic, or otherwise demeaning comments to any individual; (e) transmission of email that discriminates against an employee by virtue of any protected classification (e.g., race, gender, sex, nationality, etc.); (f) transmission of email that is inconsistent with any City policy; (g) using the City's email system for the purpose of sending or receiving a large number of personal messages that impairs

the employee's ability to perform his or her job duties and responsibilities; and (h) unauthorized transmission of any Confidential Information.

Privacy

The City owns any communication sent via email or that is stored on its email system. The City reserves the right to access any material in an employee's email or on the employee's computer at any time, with or without prior notice.

11. SUBSTANCE ABUSE

a. Substance Abuse Policy

The future of the City is dependent on the physical and psychological health of its employees. Drug and alcohol dependency is an illness and a major health problem. The City will utilize every reasonable means to maintain a drug-free work environment for its employees, including supervisor training, employee education, providing employees access to information concerning drug and alcohol abuse programs, and implementing substance abuse testing of employees and job applicants to detect the use of illegal substances.

b. Definitions

As used in this substance abuse policy, the following terms have the following meanings:

"Alcohol" means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source or by whatever process produced.

"Drug" means amphetamines, methamphetamines, cannabinoids, cocaine, phencyclidine (PCP), methadone, methaqualone, opiates, barbiturates, benzodiazepines, propoxyphene, or a metabolite of any such substances.

"Employee" means any person who works for salary, wages, or other remuneration.

"Job applicant" means a person who has applied for a position with the City and has been offered employment conditioned upon successfully passing a substance abuse test (which person may have begun work pending the results of the substance abuse test).

"Nonprescription medication" means a drug or medication authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human disease, ailments, or injuries.

"Prescription medication" means a drug or medication lawfully prescribed by a physician for an individual and taken in accordance with such prescription.

"Substance" means drugs or alcohol.

c. Prohibited Conduct

The primary goal of the City is to maintain a safe, productive, and drug-free work environment. For this reason, the City has established the following policy: (a) an employee will not use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job; (b) an employee will not report to work under the influence of illegal drugs or alcohol; and (c) an employee will not use prescription drugs illegally (provided, however, nothing in this policy precludes the appropriate use of prescription or non-prescription medications). Any violation of this policy may result in disciplinary action up to and including termination of employment.

d. Pre-Employment Drug Testing

Prior to an offer of employment being made, a job applicant will be notified that he or she will be required to submit to a drug test as a condition of employment. Once a conditional offer of employment has been made, the job applicant will be required to undergo testing for the presence of drugs as a condition of employment. The job applicant will be required to submit voluntarily to a drug test at a laboratory chosen by the City and, by signing a consent agreement, will release the City from liability connected to the pre-employment drug testing. Any job applicant with a confirmed positive test will be denied employment. Refusal to submit to a drug test will be interpreted as a voluntary withdrawal of application for employment.

If the physician, medical official, or lab personnel has reasonable suspicion to believe that the job applicant has tampered with the specimen, the applicant will not be considered for employment. The City will not discriminate against applicants for employment because of a past history of drug abuse. It is the current use of drugs that is prohibited. The job applicant with a confirmed positive test result may, at his or her option and expense, have a second confirmation test made on the same specimen. A job applicant will not be allowed to submit another specimen for testing. Applicants must present themselves drug-free as demonstrated by the drug testing selected by the City. Individuals who have failed a pre-employment drug test may initiate another inquiry with the City after a period of not less than six months.

e. General Procedures

An employee reporting to work visibly impaired will be deemed unable to properly perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek the Office Manager's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including, without limitation, whether illegal drug use has occurred. If, in the opinion of the supervisor, the employee is considered impaired, a drug test may be required. If a drug test is not immediately possible, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative (depending on the determination of the observed impairment) and accompanied by the supervisor or another employee, if necessary. An impaired employee will not be allowed to drive. To ensure that the decision to test is reasonable, the supervisor will discuss with the Office Manager his or her reasons for believing that testing is warranted. If the employee is the supervisor, the Office Manager will be consulted.

f. Employee Drug Testing

It will be a condition of employment for all employees to submit to drug testing when there is reasonable suspicion to believe that an employee is using illegal drugs. Reasonable suspicion of illegal drug use may arise under the following circumstances: (a) observation of drug use or of the physical

symptoms or manifestations of being impaired due to drug use; (b) abnormal conduct or erratic behavior while at work or a significant deterioration in work performance; (c) a report of drug use provided by a reliable and credible source; (d) evidence that an individual has tampered with any drug test during his or her employment; (e) evidence that an Employee has used, possessed, sold, solicited, or transferred drugs while working, on the City's premises, or while operating any Equipment (as defined below); and/or (f) when an employee has caused or contributed to an on-the-job injury, loss, and/or accident. An employee who has been asked to undergo reasonable suspicion testing may be required to transfer to another position at the City's discretion pending the results of the testing.

g. Consequences of Positive Test Result

An employee with a confirmed positive test result may, at his or her option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen for testing. An employee will be suspended without pay pending the results of the second confirmation test. If the physician, medical official, or lab personnel has reasonable suspicion to believe that the employee has tampered with the specimen, the employee may be subject to disciplinary action up to and including termination of employment. The City may terminate any employee with a confirmed positive test result. If a decision not to terminate is made, the employee may be suspended without pay pending a confirmed negative test result. The employee must provide a confirmed negative test result, at the employee's own expense, within 30 days from the date of the positive test result.

h. Alcohol Abuse

An employee who is under the influence of alcohol at any time while on City business or at any time during the hours between the beginning and ending of the employee's work day, whether on duty or not and whether on City property or not, will be guilty of misconduct and may be subject to discipline up to and including termination of employment. An employee will be determined to be under the influence of alcohol if (a) the employee's normal faculties are impaired due to the consumption of alcohol, or (b) the employee has a blood alcohol level of .04 or higher. To the extent the City determines applicable, testing to determine whether an employee is under the influence of alcohol will occur in accordance with the procedures described in Sections 11e – 11h.

i. Compliance and Confidentiality

Testing of applicants and employees will be completed in a fair, consistent, and non-discriminatory manner and in accordance with all applicable federal, state, and local laws, rules, and regulations. An employee or applicant who has a disability which affects his or her ability to be tested in accordance with this substance abuse policy must notify the City Manager so that the City Manager may determine whether a reasonable accommodation to the City's testing procedures is possible.

The City will treat as confidential all information received by the City through its drug and alcohol testing program consistent with the provisions of applicable federal, state, and local laws, rules, and regulations. Except as provided therein, release of such information will be solely pursuant to a written consent form signed by the person tested.

12. COMPENSATION AND PERFORMANCE EVALUATIONS

a. Compensation

The City strives to hire and retain the highest quality employees to successfully achieve its vision and mission. The City works to maintain competitive wages within the community, commiserate with experience and education. The City will review salaries annually and, based on the budget and financial health of the City, will strive to maintain market standards. Salary adjustments may or may not be granted at the time performance evaluations or promotions are given; there are no automatic pay raises. Pay raises are made at the discretion of the City Manager.

b. Performance Evaluations

Employee performance evaluations may be completed (a) during and/or immediately after the completion of an employee's Introductory Period, (b) in the event of promotion or change in the employee's duties and responsibilities, (c) annually, and (d) any other time selected by the City Manager.

Performance evaluations are a two-way communication process designed to accomplish the following objectives: (a) maintain and improve job satisfaction by letting employees know the City is interested in their job progress and personal development; (b) serve as a systematic guide to recognize needs for further training and progress planning; (c) ensure a factual, objective analysis of an employee's performance vs. job requirements; (d) help place employees in positions within the City that best utilize their talents and capabilities; (e) provide an opportunity to discuss job problems or other job-related interests; (f) serve as an aid in salary administration; (g) provide a basis for coordinating the goals and objectives of the employee and the City; and (h) give recognition for superior performance. Wage adjustments are not necessarily made at the time a performance evaluation is completed.

During an employee's performance evaluation, the employee is encouraged to discuss his or her interests and future goals. Performance evaluations provide the City Manager an opportunity to suggest ways for the employee to advance and make his or her job more fulfilling. If an employee has any questions or concerns regarding performance evaluations, the employee is encouraged to contact the City Manager.

13. EMPLOYEE BENEFITS

a. Employee Benefits – General

The City strives to provide the best, most equitable, and most cost-effective benefits for its employees in recognition of the influence employment benefits have on employee economic and personal welfare. Paid in various benefit forms on an employee's behalf, the total cost of providing the benefit program described in this Handbook and other documents represents a significant supplement to employee pay. The benefits described in this Handbook are provided at the City's sole discretion. This Handbook is not and should not be interpreted to be an insurance, promise, or guaranty of an obligation to provide such benefits.

Except as otherwise provided in this Handbook, benefits provided under this Handbook are provided only to regular full-time employees that (a) have completed their Introductory Period, and (b) meet the requirements imposed by applicable standards, policies, and regulations (including, without limitation, the work hour requirements and those other conditions specified in this Handbook and/or

contained in the applicable benefit policy/plan booklets). The benefit policies contained herein are intended to consist of a general description of the applicable benefits. Details of each specific benefit may be outlined in the documentation for such benefit.

b. Paid Holidays

Subject to the terms and conditions contained in this Handbook, the City provides employees ten holidays each year. In particular, each employee will receive ten defined holidays:

Defined Holidays (Office Closed)

Floating Holiday, to be used from January 1 – December 31. Floating Holidays not used by December 31 will be forfeited.

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans' Day

Thanksgiving

Day after Thanksgiving

Christmas Day

Each employee will receive a day off from work on each holiday. If the holiday falls on a Saturday, it will be observed on the Friday immediately preceding the holiday; if the holiday falls on a Sunday, the holiday will be observed on the Monday immediately following the holiday. On each holiday, each regular full-time employee that has completed his or her Introductory Period will be paid an amount equivalent to his or her regular rate of pay for eight hours of work. Holiday pay will not be paid to any other employees (e.g., regular part-time employees).

If a holiday falls on an eligible regular full-time employee's PTO day, the day will be treated as a holiday rather than a PTO day. To qualify for holiday pay, the regular full-time employee must be on paid status the day before and the day after a holiday. A regular full-time employee is not eligible to receive holiday pay if the employee is on an unpaid leave of absence. Holiday pay is not considered as time worked for overtime purposes.

c. Paid Management Leave and Paid Time Off

Exempt Employees will receive forty (40) hours of paid management leave ("PML") per calendar year, pro-rated as necessary. Any unused PML will not be carried over from one calendar year to the next. Any unused PML hours will be forfeited. The date for forfeiture is December 31 of each calendar year. Employees will provide reasonable advance notice to the City Manager prior to use of any PML exceeding eight hours. Employees will exercise their best efforts to schedule any PML leave (and PTO leave) at times convenient to the City. Upon the termination of employment with the City, any unused PML benefits will be forfeited by employee and will not be paid by the City.

The City has adopted a paid time off (“PTO”) policy. This PTO policy is designed to provide each regular full-time employee that has successfully completed his or her Introductory Period the ability to use PTO for absences resulting from personal or family illness, medical or dental appointments, vacation, personal emergency, personal or family business, and various other reasons. PTO pay is computed at the employee’s regular rate of pay (and does not include overtime or other forms of compensation). If a holiday falls on an employee’s scheduled PTO day, the day will be charged to holiday pay rather than PTO pay.

Accrual Schedule

Each regular full-time employee will receive PTO benefits based on the length of the employee’s continuous service with the City in accordance with the following schedule:

<u>Length of Continuous Service</u>	<u>Monthly PTO Accrual</u>	<u>Maximum Yearly Accrual</u>
0-5 years	14 hours per month	180 hours per year
6-10 years	16hours per month	216 hours per year
11 + years	20hours per month	252 hours per year

PTO benefits are not earned until the final day of the month, and may not be taken until the month after which the PTO benefits are earned. PTO benefits may be taken in no less than half hour increments. Any earned but unused PTO benefits exceeding the amounts listed in the chart above will be forfeited. The date for forfeiture is December 31st of each calendar year.

Scheduling of PTO

A regular full-time employee desiring to take PTO must provide City appropriate advance notice. To this end, an employee must request his or her preferences for use of PTO in accordance with the following schedule:

<u>Reason or Duration of PTO</u>	<u>Required Notice and Approval</u>
Emergency	Notice to (and approval from) the City Manager and, in the case of the City Manager, the Mayor, as soon as practicable.
Illness	Notice to (and approval from) the City Manager and, in the case of the City Manager, the Mayor, as soon as practicable.
One to two Days	One weeks’ advance notice to (and approval from) the City Manager and, in the case of the City Manager, the Mayor.
Three to four Days	Two weeks’ advance notice to (and approval from) the City Manager and, in the case of the City Manager, the Mayor.
Five or More Days	Thirty days advance notice to (and approval from) the City Manager and, in the case of the City Manager, the Mayor.

PTO must be taken in a manner that will not materially and unreasonably interfere with the City's operations. Although an employee's PTO preferences will be given deference, the City does not guaranty that each employee will be permitted to use his or her PTO during the period(s) preferred by the employee. The City Manager and/or the Mayor, as the case may be, may waive or accept less advance notice than required above under extenuating circumstances.

d. Medical, Dental, Life, and Disability Insurance

A group medical, dental, life, and disability plan is provided to each (a) regular full-time employee that has successfully completed his or her Introductory Period, and (b) each regular part-time employee that has successfully completed his or her Introductory Period and is scheduled and regularly works not less than 20 hours per week. Each qualifying regular full-time and part-time employee is eligible for these benefits on the first day of the month immediately following such employee's successful completion of his or her Introductory Period. Spouses and dependents of the eligible employee may be added to the group plan at the expense of the employee. Any questions on coverage or claims should be directed to the City Manager.

The City will contribute to an eligible full time employee's health, dental, life and disability insurance premiums for City plans up to a maximum combined total of \$1800 per month for full time employees, and \$900 for part time employees. Employees shall be solely responsible to pay any insurance premiums not covered or otherwise paid by the City, and for all premiums for eligible family members. As in the past, no benefit is vested and the City reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of its insurance or benefit plans, including (without limitation) benefit levels, carriers and/or its contribution to or payment of insurance premiums at any time. Further, the City reserves the right, power and authority to administer, apply and interpret the benefits plans described herein. To the extent that any of the information contained in this Handbook is inconsistent with official plan documents, the provisions of the official documents will govern in all cases.

e. Retirement Benefits

Retirement Benefits are provided to each (a) regular full-time employee that has successfully completed his or her Introductory Period. The City does not currently participate in the PERS system. The City currently provides eligible employees with a 457(b) Deferred Compensation Plan. Under this Plan, the City will contribute up to three (3) percent of an eligible employee's annual base salary. The City will also match each eligible employee's percentage contribution to the Plan up to a maximum of three (3) percent, for total potential maximum contribution by the City of up to six (6) percent of an eligible employee's base salary on an annual basis. As in the past, the City reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, this Plan, including (without limitation) its contribution level (if any), at any time. Further, the City reserves the right, power and authority to administer, apply and interpret the benefits plans described herein. To the extent that any of the information contained in this Handbook is inconsistent with official plan documents, the provisions of the official documents will govern in all cases.

14. LEAVES OF ABSENCE

a. General - Unpaid Leave of Absence

The City may grant, in its sole discretion, an employee an unpaid personal leave of absence. To be qualified for an unpaid personal leave of absence, the employee must have completed one full year of employment with the City at the time of his or her leave request. Except in the case of an emergency, an employee desiring to take an unpaid personal leave of absence must obtain the City Manager's prior approval not less than five days prior to the date the leave is to commence. If circumstances prohibit advance notice, an employee must obtain permission from the City Manager as soon as practical.

If a leave of absence is granted, the employee's name remains on the payroll, the records remain intact, but no compensation or benefits are received or accrued, including, without limitation, the employee's wages, PTO, and the City's payment of the employee's insurance premiums (subject to applicable law, policy, and regulations). Failure to return to work as scheduled from an approved unpaid leave of absence or to inform the City Manager of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment. An employee requesting an unpaid leave of absence must exhaust all of his or her accrued but unused PTO prior to being granted an unpaid leave of absence.

b. Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member should notify the City Manager immediately. For purposes of this bereavement leave policy, an "immediate family member" is defined as the employee's spouse, domestic partner, child, parent, spouse's or domestic partner's parent, sister, brother, grandchild, or grandparent. Up to three days of paid bereavement leave will be provided to a regular full-time employee that has successfully completed his or her Introductory Period. Bereavement leave is paid at the employee's regular rate of pay. Employees may, with supervisory approval, use any available PTO for additional time off as necessary, or for attendance at funerals of individuals who do not meet the criteria of "immediate family member."

c. Jury Duty

If an employee is called for jury duty, the City encourages the employee to fulfill his or her right and duty as a citizen. Except as otherwise provided below, time off will be granted for the duration of the employee's jury duty. The employee must provide the jury duty summons to his or her supervisor as soon as possible so that proper arrangements can be made to cover in the employee's absence. The employee will receive full wages (at his or her regular rate of pay) for time spent on jury duty. The employee will also be eligible for employee benefits as if he or she were actively employed during an approved jury duty. If the employee is dismissed from jury duty early on any day, the employee must report to work for the remainder of the day. If the employee is summoned to appear in court as a witness, the employee is allowed unpaid time off. Any compensation paid to an employee by the court for jury duty will be turned over to the City, excluding mileage reimbursement.

The City requires that employees inform the City Manager as soon as possible if they are called to serve on jury duty so that the City may submit a hardship deferral if needed to fulfill City mission-essential work.

d. Military Leave - Reserve Duty

The City supports leaves of absence for military training in accordance with applicable state and federal law. An employee who is an active reservist in the armed forces will be granted military leave for the annual two week training period. Written requests are to be accompanied by a copy of the military orders. Military leave for training will be granted without pay; provided, however, an eligible employee may use any earned but unused PTO during any military leave taken under this policy.

e. Military Leave - Active Duty

The City supports leaves of absence for military service in accordance with applicable state and federal law. An employee must immediately inform the City Manager when he or she is aware of the need to be absent for military service so that appropriate leave may be arranged. An employee must present the City Manager with a copy of the employee's service papers when received. Upon returning to the City after the employee's completion of the military leave, the employee will be reinstated, if eligible, with full privileges as determined by the Uniformed Service Employment and Re-employment Rights Act. Military leave will be granted without pay; provided, however, an eligible employee may use any earned but unused PTO during any military leave taken under this policy.

f. Accepting Other Employment While on Leave

Subject to applicable law, if an employee accepts employment with another or goes into business while on a leave of absence, the employee will be considered to have voluntarily resigned from employment with the City.

g. Paid Leave Oregon

Reasons for Leave and Leave Length

PLO is a state-run program that allows eligible employees to take up to 12-weeks of paid time off per benefit year, for the following reasons:

- Family leave – for an employee to care for a family member with a serious illness or injury, or to bond with a new child after birth, adoption, or foster care placement.
- Medical leave – for an employee experiencing their own serious health condition or disability due to pregnancy.
- Safe leave – for an employee or eligible child dependent experiencing issues related to sexual assault, domestic violence, harassment, or stalking.

The PLO program also allows employee to take an additional two (2) weeks of paid leave for pregnancy, childbirth, or related medical conditions.

An additional four (4) weeks of unpaid leave is also allowed for other OFLA protected reasons.

Notification Requirements

Although the plan is administered by Paid Leave Oregon, the City requires employees to notify the City when they have applied for PLO leave .

Foreseeable Leave: If the need for PLO leave is foreseeable or planned, the employee is required to provide the City at least 30 days' written notice before paid leave is to begin (see notice requirements below). Written notice should be submitting in writing to the City Manager, Department Manager and Finance Director.

Unforeseeable: If the need for PLO leave is unforeseeable or unplanned, an employee is required to provide oral notice to the City within 24 hours of the start of the leave, and the employee must also provide written notice within three (3) days after the start of the leave. Written notice should be submitted in writing to the City Manager, Department Manager and Finance Director.

Written notice must include the employee's first and last name, type of leave, explanation of the need for leave, and anticipated timing and duration of leave. Timing and duration of leave should include the employee's plan for taking leave on an intermittent basis or in one block of time.

If the employee's dates of scheduled leave change, are extended by PLO, or if the reason for leave becomes known and/or, if circumstances change during the leave and the leave period differs from the original request, the employee must notify [Contact] within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees are expected to comply with the City's normal call-in procedures.

Under Oregon law, an employee who fails to follow these notification requirements may receive reduced PLO benefits; specifically, the first weekly benefit amount will be reduced by 25 percent (the penalty calculated for leaves that are taken in increments of less than a full work week differs). See OAR 471-070-1310(9) and (10).

15. EMPLOYEE SAFETY AND EQUIPMENT USE

a. General Employee Safety

The City is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the cooperation of all employees. The City strongly encourages each employee to communicate with the City Manager regarding safety issues.

b. Reporting Injuries

All accidents, injuries, potential safety hazards, and health and safety related issues must be reported immediately to the City Manager. If an employee is injured, the employee should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred. An employee returning to work after being absent due to a work-related injury must (a) report to the City Manager prior to beginning work, and (b) bring a doctor's clearance for returning to work.

c. Equipment Use and Care

Employees are responsible for operating the City's tools, computers, software, and equipment (collectively, "Equipment") with due care and in a manner that will not cause unnecessary fatigue or abuse. If any Equipment (or part thereof) breaks while an employee is using such Equipment, the same must be reported and not left in poor condition for the next user. Equipment is to be used for City business only and not for personal use. The City expects each employee to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines when using Equipment. Each employee is responsible for the Equipment entrusted to him or her and is expected to return such Equipment promptly upon the earlier of when requested or when the employee's employment relationship with the City is terminated.

16. SEPARATION OF EMPLOYMENT

a. Termination

Notwithstanding anything contained in this Handbook to the contrary, because an employee's employment with the City is at-will, an employee may be terminated at any time, for any reason or no reason, with or without cause or prior notice, and regardless of whether or not the City undertook any prior corrective action.

b. Return of City Property

Upon separation of employment (whether voluntarily or otherwise), the separated-employee must return all City property provided to the employee or otherwise in his or her possession by the employee's last day of employment. City property includes, without limitation, credit cards, keys, identification cards, tools, software, computer disks, this Handbook, Confidential Information, and any other items provided to the employee or otherwise in the employee's possession that belong to the City. If requested by the City, the separated-employee will execute a written certification satisfactory to the City that he or she has returned all of City's property, documents, and materials, including, without limitation, all Confidential Information.

c. Post Employment Inquiries

Upon an employee's separation of employment with the City, the City will provide only the dates of the former employee's employment and position held as verbal employment verification. The City will not verify the salary of a former employee or provide any other information concerning the employee unless the departing employee has completed and signed an appropriate release form. Employees may not, under any circumstances, respond to any requests for information regarding a departed City employee unless approved by the City Manager. All employee inquiries should be immediately referred to the City Manager.

d. Exit Interview

An exit interview will be scheduled with the City Manager when an employee leaves the City. This gives the departing employee an opportunity to offer constructive feedback, positive comments, or address any unresolved issues prior to leaving. This also allows the City to solicit the employee's honest opinions, as well as suggestions for improvement at the City.

EXHIBIT A
City of La Pine
Employee Handbook Receipt Acknowledgment Form

I, _____, have received a copy of the Employee Handbook (the "Handbook") of the City of La Pine, an Oregon municipal corporation (the "City"). I have read the Handbook in its entirety and understand and agree that I must abide by the policies set forth therein.

I understand that the Handbook is presented as a guide for City employees and contains descriptions and explanations of the City's rules, policies, procedures, and benefits. I understand the rules, policies, procedures, and benefits contained in the Handbook may be changed, amended, and/or modified by the City for any reason, at any time, with or without prior notice. I acknowledge and agree that my failure to comply with any City policy may result in disciplinary action up to and including termination of employment.

I understand that my employment with the City is at-will. Therefore, my employment relationship may be terminated at the option of either the City or me at any time, for any reason or no reason, with or without cause or prior notice. I understand that nothing contained in the Handbook or this acknowledgement will be construed to modify, change, and/or vary the at-will nature of my employment relationship with the City or to create a contract of employment for a specific period of time.

EMPLOYEE:

CITY OF LA PINE:

Print: _____

_____, City Manager

Dated: _____

Dated: _____

EXHIBIT B
City of La Pine
Employee Complaint Procedure Form

Name: _____ Department: _____

Supervisor: _____ Position: _____

The reason for my complaint is as follows: _____

Date on or during which the problem has occurred: _____

I have discussed this problem with my supervisor: Yes No If "yes" please list the dates below:

If "no", list the reason: _____

Efforts I have made to resolve this problem are as follows: _____

The following individuals are involved or may have information: _____

Desired Resolution: _____

Employee Signature

Date

CITY OF LA PINE

RESOLUTION NO. 2024-21

**A RESOLUTION OF THE CITY OF LA PINE APPROVING PROPOSED
AMENDMENTS TO THE LA PINE EMPLOYEE HANDBOOK**

WHEREAS, historically, the City Council of the City of La Pine has exercised its administrative authority through resolution, and

WHEREAS, the City Council of the City of La Pine has voted previously to approve amendments to guiding administrative policy and documents, and

WHEREAS, the City Council of the City of La Pine has been presented with amendments to the La Pine Employee Handbook which will guide administrative policy for employment matters, and

WHEREAS, the City Council of the City of La Pine now finds it prudent to recognize this consideration and approval through the formulation of resolution.

NOW, THEREFORE, the City of La Pine resolves as follows:

1. The City Council directs the City Manager to enroll the proposed amendments to the City of La Pine Employee Handbook consistent with the draft amendments as presented.

APPROVED and ADOPTED by the La Pine City Council on December 11th, 2024.

Daniel Richer, Mayor

ATTEST:

Amanda Metcalf, City Recorder

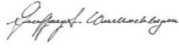


CITY OF LA PINE

STAFF REPORT

Meeting Date: December 11, 2024

TO: City Council

FROM: Geoff Wullschlager, City Manager 

SUBJECT: Proclamation – Declaring Electoral Results

<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	No Action – Report Only	<input type="checkbox"/>	Public Hearing
<input checked="" type="checkbox"/>	Formal Motion	<input checked="" type="checkbox"/>	Other/Direction:

Councilmembers:

At the conclusion of each election year that pertains to citywide elections, the City Council is asked to declare the election results by way of formal motion. This comes in the form of a proclamation from the Mayor but still requires certification of the voting members of the Council. Please review Proclamation 2024-03 and consider the following:

Recommended Motion: I move that we approve Proclamation 2024-03, A Proclamation of the City of La Pine Declaring the Results of the November 5, 2024, General Election, followed by a second and roll call vote.



L A P I N E

O R E G O N

Proclamation 2024-03

A PROCLAMATION OF THE CITY OF LA PINE DECLARING THE RESULTS OF THE NOVEMBER 5, 2024, GENERAL ELECTION.

WHEREAS, a General Election was held on the 5th day of November, 2024, in the City of La Pine, Deschutes County, Oregon; and

WHEREAS, eligible voters of the City of La Pine considered the election of City Officers; and

WHEREAS, the Abstract of Votes (Exhibit A), prepared and certified by Steve Dennison, County Clerk for the County of Deschutes, Oregon, has been filed in the office of the City of La Pine’s Chief Elections Official; and

WHEREAS, the City of La Pine’s Chief Elections Official, being the proper official to do so, has canvassed the votes for said election and finds that they are as follows:

MAYOR

Jeannine Earls	575
Samuel J. Facey	108
Becca Rohleder	109
Daniel Richer	418
Write-in	16
Total Votes Cast:	1226

COUNCIL

Jennifer Kuhn-Metternich	301
Cathi Van Damme	395
Courtney Ignazzitto	667
Janis Curtis-Thompson	455
Write-in	31
Total Votes Cast:	1849

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA PINE, OREGON, AS FOLLOWS:

SECTION ONE: I, Daniel Richer, Mayor of the City of La Pine, do hereby proclaim and declare that pursuant to the foregoing election results it is hereby found, determined, and declared that the following are the official results of the General Election held on November 5, 2024:

Jannine Earls was duly elected **MAYOR** for a two-year term beginning January 1, 2025, and ending December 31, 2027.

Courtney Ignazzitto was duly elected **COUNCILOR** for a four-year term beginning January 1, 2025, and ending December 31, 2029.

Janis Curtis-Thompson was duly elected **COUNCILOR** for a four-year term beginning January 1, 2025, and ending December 31, 2029.

SECTION TWO: The City of La Pine’s Chief Elections Official is hereby ordered and directed to issue Certificates of Election to the persons declared in Section One above within thirty (30) days after passage of this Proclamation.

APPROVED by the City Council and **SIGNED** by the Mayor this 11th day of December, 2024.

The City of La Pine, Oregon

Daniel Richer, Mayor

ATTEST:

Amanda Metcalf, City Recorder

Exhibit A
Abstract of Voting Results

(attached)

Official Final Results
Statement of Ballots Cast

Deschutes County, November 5, 2024 General Election

All Precincts, All Districts, All Counter Groups, All ScanStations, City of La Pine, City Council, City of La Pine, Mayor, All Boxes

Total Ballots Cast: 1428, Registered Voters: 162718, Overall Turnout: 0.88%

1 precincts reported out of 1 total

City of La Pine, Mayor (Vote for 1)

1 precincts reported out of 1 total

Precinct	Ballots Cast	Reg. Voters	Total Votes	Jeannine Earls		Samuel J Facey		Becca Rohleder		Daniel Lee Richer	
Precinct 23	1428	2215	1226	575	46.90%	108	8.81%	109	8.89%	418	34.09%
Total	1428	2215	1226	575	46.90%	108	8.81%	109	8.89%	418	34.09%

Official Final Results
Statement of Ballots Cast

Deschutes County, November 5, 2024 General Election

All Precincts, All Districts, All Counter Groups, All ScanStations, City of La Pine, City Council, City of La Pine, Mayor, All Boxes

Total Ballots Cast: 1428, Registered Voters: 162718, Overall Turnout: 0.88%
1 precincts reported out of 1 total

City of La Pine, Mayor (Vote for 1)

1 precincts reported out of 1 total

Precinct	Ballots Cast	Reg. Voters	Total Votes	Write-in	Over Votes	Under Votes
Precinct 23	1428	2215	1226	16 1.31%	1	201
Total	1428	2215	1226	16 1.31%	1	201

Official Final Results
Statement of Ballots Cast

Deschutes County, November 5, 2024 General Election

All Precincts, All Districts, All Counter Groups, All ScanStations, City of La Pine, City Council, City of La Pine, Mayor, All Boxes

Total Ballots Cast: 1428, Registered Voters: 162718, Overall Turnout: 0.88%
1 precincts reported out of 1 total

City of La Pine, City Council (Vote for 2)

1 precincts reported out of 1 total

Precinct	Ballots Cast	Reg. Voters	Total Votes	Jennifer Kuhn- Metternich	Catherine (Cathi) VanDamme	Courtney Ignazzitto	Janis Curtis- Thompson
Precinct 23	1428	2215	1849	301 16.28%	395 21.36%	667 36.07%	455 24.61%
Total	1428	2215	1849	301 16.28%	395 21.36%	667 36.07%	455 24.61%

Official Final Results
Statement of Ballots Cast

Deschutes County, November 5, 2024 General Election

All Precincts, All Districts, All Counter Groups, All ScanStations, City of La Pine, City Council, City of La Pine, Mayor, All Boxes

Total Ballots Cast: 1428, Registered Voters: 162718, Overall Turnout: 0.88%
1 precincts reported out of 1 total

City of La Pine, City Council (Vote for 2)

1 precincts reported out of 1 total

Precinct	Ballots Cast	Reg. Voters	Total Votes	Write-in		Write-in		Over Votes	Under Votes
Precinct 23	1428	2215	1849	19	1.03%	12	0.65%	0	1007
Total	1428	2215	1849	19	1.03%	12	0.65%	0	1007