

MINUTES
ORDINANCE/LEGISLATIVE COMMITTEE
Sub-Committee of the Newberg City Council

Wednesday, March 10, 1993

6:00 p.m.

Newberg Community Hospital

PRESENT: Donna Proctor, Mayor
Scott E. Reinhardt, Chairman
Elaine D. Smith, Vice Chair
Dave McMullen, Member
Martin McIntosh, Council Member

ABSENT: Shannon Stueckle, Member

STAFF PRESENT: Terrence D. Mahr, City Attorney
Duane R. Cole, City Manager
Peggy R. Hall, Legal Assistant

I. INTRODUCTION

The Ordinance/Legislative Committee was called into session. The notebooks were reviewed by each person.

II. ADOPTION OF MINUTES

The minutes of the February 11, 1993 meeting were adopted.

III. PERSONNEL RULES

The Personnel Rules were reviewed by the Committee. This was the March 4, 1993 Personnel Rules revision. The following additions and corrections were noted:

A. Drug and Alcohol Policy.

1. A pre-employment screening policy concerning drugs should be placed in the Rules and have an exhibit as to a contract and program.
2. Release for pre-employment screening should be obtained from Cindy Crook at the Hospital Outreach Office.
3. Employee Assistance Program. This program needs to be adopted and referenced in the Personnel Rules.

B. Equal Employment Opportunity Program (EEOP).

The City presently has an equal employment opportunity program referred to as an Affirmative Action Plan. It is really not an affirmative action plan. However, it needs to be updated and reviewed which will then become an attachment to the Personnel Rules.

C. Management Training.

Managers should be trained in how to use discipline action and perform evaluations. Notes are to be taken on oral reprimand (form to be used on written reprimand). There should be a general outline of a due process hearing before the Manager or supervisor discussed the matter prior to the City Attorney being brought in on the matter. The process should be as least cumbersome as possible.

D. Resignation.

When a City employee resigns, a procedure must be in place prohibiting those employees from accruing holiday pay (i.e. employee resigns and leaves the City after a major holiday. In addition, once employees resign, they should not be allowed to hold over long enough for the City to pay a full month's medical premium for only a few days "extended" work days (i.e., employees resigning on the 1st through the 10th of any given month).

E. ADA Compliance.

Applications for employment should be reviewed for compliance with ADA. In addition, the City is reviewing the ADA compliance regulations and is working with the Building Official to coordinate this project.

IV. **COMPILATION PROJECT**

The Committee was going to review the first chapter of the compilation with recommendations on what matters should be added and what matters should be rejected to be brought to the Committee at its April meeting. The Committee had reviewed the legal report on the overall compilation.

V. **MUNICIPAL COURT UPDATE - MUNICIPAL COURT COMMITTEE**

A. Report on update of expenses authorized in terms of overtime and extra weekend activity to be presented at April meeting.

B. Update on collections that had been forthcoming due to new latest billings.

- C. Consolidation of Court personnel has been done so that Court now answers through Legal Department to the Municipal Judge.
- D. Storefronting. The Lacy Susan building project has been wrapped into the idea of facilities study for the City. The Legal Department is presently talking with TCI Cable to move into their access studio which will be located at the building former rented by CeeJay's Resale Shop. An update should be forthcoming at the April meeting.

VI. LITIGATION REPORT

There has been no new cases filed against the City at this point. There has been a couple of complaints that have been handled and a record request that is in the process of being handled.

VII. LEGISLATIVE REPORT

There will be a full day meeting on April 26th concerning elected officials and meetings. Scott Reinhardt gave some update on the water issues that was presently going on at the State.

VIII. NEW BUSINESS

The Ordinance/Resolution format and procedure was approved by the Committee and implementation needed to be done. The Legal Department will report back to the Committee on the implementation.

There being no further business, the meeting was adjourned.



Terrence D. Mahr
City Attorney