

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, October 10 2022, 7:00pm

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Announcements

1. Red Ribbon Week Proclamation [Pg. 1]

E. Oral Requests and Communications from the audience

(*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

F. Consent Calendar

1. Approve City Council meeting minutes for September 26, 2022 [Pg. 2]
2. Approve Special City Council meeting minutes for October 3, 2022 [Pg. 4]
3. Accept Parks and Recreation meeting minutes for June 23, 2022 [Pg. 5]
4. Accept Planning Commission minutes for September 6, 2022 [Pg. 6]
5. Liquor License – Compass Rose Cafe [Pg. 7]

G. Staff Reports

1. Buena Vista Water Line Replacement Project [Pg. 10]
 - a. Engineers Recommendation Letter – The Dyer Partnership [Pg. 11]
2. Street Project Update
3. Update Agreement with City Manager Pro Tem [Pg. 12]
 - a. Employment Agreement City Manager Pro Tem [Pg. 13]
4. Management Compensation Plan [Pg. 16]
 - a. Updated Management Compensation Plan [Pg. 18]

H. Informational Non-Action Items

1. September Vouchers [Pg. 39]

I. Remarks from Mayor and Councilors

J. Adjournment

*Public Comment forms and the agenda packet are available on-line at www.brookings.or.us, at Brookings City Hall and at Chetco Community Public Library. Return completed Public Comment forms to the City Recorder before the start of the meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

If you would like to view the City Council Meeting live, you can via:

- Television – Charter Channel 181
- Internet – Go to the City of Brookings website at <http://www.brookings.or.us>

Watch Meeting Live instructions: 1. Visit the City of Brookings website home page. 2. Click on Government (top page). 3. Click on City Council (right side). 4. Under Agenda & Meetings click Watch Meeting Live. 5. You will need to download the VLC Media Player. Follow directions and links for your device.

City of Brookings *Proclamation*

WHEREAS, Substance abuse is damaging to our children and is a contributing factor in the three leading causes of death for teenagers - accidents, homicides and suicides; and

WHEREAS, October 25th through October 31st, 2021, has been designated **NATIONAL RED RIBBON WEEK** whereby all Americans can show their commitment to drug-free lifestyles; and

WHEREAS, Brookings Emblem Club #265 and the City of Brookings encourage everyone to participate in **RED RIBBON WEEK** to establish an atmosphere that promotes family and individual responsibilities for living drug free, without the use of illegal drugs or the illegal use of legal drugs, and

WHEREAS, the citizens of Brookings are invited to show their support for a drug-free community in which to raise happy, healthy, alcohol, tobacco and drug-free children by wearing and displaying red ribbons during this week;

NOW, THEREFORE, I, Ron Hedenskog, Mayor of the City of Brookings, do hereby proclaim the week of October 10th through October 15th, 2022 to be

RED RIBBON WEEK

In Witness Whereof,

I, Mayor Ron Hedenskog, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 10th day of October, 2022.

Mayor Ron Hedenskog

City of Brookings

CITY COUNCIL MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

Monday, September 26, 2022

Call to Order

Mayor Hedenskog called the meeting to order at 7:00 PM

Roll Call

Council Present: Mayor Ron Hedenskog, Councilors Brad Alcorn, Ed Schreiber, John McKinney, and Michelle Morosky; a quorum present.

Staff present: City Manager Pro Tem Gary Milliman, Public Works Director Tony Baron, and Deputy City Recorder Natasha Tippetts

Media Present: 2

Others Present: 13

Ceremonies/Announcements

1. Bully Prevention Month Proclamation
2. Suicide Prevention Month Proclamation
3. National Emblem Club Proclamation

Public Comments

1. Gordon Clay, PO Box 12, Brookings; Accepted Bully Prevention and Suicide Prevention Proclamations.
2. Connie Hunter, 1310 English Court, Brookings; Spoke on behalf of Curry County Suicide Awareness and Prevention Council on work place bullying.
3. Don Bemis and Debra Salzman, Brookings; Provided update on Wreaths Across America

Consent Calendar

1. Approve Council meeting minutes for September 12, 2022
2. Receive monthly financials for August 2022

Mayor Hedenskog moved, Councilor McKinney seconded, and Council voted unanimously to approve the Consent Calendar.

Staff Reports

1. Award Engineering Contract

Staff report presented by Tony Baron

Councilor McKinney moved, Councilor Morosky seconded, and Council voted unanimously to authorize City Manager to negotiate civil engineering service contracts with the Dyer Partnership, Civil West Engineering and Jacobs.

2. Award Dyer Task Order 102

Staff report presented by Tony Baron

Councilor McKinney moved, Councilor Alcorn seconded, and Council voted unanimously to authorize City Manager to proceed with the Dyer Partnership Task Order 102 to develop plans for the repair of the Ridgeway Street Landslide.

3. Policy and Procedure Resolution

Staff report presented by Gary Milliman

Gary Milliman recommended adding "The Brookings Municipal Code Section 2.05.230 provides for a council member communications policy."

Council agreed

Councilor Schreiber moved, Mayor Hedenskog seconded, and Council voted unanimously to adopt Resolution 2-R-1234, A Resolution establishing a policy for the expression of Policy endorsements and recognitions in the form of Resolutions, Proclamations, or other forms of written expression with the edits adding references to Brookings Municipal Code Section 2.05.230.

4. Taxicab Ordinance

Staff report presented by Gary Milliman

Councilor Schreiber moved, Mayor Hedenskog seconded, and Council voted unanimously to read Ordinance 22-O-803 the first time by title only.

Councilor Schreiber moved, Councilor Morosky seconded, and Council voted unanimously to read Ordinance 22-O-803 the second time by title only.

Councilor Schreiber moved, Mayor Hedenskog seconded, and Council voted unanimously to adopt Ordinance 22-O-803, an Ordinance amending the Brookings Municipal Code section 5.10.050 regarding taxicab drivers permits.

5. Appoint LOC Voting Delegate

Staff report presented by Gary Milliman

Councilor Schreiber moved, Councilor Alcorn seconded, and Council voted unanimously to designate Michelle Morosky as the City's voting delegate for the League of Oregon Cities Annual Business Meeting.

Remarks from Mayor and Councilors

Councilor Schreiber would like to invite Crescent City Airport Chairman to come do a presentation to the Council informing them on the upcoming changes to their airport.

Adjournment

Mayor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 7:56 PM.

Respectfully submitted:

ATTESTED:
this 10th day of October, 2022:

Ron Hedenskog, Mayor

Gary Milliman, City Recorder Pro Tem

City of Brookings

SPECIAL CITY COUNCIL MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

Monday, October 3, 2022

Call to Order

Mayor Hedenskog called the meeting to order at 5:10 PM

Roll Call

Council Present: Mayor Ron Hedenskog, Councilors Brad Alcorn, Ed Schreiber, John McKinney, and Michelle Morosky; a quorum present.

Staff present: City Manager Pro Tem Gary Milliman

Media Present: 2

Others Present: 0

Staff Reports

1. Agreement with Brookings Police Association

Staff report presented by Gary Milliman

Councilor McKinney moved, Councilor Alcorn seconded, and Council voted unanimously to ratify the Collective Bargaining Agreement between the City of Brookings and the Brookings Police Association for the period of July 1, 2022 through June 30, 2024.

Adjournment

Mayor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 6:04 PM.

Respectfully submitted:

ATTESTED:
this 10th day of October, 2022:

Ron Hedenskog, Mayor

Gary Milliman, City Recorder Pro Tem

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
June 23, 2022

I. CALL TO ORDER

Chair Kather called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

II. ROLL CALL

Present: Commissioners Jaime Armstrong, Mike Worthy, Zeus Zamora (arrived 7:18) and Chair Trace Kather

Absent: Lex Rau

Also present: Deputy PWDS Director Jay Trost

Audience: @10

III. APPROVAL OF MINUTES

Motion made by Commissioner Armstrong to approve the minutes of January 20, 2022; motion seconded and Commission voted; the motion carried unanimously.

IV. PUBLIC APPEARANCES – Motion made by Chair Kather to move this Agenda item to #VII on the agenda, motion seconded and Commission voted; the motion carried unanimously.

Mary Scrivin, Pickleball representative presented proposal to reconfigure existing tennis court #2 to be a shared tennis/2 pickleball courts and dedicate court #3 just to pickleball. Sharing court #2 would require the set up/take down of pickleball nets for use. Commission directed Parks Director Trost to investigate further and report back with options that could satisfy pickleball and tennis players.

V. COMMISSION BUSINESS – None

VI. REGULAR AGENDA – None

VII. INFORMATION UPDATES/DISCUSSION ITEMS

A. Parks Update – Jay Trost advised that the Slippery Banana Tournament in February was very successful with 28 teams and donating approximately \$6,000 to the City. Little League, girls softball and the 50-70 Baseball Leagues are done for the year and had good seasons. Legacy Sports softball tournaments are in progress and flag football starting up. Pool is up and running with a new pool manager. Swim lessons, aerobics and lap swim very popular. Camera installation project ongoing at Bud Cross, KidTown, ballfields and pool. Graffiti a reoccurring problem that parks personnel work to remove, cameras may catch those perpetrators. The Brookings Harbor Garden Club agreement to maintain Azalea Park gardens is working well and they are doing a great job.


B. 2022 Approved Park Projects – Jay Trost advised three capital projects for the year are replacement of Azalea Park lower ballfield fences, resurfacing of tennis courts and KidTown replacement. The grant for KidTown to be presented to the state in July for consideration.

VIII. COMMISSIONER REPORTS/COMMENTS - None

IX. ADJOURNMENT

With no further business, meeting adjourned at 8:12 pm.

Respectfully submitted,



Trace Kather, Chair

(Approved at July 28, 2022 meeting)

BROOKINGS PLANNING COMMISSION MINUTES

September 6, 2022

CALL TO ORDER

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:00 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

ROLL CALL

Commissioners Present: Anthony Bond, Cody Coons, Clayton Malmberg, Skip Watwood, Jon Weaver, Chair Gerry Wulkowicz

Absent: Commissioner Skip Hunter

Staff Present: PWDS Director Tony Baron, Planning Tech Lauri Ziemer

Others Present: 2 audience members

PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS –

3.1 Façade improvement Program Design Review Committee – Tony Baron reviewed functions of the Committee. Skip Watwood volunteered to sit on the committee.

PUBLIC HEARINGS

4.1 In the matter of continuation of File No. CUP-20-22, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 1237 Rowland Lane, Assessors Map & Tax Lot No. 4113-06CB-04805

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was reopened at 7:07 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's property manager, Ron Reel of Premiere Ocean Properties addressed the shared easement and parking concerns the adjoining property owners at 1233 Rowland Lane brought up at the previous meeting. They have reached a common agreement to limit parking to two standard size vehicles in the shared driveway. The applicant will also post children playing signs to make vehicle drivers aware.

No participant requested additional time to submit materials. Public hearing was closed at 7:12 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Bond to approve File No. CUP-20-22, a request for a Conditional Use Permit to operate a short term rental at 1237 Rowland Lane based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-20-22, based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.

MINUTES FOR APPROVAL

5.1 Minutes of regular Planning Commission meeting of August 2, 2022.

Motion made by Commissioner Bond to approve the Planning Commission minutes of August 2, 2022; motion seconded and with no further discussion by a 6-0 vote the motion carried.

UNSCHEDULED PUBLIC APPEARANCES - None

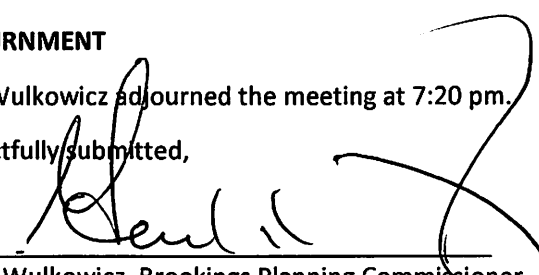
REPORT FROM THE PLANNING STAFF – October meeting will be discussing land development changes for Conditional Use Permits and a Minor Change application for a CUP.

COMMISSION FINAL COMMENTS - None

ADJOURNMENT

Chair Wulkowicz adjourned the meeting at 7:20 pm.

Respectfully submitted,


Gerald Wulkowicz, Brookings Planning Commissioner
Approved at the October 4, 2022 meeting

CITY OF BROOKINGS POLICE DEPARTMENT

Kelby McCrae, Chief of Police



To: Brookings City Council through City Manager Pro Tem Gary Milliman
From: Lieutenant Donny Dotson
Date: 09/28/2022
Subject: Liquor License Application

The Brookings Police Department found no **local** disqualifying information prohibiting **Natalie and Peter Crino** with the attached **Limited On-Premises** liquor license application. The business "**Compass Rose Cafe**" is located at 625 Chetco Avenue, Suite 210, Brookings, Oregon. It is the recommendation of the Brookings Police Department the above mentioned applicants be granted their request with final approval coming from the **Oregon Liquor Control Commission**.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Donny Dotson", is written over a horizontal line.

Lieutenant Donny Dotson
Brookings Police Department





OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

Smothers
RECEIVED

APR 18 2022

OLCC - Eugene

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp:
Brewery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Brewery-Public House (BPH) 1 st location	Name of City or County:
BPH Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Distillery	Recommends this license be:
<input type="checkbox"/> Full On-Premises, Commercial	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Full On-Premises, Caterer	By: _____
<input type="checkbox"/> Full On-Premises, Passenger Carrier	Date: _____
<input type="checkbox"/> Full On-Premises, Other Public Location	OLCC USE ONLY
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	Date application received: <u>3/16/22</u>
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 st location	Date application accepted: <u>3/17/22</u>
GSP Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	License Action(s): <u>N/O</u>
<input checked="" type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
Winery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
(4 th) <input type="checkbox"/> (5 th) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY** (example: corporation or LLC) or **INDIVIDUAL(S)**¹ applying for the license(s):

Crino Ventures, LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See) Compass Rose Cafe		
4. Business Address (Number and Street Address of the Location that will have the liquor license) 625 Chetco Avenue Suite 210		
City Brookings	County Curry	Zip Code 97415

¹ Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Compass Rose Cafe			
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your license certificate, renewal application and other mailings as described in <u>OAR 845-004-0065[1].</u>) 727 Ransom Avenue			
City Brookings	State OR	Zip Code 97415	
9. Phone Number of the Business Location 541-661-7772		10. Email Contact for this Application and for the Business nataliecrino@gmail.com	
11. Contact Person for this Application Natalie Crino		Phone Number 8018645606	
Contact Person's Mailing Address (if different)	City	State	Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

ATTESTATION: **READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM**

I understand that marijuana is prohibited on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read OAR 845-005-0311 and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311[6]) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Applicant(s) Signature

- Each individual (sole proprietor) listed as an applicant must sign the application below.
- If an applicant is an entity, such as a corporation or LLC, at least one **INDIVIDUAL who is authorized to sign for the entity** must sign the application.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. **Applicants are still responsible for all information on this form.**

Natalie Crino

App #1: (PRINT NAME)

App #1: (SIGNATURE)

3/15/2022

App #1: Signature Date

Atty. Bar Information (if applicable)

PETER CRINO

App #2: (PRINT NAME)

App #2: (SIGNATURE)

App #2: Signature Date

Atty. Bar Information (if applicable)

App #3: (PRINT NAME)

App #3: (SIGNATURE)

App #3: Signature Date

Atty. Bar Information (if applicable)

App #4: (PRINT NAME)

App #4: (SIGNATURE)

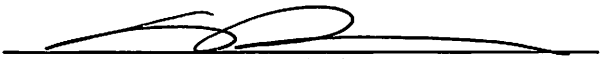
App #4: Signature Date

Atty. Bar Information (if applicable)

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 10, 2022


Signature (submitted by)

Originating Dept: PWDS

City Manager Approval

Subject: Buena Vista Loop Water Line Replacement Project

Recommended Motion: Authorize City Manager to enter into an agreement with Tidewater Contractors Inc. in the amount of \$208,707 for the Buena Vista Loop Water Main Project.

Financial Impact: The lowest qualified bid of \$208,707 from Tidewater Contractors Inc. will be funded through water system replacement funds (SRF) and water system development charges (SDC's).

Background/Discussion: The water main on Buena Vista Loop was identified in the 2014 water masterplan as a high priority project. The existing undersized 4" ac main has experienced line breaks over the past several years and is undersized. The new 8" water main will tie into the proposed new water main on Memory Lane at both ends of Buena Vista creating a loop in the system and increasing the flow of water for fire protection.

Bidders	Bid
Tidewater Contractors Inc.	\$208,707
McLennan Excavation Inc.	\$243,000

Attachments:

- a. Engineers Recommendation Letter – The Dyer Partnership



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

September 8, 2022

Gary Milliman, Interim City Manager
City of Brookings
898 Elk Drive
Brookings, Oregon 97415

RE: City of Brookings
Buena Vista Water Line Replacement Project
Project No. 145.98A

Dear Mr. Milliman:

This letter is to recommend action by the City of Brookings in response to the bids received on September 8, 2022 at 2:00 PM for the above referenced project. Two bids were received. Both Contractors did not attest the Bid Form. McLennan Excavation, Inc. had minor errors on the Bid Bond. Both bids were responsive and responsible. The bids were in the following amounts:

1. \$208,707.00 by Tidewater Contractors, Inc.
2. \$243,000.00 by McLennan Excavation, Inc.

We recommend that the City of Brookings take the following action:

1. Accept the bids.
2. Award a contract to Tidewater Contractors, Inc. in the amount of \$208,707.00.

It is our opinion that Tidewater Contractors, Inc. has sufficient experience and qualifications to satisfactorily construct the project.

Assuming the City of Brookings and Council concurs with our recommendation; we have enclosed three copies of the Notice of Award. A representative for the City needs to sign all three copies after which they should be returned to our office. (*Please do not date the Notice of Award.*) We will date the Award following notification that the City of Brookings accepts the bids and is determined to award the project.

Pursuant to ORS279C.835, the Oregon Bureau of Labor and Industries requires that Form WH-81 be filled out by the contracting agency and sent to them with a copy of the first-tier subcontractor form, if applicable (ORS 279C.370), within 30 days of issuing the Notice of Award. The form is available at:

<https://www.oregon.gov/boli/WH/PWR/docs/wh81.pdf>

The Owner is also responsible for payment of a Public Works fee to the Bureau of Labor & Industries. This payment is accompanied by Form WH-39 which is available at:

<https://www.oregon.gov/boli/WH/PWR/docs/wh39.pdf>

Sincerely,

Joseph Goette, PE
Project Engineer

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 10, 2022

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject:

Employment Agreement Extension with Gary Milliman

Recommended Motion:

Motion to authorize the Mayor to execute an employment agreement dated October 10, 2022 for City Manager Pro Tem services with Gary Milliman.

Background/Discussion:

The City contracted with Gary Milliman for services as City Manager Pro Tem in July, 2022, under a 90-day agreement. Submitted for Council consideration is a subsequent agreement which provides that Milliman will serve as City Manager Pro Tem under the same terms as the previous agreement until the agreement is terminated by either party.

The agreement provides for compensation in the amount of \$2,500 per week, which is approximately 50 per cent of the total compensation paid to the permanent City Manager.

Attachments:

- a) Employment Agreement City Manager Pro-Tem

AGREEMENT FOR SERVICES

CITY MANAGER PRO-TEM

This Employment Agreement is made and entered into this 10th day of October, 2022, by and between the **City of Brookings**, a municipal corporation ("City"), and **Gary Milliman** ("Employee"). The parties to this Agreement do hereby enter into the terms, conditions, covenants, duties, and responsibilities as follows:

WHEREAS, City is a municipal corporation providing a wide range of services to the community; and

WHEREAS, Section 22 of Chapter V of the City Charter states the City shall operate under a Council-Manager form of government, which calls for the appointment of a City Manager to serve as the administrative head of the government of the City;

WHEREAS, the City is in need of a temporary City Manager (Pro-Tem) to fill the role of the City Manager; and

WHEREAS, the Mayor and City Council have determined that Employee possesses the requisite qualifications; and

WHEREAS, Employee has commenced services as of July 11, 2022, under the terms of prior Agreement dated July 25, 2022; and

WHEREAS, It is the desire of the parties to enter into a subsequent agreement for continuing services.

NOW THEREFORE, in consideration of the mutual covenants herein contained and as authorized by the Brookings City Charter and Municipal Code, and in accordance with Oregon Revised Statutes, the parties hereto agree as follows:

Section 1. Terms and Duties

- A. City hereby employs Employee as City Manager Pro Tem and Employee hereby accepts this appointment, commencing on the 10th day of October 2022 and continuing, unless terminated as provided herein. Employee will perform those duties and functions as specified in the Brookings City Charter and Municipal Code, and such other legally permissible duties as the City Council from time to time shall assign.
- B. In addition to the duties outlined in Paragraph A above, Employee will assume, as City Manager Pro Tem, the duties of City Recorder, Finance Director, and Human Resources Director, which includes but is not limited to directing the overall budgeting and finance functions of the City, overseeing work relating to the maintenance of official City records and elections, and functioning as Personnel Director for the City.
- C. In addition to the duties and responsibilities defined herein, during the term of this Agreement, and any extensions thereto, Employee shall also serve as Executive Director of the Urban Renewal Agency.

Section 2. Compensation

- A. The City shall pay Employee \$2,500 per week beginning October 1, 2022. Employee's compensation shall be subject to all required withholding. The City Manager Pro Tem position is a FLSA-Exempt, temporary employee position and is exempt from overtime under the Fair Labor Standards Act. Accordingly, Employee is not eligible for overtime compensation.
- B. As a temporary employee not constituting an ongoing employment relationship, Employee will not be enrolled in any employee benefit program including health, dental, vision, retirement, and similar plans, and will not receive an automobile allowance. Employee shall be allotted mileage to City related meetings as approved by the Mayor. These reimbursement expenses shall be requested by Employee on a monthly basis using the Internal Revenue Service (IRS) mileage reimbursement rate.
- C. The City will reimburse Employee for all sums necessarily incurred and paid by him in the performance of his duties not specifically indicated above and in compliance with City rules or policies. Employee will submit a standard City reimbursement form, accompanied by required receipts as required by City policy.

Section 3. Indemnification

Subject to the liability limitations within the Oregon Tort Claims Act and the Oregon Constitution, the City agrees to defend, hold harmless, and indemnify Employee from and against any and all demands, claims, suits, actions, and legal proceedings brought against him in his official capacity as an agent of the City and arising out of an alleged act or omission occurring in the performance and proper scope of his duties as City Manager Pro Tem during or after such term. All provisions of this section will survive the termination of this Agreement and remain in effect after termination Employee's employment with the City.

Section 4. Bonding

The City shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 5. Modifications

Any modification to this Agreement must be in writing and signed by both parties executing this Agreement to be effective.

Section 6. Effect of Waiver

The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

Section 7. Entire Agreement

- A. Each of the Recitals stated above is incorporated by reference as if fully set forth herein.
- B. Each party agrees that this Agreement is valid and shall be binding on said party. Each party to this Agreement acknowledges no representation, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein and that no other agreement, statement, or promise not contained or referenced in this shall be valid or binding on either party.

Section 8. Termination

This Agreement may be terminated either by the City or Employee without cause. Employee agrees to provide the City four (4) weeks' written notice of intent to resign from the City Manager Pro-Tem position. The City may terminate this agreement at any time by providing two (2) weeks' written notice.

IN WITNESS WHEREOF, the City of Brookings has approved and caused this Agreement to be signed and executed on its behalf by the Mayor and Employee have signed and executed three (3) copies of this Agreement.

Executed this 11th day of October, 2022 at Brookings, Oregon.

City of Brookings

By: _____

Gary Milliman, Employee

By: _____

Ron Hedenskog, Mayor

Date: _____

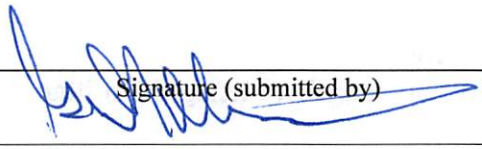
Date: _____

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 10, 2022

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject:

Management Compensation Plan

Recommended Motion:

Motion to adopt the City of Brookings Management Compensation Plan effective July 1, 2022.

Background/Discussion:

Compensation and other conditions of employment are established in four basic documents: collective bargaining agreements with the Brookings Police Association and the Teamsters Local 223, the Employee Handbook and the Management Compensation Plan.

The Management Compensation Plan addresses compensation and benefit administration for employees who are "exempt" from collective bargaining under the federal Fair Labor Standards Act. These employees include department managers, mid-managers, confidential and other employees who have chosen not to be a part of a collective bargaining group. Typically, the compensation of these employees is adjusted annually to coincide with compensation adjustments approved for the collective bargaining units (i.e. police management/Police Association, other management/exempt/Teamsters Local 223).

The Management Compensation Plan was last updated in February 2018. In addition to the base compensation changes, the City Manager is recommending the following changes:

Deletion of the word "treatment" from all water and wastewater job titles as this function is now performed by a private contractor and no such positions exist.

Revising the Salary Classifications list to reflect changes that have occurred over the last four years.

Updating certain criteria for receiving education enhancements to reflect changes in various certificate programs.

Conforming the longevity incentive to reflect that which was recently approved in the police agreement. Adding a provision whereby an employee is temporarily assigned to perform the duties in a vacant position in a higher grade for a period of more than two weeks receives additional compensation for the period during which they are serving in the "acting" capacity.

The new salary schedules reflect the same adjustments over the next 2-3 years that will be applicable to members of the two collective bargaining groups. The City Manager position is not included in the Management Compensation Plan as compensation for that position is provided by separate contract, although that contract often refers to and incorporates certain benefits provided for in the Management Compensation Plan, such as health insurance.

Attachments:

- a) Management Compensation Plan



City of Brookings

Management Compensation Plan

(Management, Supervisory, Exempt, Confidential and
Non-represented Employees)

Adopted by City Council — February 12, 2018

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Section 1. The Management Team

1.1 Management Team

The City of Brookings's (City's) Management Team is comprised of the Executive Management Team, Middle Management and Supervisory Employees. The Management Team's job duties include: City governance and management of governmental accounting; budget; records management; public safety and law enforcement; public works including street construction, water ~~treatment~~/distribution, wastewater ~~treatment~~/collection, storm water and flood hazard; land use and urban planning; municipal code management; building code administration; website management; parks maintenance; human resources management; risk management and facilities management.

The City's Management Team is comprised of professional employees who have a number of years of experience working in their profession or in local government. At a minimum, most positions in the management team require a bachelor's degree or equivalent experience and training. These jobs are professional level positions that require specialized training, certification and/or extensive knowledge and experience.

1.2 Executive Management Team members report directly to the City Manager and include the Finance and Human Resource Director, Public Works and Development Services Director, and Public Safety Director.

1.3 Middle Management Employees report to a Department Director and include the positions of Police Lieutenant, Deputy Finance and Human Resources Director, Deputy Public Works and Development Services Director.

1.4 Supervisory Employees report to Middle Management employees and include the positions of Police Sergeant, Public Works Supervisor, Building Official, Operations Fire Chief, Fire Captain, -and Communications Supervisor.

1.5 Non-represented, Non-management Employees include the Building Inspector, Payroll/Accounts Payable Specialist, Human Resources/Accounting Specialist, IT Manager, and Deputy Recorder.

This Plan shall not cover any position in a collective bargaining unit or anyone with an individual employment agreement.

Section 2. Management Compensation

2.1 Management Compensation Plan – Strategic Purpose

The purpose of having a written management compensation plan is to develop a compensation strategy that is tied to the mission and the goals of the City of Brookings (City) and the Strategic Plan. The compensation plan must be fair, legal, consistent, and understood by all. Having a written compensation plan should minimize the likelihood of inconsistencies, or perceived or real discrimination.

2.2 Compensation Philosophy

The City's management compensation program is designed to provide adequate pay for all management employees. The goal of the City's total management compensation program is to foster and reward performance and dedication, while at the same time attracting suitable candidates, when needed, to fill vacancies.

2.2.1 Principles

- Management pay ranges will be determined, in part, by using the market average for the appropriate labor market as a target. Individual pay within the range will be merit-based and performance-driven.
- Benefits will include adequate health insurance at a reasonable cost to employees, and other benefits that promote a comfortable, secure workforce and encourage dedication to the City.
- Incentives will include deferred compensation, health reimbursement arrangements, and paid time off.

2.2.2 Strategies

- Because the City's success is dependent on capable and dedicated employees, our compensation goals will strive to attract and retain individuals who share the mission and vision of the City.
- Our total compensation will be industry competitive and appeal to the type of professional employees we wish to attract and retain.
- We will adequately pay all management employees but we will reward those who go above and beyond in the furtherance of our mission.
- We will hold management employees accountable for the duties and responsibilities of their positions. Regular and meaningful evaluations will be conducted to gauge accomplishments and assess deficiencies.

- We will endeavor to provide benefits that offer the most value to, and are appreciated by, our employees.
- We will promote dedication by providing growth and development opportunities to employees at all levels.
- We will strive to cultivate and promote future management employees from within the organization whenever it is practicable to do so.
- We will embrace an organizational culture that rewards excellent service to the citizens of Brookings.

2.3 This compensation plan is NOT A CONTRACT. This plan and the salary and benefits outlined herein may be changed at anytime with approval of the City Council.

Section 3. Plan Structure

3.1 Salaries

Management pay is determined by the position, individual qualifications, and market comparisons. The City Manager sets the parameters of a salary range established for each position or position class. The City Council approves the salary ranges. All management employees receive pay in the form of monthly salary which will be within the approved minimum and maximum set for the position or position class.

3.2 Establishing Ranges

Each management employee's pay will be established on a scale that includes a minimum and maximum range for the position or position class. Ranges will be proposed by the City Manager.

The salary range for each position or position class may be adjusted by the City Manager not more than once each fiscal year and, generally, any change in either the minimum or maximum of the range shall not cause the range to deviate from the average minimum or maximum by more than 10%. Any changes to the salary ranges shall be brought to the City Council for approval in the form of a resolution setting forth the employee compensation plan.

3.3 New Positions

Any new management positions shall be brought before the City Council. The Council shall be provided a job description and proposed salary range for the new position and Council approval shall be required prior to filling the position. New positions that are designated as management positions will be covered under this Plan and shall be

incorporated into the Plan in the first revision of the Plan following Council approval of the position.

3.4 Initial Placement on Salary Ranges

Management employees will be placed within the approved salary ranges for their position according to their qualifications, competencies, and the relative value of those qualifications and competencies to the position and to the City, as determined by the City Manager. Factors to be considered in determining individual pay within the established range include, but are not limited to:

- **Competency:** demonstrated level of relevant knowledge, skills and abilities and training
- **Credentials:** formal education degrees and certifications
- **Experience:** job performance and relevant work history in comparable position(s)
- **Responsibility:** authority, liability, or other responsibility not already considered in establishing the range for the position
- **Performance:** performance of the duties and responsibilities of the position as documented in an annual performance evaluation
- Any other relevant factor(s) that warrant consideration

Placement on the salary range shall be at the discretion of the City Manager, except that such decision shall not be arbitrary or discriminatory.

3.4.1 Initial Placement upon Promotion

In the event an employee is promoted from a non-management position to a management position, the employee shall be placed on the salary range for the new position in accordance with this plan. The employee's pay at the time of promotion, including any incentive pay, shall be considered when determining the initial placement on the salary range for the new position, but in all cases, no initial placement shall cause the manager's pay to fall outside of the approved salary range for that position or position class. Incentive pay received by a bargaining unit employee prior to promotion shall be considered in respect to competency, credentials, and experience as set forth above, but shall not be continued as incentive pay.

3.4.2 Advancement within Salary Range

Employees are eligible for advancement in their salary range upon completion of one year of employment and/or successful completion of the probationary period, whichever occurs first. Salary reviews occur annually on the anniversary of the first date of employment. If the anniversary date is the 15th of the month or earlier, the pay change

shall be effective the first day of said month. If the anniversary date is the 16th of the month or later, the pay change shall be effective the first day of the following month.

3.5. Compensation

The City recognizes the value of an experienced and well trained management team. To enhance the City's ability to recruit and retain well qualified and high performing managers, the following compensation program is provided:

3.5.1 Salary Classifications

Classification	Position
NR	Deputy Recorder
NR	IT Manager (part-time)
NR	Human Resources/Accounting Specialist
NR	Payroll/Accounts Payable Specialist
NR	Building Inspector
SE	Communications Supervisor
SE	Fire Captain
SE	Operations Fire Chief
SE	Building Official
SE	Public Works Supervisor
SE	Police Sergeant
MM	Deputy Public Works and DS Director
MM	Deputy Finance and HR Director
MM	Police Lieutenant
EM	Public Works and DS Director
EM	Finance and Human Resource Director
EM	Public Safety Director

"EM" - Executive Management Team

"MM" - Middle Management Employee

"SE" - Supervisory Employee

"NR" - Non-represented, Non-management Employee

Salary Ranges tied to the above classifications are contained in Appendix A.

Benefit accruals based upon seniority may be increased and/or an initial "benefit bank" (i.e., an initial balance of vacation leave) may be provided by the City Manager as a recruitment enhancement as needed.

3.5.2 Education And Experience Enhancements

Education and experience enhancements shall only be provided when the listed education and/or experience criteria exceeds that which is included in the basic requirements for holding a position of employment. All enhancements must be approved by the City Manager before being implemented.

Management employees may receive additional compensation of 2.5 percent for each training, education and experience enhancement listed below, not to exceed 10 percent of base salary:

- Backflow Specialist Certificate
- Certified Municipal Clerk Certificate issued by the International Institute of Municipal Recordors.
- Licensed Land Surveyor
- **Management Certificate issued by the Oregon Department of Public Safety Standards and Training.**
- Local Government Management Certificate issued by the League of Oregon Cities
- Oregon Municipal Auditors License
- Professional Finance Officer Certification issued by the Oregon Government Finance Officers Association
- Wastewater Treatment Certificate Grade IV
- Wastewater Collection Certificate Grade IV
- Water Treatment Certificate Grade III
- Water Distribution Certificate Grade III

Management employees may receive additional compensation of 5 percent for each training, education and experience enhancement listed below, not to exceed 15 percent of base salary:

- ~~Management Certificate issued by the Oregon Department of Public Safety Standards and Training.~~
- American Institute of Certified Planners Certificate
- Certified Public Accountant
- ~~Advanced Certificate issued by Oregon Dept. of Public Safety Standards and Training (Sergeants)~~
- Executive Management Certificate issued by Oregon Department of Public Safety Standards and Training
- Fire Protective Executive Certificate issued by the Oregon Department of Public Safety Standards and Training.
- Licensed Architect

- Masters degree from an accredited college or university in public administration, business administration, or field appropriate to job assignment and development
- Registered Civil Engineer

In no event shall a combination of additional compensation under A and B above exceed 15 per cent of base salary.

3.5.3 Longevity

Employees who have completed the following years of service as an employee with the City of Brookings will receive the following percent of their regular base pay:

<u>Years of Service</u>	<u>Percent</u>
8	1.0%
10	1.5%
12	2.5%
15	5.0%
20	7.5%

Note: The above percentages are not cumulative. Example: At 10 years of service, an employee receives a total of 1.5% of base pay for longevity; not 2.5%. Years of Service is on their anniversary date. If an employee's initial anniversary date is February 1, 2015, they would be eligible for 1.0% on February 1, 2023, the 8th anniversary.

3.6 **Performance Recognition**

Management employees, who achieve the top step in salary grade and have been compensated in said grade for at least 24 months, shall be eligible for a performance recognition. A performance recognition is a lump sum payment of up to five percent (5.0%) of base salary. To qualify for a performance recognition, the City Manager shall consider factors including exceeding annual performance goals, completing major projects under budget, development of new techniques that result in greater efficiency and quality of service, keeping overall department annual expenditures to less than the budgeted amount, securing additional revenues through grants and other sources, and/or other special achievements. The payment of a performance recognition is subject to an annual budget appropriation by the City Council for this program. The City Manager will inform the City Council of the amount and criteria used for any and all performance recognition under this section.

3.7 **Substantiation of Performance-Driven Pay Changes**

Performance-driven pay changes will be based, in part, on the outcome of an annual performance evaluation. To qualify for any performance-driven pay increase, the management employee's final, annual performance evaluation score must be "above average" in all areas¹. However, receiving above average scores alone shall not be an automatic basis for a pay increase. The City Manager shall be the sole grantor of pay changes for any manager, but the recommendation of the Department Director shall be considered prior to the City Manager making any pay changes. Any changes in pay must be justified in writing via the Personnel Action Form (PAF), and supported by the evaluation documentation.

3.8 Probationary Period

The probationary period is designed to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and, in the case of new employees, to determine whether the new position meets their expectations.

The length of the probationary period is the first 12 continuous months of employment. Periods of temporary employment do not count towards satisfying probationary requirements. When an employee is transferred or promoted, a new 12 month probationary period is required for that new position.

Employees may be placed on disciplinary probation as an alternative to termination in a final attempt to resolve problems with employees who appear to have the ability to become valuable employees to the City. Employees on disciplinary probation may be terminated at any time at the City's discretion in the same manner as new probationary employees, regardless of the length of the disciplinary probation period.

A probationary employee may be terminated at the discretion of the City at any time for any or no reason during the probationary period. Similarly, probationary employees may resign at any time without notice. Employees serving probationary periods as a result of transfer or promotion will be allowed to return to their former position or to a comparable position for which the employee is qualified, depending on the availability of the positions and the City's need, and if the employee is not otherwise terminated. A position is not considered available if it is or has been filled.

Probationary employees are not entitled to the full set of rights and privileges available to regular employees, except if the employee is probationary solely for purposes of transfer or promotion from another regular position. Specific exclusions vary depending on the benefit program and employment category. Probationary employees do not have the right to grieve termination, apply for personal leaves of absence, or receive educational assistance.

During any probationary period, the supervisor will observe the employee's performance. Prior to the end of the period a formal performance evaluation will be conducted by the supervisor recommending one of the following actions:

- Termination/return to previous position in accordance with this subsection
- Extension of probation
- Promotion to regular status

Any extension of probationary time must be established at the time of evaluation.

Section 4. Total Compensation Package

In addition to the pay outlined in Section 3, the total management compensation package will consist of other benefits as detailed below.

4.1 Additional Compensation

4.1.1 Retirement – PERS: The City will pay both the employer's and employee's contribution to the Public Employee Retirement System

4.1.2 Deferred Compensation: Management employees may participate in the City's deferred compensation "Section 457" program through participating vendors by having any or all monetary compensation contributed, pre-tax, into deferred compensation, subject to IRS rules.

At the discretion of the City Manager, management employees may receive as additional compensation a contribution by the City to their deferred compensation account. Such contributions may be one-time or ongoing, in recognition of exceptional performance or assuming additional duties.

4.1.3 Initial Benefit Bank: Benefit accruals based upon seniority may be increased and/or initial "benefit bank" (i.e., an initial balance of vacation leave) may be provided by the City Manager as a recruitment enhancement.

4.1.4 Relocation Assistance At the sole discretion of the City Manager, relocation assistance may be negotiated during the job offer phase of hiring a new management employee from out of the area. Only those individuals who are relocating from more than 50 miles shall be eligible for relocation assistance, and the amount of the assistance benefit shall be limited to \$5,000. The maximum amount of relocation assistance shall only be made available to an individual who relocates to within City limits or within the City's Urban Growth Boundary (UGB). The maximum amount of relocation assistance for a new

management employee relocating to an area outside of City limits or City's UGB shall be \$2,500. In the event a management employee receives relocation assistance and subsequently resigns from the position or is terminated for cause within two years of receiving the assistance, the assistance benefit amount shall be refunded to the City on a prorated basis as follows:

Less than 6 months of service	100% refunded to City
6 months to 1 year of service	75% refunded to the City
1 year to 2 years of service	50% refunded to the City

Refunding of relocation assistance shall apply only in the event of a voluntary resignation or termination for cause. Additionally, if relocation assistance is provided to relocate within the City limits or the City's UGB and, within 2 years, the management employee subsequently moves outside the City limits or the City's UGB, but remains in their management position, the amount of relocation assistance paid beyond \$2,500 shall be refunded to the City using the above pro rata scale. The management employee will be required to sign a relocation assistance agreement stipulating to this reimbursement arrangement as a condition of employment. Under certain circumstances, the City Manager may elect to not institute the reimbursement provision of this section of the Plan.

4.1.5 Health Insurance

The City's health insurance plan provides employees and their dependents access to medical, dental and vision care insurance benefits. All regular and probationary employees are eligible to participate in the health insurance plan after a waiting period. Regular part-time employees regularly scheduled to work 30 hours or more per week will participate on a pro-rated basis based on their regularly scheduled work hours.

All health insurance become effective on the first of the month the employee is employed on the first day of the month (i.e. If employee starts on November 5th, insurance starts December 1st).

The City pays 87.5% of the total premium (high deductible health plan (HDHP), dental, and vision), and the employee pays 12.5%. In addition to the employer portion of the premium, the City will pay the amount of the respective deductible into each employee's Health Savings Account (HSA) on a quarterly basis (the City may recover prorated contributions upon separation from service). Regular part-time employees regularly scheduled to work 30 hours or more per week will participate on a pro-rated basis based on their regularly scheduled work hours.

A change in employment status that would result in loss of eligibility to participate in the health insurance plan may qualify an employee or dependent for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Other common events qualifying for COBRA are death of an employee, an employee's divorce or legal separation, or dependent children no longer meeting eligibility requirements. Because COBRA applies to events and dependents not related to the employee's employment, it is the employee's responsibility to notify the Finance and Human Resources Director of any qualifying events.

Questions regarding COBRA and any other questions regarding the health insurance plans and eligibility should be directed to appropriate Finance and Human Resources Department personnel.

4.1.6 Life Insurance The City pays the premium for \$20,000.00 of life and AD & D (Accidental Death and Dismemberment) at no cost to the employee with an option to purchase for dependents. Coverage begins on the first day of the month following hire date. Part-time employees are not eligible for life insurance coverage.

Eligible employees may participate in the life insurance and AD&D plans subject to all terms and conditions of the agreement between the City and the insurance carrier.

4.1.7 Bereavement Leave Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Immediate family member is defined as spouse, eligible domestic partner, child, parent, sister, brother, grandchild, grandparent or spouse's or domestic partner's parent, brother-in-law, sister-in-law for the purpose of bereavement leave. Up to three (3) days of paid bereavement leave will be provided to employees working in regular, full-time positions. Part-time employees (30 hours or more/week) will be on a prorated basis. Bereavement leave is calculated on the base pay rate at the time of leave, and will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with supervisory approval, use any available paid leave for additional time off as necessary.

4.1.8 Compensatory Time (Overtime) Nonexempt employees not covered by a collective bargaining agreement are compensated for all hours worked over 40 in a work week. Compensatory time is paid at the rate of time and one-half. It may be accumulated or received as a cash payment. Compensatory time that has been accumulated may not be converted to cash without prior approval of the Department Director, and then only in those instances where there are sufficient funds to cover the additional cost. An employee may not accumulate more than 120 hours of compensatory time. All accumulated time in excess of 120 hours will be paid to the employee in the paycheck for that pay period. Regular breaks that are not taken cannot be used to accumulate compensatory time.

Compensatory time off must be arranged by mutual agreement between the employee and the Department Director.

4.1.9 Cell phone allowance A monthly stipend may be paid to management employees who are required to be available by phone while away from the office or outside of business hours, in accordance with City policy. Management employees who elect to use a City-owned cell phone are not eligible for this stipend.

4.1.10 Use of Car At the sole discretion of the City Manager, the use of an assigned City vehicle may be negotiated for a management employee. Any such use shall be based solely on appropriateness for the position and subject to applicable I.R.S. rules.

4.1.11 Other Benefits for Police Employees The Public Safety Director, Police Lieutenant, and Police Sergeants may participate in the “gun buy” program, will be provided City-prescribed uniform and equipment including protective bullet resistant vest, and practice and duty ammunition.

Sergeants and Communications Supervisor will receive miscellaneous benefits that other police officers receive based on their current Collective Bargaining Agreement (CBA). Examples include Boot Allowance, Bereavement Leave, K-9 Handler certification pay, and Language Differential Pay.

4.1.12 De minimus use of City resources De minimus use of City resources on a limited and occasional basis shall be considered part of the management employee’s total salary and compensation. Examples of such use may include photocopiers, printers, computers, phones and other technology, provided such use does not violate the acceptable use policy. Additionally, except for items such as portable information technology (i.e., laptop, iPad, etc.) such use of City resources shall not include taking items off of City premises (i.e., this provision does not allow for taking tools or equipment home).

4.2 Paid Time Off

The City recognizes the importance of time away from work for personal lives, and believes management employees should receive paid time off for certain holidays, vacations, personal time, and for when they are unable to come to work due to illness or injury. To this end, management employees shall be granted time off under the following provisions.

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

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

Part-time EEs are not eligible for holiday pay.

A holiday listed above that falls on a Saturday will be observed on the preceding Friday; and a holiday that falls on a Sunday will be observed on the following Monday. City Administrative offices will be closed on the listed holidays.

Police Sergeants do not get paid holiday time off. In lieu of time off, 80 additional hours are included in their annual vacation accrual (as demonstrated in table 4.2.2.a.)

4.2.2 Paid Vacation Regular employees are eligible for vacation based on the schedule below. However, vacation time is earned, but not compensated, until after completion of the twelve (12) month probation period. No vacation time will be authorized during the probationary period, unless specific arrangements have been made at the time of hire.

The purpose of vacation time is to allow employees to enjoy periods of time away from work and have time available for personal use. Vacation time is intended to provide time away from work for rest and recreation.

4.2.2.a. Accrual Rates Employees will accrue vacation at the following rate:

Completed Years of Continuous Service	Vacation Earned Non-Shift Work	Vacation Earned Shift Work (Sergeant)
1 - 4	112 hours	192 hours
5 - 9	136 hours	216 hours
10 - 14	160 hours	240 hours
15 - 19	184 hours	264 hours
20 +	216 hours	296 hours

Employees shall advance to the next bracketed vacation accrual rate at the completion of the specified number of years of service, i.e. an employee hired on March 1, 2004 would start accruing vacation at the 136 hour rate beginning March 1, 2009. However, no employee shall be eligible to take vacation leave or pay therefore prior to completion of twelve (12) months of service. Part-time employees (30 hours or more/per week) shall be credited with prorata vacation credits based on the accrual of a full-time

employee. Part-time employees with less than 30 hours/week are not eligible for vacation pay.

4.2.2.b. *Death or Termination.* Upon termination of a regular employee, said employee shall be paid for all earned but unused vacation time. In case of death, compensation for accrued vacation leave shall be paid in the same manner that any salary due the decedent is paid.

4.2.2.c. *Accrual.* Employees shall be permitted and encouraged to take a portion of, or all of their vacation time depending upon service requirements as determined by the City, but no more than forty (40) hours more than can be earned in a one year period may be accrued at any time without prior approval of the Department Director and City Manager.

Vacation time cannot be banked and then never used; therefore, annual accrual cannot exceed a maximum of 480 hours. Vacation benefits will not stop accruing once the maximum has been reached but hours in excess of 480 hours will be forfeited, unless otherwise approved by the City Manager. When this total is reduced below the maximum allowable, the benefit will begin accruing again. No vacation shall be accrued while the employee is on a leave of absence without pay.

Vacation may not be taken prior to being earned, however, exceptions may be made on a case by case basis by the Department Director and the Finance and Human Resources Director in extenuating circumstances (i.e. vacations planned during the probation period, prior to being hired). When a paid holiday falls within an employee's vacation, the holiday will not be deducted from the vacation balance.

Vacations must be taken at a time mutually agreed upon by the Department Director and employee.

Vacations may be taken only with the advance approval of the employee's immediate supervisor and Department Director.

4.2.2.d *Conversion of paid leave.* Employees may request payment up to 40 hours per occasion twice per fiscal year for accrued vacation. Employee must provide two weeks' notice. (Payment may include employee election towards HSA contribution per payroll forms).

4.2.3 Sick Leave

4.2.3.a *Accrual.* Full-time employees will earn eight (8) hours of sick leave with pay for each full month worked from date of hire. A total of 960 hours of sick leave may be accrued by each employee. Upon termination of employment with the City, one-half of the employee's unused accrued sick leave hours will be converted to the Public Employees Retirement System (PERS) in accordance with PERS rules or its successor as

determined by the State of Oregon. In addition, employees with twenty (20) years, or more, of continuous service with the City and who separate from City employment shall be compensated for one-quarter of their unused accrued sick leave at their base rate of pay at separation.

4.2.3.b *Utilization.* Sick leave with pay is intended to be utilized when employees are unable to work due to illness or off the job injury and to obtain dental, medical or vision care not covered by worker's compensation. Employees shall notify their supervisor of absence due to illness or injury as early as possible prior to the time they would otherwise report to work.

The City may require proof of the reason for utilization of sick leave, and may require a physician's verification after more than three (3) consecutive days.

4.2.3.c *Family Illness.* Sick leave of three days per occurrence may be used in the event of serious illness or injury to the employee's spouse, child or parent, whether living in the employee's household or not, which requires the employee's presence to either care for or arrange for the care of said family member. The employee may request additional time providing the Department Director with a written request prior to taking said leave.

In the event of use of leaves in excess of three (3) days to care for family members under applicable medical leave law, the employee will first use all compensatory time, vacation time, and then sick leave. Employees with sick leave accumulation above 480 hours may use sick leave prior to other leaves first as long as the 300 hours accumulation is maintained.

4.2.3.d *Immediate Family.* For purpose of this Article, the employee's immediate family shall include the employee's spouse, domestic partner, children, parents, mother-in-law, father-in-law, brothers, sisters, grandparents or other dependents living in the employee's household.

4.2.3.e *Integration With Worker's Compensation.* When an employee must take time off from work as a result of an on the job injury or illness he shall receive compensation as scheduled by the City's worker's compensation benefit provider, and may supplement it with sick leave or vacation pay to equal regular take home pay. Such supplemental pay shall be deducted from the sick or vacation pay entitlement of the employee at the employee's choice. Employees must submit a copy of their worker's compensation pay stub to receive integration of compensation.

4.2.3.f *Sick Leave Without Pay.* Any full-time employee in need of an extended amount of time off due to illness or injury may apply for leave without pay for up to ninety (90) calendar days once all other accrued leave with pay has been depleted.

4.2.3.g *Transfer of Sick Leave.* Employees who have exhausted all accrued

leave benefits may obtain sick leave from other City employees (with their written consent) if they require extended time off for an illness or injury. Only employees with more than 480 hours of accumulated sick leave may make contributions, and no employee may contribute more than 40 hours per year to any other employee. No employee can receive more than 240 hours of contributed sick leave in any one calendar year. Employees receiving leave transfers from other employees must provide written documentation from an attending physician that such leave is required.

4.2.3.h *Part-time Employees.* Part-time employees shall accrue sick leave based on Oregon's sick time law.

4.2.4 Court Leave

4.2.4.a The City encourages employees to fulfill their civic responsibilities by serving on jury duty and witness duty when required by subpoena or other order of a court.

When requesting court leave, an employee must provide their Department Director with a copy of the summons documents or a subpoena. All payments to the employee by the court, except mileage, must be turned over to the City if the court leave was paid leave. An employee is expected to report to work whenever the court schedule permits or when they are released from service for the remainder of a scheduled work day.

- a. Jury Duty. Employees may be granted a leave of absence with pay when required to serve as a juror in Federal, State, County or Municipal Court. In order to receive pay for the time served, the employee must submit an attendance slip from the court verifying the dates and time of service and compensation received. Employees shall request that they receive the customary payment from the court.

Either the City or the employee may request a postponement of jury duty if, in the City's judgment, the employee's absence would create serious operational difficulties.

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

4.3 **Changes in Benefits Upon Moving to a Management Position**

Management employees shall only receive benefits that are afforded to employees under this management compensation plan or approved City personnel policy. At any given time, an employee shall only have accrued time "on the books" that other employees in the same

employee group accrue. When an employee changes from a bargaining unit position to a management position, accrued compensatory time and any leaves not also accrued in the new management position shall be paid out at the previous hourly rate at the time of the change and in accordance with the applicable bargaining agreement or policy. By way of example, a sworn employee in the police bargaining unit who changes to an exempt, management position shall have all accrued comp time and holiday leave bank time paid out upon changing positions because exempt management employees do not accrue comp time or holiday bank time. This provision shall apply to management employees appointed after adoption of this plan but shall not be applied retroactively to any current management employee.

4.4 Work Time / FLSA Exemption

Positions covered by this plan that are exempt under the Fair Labor Standards Act are not subject to, or eligible for overtime compensation for hours worked in excess of 40 in a week or any specific amount in a given day. Exempt management employees are paid on a monthly salary basis to perform the duties of their position and are not required, nor expected, to keep track of the number of hours they work. However, it is expected that exempt management employees will work sufficient hours to complete their job duties in a timely manner and that they will generally be available during working hours. Additionally, exempt management employees are expected to attend meetings, conferences and other functions appropriate to their work assignment, which may fall outside the typical Monday through Friday, 8 to 5 schedule.

Although exempt management employees are not required to keep track of their hours worked for the purpose of pay, they are required to keep track of their use of accrued or banked leaves. The general practice shall be that if the exempt employee is absent from work for more than a partial day, accrued or banked leave shall be used to account for all of the time away. It is understood that exempt management employees may, on occasion, trade time where appropriate, but this practice shall not result in an hour-for-hour trade of all time worked beyond a 40-hour workweek and shall be done only infrequently and under exceptional circumstances.

Any non-exempt position covered under this plan shall be eligible for overtime or compensatory time in accordance with the Fair Labor Standards Act and state law. Non-exempt management employees must record all hours worked and leave taken on an approved timesheet.

Although allowed, management employees utilizing flex time will notify a Department Director and or Middle Manager of the specific time to be flexed. This requirement is to

assure adequate coverage and scheduled tasks will be completed with limited or no impact to operations.

Section 5. Wages

5.1 Wages

Wages shall be in accordance with the wage schedules as set forth in Schedule "A", attached hereto and by this reference incorporated herein.

Effective July 1, 2022, salary scales will be increase by 5%.

Effective January 1, 2023 salary scales will be increase by 1%.

Effective July 1, 2023, salary scales will be increased by 1%.

Effective January 1, 2024, salary scales will be increased by 4%.

5.2 Acting in Capacity.

An employee who is temporarily assigned the responsibilities and duties incident to a position higher than that of his regular grade for a continuous period longer than two (2) work weeks shall be paid at the next higher rate of such position for the duration of the assignment. A temporary assignment to a higher position shall not result in a salary change for the employee required to assume the higher position unless such period of time exceeds two (2) weeks.

Appendix A

Monthly Salary Ranges for Management, Supervisory, Exempt, Confidential and non-represented Positions (proposed) effective July 1, 2022 :

Grade	Classification	Position	From	To
9	NR	Deputy Recorder	3590	4810
9	NR	IT Manager (part-time)	2041	2735
11	NR	Human Resources/Accounting Specialist	3956	5301
11	NR	Payroll/Accounts Payable Specialist	3956	5301
11	NR	Building Inspector	3956	5301
12	SE	Communications Supervisor	4153	5565
13	SE	Fire Captain	4369	5855
14	SE	Operations Fire Chief	4578	6134
15	SE	Building Official	4905	6573
15	SE	Public Works Supervisor	4905	6573
16	SE	Police Sergeant	5260	7049
18	MM	Deputy Public Works and DS Director	5677	7608
18	MM	Deputy Finance and HR Director	5677	7608
19	MM	Police Lieutenant	6090	8162
20	EM	Public Works and DS Director	7049	9446
20	EM	Finance and Human Resource Director	7049	9446
20	EM	Public Safety Director	7049	9446

“EM” = Executive Management Team

“MM” = Middle Management Employee

“SE” = Supervisory Employee

“NR” = Non-represented, Non-management Employee

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/22	09/01/2022	88913	5908	Amazon Capital Services	49-00-2005	462.10
09/22	09/01/2022	88914	313	Brookings Vol Firefighters	10-00-2005	2,250.00
09/22	09/01/2022	88915	715	Budge McHugh Supply	20-00-2005	6,957.82
09/22	09/01/2022	88916	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
09/22	09/01/2022	88917	6031	Cascade Home Center	10-00-2005	1,719.40
09/22	09/01/2022	88918	3015	Charter Communications	10-00-2005	149.98
09/22	09/01/2022	88919	5952	Chetco Auto Marine & Industrial Supply	10-00-2005	118.14
09/22	09/01/2022	88920	4882	Coastal Heating & Air	10-00-2005	115.00
09/22	09/01/2022	88921	5827	Coastal Investments LLC	10-00-2005	1,130.00
09/22	09/01/2022	88922	1745	Coastal Paper & Supply, Inc	10-00-2005	1,316.84
09/22	09/01/2022	88923	1740	Code Publishing Company Inc	10-00-2005	320.25
09/22	09/01/2022	88924	182	Coos-Curry Electric	10-00-2005	4,890.05
09/22	09/01/2022	88925	5804	Early Management Team Inc	50-00-2005	2,000.00
09/22	09/01/2022	88926	5432	First Community Credit Union	25-00-2005	4,662.00
09/22	09/01/2022	88927	5065	Gold Beach Lumber	10-00-2005	31.96
09/22	09/01/2022	88928	5813	Mark Rogers Painting	50-00-2005	24,600.00
09/22	09/01/2022	88929	4269	Gary Milliman	10-00-2005	325.00
09/22	09/01/2022	88930	4269	Gary Milliman	10-00-2005	11,250.00
09/22	09/01/2022	88931	685	Neilson Research Corporation	25-00-2005	1,143.00
09/22	09/01/2022	88932	4	Adele Hanline	10-00-2005	244.00
09/22	09/01/2022	88933	4	Living Waters Foursquare Church	10-00-2005	75.00
09/22	09/01/2022	88934	4	Correne Moran	10-00-2005	323.00
09/22	09/01/2022	88935	4	Wade Norman	10-00-2005	234.00
09/22	09/01/2022	88936	4	Devyne Snow	10-00-2005	244.00
09/22	09/01/2022	88937	322	Postmaster	25-00-2005	850.00
09/22	09/01/2022	88938	207	Quill Corporation	10-00-2005	338.03
09/22	09/01/2022	88939	380	Stadelman Electric Inc	15-00-2005	364.53
09/22	09/01/2022	88940	2863	Verizon Wireless	10-00-2005	728.36
09/22	09/01/2022	88941	861	Village Express Mail Center	10-00-2005	11.70
09/22	09/01/2022	88942	5992	Ziply Fiber	10-00-2005	313.60
09/22	09/08/2022	88943	5863	All Traffic Solutions Inc	10-00-2005	1,500.00
09/22	09/08/2022	88944	4734	Aramark Uniform Services	10-00-2005	150.00
09/22	09/08/2022	88945	2407	Blue Star Gas	10-00-2005	5,825.85
09/22	09/08/2022	88946	6142	Gracie Brozdounoff	10-00-2005	294.00
09/22	09/08/2022	88947	2364	C & S Fire-Safe Services LLC	10-00-2005	48.25
09/22	09/08/2022	88948	5070	Canon Solutions America	10-00-2005	83.32
09/22	09/08/2022	88949	5822	Chaves Consulting Inc	49-00-2005	370.20
09/22	09/08/2022	88950	3834	Clean Sweep Janitorial Service	33-00-2005	2,170.00
09/22	09/08/2022	88951	5939	Country Media Inc	20-00-2005	580.73
09/22	09/08/2022	88952	4534	Daily Journal of Commerce Oregon	20-00-2005	344.40
09/22	09/08/2022	88953	185	Del Cur Supply	10-00-2005	111.60
09/22	09/08/2022	88954	5224	Department of Administrative Services	25-00-2005	900.00
09/22	09/08/2022	88955	1	Michael Duarte	20-00-2005	92.25
09/22	09/08/2022	88956	1	Jason Morris	20-00-2005	169.24
09/22	09/08/2022	88957	1	Linda Stimson	20-00-2005	90.00
09/22	09/08/2022	88958	1	Robert Wiley	20-00-2005	71.78
09/22	09/08/2022	88959	5663	Engineering News-Record	10-00-2005	144.00
09/22	09/08/2022	88960	4872	G. W., Inc.	10-00-2005	6,039.85
09/22	09/08/2022	88961	5004	Galls LLC	10-00-2005	30.63
09/22	09/08/2022	88962	6153	General Pacific Inc	50-00-2005	2,099.00
09/22	09/08/2022	88963	6097	GP Energy	10-00-2005	3,142.87
09/22	09/08/2022	88964	6030	Hartwick Automotive LLC	10-00-2005	143.58
09/22	09/08/2022	88965	6089	Inventory Trading Company Inc	61-00-2005	200.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/22	09/08/2022	88966	5858	Jacobs Engineering Group Inc	25-00-2005	16,045.87
09/22	09/08/2022	88967	5858	Jacobs Engineering Group Inc	25-00-2005	123,266.75
09/22	09/08/2022	88968	4981	McLennan Excavation, Inc	75-00-2005	56,719.24
09/22	09/08/2022	88969	2	William Baca	10-00-2005	265.00
09/22	09/08/2022	88970	4487	Net Assets Corporation	10-00-2005	324.00
09/22	09/08/2022	88971	4	Justin Baggett	10-00-2005	234.00
09/22	09/08/2022	88972	4	Shelby Burrus	10-00-2005	234.00
09/22	09/08/2022	88973	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
09/22	09/08/2022	88974	207	Quill Corporation	10-00-2005	180.54
09/22	09/08/2022	88975	267	SeaWestern Fire Fighting Equip	10-00-2005	1,380.30
09/22	09/08/2022	88976	956	Suiter's Paint & Body	10-00-2005	182.50
09/22	09/08/2022	88977	6158	Sutter Coast Hospital	10-00-2005	50.00
09/22	09/08/2022	88978	797	Town & Country Animal Clinic	61-00-2005	131.00
09/22	09/08/2022	88979	3752	Trace Analytics, LLC	10-00-2005	89.45
09/22	09/08/2022	88980	4542	Umpqua Bank	45-00-2005	9,774.31
09/22	09/08/2022	88981	2122	Cardmember Service	10-00-2005	7,980.62
09/22	09/08/2022	88982	5223	WesTek Marketing	30-00-2005	13,642.80
09/22	09/08/2022	88983	4220	Woof's Dog Bakery	61-00-2005	55.99
09/22	09/08/2022	88984	5992	Ziply Fiber	30-00-2005	336.83
09/22	09/15/2022	88985	5908	Amazon Capital Services	49-00-2005	32.99
09/22	09/15/2022	88986	5997	AmeriTitle LLC	10-00-2005	1,000.00
09/22	09/15/2022	88987	4939	BI- Mart Corporation	10-00-2005	65.90
09/22	09/15/2022	88988	4928	CIS Trust	10-00-2005	25.00
09/22	09/15/2022	88989	3834	Clean Sweep Janitorial Service	25-00-2005	175.00
09/22	09/15/2022	88990	5951	Executech Utah LLC	49-00-2005	30.55
09/22	09/15/2022	88991	2186	Ferguson Waterworks #3011	20-00-2005	6,972.36
09/22	09/15/2022	88992	139	Harbor Logging Supply	20-00-2005	293.35
09/22	09/15/2022	88993	5906	Harbor Sanitary District	10-00-2005	351.59
09/22	09/15/2022	88994	6065	Local Government Law Group PC	10-00-2005	3,335.50
09/22	09/15/2022	88995	4443	Napa Auto Parts-Golder's	15-00-2005	16.99
09/22	09/15/2022	88996	329	New Hope Plumbing	50-00-2005	289.00
09/22	09/15/2022	88997	5703	PacWest Machinery	15-00-2005	566.37
09/22	09/15/2022	88998	4	Cassidy Estabrooke	10-00-2005	234.00
09/22	09/15/2022	88999	207	Quill Corporation	10-00-2005	466.61
09/22	09/15/2022	89000	6102	South Coast Shopper	10-00-2005	139.50
09/22	09/15/2022	89001	5167	Trojan Technologies	53-00-2005	20,314.41
09/22	09/15/2022	89002	169	Waste Connections Inc	10-00-2005	1,722.82
09/22	09/15/2022	89003	5992	Ziply Fiber	25-00-2005	1,069.81
09/22	09/22/2022	89004	4797	Anthony Baron	20-00-2005	81.56
09/22	09/22/2022	89005	4939	BI- Mart Corporation	10-00-2005	25.96
09/22	09/22/2022	89006	5838	Yelena Bogatyreva	20-00-2005	581.00
09/22	09/22/2022	89007	6116	Brookings Chrysler Dodge Jeep Ram	10-00-2005	663.06
09/22	09/22/2022	89008	5070	Canon Solutions America	10-00-2005	260.09
09/22	09/22/2022	89009	3015	Charter Communications	30-00-2005	599.98
09/22	09/22/2022	89010	4928	CIS Trust	10-00-2005	25.00
09/22	09/22/2022	89011	4882	Coastal Heating & Air	10-00-2005	230.00
09/22	09/22/2022	89012	4746	Curry County Treasurer	10-00-2005	144.00
09/22	09/22/2022	89013	317	DCBS - Fiscal Services	10-00-2005	1,357.08
09/22	09/22/2022	89014	1	Monica Shaw	20-00-2005	150.17
09/22	09/22/2022	89015	1	Roger Thompson	20-00-2005	56.52
09/22	09/22/2022	89016	1	Heidi Warren	20-00-2005	200.00
09/22	09/22/2022	89017	1	Donald Whinery	20-00-2005	22.19
09/22	09/22/2022	89018	2640	Dyer Partnership, The	52-00-2005	25,994.21
09/22	09/22/2022	89019	4518	Government Ethics Commission	10-00-2005	768.35
09/22	09/22/2022	89020	6097	GP Energy	10-00-2005	3,130.71
09/22	09/22/2022	89021	6030	Hartwick Automotive LLC	10-00-2005	284.81

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/22	09/22/2022	89022	6106	Hastings Bulb Growers Inc	75-00-2005	7,336.00
09/22	09/22/2022	89023	4357	Hemlock Street Properties LLC	10-00-2005	930.00
09/22	09/22/2022	89024	4171	In-Motion Graphics	61-00-2005	210.00
09/22	09/22/2022	89025	2119	Law Enforcement Systems, Inc	10-00-2005	326.00
09/22	09/22/2022	89026	3561	Oil Can Henry's	10-00-2005	85.38
09/22	09/22/2022	89027	5008	Online Information Services	10-00-2005	115.64
09/22	09/22/2022	89028	5155	Oregon Department of Revenue	10-00-2005	433.01
09/22	09/22/2022	89029	3	Heidi Warren	20-00-2005	157.42
09/22	09/22/2022	89030	861	Village Express Mail Center	20-00-2005	23.43
09/22	09/22/2022	89031	5900	Wells Fargo Bank NA	25-00-2005	627.00
09/22	09/22/2022	89032	5992	Ziply Fiber	30-00-2005	186.01
09/22	09/29/2022	89033	6147	Bullard Law	10-00-2005	3,025.00
09/22	09/29/2022	89034	5567	CAL/OR Insurance Agency	10-00-2005	350.00
09/22	09/29/2022	89035	6031	Cascade Home Center	20-00-2005	899.79
09/22	09/29/2022	89036	3015	Charter Communications	10-00-2005	149.98
09/22	09/29/2022	89037	182	Coos-Curry Electric	10-00-2005	4,679.28
09/22	09/29/2022	89038	1620	Curry County Community Development	10-00-2005	2,736.25
09/22	09/29/2022	89039	259	Da-Tone Rock Products	20-00-2005	247.17
09/22	09/29/2022	89040	749	Emerald Pool & Patio	10-00-2005	2,326.28
09/22	09/29/2022	89041	6159	Daryn Farmer	75-00-2005	25,000.00
09/22	09/29/2022	89042	3342	Fastenal	25-00-2005	295.93
09/22	09/29/2022	89043	2186	Ferguson Waterworks #3011	52-00-2005	7,968.54
09/22	09/29/2022	89044	198	Grants Pass Water Lab	20-00-2005	93.00
09/22	09/29/2022	89045	4980	iSecure	10-00-2005	33.00
09/22	09/29/2022	89046	3978	KLB Enterprises	15-00-2005	182.00
09/22	09/29/2022	89047	4269	Gary Milliman	10-00-2005	296.80
09/22	09/29/2022	89048	685	Neilson Research Corporation	25-00-2005	1,336.50
09/22	09/29/2022	89049	5768	Proficient Auto Center Inc	10-00-2005	805.00
09/22	09/29/2022	89050	207	Quill Corporation	10-00-2005	212.13
09/22	09/29/2022	89051	2863	Verizon Wireless	10-00-2005	727.28
09/22	09/29/2022	89052	861	Village Express Mail Center	10-00-2005	11.73
Grand Totals:						<u>457,327.83</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____