



CITY OF GERVAIS

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GERVAIS CITY COUNCIL AGENDA

The Gervais City Council will hold a Regular Council Meeting starting at 7:00 PM on Thursday, March 2, 2023. This meeting will be held in person, with an option to participate by Zoom due to COVID-19 Restrictions. If anyone wants to participate with Zoom, the instructions for accessing the meeting are below.

Meeting Sign-in Instructions:

Topic: March 2, 2023 City of Gervais Council Meeting

Time: March 2, 2023 at 7:00 PM Pacific Time (US and Canada)

TO JOIN THE MEETING VIA WEBSITE/TABLET/MOBILE:

<https://us06web.zoom.us/j/89512384366?pwd=K2VkYVh0Q3BEY2ZXZkNXeE4ydHZ0dz09>

Meeting ID: 895 1238 4366

Passcode: 014293

TO JOIN THE MEETING VIA TELEPHONE ONLY:

1-253-215-8782 US (Tacoma)

Meeting ID: 895 1238 4366

Passcode: 014293

NOTE: A link will also be on the City of Gervais home page at www.gervaisoregon.org.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements/Additions
5. Public Comment:
 - a. Public comment is limited to three (3) minutes per person with an optional two (2) minutes for Council questions and answers. If you wish to address Council please come forward to the podium and identify yourself for the record.

Gervais is a charming, dynamic rural community with a rich cultural heritage, valuing the past and anticipating the future...a wonderful and tranquil place to work, play and live.

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

6. Consent Calendar:

- a. Minutes of the January 5, 2023 Regular Session
- b. Bill List for January 26 – February 22, 2023
- c. Treasurers Report for period ending February 22, 2023

Requested Action: Motion to approve the March 2, 2023 consent calendar as presented.

7. Committee Reports

8. Presentations

9. Old Business

- a. Activity Tracker
- b. Application to National Guard Community Assistance

10. Action Items

- a. Adopt Ordinance No. 23-001, an Ordinance Vacating the 20-foot Wide Public Alley within Block 25 of the Gervais Town Plat, bound by 2nd Street, 3rd Street, Elm Avenue and Fir Avenue.
- b. Resolution No. 23-001, a Resolution Adopting Amended Gervais Employee Handbook.
- c. Approve Amendment No. 2 to Contract for Services between Marion County and City of Gervais for Dog Licensing and Authorize City Manager to sign same.
- d. Schedule Budget Committee Meeting
- e. Approve OLCC Liquor License Application for La Mexicana Tiendita

11. New Business

- a. Consider Proposals and Recommendation for New Website Design Software

12. Staff Reports:

- a. City Manager
- b. Police Department
- c. Public Works

13. Business from the Mayor or Council

14. Adjourn

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**MINUTES OF THE REGULAR SESSION OF THE GERVAIS CITY COUNCIL
COUNTY OF MARION, STATE OF OREGON
HELD AT GERVAIS CITY HALL WITH ZOOM ALTERNATIVE AT 7:00 PM ON JANUARY 5, 2023**

1. Call to Order

Mayor Annie Gilland called the meeting to order at 7:00 pm

2. Pledge of Allegiance

Councilor Gonzalez led the Pledge of Allegiance

3. Roll Call

Mayor Annie Gilland	Present
Councilor Pamela Foreman	Present
Councilor Baltazar Gonzalez	Present
Council President Micky Wagner	Present
Councilor Michael Gregory	Present
Councilor John Harvey	Present

Staff Present: City Manager Susie Marston, City Recorder Denise Dahlberg, Police Chief Mark Chase, and Public Works Superintendent Kyle Jentzsch

Others Present: None

4. Council Oaths of Office

Oaths of Office for Mayor Annie Gilland and Councilors Michael Gregory and John Harvey were administered by City Recorder Denise Dahlberg

5. Elect Council President

Councilor Gregory nominated John Harvey as Council President, seconded by Councilor Harvey. A roll call vote was taken. Gregory-Aye, Harvey- Aye, Gonzalez-Nay, Foreman-Nay, Wagner-Nay. Motion failed with 3 votes against and 2 votes in favor.

Councilor Foreman nominated Micky Wagner as Council President, seconded by Councilor Gonzalez. A roll call vote was taken. Harvey – Nay, Gonzalez- Aye, Gregory – Nay, Foreman – Aye, Wagner – Aye. Motion passed with 3 votes in favor and 2 votes against. Micky Wagner was elected as the Council President.

6. Announcements/Additions

Mayor Gilland made a change on the agenda by switching Items 7 and 9.

7. Committee Reports

Laura Clifton reported that City Manager Marston was checking into the National Guard website, and she hadn't heard back from her. Clifton explained that there wouldn't be a meeting until she has some information to report.

City Manager Marston noted she would report on this in her staff report.

8. Consent Calendar:

- a. Minutes of the December 1, 2022 Regular Session
- b. Bill list for November 23 – December 28, 2022
- c. Treasurers Report for period ending December 28, 2022

Requested Action: Motion to approve the January 5, 2023 consent calendar as presented.

Mayor Gilland asked about the bill to Beery, Elsner and Hammond for \$1,704.03 and also noted she had signed an \$11,000 check and wondered why it wasn't on the bill list. City Recorder Denise Dahlberg explained that the check the mayor signed was probably run after the bill list in the current consent calendar was generated. Dahlberg noted the bill list date was October 23rd – November 22nd and that the check she was referring to would be in the next bill list.

Councilor Harvey asked what the \$11,000 check was for. City Recorder Dahlberg referred the question to City Manager Marston. Marston explained that sometimes there is information on attorney invoices that is attorney-client privilege, meaning it is not subject to disclose to the public, especially in a public meeting. She explained that she wanted to be really careful on what she is allowed to share. Councilor Harvey and Mayor Gilland asked for more information on this bill. Marston said she would follow up with the council appropriately, but not in a public meeting. Mayor Gilland and Councilor Harvey agreed that it would have been nice to have been informed prior to the bill.

Harvey asked Manager Marston about \$13,569 to America Bank & Trust listed on the PD Vehicle Replacement Fund and why the vehicle was replaced. Marston replied that this is the annual lease payment on a police vehicle. Harvey was surprised to learn that the City is leasing a vehicle, but Marston explained that it was approved by the City Council. Councilor Harvey followed up by asking why the vehicle needed to be replaced. Manager Marston recalled a couple of vehicles that were involved in accidents that needed to be replaced. Harvey asked if she could tell him when that happened. He explained that the reason he was asking is because somebody had sent him a picture of one of the City's vehicles in a ditch about a month and a half ago and never heard about it from Marston or Chief Chase. Harvey went on to explain that the council should be informed of everything that goes on in order for them to do their job as councilors.

Councilor Wagner asked if Marston could email the information on the attorney bill to the council after the meeting. Mayor Gilland followed by stating she would like a briefing of what is going on in the City, and Councilor Harvey agreed. Marston responded that she would check with the city attorney on what she can disclose and follow up with an email, unless the city attorney advises otherwise. Mayor Gilland stated that if Marston has a conversation with the city attorney that she

would like to sit in on the meeting and proceeded to ask each councilor if they would like the same. All indicated 'yes'. In summary, Mayor Gilland stated that the council would like to have a briefing. For clarification, Marston asked what the council would like to have a briefing on. In response, Mayor Gilland would like to know why the City is incurring a lot of legal fees.

Councilor Foreman made a motion to approve the January 5, 2023 consent calendar as presented. Seconded by Council President Wagner. Motion carried and so moved.

9. Public Comment

- a. Public comment is limited to three (3) minutes per person with an optional two (2) minutes for Council questions and answers. If you wish to address Council please come forward to the podium and identify yourself for the record. Mayor Gilland added that council response was optional.

Douglas Lanphere, 940 Winfield Street. Mr. Lanphere shared that he purchased his property in Gervais in November, 2021 and owns several residences elsewhere. He explained that a majority of his time is not primarily spent at his Gervais residence. Mr. Lanphere addressed the council on how his neighbor, Grisel Malstrom, has vilified him as a stalker before the city council, claiming that Mrs. Malstrom has embarked on a campaign to defame, slander and liable him. Mr. Lanphere discussed a protective stalking order that Mrs. Malstrom pursued against him, the related trial and the City's involvement in providing information to Mr. Lanphere's attorney. Mr. Lanphere expressed his claim that Mrs. Malstrom fraudulently ran for Mayor of Gervais. Mr. Lanphere provided the council with a packet of information supporting his public comment.

Mayor Gilland asked Manager Marston if the council could be provided with information on the election process at the February council meeting.

Grisel Malstrom, 960 Winfield Street. [There was a verbal exchange between Malstrom and Lanphere]. Mrs. Malstrom congratulated Mayor Gilland on winning Mayor, and then pursued to ask her about comments she allegedly made against a member of the community, a city employee and Councilor Wagner, to which Mayor Gilland replied "no comment" and Malstrom replied "you did". Malstrom went on to air her grievances against Mayor Gilland and Mr. Lanphere, claiming they were trying to defraud the city and talk nonsense about her. Malstrom spoke about Mayor Gilland's claim that Malstrom committed voter fraud and that Mayor Gilland committed fraud by discouraging Malstrom to run for Mayor. Malstrom claimed that Councilor Harvey attended court and proceeded to talk about her ticket in the community. Malstrom claims they are just trying to smear and harass anyone they don't like. Malstrom displayed an image of Mayor Gilland's husband. Malstrom also talked about a text message exchange she had with Councilor Harvey and how she felt his comments were racist.

10. Presentations

11. Public Hearing

- a. SDR Application for the 5th Street Storage Units

- i. Open the hearing – Mayor Gilland opened the hearing at 7:38 pm. Holly Byram, City Planner, Mid-Willamette Valley Council of Governments introduced herself, described her role in helping the city council during a land use public hearing.
- ii. Ex-parte Contact or Declaration of Conflict of Interest – None noted.
- iii. Staff Report – Holly Byram presented her staff report to the city council on the proposed storage unit development on property located on 5th Street between Alder and Birch, currently undeveloped. The owner/applicant is Pacific Interiors, Attn: Fred Kasachev. It's a two story building with 146 units. The property is zone for industrial.

Byram included a map of the subject property and surrounding properties in her report. This property received approval a couple of years ago to consolidate the historic lots that were there with a vacated alley on the north side of it. A snapshot of the proposed site plan was included in the staff report and discussed the layout.

Byram reviewed the Light Industrial Zone standards and criteria. All of the public facilities improvements (water, sewer, storm, streets, street lights, fire hydrants, etc.) are required of the developer. The developer has proposed a three-quarter street improvement on 5th Street rather than a full street improvement, which the City's code allows leniency for. The developer is proposing half-street improvements on Alder and Birch, which the city engineer is supportive of and the code allows. Byram discussed parking spaces, loading zones and landscaping on the site.

The application was reviewed by Public Works, the City Engineer and Woodburn Fire District. Their comments are included in the staff report. The primary driveway needs to be moved from the corner of Birch and 5th to meet the City's access control standards (space between intersections).

Byram reviewed the conditions of approval to this application.

Byram also noted the options available to the council and stated the recommendation of staff to approve this Site Development Review and adopt the findings and recommended conditions in the staff report.

- iv. Proponents Presentation
Jeff Bolton, Multi-tech Engineering, is the applicant's representative. They are in agreement with 98% of the staff report, stating there were some good ideas and they had no problem implementing. He asked for consideration of a deferral agreement on the building of half street improvements on Birch and Alder.

They can add the parking spaces as needed and adjust loading zones to provide better access to building. He liked the ideas of fencing along Birch Street and putting landscaping on the outside of the fence.

Mayor Gilland asked what he meant by deferring. Bolton explained that depending on what adjacent projects the city was completing at that time, then at that time the applicant would be required to finish their street portion. If they are required to put in curbs and sidewalks, the applicant would do theirs at the same time. So instead of the developer putting up the cost to put half streets in now, Bolton asked for a consideration when the city is developing, then the applicant would be required to develop.

Councilor Wagner asked about parking for people stopping just to check their storage unit. Bolton explained they had an opportunity to add additional parking along the side.

Councilor Foreman asked if the 2% the applicant didn't agree with was the half street improvements. Bolton replied yes. Councilor Harvey did not agree with the deferral because of promises not being kept in the past. He gave an example of the housing development next to Black Walnut that was supposed to have an HOA and it never happened. Bolton explained that one of the conditions prior to any building would require a building permit issuance that would force them to work with city staff to work through it.

Councilor Gregory asked if Byram knew of the new development prior to this meeting because they currently had recommendations of the city engineer and planner to approve for both and now there is a change. Byram explained the last revised plan had ½ street improvements on it. Deferral agreements are not unheard of and the language could potentially say the owner will build the street when the other developer builds their piece. Byram would hesitate to make a decision without the City Engineer's feedback or from Public Works Superintendent Jentszch's feedback.

Lazor Kalugin, 11220 Portland Rd., Salem, OR. Kalugin noted Alder goes nowhere and expressed his interest in the property with Fred Kasachev. He said the side streets were becoming a financial hardship.

Councilor Harvey identified that Birch and Alder would connect in with 6th if they went all the way through. Bolton replied he was correct, but the problem was it was city right-of-way and when the single family homes went in along 6th Street, there were improvements done along 6th but no improvements on Birch or Alder, even doing a half or three-quarter street. He explained that it was a city cost down the road to have those streets further extended to 6th Street. Bolton explained they are paying for the water line down Birch Street to serve

their site and bringing water to their property and taking care of some storm drainage on 5th street, as well. Bolton explained, in the future the city would be responsible for paving those sections of the road on the half street side adjacent to the single family homes.

Fred Kasachev, 2995 Mollala Rd, Woodburn. Kasachev asked why the residential houses on 6th Street didn't have to develop and he has to develop his commercial property. He explained it didn't make sense to develop the half street because it wouldn't do anything. If the residential houses made the street improvements, then he would have connected, but since they didn't have to make the improvements, then he doesn't see why he has to.

Councilor Wagner suggested the applicant may want to have the half streets because otherwise his people going in would have to do a U-turn. Kasachev said they wouldn't be making a U-turn, they would loop around.

Opponents Presentation- None

- v. Proponents Rebuttal – None
- vi. Staff Summary – Holly Byram, Associate Planner, Mid-Willamette Valley COG
- vii. Prior to the close of the hearing, Sandra Foote-Gregory, 680 Douglas Ave., approached the council. Foote-Gregory explained that Alder, between 5th and 7th wasn't really used unless it's an emergency and only a few houses were over there. She opined that it wasn't something that needed to be developed extensively. She said it could wait for future development, if they wanted to go ahead with this.

Councilor Harvey commented that after looking at the proposed site plan on page 4, he sees now that there wouldn't be a problem in not asking them to pave the streets.

Superintendent Kyle Jentzsch explained that it would be in the City's best interest to have them improved now versus down the road. He would like to see at least one of the streets improved in the event that there is a larger vehicle that cannot turn around without a paved street.

Councilor Harvey changed his mind and opined that maybe at least pave Birch.

Mayor Gilland closed the public hearing at 8:24 pm.

- viii. Council Discussion – There was a council discussion about potentially splitting the difference; paving one and not the other. Byram commented that the City

Engineer thought that half street was generous. Jentzsch followed by pointing out that he believed the code required three-quarter improvements, supporting that the engineer was being generous with half-street improvements. Councilor Wagner suggested that this be deferred until after the building was built. Byram suggested some very clear and objective criteria on what would trigger the improvement if it was deferred. Jentzsch suggested the Birch improvement for parking and turn around at a minimum. Councilor Gonzalez asked Jentzsch what the fire department was recommending for fire trucks. Based on the plans, the inside radius was 24' and the outside radius was 48'.

ix. Council Motion, second and vote

Councilor Harvey made a motion to approve the site development file with the changes that have been made here tonight, as to the half street on Birch and site review file number SDR 22-01 and adopt the findings and recommended conditions of approval contained in the staff report to the City Council, as amended by the City Council stating the desired revisions, and that is for the applicant to do a half street on Birch. Seconded by Councilor Wagner. Mayor took a roll call vote. With 5 ayes motion is carried and so moved.

12. Old Business

a. Schedule a worksession for parking

Mayor Gilland has met with some constituents and one lady has submitted some ideas, which Mayor Gilland will submit to Marston and Dahlberg before the meeting. The council discussed possible dates and scheduled the worksession for February 13th at 6:00 pm.

b. Activity Tracker

Mayor Gilland asked if there were updates made. Susie asked Mayor Gilland to explain how she would like for it to look and suggested meeting with her about it. Mayor Gilland said she would get with Marston to discuss changes.

Councilor Foreman asked where we were with grant writer and projects. Marston replied there were no projects underway, however there were some small community grant opportunities where the deadlines have passed and we didn't have any projects ready at that time. She explained that in order to pursue grants there needs to be eligible projects such as park lights, skate park, entertainment venue, or gazebo in community park. Marston noted that she had been in contact with PGE about a proposed plan with park lights. She stated that we need projects that are ready in order to pursue grants.

Councilor Foreman asked where we were in regards to the new website and wanted to conclude within the quarter. Marston apologized for the delay, and explained they are still looking at a couple of vendors and she would have something by the end of March.

Councilor Foreman asked if the Love INC contract was being publicized. Marston reported information went out to the public on their water bills, letting them know the resource was available to them.

Councilor Wagner acknowledged CERT Training on the activity tracker and asked for staff to adjust dates to reflect classes starting on February 27th for five Mondays, and the final date of April 1st.

Douglas Lanphere (from the audience) asked that if someone was previously certified, should they take a refresher course. Wagner said yes, they could come back and would need to attend three refresher courses.

13. Staff Reports

a. City Manager – Susie Marston

Marston provided a written report.

She mentioned working with the developer about the apartments that are going up between Ivy Woods and Winfield Ranch. They are in the process of submitting permits for getting the infrastructure in the ground and working in the right-of-way.

Marston reported that she logged on to the National Guard website and established an account for the City to start pursuing help from the National Guard with the skate park. She is not yet in meat of it, but she anticipates asking the Ad Hoc committee for more information on what their ideas are.

Councilor Harvey asked if we're having a problem with getting information on the city's website. Harvey indicated that people were looking for some videos, like Zoom. Marston confirmed that the December Zoom was online. There was a suggestion from the audience that perhaps using a different browser would resolve the issue.

b. Police Department – Chief Mark Chase

Chief Chase provided a written report and clarified there were actually three arrests and not zero.

Councilor Harvey asked Chase if one of the vehicles had an accident, because he had a picture of the vehicle in the ditch. Chase clarified that it was not a reportable accident. It was partially in the ditch. The officer was doing a U-turn, and his tire went into the mud and didn't damage anything. Councilor Harvey felt it should have been reported to the council. Chase told Councilor Harvey that he reports to the City Manager about City business.

Manager Marston stated that the expectations of what the council would like to be informed of are not clear. Having no damage or injuries, staff didn't understand that this might be a

reportable event to the city council. Councilor Harvey read an essential job function from the City Manager job description, which was to oversee day to day operations of the City, keep council apprised of current activities, recent events, changing requirements and fiscal status. By this reading, Councilor Harvey's thoughts are that the council should be notified of anything that happens in the city.

[There was a comment made by Grisel Malstrom from the audience in response to what Councilor Harvey was saying. Mayor Gilland gave a warning that if she does not settle down and be quiet, she is to be removed. Malstrom spoke again, and Mayor Gilland asked that Malstrom be removed. Malstrom left on her own, and upon exiting, she said, "It doesn't matter. You're a piece of shit, both of you."]

Councilor Harvey believes that the council is entitled to the information unless it is prohibited by law. According to him, that hasn't been happening and thinks we need to make some more changes.

Councilor Foreman agreed that if there is something that happened that costs the City money, then the council needs to be apprised of it. She doesn't think that someone turning around in a piece of dirt is something that's of interest to the city council since it didn't cost the City any money and didn't damage anything else. She feels that it's important to let Marston do her job and not get into the minutia of what goes on within the City.

Mayor Gilland agreed with Councilor Foreman somewhat. However, she countered that when they get phone calls about a police car in the ditch, they're not aware that somebody wasn't hurt. Mayor Gilland agreed with Councilor Harvey that they don't get apprised of anything as far as she is concerned.

Manager Marston expressed that it would help staff out if council would contact staff if they are getting concerns from citizens. Oftentimes what staff sees is not seen in the same way that somebody else does, but we can still take it seriously and still care about it. Marston explained that staff is not hiding anything and that sometimes staff needs to be made aware too and not blow it all up in the middle of a council meeting in a public forum. It would be helpful for council to let staff know what they are hearing too in order for staff to help alleviate any concerns.

Councilor Wagner followed what Councilor Foreman and Manager Marston are saying. In her view, if the council wants miniscule things like this to be reported, then it should be in writing. She also said that she's seen enough harassment of city employees, the police department and public works and herself. She reminded the council that they all have taken an oath to follow the rules, be impartial and to do their jobs. She stated that if council members are being contacted by people, then those people need to be sent to the City Manager or police department. Identities shouldn't be hidden.

Mayor Gilland then spoke about how people are afraid of some individuals and used Gervais Community Progress Team as an example. Mayor Gilland brought to everyone's attention of

what is allegedly on Reddit about her and asked Chief Chase if he has seen it. Chief Chase acknowledged that this is not part of his report and that we're going down a rabbit trail. He added that he does not pay attention to Facebook, but they have reports regarding comments made. He suggested that if the Mayor would like an agenda item on those kinds of comments, then he could provide a report to the council, but it should be an agenda item.

Councilor Harvey stated that the council has the right to ask questions and it's not considered abuse. He went back to his question to Chief Chase about why he didn't think he should notify the council, and he told Harvey the answer and Marston followed up. Councilor Harvey's point was that whether or not it cost the City, it is an accident and it needs to be put on record so that if the same thing happens again, then maybe they need to deal with it.

Chief Chase asked Councilor Harvey why he didn't just call him and ask about it. Councilor Harvey would rather deal with anything he wants to know from staff in public forum so that everybody can hear what's going on. He does not want to be talking behind the scenes about things.

Laura Ladd spoke from the audience and gave her opinion on the vehicle.

Doug Lanphere spoke from the audience and gave his opinion on recording incidences.

c. Public Works – Superintendent Kyle Jentszch

Jentszch updated the council that the flashing beacons for the crosswalks on Douglas will be installed January 10th.

He has an electrician helping work through the issues that they are having with the PLC at the water plant.

Mayor Gilland thanked public works for the basketball hoop.

In response to a question from Councilor Gregory, Jentszch reported how they got through the power outage from the recent ice storm. They were able to use the new generator that was recently delivered installed at the lagoons.

14. Business from the Mayor or Council

Mayor Gilland opened by stating that for two years, she has been cyber-stalked by two citizens. She has had fake posts put about her, and read into record here; fake ethics charges, noting she has every right to have her city email checked when she is afraid that there is a virus or a threat. She mentioned to Chief Chase that she is being bullied online. He says it's a civil matter, and has told other citizens they are civil matters. Mayor Gilland says it has progressed to cyber-stalking and bullying beyond her husband was made to be a pedophile by these people. She said it is harassment and she is not here in the City daily. She stated that she is afraid to come

in here and utilize her office. She let Manager Marston know on December 13th that she is not feeling safe having Heather Lagaso come in here and archive. Mayor Gilland stated that this woman has terrorized her and her family. She has been spit on, called names in public and she knows for a fact that staff was told about Reddit, where the lies have been told. She can prove it. They were sent information and never informed her at all. Secondly, Mayor Gilland stated, she has a right to come in this building and feel safe, and she does not feel safe using her office to meet with constituents or people in other communities. Addressing the council, she said she has every right to feel that way. She also does not like the Gervais Community Progress Team, who the Council President is affiliated with, meeting here; throwing meet-n-greets for the staff. The same people that they know have been harassing her are invited in left to mingle. One or more of them loaded things into her car because her husband didn't realize that the person that painted him as a pedophile was one of them.

Councilor Wagner asked Mayor Gilland not to attack the Gervais Community Progress Team. The Gervais CPT has been around for 30 years and they do not have any issues with the Department of Justice, the Secretary of State, the IRS. They have done nothing but good. Wagner reported that they just recently gave out a \$1,000 grant to a small business. They also gave out a \$500 grant. Councilor Wagner said she sees a lot of what people say on Facebook, but she chooses to disengage because it is not worth her time.

There was an exchange with Councilor Wagner and Mayor Gilland regarding comments said between individuals.

There was a lasting discussion and argument about comments posted on social media.

Chief Chase, acting as Sergeant at Arms, advised Mayor Gilland that the topic is way out of line.

Linda Jensen spoke from the audience about her opinion on the matter.

Brian Wagner spoke from the audience about his opinion on the matter.

JR Lopez spoke from the audience about his opinion on the matter.

Kathy Harvey spoke from the audience about her opinion on the matter.

17. Adjourn

Mayor Gilland adjourned the meeting at 9:28 pm.

I, DENISE DAHLBERG, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE GERVAIS CITY COUNCIL HELD ON JANUARY 5, 2023 ARE, TO THE BEST OF MY ABILITY, CORRECT AS RECORDED.

ATTESTED:

Denise Dahlberg, City Recorder

Annie Gilland, Mayor

City of Gervais
Bill List
January 26, 2023 - February 22, 2023

620.

Abiqua Rentals	2/14/2023	2 mn auger, concert blade, b	Parks Fund	Parks	175.00
				TOTAL:	175.00
Advance Auto Parts	2/14/2023	Batteries for dump truck	General Fund	Streets	79.50
	2/14/2023	Batteries for dump truck	Water Fund	Water	79.50
	2/14/2023	Batteries for dump truck	Sewer Fund	Sewer	79.50
				TOTAL:	238.50
Amazon Capital Services	1/27/2023	ppr twls, cpy ppr, bthrm ts	General Fund	Admin	192.46
	2/14/2023	doc sorter, batteries	General Fund	Admin	51.81
				TOTAL:	244.27
Annie Gilliland	1/27/2023	AGilliland - 4th Qtr 2022 Sti	General Fund	Council	30.00
				TOTAL:	30.00
Backflow Management	2/7/2023	Assemblies Tested - 12.9.2	Water Fund	Water	520.00
	2/14/2023	Backflow Svcs	Water Fund	Water	600.00
				TOTAL:	1,120.00
Baltazar Gonzalez JR	1/27/2023	BGonzalez-4th Qtr 2022 Sti	General Fund	Council	10.00
				TOTAL:	10.00
Beery, Elsner & Hammond LLP	2/14/2023	Jan 2023 Legal Services	General Fund	Admin	806.50
				TOTAL:	806.50
BlackPoint IT Services	2/15/2023	Antivirus Renewal - 2023-2	General Fund	Police	315.90
	2/15/2023	Antivirus Renewal - 2023-2	General Fund	Streets	210.60
	2/15/2023	Antivirus Renewal - 2023-2	General Fund	Court	35.10
	2/15/2023	Antivirus Renewal - 2023-2	Water Fund	Water	70.20
	2/15/2023	Antivirus Renewal - 2023-2	Sewer Fund	Sewer	70.20
				TOTAL:	702.00
Bretthauer OH Co.	2/14/2023	Jan 2023 Fuel Chrgs	General Fund	Police	1,075.69
	2/14/2023	Jan 2023 Fuel Chrgs	General Fund	Streets	262.24
	2/14/2023	Jan 2023 Fuel Chrgs	Water Fund	Water	262.24
	2/14/2023	Jan 2023 Fuel Chrgs	Sewer Fund	Sewer	262.24
				TOTAL:	1,862.41
Bureau of Labor and Industries	2/7/2023	Juniper/Douglas/7th St Imp	State Tax Street F	Street Improvement	667.57
				TOTAL:	667.57
CDW Government	2/7/2023	TRPP WEB/Management	General Fund	Police	328.93
	2/14/2023	TRIPP 500VA UPS Smart	General Fund	Police	3,712.03
				TOTAL:	4,040.96
CIS Trust	2/2/2023	EMPLOYEE MEDICAL INSURANCE	General Fund	Admin	156.43
	2/2/2023	EMPLOYEE/FAMILY MED INS	General Fund	Admin	295.17
	2/2/2023	KAI/WILL/CH	General Fund	Admin	413.80
	2/2/2023	LIFE INSURANCE	General Fund	Admin	1.55
	2/2/2023	MEDICAL/DENTAL B/C COPAY B	General Fund	Police	6,241.01
	2/2/2023	EMPLOYEE MEDICAL INSURANCE	General Fund	Police	921.05
	2/2/2023	EMPLOYEE/FAMILY MED INS	General Fund	Police	2,089.68
	2/2/2023	KAI/WILL/CH	General Fund	Police	413.80
	2/2/2023	KAI/WILL/E&S	General Fund	Police	1,509.45
	2/2/2023	LIFE INSURANCE	General Fund	Police	21.18
	2/2/2023	EMPLOYEE/FAMILY MED INS	General Fund	Court	196.78
	2/2/2023	KAI/WILL/CH	General Fund	Court	103.45
	2/2/2023	LIFE INSURANCE	General Fund	Court	0.31
	2/2/2023	EMPLOYEE/FAM MEDICAL INS	State Tax Street F	Street Improvement	954.91
	2/2/2023	EMPLOYEE MEDICAL INSURANCE	State Tax Street F	Street Improvement	422.11

City of Gervais
Bill List
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	2/2/2023	EMPLOYEE MED INSURANCE	State Tax Street F	Street Improvement	364.47
	2/2/2023	KAI/WILL/CH	State Tax Street F	Street Improvement	206.90
	2/2/2023	LIFE INSURANCE	State Tax Street F	Street Improvement	2.52
	2/2/2023	EMPLOYEE/FAM MEDICAL INS	Water Fund	Water	477.46
	2/2/2023	EMPLOYEE MEDICAL INSURANCE	Water Fund	Water	344.87
	2/2/2023	EMPLOYEE MED INSURANCE	Water Fund	Water	182.23
	2/2/2023	EMPLOYEE/FAMILY MED INS	Water Fund	Water	688.73
	2/2/2023	KAI/WILL/CIJ	Water Fund	Water	413.80
	2/2/2023	LIFE INSURANCE	Water Fund	Water	2.81
	2/2/2023	EMPLOYEE/FAM MEDICAL INS	Sewer Fund	Sewer	477.46
	2/2/2023	EMPLOYEE MEDICAL INSURANCE	Sewer Fund	Sewer	344.87
	2/2/2023	EMPLOYEE MED INSURANCE	Sewer Fund	Sewer	182.23
	2/2/2023	EMPLOYEE/FAMILY MED INS	Sewer Fund	Sewer	688.73
	2/2/2023	KAI/WILL/CH	Sewer Fund	Sewer	413.80
	2/2/2023	LIFE INSURANCE	Sewer Fund	Sewer	2.81
	2/2/2023	EMPLOYEE/FAM MEDICAL INS	Storm Drainage	Storm Drainage	212.20
	2/2/2023	EMPLOYEE MEDICAL INSURANCE	Storm Drainage	Storm Drainage	115.03
	2/2/2023	EMPLOYEE MED INSURANCE	Storm Drainage	Storm Drainage	81.00
	2/2/2023	EMPLOYEE/FAMILY MED INS	Storm Drainage	Storm Drainage	98.38
	2/2/2023	KAI/WILL/CH	Storm Drainage	Storm Drainage	103.45
	2/2/2023	LIFE INSURANCE	Storm Drainage	Storm Drainage	0.81
				TOTAL:	19,145.24
Columbia Bank Cardmember Services	2/7/2023	Zoom Online Services	General Fund	Admin	12.74
	2/7/2023	JGPR Academy	General Fund	Police	199.00
	2/7/2023	Clackamas Cty Evidence-Pan	General Fund	Police	29.96
	2/7/2023	SHRM-Membership	General Fund	Police	229.00
	2/7/2023	OACP-ELTS	General Fund	Police	25.88
	2/7/2023	OACP-ELTS	General Fund	Police	27.84
	2/7/2023	OACP Conf - Travel stay	General Fund	Police	438.49
	2/7/2023	OACP Mbshp Renewal	General Fund	Police	325.00
	2/7/2023	Wrk Cths for HRlrgs	General Fund	Streets	34.66
	2/7/2023	Wrk Cths for HRlrgs	Water Fund	Water	34.66
	2/7/2023	Wrk Cths for HRlrgs	Sewer Fund	Sewer	34.68
				TOTAL:	1,391.91
Complete Wireless Solutions	2/15/2023	NMOWBOB 1/4 Wave Antenna	General Fund	Police	135.00
				TOTAL:	135.00
Creation Electric, Inc.	2/7/2023	Uninterruptable Pwr -CH	General Fund	Admin	777.10
				TOTAL:	777.10
DataVision Cooperative	2/14/2023	Jan 2023 Telephone Chrgs	General Fund	Admin	507.48
	2/14/2023	Jan 2023 Telephone Chrgs	General Fund	Police	262.89
	2/14/2023	Jan 2023 Telephone Chrgs	General Fund	Streets	45.03
	2/14/2023	Jan 2023 Telephone Chrgs	Water Fund	Water	45.02
	2/14/2023	Jan 2023 Telephone Chrgs	Sewer Fund	Sewer	45.03
				TOTAL:	905.45
Davison Auto Parts	1/27/2023	Generator Diesel	Sewer Fund	Sewer	38.20
				TOTAL:	38.20
Diana Barch	1/27/2023	DBarch-4th Qtr 2022 Stipe	General Fund	Council	30.00
				TOTAL:	30.00
G.W. Hardware	1/27/2023	nuts, blts, scrws, oil	General Fund	Streets	26.15
	2/14/2023	pest destryr,boat snap,nut	Sewer Fund	Sewer	24.86
	2/14/2023	trailer ball for gopher ex	Sewer Fund	Sewer	19.99
	2/14/2023	Signs for fencing for lago	Sewer Fund	Sewer	43.79
	2/14/2023	pest destryr,boat snap,nut	Parks Fund	Parks	20.97
				TOTAL:	135.76
Gervais School District	1/27/2023	Gopher Extermination-Renta	General Fund	Streets	100.00
				TOTAL:	100.00

City of Gervais
Bill List
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Goodyear Tire & Rubber Company	2/14/2023	EAG Enforcer AW	General Fund	Police	642.48
				TOTAL:	642.48
HRA VEBA Plan	2/2/2023	HRA VEBA Contribution	General Fund	Admin	19.38
	2/2/2023	HRA VEBA Contribution	General Fund	Police	83.97
	2/2/2023	HRA VEBA Contribution	General Fund	Court	5.25
	2/2/2023	HRA VEBA Contribution	State Tax Street F	Street Improvement	54.23
	2/2/2023	HRA VEBA Contribution	Water Fund	Water	50.73
	2/2/2023	HRA VEBA Contribution	Sewer Fund	Sewer	50.73
	2/2/2023	HRA VEBA Contribution	Storm Drainage	Storm Drainage	15.71
				TOTAL:	280.00
Hubbard Cleaners	2/7/2023	PD Dry Cleaning	General Fund	Police	45.00
				TOTAL:	45.00
Internal Revenue Service	2/2/2023	FICA	General Fund	Admin	213.80
	2/2/2023	MEDICARE	General Fund	Admin	50.01
	2/2/2023	FICA	General Fund	Police	2,772.16
	2/2/2023	MEDICARE	General Fund	Police	648.32
	2/2/2023	FICA	General Fund	Court	65.12
	2/2/2023	MEDICARE	General Fund	Court	15.23
	2/2/2023	FICA	State Tax Street F	Street Improvement	483.24
	2/2/2023	MEDICARE	State Tax Street F	Street Improvement	113.02
	2/2/2023	FICA	Water Fund	Water	474.26
	2/2/2023	MEDICARE	Water Fund	Water	110.93
	2/2/2023	FICA	Sewer Fund	Sewer	474.26
	2/2/2023	MEDICARE	Sewer Fund	Sewer	110.93
	2/2/2023	FICA	Storm Drainage	Storm Drainage	144.21
	2/2/2023	MEDICARE	Storm Drainage	Storm Drainage	33.69
				TOTAL:	5,709.18
John Deere Financial	1/27/2023	Boots, raingear, wrk clths	General Fund	Streets	171.67
	2/7/2023	Work Pants - HRiggs	General Fund	Streets	14.66
	1/27/2023	Boots, raingear, wrk clths	Water Fund	Water	171.67
	2/7/2023	Work Pants - HRiggs	Water Fund	Water	14.66
	1/27/2023	Boots, raingear, wrk clths	Sewer Fund	Sewer	171.68
	2/7/2023	Work Pants - HRiggs	Sewer Fund	Sewer	14.67
				TOTAL:	559.01
John Harvey	1/27/2023	JHarvey - 4th Qtr 2022 Stl	General Fund	Council	30.00
				TOTAL:	30.00
Johnson Engine Service	2/14/2023	Water pump, cleaner, gallon	General Fund	Police	518.78
	2/15/2023	LOF, Fuel Filter, oil flt	General Fund	Police	29.95
				TOTAL:	548.73
Kodiak Pacific Construction	2/14/2023	Juniper/Douglas/7th St	State Tax Street F	Street Improvement	2,063.40
	2/14/2023	Juniper/Douglas/7th	State Tax Street F	Street Improvement	153,854.69
				TOTAL:	155,918.09
Laser Technology, Inc	2/7/2023	TRUSPEED Equipment	General Fund	Police	1,095.00
				TOTAL:	1,095.00
Las Schwab	2/14/2023	Dsmnt Balance & Disposal	General Fund	Police	203.96
	2/14/2023	9398 Ddge Tire, Monitoring	General Fund	Police	312.91
	2/7/2023	4 Wheel Alignment	General Fund	Police	129.99
				TOTAL:	646.86
Long Bros. Building Supply	1/27/2023	pllers,lg wre ties electr	State Tax Street F	Street Improvement	47.22
	1/27/2023	60# Concrete Mix	Sewer Fund	Sewer	39.90
	2/14/2023	pwr scrbb mop	Sewer Fund	Sewer	13.99
	2/15/2023	wedge anchor, rebar, concret	Sewer Fund	Sewer	80.06

City of Gervals
Bill List
January 26, 2023 - February 22, 2023

	2/15/2023	conduit & rebar	Sewer Fund	Sewer	163.51
	2/14/2023	60# Concrete Mix	Parks Fund	Parks	40.90
	2/7/2023	Bench at Bsktbl Prk	Parks Fund	Parks	61.35
				TOTAL:	446.93
Micky Wagner	1/27/2023	Mwagner- 4th Qtr 2022 Stip	General Fund	Council	30.00
				TOTAL:	30.00
Mid-Willamette Valley COG	2/7/2023	Planning Svcs	General Fund	Admin	188.00
				TOTAL:	188.00
Moonlight Maintenance	2/14/2023	December 2023 Janitorial	General Fund	Admin	648.00
				TOTAL:	648.00
NW Natural Gas	2/14/2023	2564507-8 CH	General Fund	Admin	254.60
	2/14/2023	2553221-9 PD	General Fund	Police	5.07
				TOTAL:	259.67
Northstar Chemical	2/7/2023	Sodium Hyph 12.5%-115 Doug	Water Fund	Water	629.00
	2/14/2023	Sod Bisulfite-38% off 99	Sewer Fund	Sewer	777.08
	1/27/2023	Sodium Hypochlorite 12.5%	Sewer Fund	Sewer	1,080.20
	2/7/2023	Sodium Bis-38% - 99 W (Far	Sewer Fund	Sewer	705.70
				TOTAL:	3,191.98
OAMR Treasurer	2/7/2023	Ddahlberg- Membership	General Fund	Admin	75.00
				TOTAL:	75.00
One Call Concepts	2/7/2023	Locates	Water Fund	Water	54.75
				TOTAL:	54.75
Oregon Association of Clean Water Agen	1/27/2023	2023-Mbrshp Dues	Water Fund	Water	240.00
				TOTAL:	240.00
Oregon Association of Water Utilities	2/7/2023	Klentzsch-T/D Cert Trainin	Water Fund	Water	305.00
				TOTAL:	305.00
Oregon Department of Revenue	2/2/2023	SUTA	General Fund	Admin	24.13
	2/2/2023	WORKERS COMP	General Fund	Admin	0.83
	2/2/2023	SUTA	General Fund	Police	312.97
	2/2/2023	WORKERS COMP	General Fund	Police	12.22
	2/2/2023	SUTA	General Fund	Court	7.35
	2/2/2023	WORKERS COMP	General Fund	Court	0.30
	2/2/2023	SUTA	State Tax Street F	Street Improvement	54.57
	2/2/2023	WORKERS COMP	State Tax Street F	Street Improvement	2.43
	2/2/2023	SUTA	Water Fund	Water	53.54
	2/2/2023	WORKERS COMP	Water Fund	Water	2.26
	2/2/2023	SUTA	Sewer Fund	Sewer	53.54
	2/2/2023	WORKERS COMP	Sewer Fund	Sewer	2.26
	2/2/2023	SUTA	Storm Drainage	Storm Drainage	16.30
	2/2/2023	WORKERS COMP	Storm Drainage	Storm Drainage	0.71
				TOTAL:	543.41
Oregon Health Authority	2/7/2023	Klentzsch-Level 2 Water DI	Water Fund	Water	125.00
				TOTAL:	125.00
PGE	2/14/2023	Multiple Meters	General Fund	Admin	722.11
	2/14/2023	Multiple Meters	General Fund	Streets	23.76
	2/14/2023	Multiple Meters	General Fund	Parks Department	18.53
	2/14/2023	Multiple Meters	State Tax Street F	Street Improvement	46.95
	2/14/2023	Multiple Meters	State Tax Street F	Street Improvement	22.03
	2/14/2023	Multiple Meters	State Tax Street F	Street Improvement	1,811.72
	2/14/2023	Multiple Meters	Water Fund	Water	1,818.51

City of Gervais
Bill List
January 26, 2023 - February 22, 2023

	2/14/2023	Multiple Meters	Water Fund	Water	442.64
	2/14/2023	Multiple Meters	Sewer Fund	Sewer	1,092.62
	2/14/2023	Multiple Meters	Sewer Fund	Sewer	166.76
	2/14/2023	Multiple Meters	Sewer Fund	Sewer	2,477.79
	2/14/2023	Multiple Meters	Sewer Fund	Sewer	418.39
				TOTAL:	9,061.81
Pacific Office Automation	2/14/2023	Lease/Copier CH	General Fund	Admin	206.00
	2/14/2023	95106299- PD Copy parts	General Fund	Police	58.14
				TOTAL:	264.14
Pamplin Media Group	2/7/2023	Disposition of Abandoned p	General Fund	Police	81.81
				TOTAL:	81.81
Rescue Rooter	1/27/2023	Jetting & camering main li	Sewer Fund	Sewer	2,890.00
				TOTAL:	2,890.00
Susie Marston	2/7/2023	Mileage reimb. COG, Beery	General Fund	Admin	67.20
	2/14/2023	LOC Reg-mil reimb SMarston	General Fund	Admin	32.20
				TOTAL:	99.40
US Postal Service	2/14/2023	Water/Sewer Postage Refill	Water Fund	Water	174.00
	2/14/2023	Water/Sewer Postage Refill	Sewer Fund	Sewer	174.00
				TOTAL:	348.00
Vantagepoint Transfer Agents - 3030671	2/2/2023	4578 Contribution	General Fund	Police	500.02
				TOTAL:	500.02
Waterlab Corp.	1/27/2023	Water/Wastewater Testing	Water Fund	Water	70.00
	1/27/2023	Water/Wastewater Testing	Sewer Fund	Sewer	550.00
				TOTAL:	620.00
Willamette Valley Security, Inc.	2/14/2023	01/01/23-03/31/23 Security	General Fund	Admin	209.70
	2/14/2023	01/01/23-03/31/23 Security	General Fund	Police	29.95
	2/14/2023	01/01/23-03/31/23 Security	Water Fund	Water	59.90
				TOTAL:	299.55
				Grand Total:	218,302.69
		Fund Totals			
	100	Genral Fund	33,256.17		
	110	State Tax Street Fund	161,171.98		
	200	Water Fund	8,518.37		
	210	Sewer Fund	14,236.46		
	215	Storm Drainage	821.49		
	320	Parks Fund	298.22		
		Grand Total	218,302.69		

CITY OF Gervais
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 22TH, 2023

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100-General Fund
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	1,018,435.00	15,143.70	60,874.42	5.98	957,560.58
Fees for Services	35,000.00	1,141.48	17,837.31	50.96	17,162.69
Fines & Forfeitures	60,000.00	1,743.50	25,192.63	41.99	34,807.37
Licenses & Permits	9,250.00	0.00	6,875.49	74.33	2,374.51
Intergovernmental Rev	179,615.00	6,918.23	39,878.87	22.20	139,736.13
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	<u>245,766.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>245,766.00</u>
TOTAL REVENUES	<u>1,548,066.00</u>	<u>24,946.91</u>	<u>150,658.72</u>	<u>9.73</u>	<u>1,397,407.28</u>
<u>EXPENDITURE SUMMARY</u>					
General Government	434,087.00	7,790.83	138,467.03	31.90	295,619.97
Police Department	1,024,238.00	68,897.46	628,599.16	61.37	395,638.84
Street Department	34,778.00	358.89	16,341.43	46.99	18,436.57
Parks Department	25,414.00	18.53	6,482.95	25.51	18,931.05
Municipal Court	26,321.00	1,531.47	13,650.66	51.86	12,670.34
Mayor & City Council	<u>3,228.00</u>	<u>0.00</u>	<u>2,559.12</u>	<u>79.28</u>	<u>668.88</u>
TOTAL EXPENDITURES	<u>1,548,066.00</u>	<u>78,597.18</u>	<u>806,100.35</u>	<u>52.07</u>	<u>741,965.65</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(53,650.27)	(655,441.63)		655,441.63

CITY OF GERRAIS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 22TH, 2023

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110-State Tax Street Fund
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	254,500.00	19,525.64	216,755.66	85.17	37,744.34
Fees for Services	0.00	0.00	0.00	0.00	0.00
Intergovernmental Rev	383,000.00	0.00	50,000.00	13.05	333,000.00
Fund Balance	<u>809,855.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>809,855.00</u>
TOTAL REVENUES	<u>1,447,355.00</u>	<u>19,525.64</u>	<u>266,755.66</u>	<u>18.43</u>	<u>1,180,599.34</u>
<u>EXPENDITURE SUMMARY</u>					
Street Improvement	<u>1,447,355.00</u>	<u>169,117.42</u>	<u>769,861.03</u>	<u>53.19</u>	<u>677,493.97</u>
TOTAL EXPENDITURES	<u>1,447,355.00</u>	<u>169,117.42</u>	<u>769,861.03</u>	<u>53.19</u>	<u>677,493.97</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(149,591.78)	(503,105.37)		503,105.37

CITY OF GERRAIS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 22TH, 2023

200-Water Fund
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	900.00	0.00	1,007.31	111.92 (107.31)
Fees for Services	401,850.00	23,708.74	273,621.95	68.09	128,228.05
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	<u>232,964.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>232,964.00</u>
TOTAL REVENUES	<u>635,714.00</u>	<u>23,708.74</u>	<u>274,629.26</u>	<u>43.20</u>	<u>361,084.74</u>
<u>EXPENDITURE SUMMARY</u>					
Water	527,914.00	14,239.16	179,057.79	33.92	348,856.21
Water System Improvement	100,000.00	0.00	2,298.60	2.30	97,701.40
Water Backflow	<u>7,800.00</u>	<u>0.00</u>	<u>3,161.50</u>	<u>40.53</u>	<u>4,638.50</u>
TOTAL EXPENDITURES	<u>635,714.00</u>	<u>14,239.16</u>	<u>184,517.89</u>	<u>29.03</u>	<u>451,196.11</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	9,469.58	90,111.37	(90,111.37)

CITY OF GERVAIS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 22TH, 2023

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210-Sewer Fund
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	650.00	0.00	658.41	101.29 (8.41)
Fees for Services	526,510.00	26,677.90	276,003.20	52.42	250,506.80
Intergovernmental Rev	1,000,000.00	0.00	0.00	0.00	1,000,000.00
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	<u>161,113.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>161,113.00</u>
TOTAL REVENUES	<u>1,688,273.00</u>	<u>26,677.90</u>	<u>276,661.61</u>	<u>16.39</u>	<u>1,411,611.39</u>
<u>EXPENDITURE SUMMARY</u>					
Sewer	<u>1,688,273.00</u>	<u>16,943.82</u>	<u>305,054.39</u>	<u>18.07</u>	<u>1,383,218.61</u>
TOTAL EXPENDITURES	<u>1,688,273.00</u>	<u>16,943.82</u>	<u>305,054.39</u>	<u>18.07</u>	<u>1,383,218.61</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	9,734.08 (28,392.78)		28,392.78

CITY OF GERVAYS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 22TH, 2023

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215-Storm Drainage
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	100.00	0.00	124.94	124.94 (24.94)
Fees for Services	65,960.00	4,264.16	44,888.16	68.05	21,071.84
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	<u>28,582.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,582.00</u>
TOTAL REVENUES	<u>94,642.00</u>	<u>4,264.16</u>	<u>45,013.10</u>	<u>47.56</u>	<u>49,628.90</u>
<u>EXPENDITURE SUMMARY</u>					
Storm Drainage	<u>94,642.00</u>	<u>3,227.86</u>	<u>49,665.72</u>	<u>52.48</u>	<u>44,976.28</u>
TOTAL EXPENDITURES	<u>94,642.00</u>	<u>3,227.86</u>	<u>49,665.72</u>	<u>52.48</u>	<u>44,976.28</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,036.30 (4,652.62)		4,652.62

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300-Water Reserve
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	100.00	0.00	119.32	119.32 (19.32)
Other	15,000.00	0.00	0.00	0.00	15,000.00
Fund Balance	<u>30,185.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,185.00</u>
TOTAL REVENUES	<u>45,285.00</u>	<u>0.00</u>	<u>119.32</u>	<u>0.26</u>	<u>45,165.68</u>
<u>EXPENDITURE SUMMARY</u>					
Water Reserve	<u>45,285.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>45,285.00</u>
TOTAL EXPENDITURES	<u>45,285.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>45,285.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	119.32	(119.32)

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305-D.A.R.E. Fund
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	70.00	0.00	39.88	56.97	30.12
Fees for Services	0.00	0.00	0.00	0.00	0.00
Fines & Forfeitures	12,500.00	0.00	0.00	0.00	12,500.00
Other	1,500.00	0.00	2,520.00	168.00 (1,020.00)
Fund Balance	<u>7,805.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,805.00</u>
 TOTAL REVENUES	 21,875.00	 0.00	 2,559.88	 11.70	 19,315.12
<u>EXPENDITURE SUMMARY</u>					
D.A.R.E. Fund	<u>21,875.00</u>	<u>0.00</u>	<u>1,050.40</u>	<u>4.80</u>	<u>20,824.60</u>
 TOTAL EXPENDITURES	 21,875.00	 0.00	 1,050.40	 4.80	 20,824.60
 REVENUES OVER/(UNDER) EXPENDITURES	 0.00	 0.00	 1,509.48	 (1,509.48)

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310-PD Vehicle Replacement
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
REVENUE SUMMARY					
General Gov't Tax Rev	120.00	0.00	143.04	119.20 (23.04)
Fees for Services	650.00	50.00	420.00	64.62	230.00
Intergovernmental Rev	0.00	0.00	0.00	0.00	0.00
Other	15,000.00	0.00	0.00	0.00	15,000.00
Fund Balance	<u>35,945.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>35,945.00</u>
TOTAL REVENUES	<u>51,715.00</u>	<u>50.00</u>	<u>563.04</u>	<u>1.09</u>	<u>51,151.96</u>
<hr/>					
EXPENDITURE SUMMARY					
PD Vehicle Replacement	<u>51,715.00</u>	<u>0.00</u>	<u>18,349.00</u>	<u>35.48</u>	<u>33,366.00</u>
TOTAL EXPENDITURES	<u>51,715.00</u>	<u>0.00</u>	<u>18,349.00</u>	<u>35.48</u>	<u>33,366.00</u>
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	50.00 (17,785.96)		17,785.96

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312-Capital Reserve Fund
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	350.00	0.00	287.98	82.28	62.02
Fees for Services	15,615.00	1,300.00	10,400.00	66.60	5,215.00
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	<u>70,149.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>70,149.00</u>
TOTAL REVENUES	<u>86,114.00</u>	<u>1,300.00</u>	<u>10,687.98</u>	<u>12.41</u>	<u>75,426.02</u>
<u>EXPENDITURE SUMMARY</u>					
Capital Reserve Fund	<u>86,114.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>86,114.00</u>
TOTAL EXPENDITURES	<u>86,114.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>86,114.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,300.00	10,687.98	(10,687.98)

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314-PW Vehicle Replacement
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	0.00	0.00	0.00	0.00	0.00
Other	10,500.00	0.00	0.00	0.00	10,500.00
Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	10,500.00	0.00	0.00	0.00	10,500.00
<u>EXPENDITURE SUMMARY</u>					
PW Vehicle Replacement	<u>10,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,500.00</u>
TOTAL EXPENDITURES	10,500.00	0.00	0.00	0.00	10,500.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00		0.00

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315-Bike Path Construction
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	65.00	0.00	41.29	63.52	23.71
Other	1,000.00	0.00	0.00	0.00	1,000.00
Fund Balance	<u>10,448.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,448.00</u>
TOTAL REVENUES	<u>11,513.00</u>	<u>0.00</u>	<u>41.29</u>	<u>0.36</u>	<u>11,471.71</u>
<u>EXPENDITURE SUMMARY</u>					
Bike Path Construction	<u>11,513.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,513.00</u>
TOTAL EXPENDITURES	<u>11,513.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,513.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	41.29	(41.29)

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320-Parks Fund
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	300.00	0.00	295.88	98.63	4.12
Fees for Services	2,500.00	0.00	254.75	10.19	2,245.25
Fines & Forfeitures	0.00	0.00	0.00	0.00	0.00
Licenses & Permits	0.00	0.00	0.00	0.00	0.00
Intergovernmental Rev	15,000.00	0.00	0.00	0.00	15,000.00
Other	50,000.00	0.00	0.00	0.00	50,000.00
Fund Balance	<u>71,950.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>71,950.00</u>
TOTAL REVENUES	139,750.00	0.00	550.63	0.39	139,199.37
<u>EXPENDITURE SUMMARY</u>					
Parks	<u>139,750.00</u>	<u>123.22</u>	<u>768.65</u>	<u>0.55</u>	<u>138,981.35</u>
TOTAL EXPENDITURES	<u>139,750.00</u>	<u>123.22</u>	<u>768.65</u>	<u>0.55</u>	<u>138,981.35</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (123.22) (218.02)		218.02

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325-City Hall Fund
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	0.00	0.00	0.00	0.00	0.00
Fees for Services	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>					
City Hall	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00		0.00

CITY OF GERVAYS
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325-City Hall Fund

66.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>General Gov't Tax Rev</u>					
325-4000 Interest	0.00	0.00	0.00	0.00	0.00
TOTAL General Gov't Tax Rev	0.00	0.00	0.00	0.00	0.00
<u>Fees for Services</u>					
325-4110 Miscellaneous	0.00	0.00	0.00	0.00	0.00
TOTAL Fees for Services	0.00	0.00	0.00	0.00	0.00
<u>Other</u>					
325-4500 Transfer in from Other Funds	0.00	0.00	0.00	0.00	0.00
325-4505 Lease Payments	0.00	0.00	0.00	0.00	0.00
TOTAL Other	0.00	0.00	0.00	0.00	0.00
<u>Fund Balance</u>					
325-4900 Beginning Fund Balance	0.00	0.00	0.00	0.00	0.00
TOTAL Fund Balance	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00

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325-City Hall Fund
City Hall

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Materials & Services</u>					
325-510-2303 Publications/Elections	0.00	0.00	0.00	0.00	0.00
325-510-2314 Utilities	0.00	0.00	0.00	0.00	0.00
325-510-2315 Membership/Training/Convention	0.00	0.00	0.00	0.00	0.00
325-510-2316 Professional Services	0.00	0.00	0.00	0.00	0.00
TOTAL Materials & Services	0.00	0.00	0.00	0.00	0.00
<u>Capital Outlay</u>					
325-510-5000 Land	0.00	0.00	0.00	0.00	0.00
325-510-5100 Community Center/ City Hall	0.00	0.00	0.00	0.00	0.00
325-510-5361 Engineering/Architecture/Plan	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
<u>Transfers & Contingency</u>					
325-510-7030 Transfer to General Fund	0.00	0.00	0.00	0.00	0.00
325-510-7999 Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Transfers & Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL City Hall	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00		0.00

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330-Water SDC Fund
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	720.00	0.00	1,048.18	145.58 (328.18)
Fees for Services	41,206.00	0.00	18,730.00	45.45	22,476.00
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	<u>248,621.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>248,621.00</u>
TOTAL REVENUES	<u>290,547.00</u>	<u>0.00</u>	<u>19,778.18</u>	<u>6.81</u>	<u>270,768.82</u>
<u>EXPENDITURE SUMMARY</u>					
Water SDC	<u>290,547.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>290,547.00</u>
TOTAL EXPENDITURES	<u>290,547.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>290,547.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	19,778.18	(19,778.18)

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335-Sewer SDC Fund
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	3,000.00	0.00	3,274.09	109.14 (274.09)
Fees for Services	63,569.00	0.00	21,395.00	33.66	42,174.00
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	<u>814,099.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>814,099.00</u>
TOTAL REVENUES	<u>880,668.00</u>	<u>0.00</u>	<u>24,669.09</u>	<u>2.80</u>	<u>855,998.91</u>
<u>EXPENDITURE SUMMARY</u>					
Sewer SDC	<u>880,668.00</u>	<u>0.00</u>	<u>17,894.39</u>	<u>2.03</u>	<u>862,773.61</u>
TOTAL EXPENDITURES	<u>880,668.00</u>	<u>0.00</u>	<u>17,894.39</u>	<u>2.03</u>	<u>862,773.61</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	6,774.70	(6,774.70)

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340-Storm Water SDC
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	660.00	0.00	829.91	125.74 (169.91)
Fees for Services	18,557.00	0.00	8,435.00	45.45	10,122.00
Fund Balance	<u>202,551.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>202,551.00</u>
TOTAL REVENUES	221,768.00	0.00	9,264.91	4.18	212,503.09
<u>EXPENDITURE SUMMARY</u>					
Storm Water SDC	<u>221,768.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>221,768.00</u>
TOTAL EXPENDITURES	221,768.00	0.00	0.00	0.00	221,768.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	9,264.91	(9,264.91)

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342-Parks SDC
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	750.00	0.00	980.30	130.71 (230.30)
Fees for Services	18,557.00	0.00	11,780.00	63.48	6,777.00
Fund Balance	<u>237,630.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>237,630.00</u>
TOTAL REVENUES	256,937.00	0.00	12,760.30	4.97	244,176.70
<u>EXPENDITURE SUMMARY</u>					
Parks SDC	<u>256,937.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>256,937.00</u>
TOTAL EXPENDITURES	256,937.00	0.00	0.00	0.00	256,937.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	12,760.30	(12,760.30)

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345-4th of July
FINANCIAL SUMMARY

56.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	20.00	0.00	0.00	0.00	20.00
Fees for Services	300.00	0.00	60.00	20.00	240.00
Other	4,350.00	0.00	993.47	22.84	3,356.53
Fund Balance	<u>394.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>394.00</u>
TOTAL REVENUES	<u>5,064.00</u>	<u>0.00</u>	<u>1,053.47</u>	<u>20.80</u>	<u>4,010.53</u>
<u>EXPENDITURE SUMMARY</u>					
4th of July	<u>5,064.00</u>	<u>0.00</u>	<u>4,689.91</u>	<u>92.61</u>	<u>374.09</u>
TOTAL EXPENDITURES	<u>5,064.00</u>	<u>0.00</u>	<u>4,689.91</u>	<u>92.61</u>	<u>374.09</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	(3,636.44)		3,636.44

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350-Special Events
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	20.00	0.00	5.94	29.70	14.06
Fees for Services	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	<u>919.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>919.00</u>
TOTAL REVENUES	<u>939.00</u>	<u>0.00</u>	<u>5.94</u>	<u>0.63</u>	<u>933.06</u>
<u>EXPENDITURE SUMMARY</u>					
Special Events	<u>939.00</u>	<u>0.00</u>	<u>146.00</u>	<u>15.55</u>	<u>793.00</u>
TOTAL EXPENDITURES	<u>939.00</u>	<u>0.00</u>	<u>146.00</u>	<u>15.55</u>	<u>793.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	(140.06)		140.06

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360-American Rescue Fund
 FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	307,768.00	0.00	308,419.14	100.21 (651.14)
Other	0.00	0.00	0.00	0.00	0.00
Fund Balance	<u>307,923.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>307,923.00</u>
TOTAL REVENUES	615,691.00	0.00	308,419.14	50.09	307,271.86
<hr/>					
<u>EXPENDITURE SUMMARY</u>					
Capital Outlay	<u>615,691.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>615,691.00</u>
TOTAL EXPENDITURES	615,691.00	0.00	0.00	0.00	615,691.00
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	308,419.14	(308,419.14)

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500-Debt - Water
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	100.00	0.00	85.67	85.67	14.33
Other	20,000.00	0.00	0.00	0.00	20,000.00
Fund Balance	<u>21,657.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>21,657.00</u>
TOTAL REVENUES	41,757.00	0.00	85.67	0.21	41,671.33
<u>EXPENDITURE SUMMARY</u>					
Debt - Water	<u>41,757.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>41,757.00</u>
TOTAL EXPENDITURES	41,757.00	0.00	0.00	0.00	41,757.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	85.67	(85.67)

CITY OF GERVAIL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 22TH, 2023

PAGE: 1

510-Debt - Sewer
FINANCIAL SUMMARY

66.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
General Gov't Tax Rev	250.00	0.00	260.64	104.26 (10.64)
Other	60,000.00	0.00	0.00	0.00	60,000.00
Fund Balance	<u>65,898.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>65,898.00</u>
TOTAL REVENUES	<u>126,148.00</u>	<u>0.00</u>	<u>260.64</u>	<u>0.21</u>	<u>125,887.36</u>
<u>EXPENDITURE SUMMARY</u>					
Debt - Sewer	<u>126,148.00</u>	<u>0.00</u>	<u>60,158.93</u>	<u>47.69</u>	<u>65,989.07</u>
TOTAL EXPENDITURES	<u>126,148.00</u>	<u>0.00</u>	<u>60,158.93</u>	<u>47.69</u>	<u>65,989.07</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00 (59,898.29)		59,898.29

9a.

City of Gervais
Activity Tracker - In progress

As of 2/23/2023

Annual Spring Clean-up

Date: 1/26/2023 **Summary:** Annual clean-up for Earth Day

Staff: Denise

Progress Report (Most recent listed first)

3/2 Update Council set April 22nd for the clean-up date. Students for schools will be volunteering on the day.
- Council to discuss on February 2nd.

New city website

Date: 05/2021 **Summary:** Update city's website

Staff: Denise/Susie

Progress Report (Most recent listed first)

3/2 Update Proposals and recommendation are included in this council packet.
- Staff will recommend a vendor at the March council meeting.
- Denise and Susie have looked at one demo from Civics Plus/Municode. Will look at a couple more.
- Starting to schedule meetings to demo.
- In FY 2022-23 budget.
- Will budget for new website in 2022-23.
- Should pick this back up and research more costs/companies for follow-up discussion.
- Introduced at 5/6/21 council meeting.

Wastewater Transfer Pump, Forced Main and Aeration Upgrades

Date: 3/19/2022 **Summary:** Upgrade wastewater treatment

Staff: Susie/Kyle

Progress Report (Most recent listed first)

3/2 Update Design in nearly complete and will be going out to bid soon.
- In design.
- Council to approve award agreement July 7th.
- Marion County is working on award contract so that City can begin project design.
- City awarded \$1 million from Marion County ARPA Round 1 to use for this project.

City of Gervais
Activity Tracker - In progress

As of 2/23/2023

Park Lighting

Date: 10/7/2021 **Summary:** Need deterrent for vandalism.

Staff: Susie/Kyle

Progress Report (Most recent listed first)

- Susie reached out to PGE for options. Waiting to hear back from PGE options.
- S & S Electrical - \$25,300.
- John has met with electrician to work on a base plan with cost estimate for the council to
- Estimate is \$5000 and should be budgeted for next year. In FY 2022-23 Budget.
- John will provide lighting options and pricing on 1/6.
- Susie to look at budget once approximate costs are known.
- Researching pricing and options. John R will report at 12/2/21 council meeting.

Generator for City Hall

Date: 3/4/2021 **Summary:** Need power to operate EOC in emergencies

Staff: Mark

Progress Report (Most recent listed first)

- Delivery delayed to March, 2023.
- Moving forward with getting one fit for the space. NW Natural changed out the meter to prepare for generator.
- Council approved purchase of generator on June 2nd; Chief Chase will work with vendor on getting it ordered and installed.
- Council to consider cost estimates for approval.
- Waiting on one electrical bid.
- Electrical work is expected to be completed by summer. Waiting for bids for the generator and electrical work.
- Waiting for cost information on some portable generators from Cummins.
- Received fully executed grant award. Quarterly reports are required.
- Researching installation options and final costs. Wait will be about 40 weeks once it is ordered, unless another option is available.
- Council approved grant agreement with OEM to award funding for the purchase of a generator on 11/04/21.

City of Gervais
Activity Tracker - In progress

As of 2/23/2023

WWTP Poplar Tree Crop Restoration

Date: Feb. 2021 **Summary:** Ice storm damaged tree farm - near total loss **Staff:** Susie/Kyle

Progress Report (Most recent listed first)

- Complete and working towards getting FEMA reimbursement.
- Fencing repair not complete and there is some site work left to be finished.
- Getting ready to submit for reimbursement for FEMA funding. Logs have been removed and burned.
- All irrigation zones are finished. Logs are being removed and fence is last to be repaired/replaced.
- Project is nearly finished with 2 zones left to finish and the fence repair/replacement.
- Two more zones have been completed and are near operational status.
- Work began on 2/22 and 8 of the 10 zones have trees cleared away. Zones 2-5 are operational, trees are planted and new irrigation is installed.
- The contract was signed and work is expected to begin in the next 3-4 weeks.
- An insurance claim has been submitted to CIS. The claim was approved.
- Funding provided by FEMA and Business Oregon. Onsite FEMA inspection 11/18/21.
- Bid opening was 10/27/21. Council gave intent to award contract to Advanced Land Management on 11/4/21 for \$228,000.

Share Grant Writer Services with Gervais School District

Date: 11/4/2021 **Summary:** Community development opportunities **Staff:** Susie

Progress Report (Most recent listed first)

- City needs to identify projects and make a plan in order to apply for grants.
- SD working on contract for services, Hilda researching T-Mobile grant for park lighting, lighting on SD walking trail, garbage cans, cameras, etc. T-Mobile grant deadline is June.
- Hilda Rosselli presented at the joint meeting with the SD. She has access to grant programs, but City needs to identify projects and have plans such as park lighting.
- Susie and Dandy met with a new potential grant writer who will provide a proposal for her work.
- Susie & Dandy were notified on 11/30 that she cannot commit to the work. Susie is checking with COG for same services.
- Council moved to partner with Gervais SD on grant writing services of Lisa Leslie 11/4/21 and contribute \$5,000.

City of Gervais
Activity Tracker - In progress

As of 2/23/2023

Grove/7th Sidewalk and Street Improvements

Date: 11/4/2021 **Summary:** Improve accessibility near Ivy Woods Sub **Staff:** Susie/Kyle

Progress Report (Most recent listed first)

- Completed and working through final reimbursement process.
- Contract awarded, Kodiak Construction will be mobilizing August 29th on 8th & Juniper.
- Project will be advertised for bid July 6, bid opening on July 27, council give intent to award on August 4th.
- Design has begun – city addressing property owner plants in right-of-way to properly design sidewalk.
- Grant award was approved, executed agreement from ODOT was received 12/8, along with Notice to Proceed. City engineer will start design soon.
- Notified that the City was awarded \$100,000 SCA Grant for this project.

Skate Park

Date: 10/20/2021 **Summary:** Youth requested council to build a skate park **Staff:** Susie/Kyle

Progress Report (Most recent listed first)

- 3/2 *Susie will propose that council or committee member complete the application to the National Guard for Community Assistance.*
- Susie created an account on the National Guard website.
 - Basketball tournament has been cancelled and may be rescheduled.
 - \$3,000 raised from circus ticket sales.
 - John cancelled fence rental for 4th St because the tournament has been moved to Sacred Heart.
 - Ad Hoc committee to report progress on 3 on 3 basketball fundraiser. Tournament registration and flyer are on city's website and also available at City Hall.
 - Waiting for response from Sacred Heart meeting on 01/18. Ad Hoc committee continues to provide updates to council.
 - Laura Clifton provided an update on 12/2 council meeting on location possibilities. She will be attending a meeting with Sacred Heart on 1/18.
 - Assigned to Ad Hoc Committee at the October council meeting.

City of Gervais
Activity Tracker - In progress

As of 2/23/2023

Douglas Crosswalks/Elementary Sidewalk (Safe Routes to School 2020)

Date: 08/2020 **Summary:** Student Safety

Staff: Susie/Kyle

Progress Report (Most recent listed first)

- Completed and working through final reimbursement process.
- Project is in progress.
- Staff is working with school district staff on timing and communication of traffic and student impacts.
- Contract awarded, Kodiak Construction will be mobilizing August 29th on 8th & Juniper. Anticipated to start work in the next couple of weeks.
- Project will be advertised for bid July 6, bid opening on July 27, council give intent to award on August 4th.
- Final design wrapping up, delay in getting comments back from County.
- Final design is in progress. Bidding anticipated in the spring.
- Marion County is currently reviewing the project as of 10/21/21.

Sam Brown House

Date: 2020 **Summary:** Relocate house inside Gervais city limits

Staff: CPT

Progress Report (Most recent listed first)

- Gervais CPT has taken this on as a project. Staff will work with that group.
 - There's been some citizen interest, researching the project and sharing information with staff. More to come at 9/1 council meeting.
 - Have not heard from owner. This has been on the back burner with so many other active projects happening.
 - John talked with house owner. Owner will make a request for extension to move.
 - Susie received email from somebody on restoration.
 -
- Waiting to hear back from owner and to figure out funding options for moving and restoration.

CERT Training

Date: Ongoing **Summary:** Emergency preparedness

Staff: Council

Progress Report (Most recent listed first)

- Councilor Wagner provided training dates coming up, starting on 2/27 and ending on 4/1.
- At the 9/1/22 council meeting, Councilor Wagner provided training dates for September.
- In progress. Training TBD.

City of Gervais
Activity Tracker - In progress

As of 2/23/2023

Partnership with Sacred Heart

Date: 2020 **Summary:** Opportunities for park land

Staff: TBD

Progress Report (Most recent listed first)

- Committee report on April 7th indicated a "no go" for skate park, but would be open to other ideas not involving permanent park implements.
- The committee decided to present the other options to city council.
- Mayor Gilland received advance notice that they did not want anything that permanent on the property.
- Parks and Rec meeting with Sacred Heart March 15th at 6:30 to hear their decision on leasing the property on the corner of 5th St.
- Waiting for response from Sacred Heart meeting on 01/18.
- City staff met with Sacred Heart in 2020 to discuss a possible partnership with the Church on providing land for a park.

Discussion on using ARPA Funds

Date: 04/2021 **Summary:** American Rescue Plant Act

Staff: Susie/Council

Progress Report (Most recent listed first)

- <https://www.orcities.org/resources/reference/arp/arp-webinar>
- Funds to be allocated by 12/31/24.
- Council needs to have a discussion on how funds should be used in accordance with US Treasury Guidance.
- Introduced at 4/1/21 council meeting. Received \$306,568 on 8/23/21 (first tranche). Total expected is \$562,000.

Veterans Memorial Wall

Date: 12/2/2021 **Summary:** Honor Veterans

Staff: Council

Progress Report (Most recent listed first)

- Councilor Gonzalez to give an update on May council meeting.
- Mayor Gilland indicated a committee would be formed and Councilor Foreman volunteered for the committee.
- There have been discussions on locations.
- Mayor Gilland and Laura Clifton watched a webinar.
- Councilor Gonzalez researching.

City of Gervais
Activity Tracker - In progress

As of 2/23/2023

Solids Collector @ Lagoons

Date: 6/2/2022 **Summary:** Aide in removing solids to preserve tmt system **Staff:** Susie/Kyle


Progress Report (Most recent listed first)

- Currently in design.
- Cost will be covered with Wastewater SDC funds.
- City Engineer is working on design.
- Council approved purchase of solids collector on June 2nd.

City of Gervais
Activity Tracker - Items Completed

As of 2/23/2023

Date Initiated	Issue/Task	Summary	Staff	Completion Date
12/3/2020	Shared use building with Woodburn Fire	Provide fire apparatus in Gervais to decrease response times.	Susie/Mark	Change in plan
9/1/2022	Consider contracting with Love, Inc. for utility bill assistance	Offer help to citizens who have trouble paying utility bills	Susie/Council	12/2022
12/1/2020	Juniper/7th Street-Close 8th St entry/exit to Ivy (SCA 2020)	Traffic safety	Susie/Kyle	11/2022
11/4/2021	Look into costs of expanding concrete pad on Hemlock (east of 5th) to provide for another basketball hoop	Provide more hoops in town.	Kyle	1/26/23
10/21/2021	Ordinance updates: Parking, noise, livestock	Need updates for yard parking, noise and livestock.	Susie/Mark	04/07/22 (Ord No 22-001 and 22-002)
11/4/2021	Circus	Community entertainment	Susie/Council	May, 2022
11/4/2021	Update council rules	Review council rules for possible changes	Susie	5/5/2022
12/2/2021	Dial-a-Ride/Cherriots for senior citizens	Assisting seniors with transportation	Council	Cost Prohibit
Ongoing	Railroad Crossing on Ivy	Crossing is hazardous and in disrepair.	John	03/25/22
2020-21 Budget	Generator for lagoon	Replace old generator that doesn't operate	John	11/2022
11/4/2021	Putting audio on website	Availability of audio to the public.	Denise	12/3/2022
5/6/2021	Fencing around Ivy Woods retention pond	Presents a danger to children.	John	12/8/21
8/19/2021	Pay equity analysis	Compliance with Equity Act	Susie	12/2/21

	Agenda Item No.:	Topic:
	9 b	Application to National Guard Community Assistance
	Agenda Type:	
	Old Business	
	Meeting Date:	
	March 2, 2023	
		Prepared by:
		Susie Marston

In December, 2022, I established an account on the National Guard website with the intent of completing an application for their Community Assistance Program.

A member of the council or a committee member can complete the application online, only they would not be able to submit it. The National Guard requires that the person who submits the application have the authorization to sign the certification of authority to commit resources and enter into binding agreements.

If the council is agreeable to assigning someone to complete the application online and then present the application to the city council for approval, I could submit the application once it is complete.

Recommended Motion

I move to assign _____ to complete the online application for the National Guard Community Assistance Program and then bring back to the city council for approval before it is submitted by the City Manager.

ORDINANCE NUMBER 23-001

AN ORDINANCE VACATING THE 20-FOOT WIDE PUBLIC ALLEY WITHIN BLOCK 25 OF THE GERVAIS TOWN PLAT, BOUND BY 2nd STREET, 3rd STREET, ELM AVENUE, AND FIR AVENUE.

WHEREAS, under the authority in Oregon Revised Statute 271.080 any person interested in real property in the City may file a petition to vacate a public street or alley right-of-way; and

WHEREAS, the City of Gervais received a petition by an abutting property owner to vacate the alley public right-of-way within Block 25 of the Gervais Town Plat, bound by 2nd Street, 3rd Street, Elm Avenue, and Fir Avenue, referenced as City land use file no. VAC 2021-03; and

WHEREAS, under Oregon Revised Statute 271.100 the City Council is granted the authority to fix a time and conduct a formal hearing to consider petitions for public street right-of-way vacations; and

WHEREAS, the Gervais City Council received the alley vacation petition during the regular meeting of October 6, 2022, and scheduled, by motion, a public hearing for November 3, 2022 to consider the petition; and

WHEREAS, the Gervais City Council held a public hearing on November 3, 2022, at which time the public was given full opportunity to be present and heard on the matter; and

WHEREAS, under Oregon Revised Statute 271.080 the consent of 100 percent of the owners of all abutting real property and the consent of not less than two-thirds of the owners of the real property affected thereby shall be obtained; and

WHEREAS, the consent of 100 percent of the owners of all abutting real property and the consent of not less than two-thirds of the owners of the real property affected thereby was shown to have been obtained in the petition; and

WHEREAS, under Oregon Revised Statute 271.110 for vacation petitions and Oregon Revised Statute 197.763 and the Gervais Development Code for quasi-judicial land use decisions notice of the public hearing is required to be provided; and

WHEREAS, the required public hearing notice was duly given to the public; and

WHEREAS, under Oregon Revised Statute 271.120 the City Council is required to determine whether the public interest will be prejudiced by the vacation of such plat or street or parts thereof; and

WHEREAS, under Oregon Revised Statute 271.120 the City Council determined the public interest will not be prejudiced by the vacation of such plat or street or parts thereof provided conditions of approval are adopted; and

WHEREAS, power utility provider Portland General Electric (PGE) has requested the City reserve a

utility easement in a limited area within the vacated alley adjacent to an existing power pole; and

WHEREAS, at the conclusion of the public hearing on November 3, 2022, the Gervais City Council voted to approve the vacation petition, subject to the recommended conditions of approval.

NOW, THEREFORE, THE CITY OF GERVAIS ORDAINS AS FOLLOWS:

Section 1. Expressly subject to the conditions stated in Sections 2 through 10 of this Ordinance, vacation of the following described property is hereby ordered:

The complete twenty (20) foot wide by two hundred (200) foot long public alley located within Block 25 of the Gervais Town Plat, bound by 2nd Street, 3rd Street, Elm Avenue, and Fir Avenue, as described and shown on Exhibit A legal description and Exhibit B map.

Section 2. The City Council adopts the staff report presented at the November 3, 2022 City Council public hearing containing the findings of fact and conclusions showing the approval criteria are met. The staff report is Exhibit C to this Ordinance.

Section 3. An easement upon the vacated property described in Section 1 is hereby reserved as a public utility easement (PUE) as described below as of the date of City Council passage of this Ordinance, public utilities shall continue to be permitted to occupy the property as described below in accordance with applicable law.

A 20 feet wide by 20 feet long easement reserved in favor of Portland General Electric (PGE), its agents and successors for the use, installation, maintenance, repair, replacement, reconstruction, modification, improvement or enlargement of the existing power line and service lines located adjacent to, through or within the vacated property described in Section 1.

Section 4. When in the process of accessing the PUE to use, maintain, repair, replace, reconstruct, improve and enlarge a utility facility, a public utility removes or damages a fence, landscaping or other items in the easement area, replacement of the fence, landscaping or other items shall be at the property owner expense.

Section 5. Except for fences and moveable structures, including but not limited to children swing sets, no structures shall be placed, constructed or exist in the easement areas. No vehicles shall be parked or stored in the easement areas. No trees or bushes shall be planted in the easement.

Section 6. This Ordinance shall be recorded in the Marion County Deed Records upon authorization for recordation by the City of Gervais City Manager and tender of recording fees by petitioner.

Section 7. Effective upon the date of the recordation of this Ordinance in the Marion County Deed Records, the public interest in the portion of the public street right-of-way described in

Section 1 shall be and hereby is vacated.

Section 8. Title to the property vacated by this Ordinance shall vest in the owner of the land abutting the vacated property by extension of the person's abutting property boundaries to the center of the vacated property.

Section 9. A copy of this Ordinance shall also be filed with the Marion County Surveyor and Assessor.

Section 10. The City Council of the City of Gervais deems and desires it necessary for the preservation of the health, peace, and safety of the City of Gervais that this Ordinance take effect at once, and therefore an emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED and adopted by the City Council of the City of Gervais on this 2nd day of March, 2023, by the following votes:

	AYE	NAY	ABST.
Councilor Pam Foreman	_____	_____	_____
Councilor Baltazar Gonzalez	_____	_____	_____
Councilor John Harvey	_____	_____	_____
Councilor Micky Wagner	_____	_____	_____
Councilor Michael Gregory	_____	_____	_____

Approved by the Mayor on this 2nd day of March, 2023.

Annie Gilland, Mayor

Attest:

Denise Dahlberg, City Recorder

EXHIBITS A & B

LEGAL DESCRIPTION AND MAP

CES|NW

EXHIBIT 'A'

City of Gervais
February 10, 2023

Tax Map 052W26DB
Tax Lots 2100-2103
2300, 2400, 2500
and 2501

(ALLEY VACATION)

A 20.00 FOOT WIDE STRIP OF LAND LOCATED IN THE SOUTHEAST ONE QUARTER OF SECTION 26, TOWNSHIP 5 SOUTH, RANGE 2 WEST, WILLAMETTE MERIDIAN, CITY OF GERVAIS, MARION COUNTY, OREGON AND BEING THE 20.00 FOOT WIDE ALLEY WAY ALONG LOTS 1 THROUGH 8, BLOCK 25 "GERVAIS", MARION COUNTY PLAT RECORDS; BEING DESCRIBED AS FOLLOWS:

THE 20.00 FOOT WIDE ALLEY, BLOCK 25, "GERVAIS", MARION COUNTY PLAT RECORDS.

RESERVING THE NORTH 20.00 FEET OF THE 20.00 FOOT WIDE ALLEY ALONG FIR AVENUE FOR THE PURPOSE OF A PGE EASEMENT FOR OVERHEAD POWERLINES.

CONTAINING 4,000 SQUARE FEET, MORE OR LESS.

PREPARED BY CESNW, INC.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Paul A. Kohn

OREGON
MAY 21, 2013 PAUL
ALLEN KOHN
58964PLS

RENEWS: 6/30/23

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Paul A. Kohn

OREGON
MAY 21, 2013
PAUL ALLEN KOHN
58964PLS

RENEWES: 6/30/23

EXHIBIT 'B'

A PORTION OF BLOCK 25, "GERVAIS", LOCATED IN
THE SOUTHEAST ONE QUARTER OF SECTION 26,
TOWNSHIP 5 SOUTH, RANGE 2 WEST, W.M. CITY OF
GERVAIS, MARION COUNTY, OREGON



CES | NW

13190 SW 68th Parkway, Suite 150
Tigard, Oregon 97223
503.968.6655 www.cesnw.com

ALLEY VACATION

DATE
02/10/23
PAGE
2 OF 2

EXHIBIT C

STAFF REPORT TO THE CITY COUNCIL

STAFF REPORT TO THE GERVAIS CITY COUNCIL

REPORT DATE: October 28, 2022

HEARING DATE: November 3, 2022

FILE: Public Alley Vacation, file #VAC 2021-03

APPLICANT: Samuel Andrade, 560 3rd Street, Gervais

REQUEST: **Applicant has submitted a petition, along with all required signatures, to vacate the 20-foot by 200-foot public alley within Block 25 of the Gervais Plat, bound by 2nd Street, 3rd Street, Elm Avenue, and Fir Avenue.**

ATTACHMENT: 1) Petition with signatures and map of affected area

CRITERIA: Oregon Revised Statutes (ORS) 271.010 - 271.230, and the Gervais Development Code Sections 17.132.030, 17.176.020, 17.180.020.

I. BACKGROUND

A. VICINITY MAP (Source: Marion County Tax Assessor Map, 2022)



B. AERIAL IMAGE (Source: Marion County GIS, 2022)



C. WHAT IS AN ALLEY VACATION?

An alley vacation is a process through which the City abandons public jurisdiction of a right-of-way. If approved by the City Council, the former alley is divided down the center and the land is attached to the abutting private properties. In the case of this 20-foot wide alley, if approved, neighboring properties would receive 10 feet each along the property boundary abutting the former alley (rear yards). The City may reserve public utilities easements through the former alley.

II. PROCEDURE

Procedures for vacations are provided in Oregon Revised Statutes (ORS) 271.010 through 271.230.

Pursuant to ORS 271.100, the City Council conducts a public hearing to consider the petition. Under ORS 271.120, the Council shall hear the petition and objections and shall determine the following:

- A. Whether the consent of the owners of the requisite area has been obtained,
- B. Whether the notice was duly given, and
- C. Whether the public interest will be prejudiced by the vacation.

If such matters are determined in favor of the petition, the Council by ordinance shall make such determination and vacate the affected alley. The Council may, upon hearing, grant the petition in part or deny in part, and make such reservations as appear to be for the public interest. A certified copy of an ordinance vacating the alley shall be filed for the record with the Marion County Clerk, Assessor, and Surveyor.

A City Council decision on the vacation of a street, or other areas listed in ORS 271.080(1), includes elements of a land use decision and those land use elements are appealable to the Oregon Land Use Board of Appeals (LUBA). Additionally, a City Council decision on a vacation is appealable in accordance with ORS 271.130(4) by, "Any property owner affected by the order of vacation or the order awarding damages or benefits in such vacation proceedings may appeal to the circuit court of the county where such city is situated in the manner provided by the city charter. If the charter does not provide for such appeal, the appeal shall be taken within the time and in substantially the manner provided for taking an appeal from justice court in civil cases."

III. CRITERIA AND FINDINGS OF FACT

Pursuant to ORS 271.120 'Hearing; determination,' the governing body shall hear the petition and objections and shall determine:

A. Whether the consent of the owners of the requisite area has been obtained;

FINDINGS: Vacation petitions initiated by private property owners require "the consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated."

The applicant's original petition did not include all affected property owner signatures described in ORS 271.120(A) above. The applicant gathered and submitted additional neighbor signatures. The attached petition signatures now represent 100% of the abutting property owners and two-thirds of the affected area property owners. This criterion is met.

B. Whether notice has been duly given; and

FINDINGS: Pursuant to ORS 271.110 'Notice of Public Hearing,' the city shall give notice of the petition and hearing by publishing a notice in the newspaper once each week for two consecutive weeks prior to the hearing. The city shall also post at least two notices at the physical location of the proposed vacation at least 14 days prior to the first public hearing. Additionally, the Gervais Development Code (GDC) lists a vacation as a Type III land use action which requires a mailed notice at least 20 days prior to the first public hearing to property owners within one hundred (100) feet of the boundaries of the subject property (right-of-way).

A notice of public hearing was mailed to property owners within 100 feet of the subject properties at least 20 days prior to the first public hearing. A notice of public hearing was published in the Woodburn Independent Newspaper on October 19th and 26th. The physical notices of public hearing were posted

on the site of the proposed vacations by City staff at least 14 days prior to the public hearing. Requirements for public notice found in both the ORS and GDC have been satisfied. This criterion is met.

C. Whether the public interest will be prejudiced by the vacation.

FINDINGS: The aerial photo provided above shows the subject public alley is currently an unimproved grass strip abutting eight single-family homes. No comments or concerns were received from any property owner or member of the public. A request for comments (RFC) was sent to City Public Works, City Engineer, DataVision (Gervais Telephone), Marion County Public Works, Portland General Electric (PGE), and NW Natural Gas Company. From these responses, it was determined that there are currently no main line or service line utilities, including water, sewer, storm, telephone, or natural gas in the public alley. City Engineer Gordon Munro confirmed that the utilities are built out in this area, so no additional lines would be required through the alley. Further, there is no reason for the City to retain the alley right-of-way for the purpose of street connectivity within the local transportation system.

Laurie Howell, Property Services Specialist with Portland General Electric commented: "PGE has no concerns with the requested vacation, but would ask that a reservation of rights for any of our equipment already in the vacated area be included in the vacation. There is currently a pole on the Fir Avenue side that has overhead lines serving 220 and 280 Fir Avenue and it's possible that a portion of the overhead lines may cross over the alleyway." PGE is requesting a 20-foot easement be reserved on the northeast end of the alley (abutting Fir Avenue).

The requested 20-foot PGE overhead powerline easement is included as a recommended condition of approval. This criterion can be met through the applicant's compliance with the associated condition of approval.

IV. SUMMARY & RECOMMENDED CONDITIONS OF APPROVAL

The applicable state and local procedure and criteria have been satisfied for the requested alley vacation. Staff recommends that the Gervais City Council approve the vacation of the Block 25 public alley, subject to the following conditions of approval:

1. The City's enacting vacation ordinance shall reserve a 20-foot utility easement for the existing PGE overhead power line at the northeast end of the alley in Block 25, abutting Fir Avenue.
2. The petitioner shall be responsible for the cost of a legal description and exhibit map for the alley vacation and associated power line easement, provided by a licensed surveyor.
3. A certified copy of the enacting City Ordinance and its Exhibits vacating the public right-of-way shall be recorded with the Marion County Clerk, Assessor, and Surveyor.
4. The petitioner shall bear the full cost of preparing, recording, and filing the certified copy of the City Ordinance and Exhibits.
5. The recorded City Ordinance and Exhibits shall be returned to the City.

V. CITY COUNCIL ACTION OPTIONS

The City Council has the following options:

- A. APPROVE the alley vacation, adopt the findings and recommended conditions of approval presented in the staff report to the City Council, and direct staff to present an enacting ordinance.
- B. APPROVE the alley vacation, adopt the findings and recommended conditions of approval presented in the staff report to the City Council AS MODIFIED BY THE CITY COUNCIL (stating those changes), and direct staff to present an enacting ordinance.
- C. DENY the alley vacation, stating how the statute is not met, and the basis for denial.
- D. CONTINUE the public hearing to a date and time certain, stating what additional information is needed to make a final decision on the matter.

VI. RECOMMENDED MOTION

I move to approve vacation of the 20-foot wide by 200-foot long public alley located within block 25 of the Gervais Town Plat, adopt the findings and recommended conditions of approval presented in the staff report, and direct staff to present an enacting ordinance.

ATTACHMENT 1

COMPLETE ALLEY VACATION PETITION SUBMITTED BY APPLICANT

CITY OF GERVAIS

Docket No
Date Filed:
Fee Paid \$1400.-
Receipt No. 96921 9/3/2021

VACATION PETITION

☐ Street ☒ Alley

Name of the Petitioner: Samuel Andrade

Mailing Address of the Petitioner: 560 3rd St. Gervais Or, 97026

Physical Address of the Petitioner: 560 3rd St. Gervais Or, 97026

Telephone No. of the Petitioner: 503-707-7217

Description of the ground to be vacated: Alley behind 6 properties

Purpose of which the ground is to be used: Build

Reason for the vacation: _____

Explain how the vacation will or will not affect the general vehicular traffic in the area: Accesible from all four side streets.

List surrounding land uses (such as residential, vacant...): Residential

Explain how the vacation will or will not affect public facilities (water, sewer, power, telephone...): Accesible from all four side streets.

List any utilities that have current easements through the area petitioned to be vacated: None

List any structures (fences, buildings, ...) that are currently in the petitioned vacated area: Property line fencing only

ATTACH THE FOLLOWING TO THIS PETITION:

- Map of the petitioned area

- ▶ Written consent of all abutting property owners and
- ▶ Written consent of not less than two-thirds of property owners in the affected area

Affected area is:

- Land lying on either side of the street to be vacated and*
- Extending laterally to the next parallel street, but not more than 200 feet*
- Land for 400 feet on either end of the portion to be vacated*

CERTIFICATION:

I hereby certify that all information, maps and supplement information submitted are in all respects true and correct to the best of my knowledge and belief. I also, understand and agree to reimburse the City of Gervais for costs incurred on my behalf for planning, engineering, legal services or others as they may relate to my petition.

Dated this 23 day of August, 2021

Petitioner's Signature: Samuel Andrade

Surrounding Areas

By signing below, I have no opposition to an alley vacation on Block 25, located between Fir Ave and Elm Ave and 3rd St. and 2nd St.

Name (print)	Signature	Gervais Address
Jenelle Cooke	J Cooke	280 Fir Ave Gervais, OR
Briga Richardson	Briga Richardson	545 2nd Gervais OR 97026
Michael Garmon	Michael D Garmon	565 2nd St Gervais
Antonia Cruz B.	Antonia Cruz B.	920 Fir Ave Gerv.
David Lopez	David Lopez	225 Elm Ave 97026
Mercury Nightstone	Mercury Nightstone	540 3rd St Gervais OR 97026
Callie Watts	Callie Watts	" "
Robin Woodraska	Robin Woodraska	520 3rd 97026



100 HIGH STREET S.E., Suite 200 | SALEM, OREGON 97301 | www.mwvcog.org
An equal opportunity lender, provider, and employer

November 2, 2021

Samuel Andrade
560 3rd Street
Gervais, OR 97026

RE: Petition to vacate public alley in Block 25 – missing signatures

Mr. Andrade,

The purpose of this letter is to confirm that the City of Gervais received an alley vacation petition from you, along with the required fee. Please note that the vacation petition did not include the signatures required for the City to proceed with scheduling this petition for a public hearing before the Gervais City Council.

Vacations of public rights-of-way are subject to the procedures and criteria found in the Oregon Revised Statutes:

ORS 271.080 Vacation in incorporated cities; petition; consent of property owners.

(1) Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefor setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation.

(2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. ... The consent of the owners of the required amount of property shall be in writing.

On the attached document, you will find a spreadsheet of all required signatures with the property addresses and owner names for reference. You may use this form to collect the remaining signatures. To summarize the ORS, signatures of 100% of the abutting property owners are required, plus the signatures of property owners representing a minimum of 2/3 of the “affected area.” A map of the affected area is attached to the lists.

Thank you,

Holly C. Byram
City of Gervais Contract City Planner, MWVCOG
hbyram@mwvcog.org




Cc: Gervais City Hall

ALLEY VACATION PETITION, FILE #VAC 2021-03

BLOCK 25 – 2nd St / 3rd St / Elm Ave / Fir Ave

OWNERSHIP & SIGNATURES

100% of these signatures are required:

Tax Lot	Lot	Address	Owner(s)	Signature
052W26DB02100	1	220 Fir Ave	BAUTISTA, ANTONIA CRUZ C/O HABITAT FOR HUMANITY PO BOX 852 MOUNT ANGEL, OR 97362	X SIGNATURE RECEIVED WITH PETITION.
052W26DB02101	2	565 2ND ST	GARMON, MICHAEL D & GARMON, JENNIE PO BOX 492 GERVAIS, OR 97026	X SIGNATURE RECEIVED WITH PETITION. X 
052W26DB02102	3	545 2ND ST	RICHARDSON, BRIAN G & RICHARDSON, KRISTIE K 545 2ND ST GERVAIS, OR 97026	X SIGNATURE RECEIVED WITH PETITION. X 
052W26DB02103	4	225 Elm Ave	LOPEZ, DAVID HERRERA, GRECIA ISABEL CERVANTES 1025 PARK AVE #704 WOODBURN, OR 97071	X SIGNATURE RECEIVED WITH PETITION. X 

052W26DB02300	5	520 3RD ST	WOODRASKA, ROBIN L PO BOX 430 GERVAIS, OR 97026	X SIGNATURE RECEIVED WITH PETITION.
052W26DB02400	6	540 3RD ST	NIGHTSTONE, MERCURY A & WATTS, CALLIE J 540 3RD ST GERVAIS, OR 97026	X SIGNATURE RECEIVED WITH PETITION. X SIGNATURE RECEIVED WITH PETITION.
052W26DB02500	7	560 3RD ST	ANDRADE, SAMUEL & CASTRO, ANA LAURA 560 3RD ST GERVAIS, OR 97026	X APPLICANT. SIGNATURE RECEIVED WITH PETITION. x Ana Castro
052W26DB02501	8	280 FIR AVE	COOKE, JENELLE 280 FIR AV GERVAIS, OR 97026	X SIGNATURE RECEIVED WITH PETITION.

Signatures of property owners of 2/3 the area of the "Affected Area" are required:

By signing below, the following property owners consent to the city vacating the unimproved public alley located in Block 25, which is bound by 2nd Street, 3rd Street, Elm Avenue, and Fir Avenue. Pursuant to the Oregon Revised Statutes (ORS) 271.140, the vacated alley will be split down the middle, and the title to those lands will be attached to the bordering private properties. The public alley is currently 20 feet wide by 200 feet long. If approved by the City Council following a public hearing, each abutting property owner would gain 10-foot wide portions.

The following property owner information was provided by Marion County Tax Assessor records in August of 2021.

Tax Lot	Lot	Address	Owner(s)	Size	Signatures
Block 23				16,000	
052W26DB05200	1 + 2	150 DOUGLAS AVE	GERVAIS SCHOOL DISTRICT 1 GERVAIS MIDDLE SCHOOL & PO BOX 100 GERVAIS, OR 97026	8,000 (of larger)	X
052W26DB05400	7	360 3RD ST	LADD, ROBERT W PO BOX 3 GERVAIS, OR 97026	3,000 (of larger)	X
052W26DB05300	8	380 3RD ST	LADD, ROBERT W PO BOX 3 GERVAIS, OR 97026	5,000	X
Block 24				40,000	
052W26DB03800	1	220 ELM AVE	KOSTIC, FRED T & KOSTIC, VICKY L 1954 BUCK ST WEST LINN, OR 97068	5,000	X X
052W26DB03700	2	N/A	KOSTIC, FRED T & KOSTIC, VICKY L 1954 BUCK ST WEST LINN, OR 97068	5,000	X X
052W26DB03600	3 + 4	445 2ND ST	WEIDEMANN, CLIFFORD H & WEIDEMANN, LESLIE A	10,000	X

052W26DB03500	5 + 6	265 DOUGLAS AVE	PO BOX 83 GERVAIS, OR 97026			<input checked="" type="checkbox"/> JULIO ESCOBAR <input checked="" type="checkbox"/> JULIO M ESCOBAR <input checked="" type="checkbox"/> JEAN L. BOUSQUET <input checked="" type="checkbox"/> CHRISTOPHER BROOKS <input checked="" type="checkbox"/> JOSE A PANIAGUA <input checked="" type="checkbox"/> BERTHA PANIAGUA
052W26DB03400	7	460 3RD ST	BROOKS, CHRISTOPHER J & BOUSQUET, JEAN LOUISE 460 3RD ST GERSVAIS, OR 97026	5,000		
052W26DB03401	8	280 ELM AVE	PANIAGUA, JOSE A & PANIAGUA, BERTHA C PO BOX 211 GERSVAIS, OR 97026	5,000		

Tax Lot	Lot	Address	Owner(s)	Size	Signatures
Block 26				44,000	
052W26AC07000	1 & 2	685 2ND ST	MORALES M, FERNANDO & MORALES, FRANCISCA PO BOX 88 GERSVAIS, OR 97026	11,000	<input checked="" type="checkbox"/> FERNANDO MORALES <input checked="" type="checkbox"/> FRANCISCA MORALES
052W26AC07100	3	645 2ND ST	KRIVOSHEIN, MALOFY 50% & KRIVOSHEIN, PEDRO 50% PO BOX 256 SCOTTS MILLS, OR 97375 <i>SEAL TO THE LOCK</i>	5,500	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
052W26AC07101	4	225 FIR AVE	AGUILAR, CELEDONIO A PO BOX 611 GERSVAIS, OR 97026	5,500	<input checked="" type="checkbox"/> Celedonio A. Aguilar
052W26AC07201	5	285 FIR AVE	GONZALEZ, BENJAMIN LOPEZ PO BOX 1116 WOODBURN, OR 97071	5,500	<input checked="" type="checkbox"/> Benjamin Lopez

2-2-11

no one home

052W26AC07200	6	620 3RD ST	ROSA, ISMAEL RAMOS DE LA & RAMOS, TERESA DE JESUS PO BOX 61 MOLALLA, OR 97038	5,500	X Ismael Ramos (disseminated)
052W26AC07300	7	660 3RD ST	LOPEZ, GUILLERMO TAPIA & HERNANDEZ, EVA LOPEZ PO BOX 72 GERVAIS, OR 97026	5,500	X Teresade Jesus Ramos X Guillermo Tapial X Eva Lopez
052W26AC07400	8	260 GROVE ST	HERNANDEZ, BELEM ESTRADA & HERNANDEZ, ATENODORA ESTRADA PO BOX 65 GERVAIS, OR 97026	5,500	X BELEM Estrada X Atenodora Estrada
Block 27				17,600	
052W26AC06200	3 & 4	747 2ND ST	BOTELLO, FRANCISCO O PO BOX 128 GERVAIS, OR 97026	8,800 (of larger)	X Francisco Botello
052W26AC06100	5 & 6	740 3RD ST	SANCHEZ, ALFREDO PO BOX 326 GERVAIS, OR 97026	8,800 (of larger)	X Alfredo Sanchez A.

			TOTAL		
		NOTE: Signatures representing 2/3 of the total "Affected Area" 16,000 + 40,000 + 44,000 + 17,600 = 117,600 SF * (2/3) = minimum 78,400 SF required			





ORS 271.080 Vacation in incorporated cities; petition; consent of property owners.

- (1) Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefor setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation.
- (2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall also be counted. In the vacation of any plat or part thereof the consent of the owner or owners of two-thirds in area of the property embraced within such plat or part thereof proposed to be vacated shall be sufficient, except where such vacation embraces street area, when, as to such street area the above requirements shall also apply. The consent of the owners of the required amount of property shall be in writing. [Amended by 1999 c.866 §2]

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Attn: Susie Marston,
City Manager
Gervais City Hall
PO BOX 329 / 592 4th Street
Gervais, OR 97026

By signing below, I am indicating support for the alley vacation request in Block 25, which is bound by 3rd Street,
2nd Street, Fir Street, and Elm Street in Gervais.

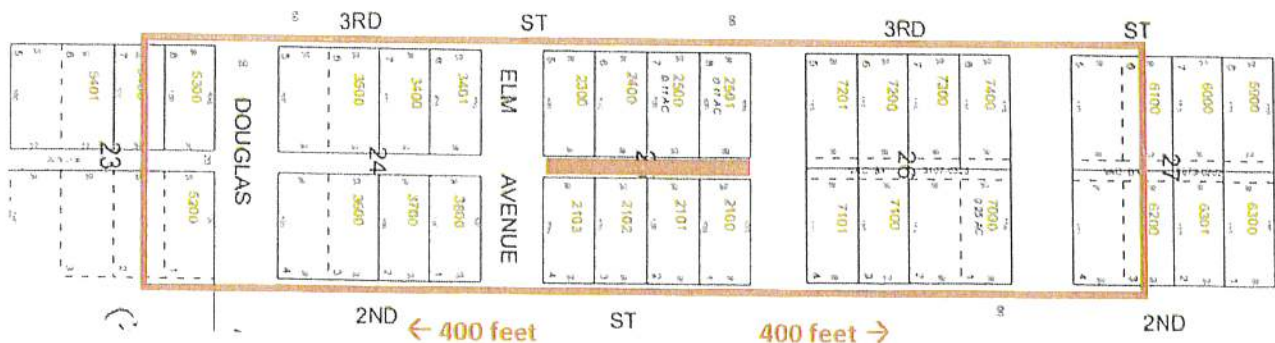
My affected property address in Gervais: Gervais School District
290 First St., 150 Douglas Ave. NE, 300 Douglas Ave.

Owner 1 Signature: Ana Contreras
Owner 1 Printed Name: Ana Contreras, Board Vice Chair

Owner 2 Signature: Dandy Stevens
Owner 2 Printed Name: Dandy Stevens, Superintendent

Owner 3 Signature: Caryn E Davis
Owner 3 Printed Name: Caryn Davis, Business Manager

Note: All property owners on a deed must sign for each property for it to be considered in the vacation petition.



Attn: Susie Marston,
City Manager
Gervais City Hall
PO BOX 329 / 592 4th Street
Gervais, OR 97026

By signing below, I am indicating support for the alley vacation request in Block 25, which is bound by 3rd Street, 2nd Street, Fir Street, and Elm Street in Gervais.

My affected property address in Gervais: 445 2nd ST.

Owner 1 Signature:

Clifford Weidemann

Owner 1 Printed Name:

Clifford Weidemann

Owner 2 Signature:

Leslie Weidemann

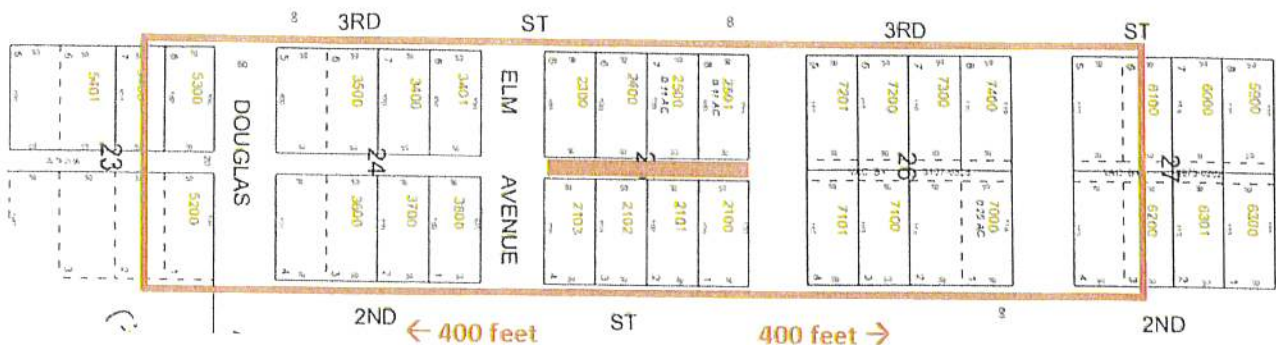
Owner 2 Printed Name:

Leslie Weidemann

Owner 3 Signature:

Owner 3 Printed Name:

Note: All property owners on a deed must sign for each property for it to be considered in the vacation petition.



RESOLUTION NO. 23-001

**A RESOLUTION TO ADOPT THE AMENDED CITY OF GERVAIS
EMPLOYEE HANDBOOK**

WHEREAS, it is necessary to update the City of Gervais Employee Handbook regularly to stay in compliance with federal and state law and to maintain consistency in practices and application of rules; and

WHEREAS, Chapter 2.16.030 of the Gervais Municipal Code requires that an amendment of the "Personnel Rules" be adopted by resolution of the City Council; and

NOW, THEREFORE, BE IT RESOLVED that the City of Gervais City Council hereby adopts the updated City of Gervais Handbook attached to this resolution as Exhibit A, and this update supersedes any prior handbooks or written policies that are inconsistent with its provisions.

ADOPTED by the City Council of the City of Gervais this 2nd day of March, 2023.

Annie Gilland, Mayor

ATTEST:

Denise Dahlberg, City Recorder



City of Gervais EMPLOYEE HANDBOOK

Effective March 2, 2023

Welcome!

Welcome to City of Gervais, we're glad to have you on our team. We believe that our employees are our most valuable assets. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We hope that during your employment with City of Gervais, you will become a productive and successful member of City of Gervais's team.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between City of Gervais and its employees, other than those found in applicable collective bargaining agreements. The policies stated in this handbook are subject to change at any time at the sole discretion of City of Gervais with or without prior notice. This handbook supersedes any prior handbooks or written policies of City of Gervais that are inconsistent with its provisions. It does not, however, substitute for collective bargaining agreement provisions. To the extent that a provision in a valid collective bargaining agreement contradicts or is inconsistent with what is in this employee handbook, the collective bargaining agreement provision controls.

This handbook does not create a contract of employment between City of Gervais and its employees. With the exception of employees who are subject to a collective bargaining agreement, all employment at City of Gervais is "at will." That means that either you or City of Gervais may terminate this relationship at any time, for any reason, with or without cause or notice (unless you are subject to a collective bargaining agreement or written contract of employment). No supervisor, manager, or representative of City of Gervais other than the City Manager has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by City of Gervais (or that is included in a collective bargaining agreement).

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please ask me or your supervisor.

Sincerely,

Susie Marston, City Manager
City of Gervais

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I. Equal Employment Opportunity (EEO) Policies

The following EEO Policies apply to all employees. Members of management, elected officials and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with their supervisor or City Manager at any time if they have questions relating to the issues of harassment, discrimination or bullying, or what it means to work in a respectful workplace.

A. No-Discrimination, No-Retaliation Policy

The City of Gervais provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. The City of Gervais also recognizes an employee's right to engage in protected activity under Oregon and federal law, as discussed in various policies below, and will not retaliate against an employee for engaging in protected activity.

For purposes of this and all other City of Gervais policies, "race" is defined to include physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hair styles). Further, "protective hairstyles" is defined as "hairstyle, hair color or manner of wearing hair, including braids (regardless of whether the braids are created with extensions or styled with adornments, locs and twists)".

The City of Gervais's commitment to equal opportunity applies to all aspects of the employment relationship — including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

B. Statement Regarding Pay Equity

The City of Gervais supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon or federal law) in the payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which the City of Gervais pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with their supervisor or City Manager.

See also "Statement Regarding Pay Practices" policy, below.

C. No-Harassment Policy

The City of Gervais prohibits harassment and sexual assault in the workplace, or harassment and sexual assault outside of the workplace that violates its employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, City of Gervais prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other

employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or the City Manager at any time if they have questions relating to the issues of discrimination or harassment.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City of Gervais-related or -sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of City of Gervais's employees. ***Such harassment is prohibited whether committed by City of Gervais employees or by non-employees (including elected officials, members of the community, volunteers, interns and vendors).***

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

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

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

Other Forms of Prohibited Harassment

The City of Gervais policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

City of Gervais policy also prohibits harassment such as verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on City of Gervais property;
- "Teasing" or mimicking the characteristics of someone with a physical or mental disability;

- Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.
- Negative comments or teasing a person about their natural hair, hair texture, hair type or hair style (see definition of "race" on page 1). Employees may not touch another employee's hair without permission to do so, even if the touch is extended out of curiosity or as a compliment.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of unprofessional conduct.

Complaint Procedure

Employees, volunteers or interns who have experienced a sexual assault, any harassment, discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of the City Manager, or a supervisor or member of management as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that he/she wants it to stop.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with City of Gervais's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, City of Gervais will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City of Gervais's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although the City of Gervais cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against the City of Gervais, the employee must provide written notice of the claim within 180 days of the act or omission the employee claims has caused him/her harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

Protection Against Retaliation

City of Gervais prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, harassing or discriminatory conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to the City Manager, or any supervisor or member of management. Any employee who is

found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

See also the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

Other Resources Available to Employees

The City of Gervais provides an Employee Assistance Program (EAP) through Canopy to employees and dependents who are enrolled in City of Gervais's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to canopywell.com. The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

The City of Gervais cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing his/her experience.

The City of Gervais is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the City of Gervais to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the City of Gervais regarding his/her experience and/or employment status, the employee should contact the City Manager. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the City of Gervais and employee do reach an agreement, the City of Gervais will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about his/her experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about the City of Gervais or making comments that would lower the City of Gervais in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that the City of Gervais and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

D. No-Bullying Policy

City of Gervais strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. City of Gervais, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for co-workers, managers or supervisors or elected officials.

This is not a complete list.

Employees who have experienced bullying in violation of this policy, who have witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of their supervisor or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred City of Gervais will take prompt, appropriate action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

E. Disability Accommodation Policy

City of Gervais is committed to complying fully with Oregon's disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

Accommodations

City of Gervais will make reasonable efforts to accommodate a qualified applicant or employee with a known disability unless such accommodation creates an undue hardship on the operations of City of Gervais.

Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, City of Gervais) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations or training materials provided by the City of Gervais, providing readers and interpreters, or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with the employee's supervisor and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of his/her need for a reasonable accommodation. Both the City of Gervais and employee must monitor the employee's accommodation situation and make adjustments as needed.

F. Pregnancy Accommodation Policy

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact their supervisor to discuss their options for continuing to work and, if necessary, leave of absence options. The City of Gervais will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on the City of Gervais's operations.

Although this policy refers to "employees," the City of Gervais will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth or a related medical condition.

Requesting a Pregnancy-Related Accommodation

Employees who are concerned that their pregnancy, childbirth or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work. All requests for accommodation should be made with the employee's supervisor and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the City of Gervais and the employee find an effective accommodation, or to verify the employee's need for an accommodation. Both the City of Gervais and employee must monitor the employee's accommodation situation and make adjustments as needed.

No Discrimination, No Retaliation

The City of Gervais prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by the City of Gervais; or (3) needed an accommodation.

Employees who ask about, request or use accommodations under this policy and applicable Oregon law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation. Under Oregon law, an employer can't require an employee to use sick leave if a reasonable accommodation can be made that doesn't impose an undue hardship on the operations of the City of Gervais. Also, no employee will be denied employment opportunities if the denial is based on the need of the City of Gervais to make reasonable accommodations under this policy.

Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Oregon's sick leave law. See policies on page 16 or speak with supervisor or City Manager.

G. Reporting Improper or Unlawful Conduct — No Retaliation

Employees may report concerns about the City of Gervais's compliance with any law, regulation or policy, using one of the methods identified in this policy. The City of Gervais will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the City of Gervais;
- A violation of law, regulation, or standard pertaining to safety and health in the place of employment;
- Mismanagement, gross waste of funds, abuse of authority;
- A substantial and specific danger to public health and safety resulting from actions of the City of Gervais or one of its employees; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the City of Gervais will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

Employee Reporting Options

In addition to the City of Gervais's Open Door Policy (see section V.G., Miscellaneous Policies) employees who wish to report improper or unlawful conduct should first talk to his/her supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with another member of the management team. Supervisors and managers are required to inform the City Manager about reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City of Gervais were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City of Gervais's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the employee's disclosure must relate to the conduct of his/her coworker or supervisor acting within the course and scope of his/her employment. The disclosure must have been made to: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City of Gervais; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

Policy Against Retaliation

The City of Gervais will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he/she is disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the

violation (including information that is exempt from disclosure as provided in Oregon law or by City of Gervais policy).

In addition, the City of Gervais prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City of Gervais employee will be adversely affected because he/she refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The City of Gervais may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of his/her own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City of Gervais determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

II. Classification and Compensation

A. Introductory Period of Employment

All new employees, including current employees who are promoted or transferred within the City of Gervais, are hired into an introductory training period that generally lasts no less than six (6) months. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by your supervisor. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be considered during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity to determine if your knowledge, skills and abilities and the requirements of the position match. It is also an opportunity for you to decide if the City of Gervais meets your expectations of an employer.

At or before the end of the introductory period, a decision about your employment status will be made. The City of Gervais will decide whether to: (1) Extend your introductory period; (2) Move you to regular, full-time or regular, part-time status; or (3) Terminate your employment.

Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and City of Gervais may terminate the employment relationship during the introductory period for any lawful reason. Further, completion of the introductory period or continuation of employment after the introductory period does not entitle you to remain employed by City of Gervais for any definite period of time. Both you and City of Gervais are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law.

B. Employee Classification

City of Gervais classifies employees as follows:

1. Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in the City of Gervais's benefit programs.

2. Part-time: Employment in an established position requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Part-time employees are not eligible for benefits except for those mandated by applicable law.
3. Temporary/Seasonal: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary/seasonal employment can either be full-time or part-time. Temporary/seasonal employees are not eligible for benefits other than those mandated by applicable law.

Additionally, all employees are defined by federal and Oregon law as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all City of Gervais rules and procedures.

C. The Workweek

The City of Gervais has established regular working hours to promote a productive work environment that will serve our citizens. The general office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

The normal workday is eight (8) hours, and the normal work week is 40 hours. If you are a non-exempt employee, you should not begin work before your normal starting time nor continue to work beyond the normal quitting time without advance approval from your direct supervisor.

The direct supervisor schedules specific work hours for individual employees. Changes to work schedules may be made on an individual basis based on business necessity, at the discretion of the direct supervisor. Management reserves the right to modify schedules consistent with the needs of the City.

D. Meal Periods and Rest Breaks

Non-exempt employees are required to take a paid, uninterrupted 15-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Non-exempt employees are required to take a 60-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform his/her supervisor before the end of the shift so that City of Gervais may pay the employee for that work.

Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" in order to start work late or leave early. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available should contact their supervisor or City Manager.

Length of Work Period	Rest Breaks	Meal Periods
2 hours or less	0	0
2 hours & 1 minute – 5 hours & 59 minutes	1	0
6 hours	1	1
6 hours & 1 minutes – 10 hours	2	1
10 hours & 1 minute – 13 hours & 59 minutes	3	1

E. Rest Breaks for Expression of Breast Milk

The City of Gervais will provide reasonable rest periods to accommodate an employee who needs to express milk for her child eighteen (18) months of age or younger. If possible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not possible, or if the employee is exempt from overtime laws, the employee is entitled to take a reasonable period each time the employee has a need to express milk.

The City of Gervais will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the City of Gervais is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

If an employee takes unpaid rest breaks, the City of Gervais may, at the discretion of the employee's supervisor, allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid rest periods. The City of Gervais will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this policy.

The City of Gervais will make a reasonable effort to provide the employee with a private location within close proximity to the employee's work area to express milk. For purposes of this policy, "close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

If a private location is not within close proximity to the employee's work area, the City of Gervais will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee's break period.

Notice

An employee who intends to express milk during work hours must give their supervisor or City Manager reasonable oral or written notice of her intention to do so in order to allow the City of Gervais time to make any preparations necessary for compliance with this rule.

Storage

Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

F. Overtime

Time-and-a-Half

Non-Exempt employees earn one and one-half times in compensatory time for all hours worked over 40 in any workweek. See "Employee Classification," above.

Limitation on Overtime Pay

Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 40 hours worked per workweek required to receive compensatory time.

Assignment of Overtime Work

You may be required to work overtime. When overtime work is required by City of Gervais on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the non-exempt employee performing that job at the conclusion of his/her straight-time hours will normally be expected to continue to perform the job on an overtime basis.

When overtime is required by City of Gervais on a Sunday or on a holiday, City of Gervais will endeavor to give the employees required to work notice of their assignment during their last shift worked prior to such Sunday or holiday.

Public Works Weekend/Holiday Rounds

Public Works employees are assigned alternating turns to conduct "rounds" on weekends and holidays. Non-exempt employees earn one and one-half times in compensatory time for all hours worked over 40 in any workweek. Any hourly, non-exempt employee required to work on a holiday will receive compensatory time for the same number of hours worked on the holiday and will be allowed to take another scheduled day off (D. Holidays).

Supervisor Authorization

No overtime may be worked by non-exempt employees unless specifically authorized writing by a supervisor or manager. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

Compensatory (Comp) Time

Employees will receive compensatory time at time and one-half up to a maximum of 40 hours. Employees are encouraged to work with their manager/supervisor to schedule and use comp time within 60 days of when it is accrued. At the discretion of an employee's manager/supervisor, employees who have accrued less than 40 comp hours may be able to choose whether to have the accrued comp time cashed out at the rate earned by the employee at the time the employee receives a paycheck. Any hours not taken in the fiscal year in which they were earned will be paid to the employee with the last payroll check in June of each year. When an employee is separated from employment with the City of Gervais, any remaining comp time will be paid to the employee.

G. Timekeeping Requirements

All non-exempt employees must accurately record time worked on a timesheet for payroll purposes. Employees are required to record their own time at the beginning and end of each work day. Filling out another employee's timesheet, allowing another employee to fill out your timesheet, or altering any

timecard will be grounds for discipline up to and including termination. An employee who fails to record his/her time may be subjected to discipline as well.

Salaried exempt employees will be required to record any leave taken on an Accrued Leave Sheet.

H. Employee-Incurred Expenses and Reimbursements

The City of Gervais will pay actual and reasonable business-related expenses you incur in the performance of your job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by your supervisor/manager before they are incurred. The City of Gervais will not pay for or reimburse the costs incurred by a spouse, registered same-sex domestic partner or travel companion who accompanies the employee on City of Gervais-approved travel.

Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred or the employee risks forfeiting his/her payment or reimbursement.

Some examples of actual and reasonable business-related expenses that the City of Gervais will reimburse/pay for are:

- *Conferences or Workshops:*
- *Education:*
- *Meals:*
- *Mileage and Parking:* Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City of Gervais.

I. Payroll Policies

You will be paid monthly. For all employees, the pay period in which employees are paid generally begins and ends three or four days prior to the last day of the month to allow for staff to process payroll. For all employees, "month" is defined as the 30 or 31 day time period printed on employee timesheets (example, the November 25th to December 26th).

Paydays are generally the first day of the month for all employees. If the first falls on a Saturday, then payday will be Friday. If the first falls on a Sunday, then payday will be on Monday.

The City of Gervais does not provide advance payments of salary or loans from salary to be earned.

Net pay will be directly deposited into the employee's bank account, unless an employee requests otherwise. If an employee requests to pick up his/her paycheck from City of Gervais, only the employee named on the paycheck will be allowed to do so unless the employee provides written permission to City of Gervais for someone else to receive the check.

J. Statement Regarding Pay Practices

The City of Gervais makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the City of Gervais has made any improper deductions, has failed to pay you for all hours worked or for overtime, has failed to pay you in accordance with the law, or has failed to properly calculate your wages in any way, you must immediately report the error to the City Recorder. If this issue is not resolved timely, you must report the error to your supervisor or the City

Manager. The City of Gervais will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination for reporting an error or complaint regarding the City of Gervais's pay practices.

See also "Statement Regarding Pay Equity" policy, above.

K. Reporting Changes to an Employee's Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current with regard to pay, deductions, benefits and other matters is important. If you have changes in any of the following items, please notify [Contact] to ensure that the proper updates are completed as quickly as possible:

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Person to be notified in case of emergency;
- Other information having a bearing on your employment; and
- Tax withholding.

Employees may not intentionally withhold information from City of Gervais about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, City of Gervais may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

L. Performance Reviews

All City of Gervais employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, retention and discipline/termination. Any employee who fails to satisfactorily perform the duties of his/her position is subject to disciplinary action (including termination).

City of Gervais's goal is to provide an employee with his/her first formal performance evaluation six months after hire or promotion. After the initial evaluation, the City of Gervais will strive to provide a formal performance review on an annual basis.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work
- A review of exceptional employee accomplishments
- Establishment of goals for career development and job enrichment
- A review of areas needing improvement
- Setting of performance goals for the employee for the following year.

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than 30 days following the date the performance evaluation was received.

Supervisors are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

III. Time Off and Leaves of Absence

A. Attendance, Punctuality and Reporting Absences

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work their entire work schedule, except for unpaid break periods or when required to leave on authorized City of Gervais business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via phone call or text before the start of the employee's shift/workday. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may result in termination of employment.

B. Vacation

It is the policy of City of Gervais to provide each full-time employee with vacation time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of his/her employment anniversary date. For regular, full-time employees, vacation accrues as follows:

Years of Continuous Service	Non-Exempt (annual)	Exempt (annual)
0 through 4 years	96 Hours (8 hrs/mo.)	120 Hours (10 hrs/mo.)
5 through 9 years	120 Hours (10 hrs/mo.)	120 Hours (10 hrs/mo.)
10 through 14 years	160 Hours (13.33 hrs/mo.)	160 Hours (13.33 hrs/mo.)
15 + years	192 Hours (16 hrs/mo.)	192 Hours (16 hrs/mo.)

Vacation accrues on a monthly basis. Non-exempt employees may not take vacation leave during their first twelve months of employment. Exempt employees may not take any vacation leave until after six (6) months of employment. Vacation leave does not accrue during an unpaid leave of absence.

Vacation must be scheduled with one's supervisor at least two weeks in advance of the date(s) the employee wishes to take as vacation.

Vacation Maximum Accumulation

Full-time regular employees may accrue vacation leave to a maximum of one and one-half times their annual accrual. If the maximum accrual is reached, additional vacation leave will not accrue until the leave balance has been brought down below the maximum hours allowed.

Vacation Pay upon Termination

Upon separation of employment, non-exempt employees who have completed 12 months of employment and exempt employees who have completed six months of employment will be paid for unused vacation time that has been earned through the last day of work.

C. Sick Leave

City of Gervais provides eligible employee with paid sick leave in accordance with Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees with questions about this policy may contact their supervisor or the City Manager. Please also refer to the Oregon Sick Leave Law poster that is posted in the break room and is incorporated here by reference.

Eligibility and Accrual of Paid Sick Leave

Under Oregon's Paid Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt and non-exempt employees.

Employees begin to accrue paid sick leave on the first day of employment but may not use paid sick leave until the 91st day of employment. After the 91st day of employment, paid sick leave may be used as it is accrued.

Full-time employees shall accrue eight (8) hours of paid sick leave for each calendar month of service. Employees who do not work 40 hours per week shall accrue sick leave at a rate in compliance with Oregon Sick Leave Law.

Pay Rate and Accrual

Paid sick leave shall be taken in hourly increments and will be paid at the employee's regular rate of pay. Generally, sick leave pay will be included in the paycheck for the next payroll period after sick leave is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined in the "Use of Sick Leave" section below.

Sick leave is meant to be used or carried over; any unused sick leave will not be cashed out upon separation from employment. If an employee leaves employment and is rehired within 180 days, the employee's sick leave balance will be restored.

The maximum accrual for sick leave is 1040 hours. If the maximum accrual is reached, additional sick leave will not accrue until the leave balance has been brought down below the maximum hours allowed.

Use of Sick Leave

Accrued paid sick leave may be used for any of the following reasons:

1. For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or his/her covered family member.
 - "Family member" means the eligible employee's spouse, same-gender domestic partner (as described in ORS 106.300 to 106.340), biological child, adopted child, stepchild, foster child; same-gender domestic partner's child, parent, adoptive parent, stepparent, foster parent, parent-in-law; same-gender

- domestic partner's parent, grandparent, grandchild; and any individual with whom the employee has or had an *in loco parentis* relationship.
2. For any purpose allowed under the Oregon Family Leave Act, including bereavement leave.
 3. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272).
 4. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

Employees absent from work for a qualifying reason must use accrued sick time hours for that reason and on each subsequent day of absence.

Employee Notice of Need for Sick Leave

Foreseeable Sick Leave. If the need for sick leave is foreseeable, an employee must notify their supervisor or City Manager as soon as practicable before the leave is to begin. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of City of Gervais. Employees must notify their supervisor of any change in the expected duration of sick leave as soon as is practicable.

Unforeseeable Sick Leave: If the need for sick leave is unforeseeable, the employee must notify their supervisors by phone call or text as soon as practicable and at least before the start of the employee's shift/workday and comply generally with City of Gervais's call-in procedures. See Section III.A.

An employee must contact his/her supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform his/her supervisor of any change in the duration of sick leave as soon as practicable.

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the organization and operations, City of Gervais may deny the use and legal protections of sick leave.

Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, City of Gervais may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking.

Sick Leave Abuse

If City of Gervais suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, City of Gervais may require documentation from a healthcare provider. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

D. Holidays

City of Gervais recognizes eleven holidays each year, which includes one personal holiday for an employee on their birthday. All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion that their normally scheduled number of hours equals 40 hours per week.

The holidays celebrated are:

- | | | |
|-----|------------------------|-----------------------------|
| 1. | New Year's Day | January 1st |
| 2. | Martin Luther King Day | 3rd Monday in January |
| 3. | Presidents' Day | 3rd Monday in February |
| 4. | Memorial Day | Last Monday in May |
| 5. | Independence Day | July 4th |
| 6. | Labor Day | First Monday in September |
| 7. | Veteran's Day | November 11th |
| 8. | Thanksgiving Day | Fourth Thursday in November |
| 9. | Day after Thanksgiving | Friday after Thanksgiving |
| 10. | Christmas Day | December 25 th |
| 11. | Employee's Birthday | |

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.

To be eligible for holiday pay, an employee must have worked his/her regularly scheduled hours the workday before and the workday after the holiday or have been on an approved vacation day or any other excused absence under City of Gervais policy.

Any hourly, non-exempt employee required to work on a holiday will receive comp time for the same number of hours worked on the holiday and will be allowed to take another scheduled day off.

E. Personal Leave

Exempt employees will be granted five (5) personal leave days per year. Personal leave days may not be carried over to the new year.

F. Family Medical Leave

Statement of No FMLA/OFLA Coverage

City of Gervais employees are not eligible for leaves of absence under the Oregon Family Leave Act (OFLA) or the federal Family Medical Leave Act (FMLA) due to the entity's small size.

One exception is that City of Gervais will honor requests from eligible employees to take a leave of absence under the Oregon Military Family Leave Act. Thus, during a period of military conflict, as defined by law, eligible employees with a spouse or registered same-sex domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces ("Military Spouse"), and who has been notified of an impending call or order to active duty (or who has been deployed) is entitled to a total of 14 days of unpaid leave per deployment after the Military Spouse has been notified of an impending call or order to active duty and before deployment and when the Military Spouse is on leave from deployment. To be an eligible employee and entitled to this leave, the employee must have worked an average of 20 hours per week prior to beginning the requested leave.

G. Leave Donation Policy

The City of Gervais recognizes that employees may experience a medical emergency resulting in a need for additional time off in excess of their available accrued paid leave.

A "medical emergency" is defined as a medical condition that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available.

To address this need, all eligible employees will be allowed to donate accrued sick, vacation or compensatory hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Any benefits-eligible employees who has worked for the City of Gervais for a minimum of six-months is eligible to donate and/or receive donated leave.

Guidelines

Employees who would like to make a request to receive donated leave from their co-workers must have a health condition that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available.

Before receiving donated leave, the employee must:

- (1) Have worked for the City of Gervais for at least six months in a benefit-eligible position;
- (2) Be experiencing a medical emergency;
- (3) Have no more than 40 hours of unused vacation, sick, personal or compensatory time accumulated;
- (4) Believe that it is likely that all accrued leave will be exhausted due to a medical emergency;
- (5) Not receive any other income from City of Gervais's employment;
- (6) Be unable to work in their regular position or another position with the City of Gervais; and

Employees may receive no more than 480 hours of donated leave within a 12 -month period. Donated leave will not be granted or used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation.

Leave Requests

Employees who would like to request donated leave are required to complete a Donated Leave Request Form and submit it to the City Manager.

Employees seeking donated leave must provide the City of Gervais with medical verification of the need for the time off, which includes a certification of the employee's health condition and need for time off, and an estimated return-to-work date (if any).

Requests for donated leave must be approved by the employee's immediate supervisor and the City Manager.

Leave Donations

Employees may voluntarily donate hours of accumulated sick, vacation or compensatory time for use by a specified recipient employee. No other type of leave may be donated:

- Donations must be in increments of whole hours;
- The donation of accrued sick leave is on an hourly basis;
- The donation of accrued vacation and compensatory leave is made on an equal dollar value basis;
- Employees cannot borrow against future leave to donate;
- Donors must complete and sign a Leave Donation Form containing a declaration that the donation is intended as a gift and has been given freely and voluntarily without coercion, compensation or for other consideration;
- The donation must be made irrevocably, with the understanding that the donated leave is lost to the donor forever for all purposes including, but not limited to, use for paid time off, payoff upon termination, and retirement credit.

Donated leave will not be deducted from the donor's leave bank or credited to a recipient employee's account until the recipient employee has exhausted sick leave, vacation leave, personal holidays, and compensatory time off at or near the time the donated leave is to be provided/received.

H. Bereavement Leave

Up to 40 hours of bereavement leave will be granted to full-time employees who have worked for the City of Gervais for 90 or more days. This leave is provided to employees who have experienced the death of a family member and is paid; employees, however, may use accrued sick leave during the bereavement leave period. Part-time employees shall use accrued sick leave during the bereavement leave period. "Family Member" is defined to include the employee's spouse, same-sex domestic partner (registered), child, parent, parent-in-law, grandparent, or grandchild, or the same relations of an employee's same-sex domestic partner (registered) or spouse. Requests for bereavement leave must be made to the employee's immediate supervisor before the leave is to begin. This leave will be administered in accordance with Oregon's Sick Leave Law, and the time off will be deducted from the employee's sick leave bank. Please see the City Manager for more information.

I. Jury and Witness Duty

Jury Duty

City of Gervais will grant employees paid time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. Employees will be required to transfer any compensation received for jury duty.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his/her supervisor or manager informed about the amount of time required for jury duty.

Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to the City Clerk upon receipt.

Except for employee absences covered under City of Gervais's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee's absences may be unexcused and may subject the employee to discipline, up to and including termination. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

J. Religious Observances Leave and Accommodation Policy

The City of Gervais respects the sincerely held religious beliefs and observances of all employees. The City of Gervais will make, upon request, an accommodation for such beliefs and observances when a reasonable accommodation is available that does not create an undue hardship on City of Gervais's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with their supervisor and may require the requesting employee to provide proof of the "sincerely held" religious belief.

K. Crime Victim Leave Policy

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his/her immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

"Immediate family member" includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of his/her intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to [Contact] as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, City of Gervais may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

L. Domestic Violence Leave and Accommodation Policy

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his/her minor dependents.

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of his/her intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to their supervisor or City Manager as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. City of Gervais will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give City of Gervais notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give verbal or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on City of Gervais. Please contact [Contact] immediately with requests for reasonable safety accommodations.

M. Military Leave

Employees who wish to serve in the military and take military leave should contact the City Manager for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Further, eligible employees called for initial active duty for training and for all periods of annual active duty for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service, may be entitled to leave with pay for all regular workdays that fall within a period not to exceed 15 calendar days in any federal training year. Weekend drill obligations are not considered "federal active duty" for training under this policy; other requirements apply. Please contact the City Manager for more information and to make arrangements for this paid leave.

IV. Employee Benefits

A. Healthcare Benefits

Employees who meet the definition of "benefit eligible" under both City of Gervais policy and that of its health insurance provider are entitled to the benefit options offered by City of Gervais. Generally speaking, that means City of Gervais offers medical insurance for all of its regular, full-time employees unless otherwise established by law. Part-time employees are not eligible for health-insurance coverage. Those employees who enroll in the City's health plan and wish to enroll their dependents are required to pay a portion of the monthly premium for that coverage on a payroll deduction basis.

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by City of Gervais. These documents govern all issues relating to employee health insurance. As other employee benefits are offered by City of Gervais, employees will be advised and provided with copies of relevant plan documents. Copies are available from the City Recorder or City Manager.

B. Life and Disability Insurance

All regular full-time employees will be enrolled in the City of Gervais' employer paid life and disability coverage. The City also offers employee paid voluntary and supplemental employee, spouse and dependent life coverage.

C. Employee Assistance Program (EAP)

This free, confidential service is provided by Canopy and is available to all employees and dependents covered on a CIS Regence or Kaiser medical plan. The EAP can be used to assist employees and eligible family members with any personal problems, large or small. Each covered employee and eligible family members can receive up to five (5) personal counseling sessions per situation per year. Sessions can be face to face, over the phone, or online for concerns such as marital conflict, conflict at work, depressions, stress management, family relationships, anxiety, alcohol or drug abuse, grieving a loss, and career development services.

Canopy also provides educational tools as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and gym membership discounts.

More information regarding this service can be obtained by contacting the City Manager, or you can contact Canopy directly at 1-800-433-2320, or at www.canopywell.com.

D. Workers' Compensation and Safety on the Job

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

Steps to Take if You are Injured on the Job

If you are injured on the job, City of Gervais wants to know about it and expects to learn about it no later than 24 hours after your injury (report all work-related injuries to your supervisor).

If you seek treatment for your work-related injury and want to apply for workers' compensation benefits, you must do all of the following:

1. Report any work-related injury to your supervisor. You must report the injury no later than 24 hours after injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form (Form 801) and return it to your supervisor or City Manager.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

Return to Work

If you require workers' compensation leave, City of Gervais will strive to reemploy you in the most suitable vacant position available at the conclusion of that leave. However, you must first submit documentation from a health care provider who is familiar with your condition certifying your ability to return to work and perform the essential functions of the position.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples and all reinstatement/reemployment decisions are subject to the terms of any applicable collective bargaining agreement. City of Gervais does not discriminate against employees who suffer a workplace injury or illness.

Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by City of Gervais, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, City of Gervais will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with City of Gervais. While you are on modified or transitional work, you are still subject to all other City of Gervais rules and procedures.

Overlap with Other Laws

City of Gervais will account for other leave and disability laws that might also apply to your situation, such as the Americans with Disabilities Act (ADA). If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

E. PERS (Public Employees' Retirement System) Benefits

City of Gervais participates in the Public Employees Retirement System (PERS); therefore, your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS. For information about City of Gervais's contributions to employee PERS or OPSRP plans, please see the City Recorder.

V. Miscellaneous Policies

A. Alcohol/Drug Use, Abuse and Testing

City of Gervais works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them and risks damage to City of Gervais's reputation.

City of Gervais expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner. An employee's off-the-job as well as on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers and others.

This policy applies to all employees (except where noted in this policy or where it is inconsistent with applicable law and/or collective bargaining agreement provisions.) This policy revises and supersedes all previous drug and alcohol testing policies and practices.

Prohibited Conduct

The following examples of prohibited conduct do not apply to law enforcement employees who possess drugs, alcohol or other items identified in this policy in connection with law enforcement work.

- Possession, transfer, use or being under the influence of any alcohol while on City of Gervais property, on City of Gervais time, while driving City of Gervais vehicles (or personal vehicles while on City of Gervais business), or in other circumstances which adversely affect City of Gervais operations or safety of City of Gervais employees or others.
 - The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol "hangover" adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee's blood alcohol content exceeds .02 percent, the employee will be deemed "under the influence" for purposes of this rule.
- Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on City of Gervais property, on City of Gervais time, while driving City of Gervais vehicles (or personal vehicles while on City of Gervais business), or in other circumstances which adversely affect City of Gervais operations or safety of City of Gervais employees. Employees may not have any detectable amount of narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance in system while on City of Gervais property or on City of Gervais time.
 - The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee tests "positive" for any such substances by screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.

- As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.
- Bringing to City of Gervais property, or possessing, items or objects on City of Gervais property that contain any "controlled substance," including, for example, "pot brownies", "edibles" and candy containing marijuana. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to co-workers, members of the public, or elected officials while on work time or on/in City of Gervais property.
- Bringing equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana (or controlled substances), such as pipes, bongs, "vape" pens, smoking masks, roach clips, and or other drug paraphernalia.
- Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to City of Gervais property. This prohibition does not apply to employees who possess such items in connection with law enforcement work.

Prescription Drugs and Medical Marijuana

With the exception of medical marijuana, nothing in this rule is intended to prohibit the use of a drug taken under supervision by a licensed health care professional, where its use does not present a safety hazard or otherwise adversely impact an employee's performance or City of Gervais operations.

Employees must inform their supervisor about their use of any prescription or over-the-counter drugs that could affect their ability to safely perform the duties of their position. If an employee's use of such prescription drugs could adversely affect City of Gervais operations or safety of City of Gervais employees or other persons, City of Gervais may reassign the employee using the prescription drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (Although an employee is not required to provide City of Gervais with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required.)

The use of marijuana, which is a Schedule 1 controlled substance under federal law, is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their Supervisor other means of accommodating the disability in the workplace, as City of Gervais will not agree to allow an employee to use medical marijuana as an accommodation. (See "Disability Accommodation Policy," above.)

Testing

City of Gervais reserves the right to:

- a. Subject applicants who are given a condition offer of employment in a safety-sensitive position to a drug and alcohol test;
- b. Test employees reasonably suspected of using drugs or alcohol in violation of this policy;
- c. Discipline or discharge employee who test positive or otherwise violate this policy; and
- d. Test employees when they: (1) cause or contribute to accidents that seriously damage a City of Gervais vehicle, machinery, equipment or property; (2) result in an injury to themselves or another employee requiring offsite medical attention; and (3) when City of Gervais

reasonably suspects that the accident or injury may have been caused by drug or alcohol use.

Reasonable Cause Testing

If there is reasonable cause to suspect that an employee is under the influence of controlled substances or alcohol during work hours or has used drugs or alcohol in violation of this policy, City of Gervais may require the employee to undergo testing for controlled substances or alcohol.

As used in this policy, unless the context indicates otherwise:

- The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, and other tests of saliva, blood and urine. No testing shall be performed under this rule without the approval of the [Contact] or the [Contact]'s designee.
- "Reasonable cause" as used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:
 - a pattern of abnormal or erratic behavior;
 - information provided by a reliable and credible source;
 - direct observation of drug or alcohol use;
 - presence of the physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
 - unexplained significant deterioration in individual job performance;
 - unexplained or suspicious absenteeism or tardiness;
 - employee admissions regarding drug or alcohol use; and
 - unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. This documentation shall be forwarded to the City Manager. Whenever possible, supervisors should locate a second employee or witness to corroborate their "reasonable cause" findings.

An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by . The letter of notification shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.

Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City of Gervais property, or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, City of Gervais may search furniture, equipment or other property provided to the employee by City of Gervais, including but not limited to, clothes (uniforms),

locker, toolbox, and desk. Employees should have no expectation of privacy in any property, equipment or supplies provided by City of Gervais to employee.

Employee Refusal to Test/Search

An employee who refuses to consent to a test or a search when there is reasonable cause to suspect that the employee has violated this policy is subject to disciplinary action up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action up to and including termination.

An employee who refuses to cooperate with any tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

Crimes Involving Drugs and/or Alcohol

Employees shall report:

- Any criminal arrest or conviction for drug- or alcohol-related activity within five days of the arrest or conviction;
- Entry into a drug court or diversion program; or
- Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).

Failure to report as required will result in disciplinary action up to and including termination.

Drug and Alcohol Treatment

City of Gervais recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. City of Gervais is willing to help such employees obtain appropriate treatment.

An employee who believes that he/she has a problem involving the use of alcohol or drugs should ask a supervisor or [Contact] for assistance.

City of Gervais will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and City of Gervais to the extent its existing benefits package covers some or all of the program costs.

Although City of Gervais recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of City of Gervais policy is discovered, the employee's willingness to seek City of Gervais or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

Discipline and Consequences of Prohibited Conduct

An employee who violates this policy will be subject to either termination or a last-chance agreement.

A last-chance agreement is an agreement whereby an employee who would otherwise be terminated is provided an opportunity to address his/her substance abuse issue and/or performance or safety issues. The last-chance agreement will inform the employee of the problems noted with his/her performance and to specify the performance required for the employee to achieve in order to continue to be employed by City of Gervais. Violation of the provisions of a last-chance agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, agency, or City of Gervais is prohibited unless written authorization is obtained from the employee.

B. Weapons on City of Gervais Premises Policy

At the City of Gervais, we strive to provide a safe working environment for employees, as well as a safe environment in our buildings for consumers and the public. We believe that an effort to provide such an environment includes providing a policy about weapons on our premises.

For the purposes of this policy, the term "weapon" is considered to include, but is not limited to:

- Firearms; includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.
- Knives (other than an ordinary pocketknife with a blade not longer than two inches);
- Taser, stun gun or similar instrument;
- Club, brass knuckles, baton, or similar instrument;
- Explosive devices or material;
- Any other dangerous or deadly weapon as defined in Oregon law.

Employees are prohibited from bringing weapons to work or on City of Gervais property (including parking lots) or possessing weapons in vehicles used for City of Gervais business. Employees are also prohibited from bringing weapons to work when the work is performed on as consumer's property. This prohibition applies even if the employee has a concealed handgun license but does not apply to an employee authorized to carry weapons as part of their job responsibility, such as police officers. An employee who has a weapon in his or her vehicle may not park his or her car on City of Gervais property and must comply with all applicable state and local laws regarding the weapon.

Violation of this policy may result in discipline, up to and including termination.

C. Mobile Devices Policy

This policy applies to employee use of cell phones, smart phones, tablets and similar devices, all of which are referred to as "mobile devices" in this policy.

Cell Phones and Mobile Devices in General

Employees are allowed to bring personal mobile devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or City of Gervais-provided mobile devices may not violate City of Gervais's policies against harassment and discrimination. Thus, employees who use a personal or City of Gervais-provided mobile device to send a text or instant message to another employee (or to a citizen or someone not employed by the City of Gervais) that is harassing or otherwise in violation of City of Gervais's policies prohibiting discrimination, harassment, bullying and retaliation will be subject to discipline up to and including termination.

Non-exempt employees may not use their personal or City of Gervais-provided mobile device for work purposes outside of their normal work schedule without written authorization in advance from the employee's supervisor. This includes, but is not limited to, reviewing, sending and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination. Nothing in this policy removes a non-exempt employee's obligation from recording time for all hours worked.

Employee Use of City of Gervais -Provided or Paid For Mobile Devices

Mobile devices are made available to City of Gervais employees on a limited basis to conduct City of Gervais's business. Determinations as to which employees receive City of Gervais-provided mobile devices will be made on a case-by-case basis; employees are not guaranteed a cell phone or cellular device. In some cases, City of Gervais may provide a monthly cellular telephone allowance to employees who regularly make calls on behalf of the City of Gervais away from the office (see City Manager for more information).

Employees who receive a mobile device from City of Gervais must agree to not use the mobile device for personal use except in emergency situations and must abide by all aspects of the Mobile Device Policy. Further, employees who receive a cell phone or mobile device from City of Gervais must acknowledge and understand that because the mobile device is paid for and provided by City of Gervais, or subsidized by City of Gervais, any communications (including text messages) received by or sent from the mobile device may be subject to inspection and review if City of Gervais has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Mobile Device Policy or any other City of Gervais policy. Employees should have no reasonable expectation of privacy in an City of Gervais-provided or -paid for mobile device. An employee who refuses to provide City of Gervais access to his/her personal mobile device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Family and friends may not use an employee's City of Gervais-provided mobile device.

Mobile Devices and Public Records

City of Gervais-related business conducted on City of Gervais-provided or personal cell phones/cellular devices may be subject to disclosure and production under Oregon's Public Records laws or in connection with litigation filed against City of Gervais or individual employees.

Employee Use of Mobile Devices with Cameras

Cameras of any type, including mobile devices with built-in cameras and video photography options, may not be used during working hours, or at any City of Gervais-sponsored function unless authorized to do so by the employee's supervisor, City Manager or authorized event coordinator.

Mobile Device Use While Driving

The use of a mobile device while driving may present a hazard to the driver, other employees and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law

also prohibits the use of handheld cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of City of Gervais vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by City of Gervais.

Employees are prohibited from using handheld cell phones for any purpose while driving on City of Gervais-authorized or City of Gervais-related business. This policy also prohibits employees from using a cell phone or other mobile device to send or receive text or "instant" messages while driving on City of Gervais business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

D. Use of City of Gervais Email and Electronic Equipment and Services

City of Gervais uses multiple types of electronic equipment and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, the Internet and any new technologies used in the future. This policy governs the use of such City of Gervais property.

Ownership

All information and communications in any format, stored by any means on or received or transmitted via City of Gervais's electronic equipment or services is the sole property of City of Gervais.

Use

All of City of Gervais's electronic equipment and services are provided and intended for City of Gervais business purposes only and not for personal matters, communications or entertainment. Access to the Internet, websites and other electronic services paid for by City of Gervais are to be used primarily for City of Gervais business. This means, for example, that employees may not use the City of Gervais-provided Internet, or City of Gervais electronic equipment and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate City of Gervais's no-harassment, no-discrimination or bullying policies;
- Play games (including social media games) or to use apps of any kind;
- Engage in any activity that violates the rights of any person or City of Gervais, and that is protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the right to privacy, of protected healthcare information or otherwise, or other City of Gervais-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses).
- Download or view streaming video for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, provided it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

Further, employees may not use City of Gervais-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). City of Gervais email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor.

Inspection and Monitoring – No Right to Privacy

Employee communications, both business and personal, made using City of Gervais electronic equipment and services are not private. Any data created, received or transmitted using City of Gervais equipment services are the property of City of Gervais and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on City of Gervais's electronic equipment or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect City of Gervais's ownership of the electronic information, electronic equipment or services, or City of Gervais's right to inspect such information. City of Gervais reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail and other such material to monitor the use of all of City of Gervais's electronic equipment and services, including all communications and internet usage and resources/sites visited. City of Gervais will override all personal passwords if it becomes necessary to do so for any reason.

Personal Hardware and Software

Employees may not install personal hardware or software on City of Gervais's computer systems or mobile devices without approval from the employee's supervisor or City Manager. All software installed on City of Gervais's computer systems must be licensed. Copying or transferring of City of Gervais-owned software to a personal device/equipment may be done only for personal devices/equipment used for City of Gervais business and with the written authorization of the employee's supervisor or City Manager.

Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by City of Gervais management. No employee can examine, change or use another person's files, output, username or password unless he/she has explicit authorization from that person to do so.

Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception. These methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

Inappropriate Web Sites

City of Gervais's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful or other objectionable materials, or that would otherwise violate City of Gervais's policies on harassment and discrimination.

E. Social Media

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal or commercial website, social networking web site, web bulletin board or a chat room, whether or not associated or affiliated with City of Gervais, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of City of Gervais or City of Gervais's legitimate business interests may result in disciplinary action up to and including termination.

Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate any City of Gervais policies, including City of Gervais's no-harassment and no-discrimination and workplace violence policies. Similarly, postings that include threats of violence, that are physically threatening or intimidating, bullying or harassing, will not be tolerated and may subject an employee to discipline, up to and including termination.

Do not create a link from your blog, website or other social networking site to a City of Gervais-owned or maintained website without identifying yourself as a City of Gervais employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City of Gervais unless you are authorized by your manager/supervisor to do so. If City of Gervais is a subject of the content you are creating, be clear and open about the fact that you are a City of Gervais employee and make it clear that your views do not represent those of City of Gervais or its employees or elected officials.

Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, City of Gervais's employees and elected officials, and suppliers or other third parties who do business with City of Gervais.

Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, or by utilizing our Open-Door Policy, than by posting complaints to a social media outlet. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, City of Gervais employees or elected officials, that might constitute harassment or bullying, and/or that violate City of Gervais policies. Examples of such conduct might include offensive posts that a reasonable person would perceive as calculated to intentionally harm an individual's personal or professional reputation, posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City of Gervais policy.

Maintain the confidentiality of City of Gervais's confidential information. Do not post internal reports, policies, procedures or other internal, City of Gervais-related confidential communications or information. (See "Confidential City of Gervais Information" policy, below.)

Nothing in this policy is meant to prevent an employee from exercising his/her right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern that does not unduly disrupt City of Gervais

operations. Employees are free to express themselves as private citizens on social media sites, but an employee's exercise of expression is balanced against the City of Gervais's interest in the effective and efficient fulfillment of its responsibilities to the public.

Request for Employee Social Media Passwords

City of Gervais's supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee's or applicant's user name and password, password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a username and password that would otherwise allow a supervisor/manager to access a private email account not provided by City of Gervais.

Nothing in this policy prohibits City of Gervais from requiring an employee to produce content from his/her social media or internet account in connection with a City of Gervais-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

F. Confidential City of Gervais Information

Employees must not access, use or disclose sensitive or confidential information or data except in accordance with City of Gervais policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use or disclose confidential information contrary to Oregon or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action, up to and including termination, for violating this policy.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of City of Gervais) may be removed from our premises without permission from [Contact]. Likewise, any materials developed by City of Gervais's employees in the performance of their jobs is the property of City of Gervais and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to the City of Gervais's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

G. Ethics

At City of Gervais, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with the interests of the City of Gervais or the City of Gervais's citizens.

We at the City of Gervais are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. If you are coming to the City of Gervais from work in the private sector, you 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>.

If you have questions about whether an activity meets the City of Gervais's or Oregon's ethical standards, please talk with your supervisor or City Manager. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

H. Open-Door Policy

City of Gervais's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. City of Gervais's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are identified early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in City of Gervais, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by the City Manager.

I. Outside Employment

Generally, employees may obtain employment with an employer other than City of Gervais or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.

An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action.

Employees may not accept outside employment that involves:

- The use of City of Gervais time (including the employee's work time), City of Gervais facilities, equipment and supplies, or the prestige or influence of the employee's position with City of Gervais. In other words, the employee may not engage in private business interests or other employment activities on the City of Gervais's time or using the City of Gervais's property;
- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works (or by a State agency); or
- Receipt of money or anything of value for performance of duties that the employee is required to perform for the City of Gervais.

The City of Gervais requires employees to report outside employment to their immediate supervisor before the outside employment begins. Thereafter, an employee must provide an update to his/her immediate supervisor on an annual basis, or sooner if any changes in outside employment occurs. Employees who accept outside employment in violation of this policy may be subject to discipline, up to and including termination.

J. Criminal Arrests and Convictions

Employees must promptly and fully disclose to their supervisor on the next working day:

1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on City of Gervais property, or in an City of Gervais vehicle (see "Alcohol/Drug Use, Abuse and Testing" policy above);

2. All arrests, citations, convictions, guilty pleas or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
3. If you are arrested, cited or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or vacation time to cover the absence, and may be subject to disciplinary action, including termination.

K. Political Activity

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of City of Gervais employees to express their personal political views); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

L. Bad Weather/Emergency Closing

Except for regularly scheduled holidays identified by the City of Gervais (see "Holidays" section, above), City of Gervais is open for business on Mondays through Fridays during normal business hours. If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the City Manager (or his/her designee) will decide whether to and to what extent the City of Gervais will close. The City Manager will contact the Chief of Police and Public Works Superintendent by a phone call or text message notifying them of his/her decision on closing the City of Gervais. The Chief of Police and Public Works Superintendent are responsible for notifying employees in their departments of any closure, and the City Manager will notify employees in the Administration department.

In the event of extreme bad weather, we recognize that each employee's ability to safely reach work may be different. If you cannot safely report to work in such circumstances, you should contact your manager. If staff cannot reach the office and are able to serve City of Gervais from home, you should do so subject to approval by your manager or supervisor. Safety and a trustworthy approach are your guides.

M. Driving While on Business

Employees using a private vehicle to conduct City of Gervais's business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized City of Gervais business use should make any necessary arrangements with their insurance carriers.

The City of Gervais may verify the validity of your driver's license and/or your driving record at the time of hire and at any point during your employment.

While on City of Gervais business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Mobile Device Use While Driving" policy, above.

Employees who receive a ticket or citation while driving a City of Gervais-owned vehicle or while on City of Gervais business will be responsible for paying the fine (if any) associated with the ticket or citation and may face discipline up to and including termination.

N. Workplace Violence

City of Gervais recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee against another employee, volunteer, elected official, or member of the public with respect to that person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner by City of Gervais.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with City of Gervais, or that threaten the safety, security or financial interests of City of Gervais. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer or elected official. Employees should make such reports directly to [Contact].

City of Gervais also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. See policy on "Workplace Inspections."

O. Workplace Inspections — No Right to Privacy or Confidentiality

This policy applies to inspections and investigations conducted by City of Gervais pursuant to policy or law unless otherwise modified by a different policy in this Handbook.

An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voicemail systems and computer systems. *Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the City of Gervais; these areas are not private.*

All information related to reports generated from inspections and investigations, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances.

P. Smoke-Free Workplace

City of Gervais provides a tobacco-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and e-cigarettes), and the use of oral tobacco products or "chew/spit"

tobacco. Marijuana is also prohibited under this policy. This policy applies to employees, volunteers, and any visitors to City of Gervais property, vehicles or facilities/buildings.

City of Gervais buildings and vehicles are tobacco- and marijuana-free areas. Tobacco/marijuana use is prohibited during working hours. Further, City of Gervais prohibits tobacco/marijuana use in or around City of Gervais vehicles and equipment or machinery.

If you wish to smoke tobacco, you must do so outside of City of Gervais's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows. City of Gervais has established employee smoking areas that your supervisor can show you.

Q. Hiring of Family Members

Relatives of current employees, or individuals involved in an intimate personal or financial relationship with a current employee, are eligible for hire at the City of Gervais subject to the same selection process and job requirements and will be evaluated in the same manner as any other applicant. However, persons will not be hired or promoted into positions in which one family member (as defined by Oregon law) or person involved in an intimate personal or financial relationship, would fall under the direct line of supervision of the other family member or partner.

All employees shall avoid being in a position where they are subject to supervisory or oversight authority by a family member, member of their household, or a person with whom they have an intimate personal or financial relationship. If the relative relationship is established after employment as a result of organizational restructure, marriage, or a development of an intimate personal or financial relationship, the employees involved have an obligation to immediately inform their supervisor, or Human Resources. The employees and City of Gervais will jointly make a good faith effort to find an alternative assignment for one of the two employees. Depending on business need, this may include, but is not limited to restructuring duties, assignment to another position, and assignment to another shift or change in supervision. If no alternative assignment is available, the two employees will have 30 days to decide who will resign. If a decision is not made within 30 days, the City of Gervais will make the final decision, based on the [Organization's] operational and financial needs.

Policy violations including, but not limited to, failure to disclose a family relation, or an intimate personal or financial relationship, will be investigated by the City of Gervais. Policy violations may result in progressive discipline of employees, up to and including termination of employment. Supervisors and lead workers may be disciplined for taking employment actions based upon the relationship.

VI. Termination of Employment

A. Workplace Rules and Prohibited Conduct

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and City of Gervais's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other City of Gervais records.

- Recording of work time of another employee or allowing any other employee to record your work time or allowing falsification of any time sheets (your own or another employee's).
- Theft or the deliberate or careless damage or destruction of any City of Gervais property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of City of Gervais equipment, materials or facilities.
- Provoking a fight or fighting during work hours or on City of Gervais property.
- Carrying firearms or any other dangerous weapon on City of Gervais premises at any time.
- Engaging in criminal conduct while at work.
- Causing, creating or participating in a significant or substantial disruption of work during working hours on City of Gervais property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City of Gervais employee, customer or vendor.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
- Sleeping or malingering on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City of Gervais.
- Misrepresentation of City of Gervais policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City of Gervais. Employees may not use the City of Gervais's name, logo, likeness, facilities, assets or other resources of the City of Gervais for personal gain or private interests.
- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security or City of Gervais policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by City of Gervais or outside regulatory or legislative bodies.
- Failing to timely pay water/sewer/tax accounts with City of Gervais on time, and/or whose City of Gervais -provided services are disconnected. This includes, without limitation, situations where the employee writes a check to City of Gervais that is refused for payment due to non-sufficient funds.
- Harassment or discrimination that violates City of Gervais policy.

This statement of prohibited conduct does not alter City of Gervais's policy of at-will employment. Except for employees subject to a collective bargaining agreement or contract of employment, City of Gervais remains free to terminate the employment relationship at any time, with or without cause or notice.

B. Corrective Action/Discipline Policy

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet City of Gervais standards, City of Gervais will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular

order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating the employment of an employee for serious violations of City of Gervais policies, procedures and rules and for other inappropriate behavior or conduct, City of Gervais may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. City of Gervais may also choose to send the employee to a training or an education opportunity.

In all cases, City of Gervais will determine the nature and extent of any discipline based upon the circumstances of each individual case and, where applicable, collective bargaining agreement provisions. City of Gervais may proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when City of Gervais deems such action appropriate. City of Gervais retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment).

C. Retirement or Resignation from Employment

If you choose to resign or retire, it is anticipated that you will give City of Gervais as much notice as possible — preferably a minimum of two weeks. When giving your two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two-weeks' notice of your intent to leave City of Gervais, you will not be eligible for re-employment at a later date.

Employees who miss three or more consecutive workdays without contacting their immediate supervisor are typically considered to have resigned their employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with their immediate supervisor before making a final decision. If the situation involves the immediate supervisor, the employee is encouraged to discuss it with the City Manager.

Employees must return all City of Gervais property, including phones, computers, identification cards, credit cards, keys, and manuals to their immediate supervisor on or before their last day of work.

D. References

All requests for references or recommendations must be directed to the employee's supervisor. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.

By policy, City of Gervais discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

Employee Acknowledgement

Acknowledgment of Receipt of 2023 Personnel Policies

I acknowledge that I have received and will read a copy of the City of Gervais's 2023 Employee Handbook. I also understand that a copy of the Employee Handbook is available to me at any time to review in the Administration Department.

I understand that City of Gervais has adopted the Employee Handbook only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in City of Gervais's sole discretion. I also understand that the Employee Handbook control over any other contradictory statements, other than those found in applicable collective bargaining agreements. I acknowledge that the Employee Handbook is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either City of Gervais or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review City of Gervais's policies regarding equal employment opportunity and that the City of Gervais aims to provide a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to any trusted manager or supervisor or the City Manager.

During my employment with City of Gervais, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new policies are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

Employee Signature

Date

Employee Printed Name

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.



**AMENDMENT 2 to CS-1964-18
the CONTRACT FOR SERVICES
between
MARION COUNTY and CITY OF GERVAIS**

This Amendment No. 2 to the Contract for Services (as amended from time to time, the "Contract"), dated May 13, 2018 between Marion County, a political subdivision of the State of Oregon, hereafter called County, and City of Gervais, hereafter called Contractor.

The Contract is hereby amended as follows (new language is indicated by underlining and deleted language is indicated by brackets):

1. TERM. This Contract expires on December 31, 2023 [December 31, 2022].

Except as expressly amended above, all other terms and conditions of the original contract are still in full force and effect. Contractor certifies that the representations, warranties and certifications contained in the original Contract are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

MARION COUNTY SIGNATURES

Authorized Signature: _____
Department Director or designee Date

Authorized Signature: _____
Chief Administrative Officer Date

Reviewed by Signature: _____
Marion County Legal Counsel Date

Reviewed by Signature: _____
Marion County Contracts & Procurement Date

CITY OF GERVAIS SIGNATURE

Authorized Signature: _____
Date

Title: _____



Veterinary and Community Licensing Program (VCLP) Agreement

This agreement is entered into between Marion County, a political subdivision of the state of Oregon, and the City of Gervais, a licensed veterinarian or Marion County Municipality, hereinafter called Veterinary and Community License Provider (VCLP).

Whereas, Marion County, by and through its Department of Community Services, Dog Services Section, has established a dog control program authorized under ORS 609.030-609.110 and Marion County Code 6.05.; and,

Whereas, Marion County is seeking to make the dog license registration process more accessible for the citizens of Marion County through improved customer service; and,

Whereas, Marion County has established a goal of increased community compliance with dog licensing under its jurisdiction; and,

Whereas, VCLP has a vested interest in assisting the County achieve its goals;

Now, therefore, Marion County and VCLP agree as follows:

Scope of Work: VCLP agrees to perform the services as outlined in Attachment A, Veterinary and Community Dog Licensing Program Scope of Work, herein attached and incorporated into this agreement.

Term: VCLP agrees to perform the services beginning upon agreement execution until December 31, 2022 or until terminated by either party as outlined below. This contract is not to exceed \$5,000.

Payment: The County agrees to pay the VCLP \$3.00 per each dog license issued at its location. Marion County will make quarterly payments to the VCLP based on tracking data from the County's dog licensing database on the number of dog licenses issued by VCLP during the previous quarter. This agreement is dependent upon availability of funding for this program.

Licenses: VCLP must be a State of Oregon licensed veterinary clinic or Marion County Municipality to participate in the County's program. Only a licensed veterinarian is authorized to issue the rabies certificate required for the issuance of a dog license.

Indemnification: VCLP shall defend, save, indemnify, and hold harmless the County, its officers, agents, and employees from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorney fees, resulting from, arising out of, or relating to the activities of VCLP or its officers, employees, subcontractors, or agents under this agreement.

VCLP agrees to maintain at all times during the term of this Agreement any license(s) required by law to perform services under this Agreement. VCLP agrees to provide County with a copy of required license(s) upon request.

Termination: This agreement may be terminated by either party with or without cause upon ten (10) days written notice. Written notice must be delivered to the following:

VETERINARY LICENSE PROVIDER

MARION COUNTY

Name _____

Marion County Community Services

Business City of Gervais

Attn: Dog Services Contracts

Street PO Box 329

PO Box 14500, Suite 3120

City, State, Zip Gervais, OR 97026

Salem Oregon 97309

This agreement and any changes, alterations, modifications, or amendments will be effective when approved in writing by the authorized representative of the parties hereto as of the effective date set forth herein.

In witness whereof, the parties hereto have caused this agreement to be executed on the date set forth below.

MARION COUNTY

VETERINARY/COMMUNITY
LICENSE PROVIDER

Director of Community Services Date

Shanti M. Plato 05-08-18
Provider Date

APPROVED AS TO FORM:

Mayor
Title

Legal Counsel Date

Tax ID #: 93-0549929

Corporation ____ Sole Proprietor ____

Contracts Compliance Analyst Date

Partnership ____ Other X Municipality

Attachment A

Marion County Veterinary and Community Dog Licensing Program (VCLP) Scope of Work

Dog Licensing Program Overview:

Marion County Dog Services operates the public shelter that accepts dogs that are lost, stray, dangerous and neglected throughout the County. The County attempts to return dogs to their families whenever possible. If this is not possible, the County returns healthy dogs to the community through shelter adoption or through the transfer of dogs to rescue partners.

The shelter is also responsible for ensuring county-wide public safety by enforcing local and state ordinances, dog rabies vaccinations requirements and dog licensing as required under ORS 609.100 and Marion County Code 6.05.060. The County provides dog enforcement activities which are provided by County-appointed field based Dog Control Officers. The immediate identification of healthy, rabies vaccinated dogs and their owners help aid in community public health and safety, which allows the County to return healthy dogs home quickly.

The VCLP, as defined below, allows contracted veterinary and community partners in Marion County to license dogs residing in Marion County at its service location. This public and private partnership provides an opportunity for local residents to conveniently comply with required dog licensing laws by licensing their rabies vaccinated dogs.

County's Duties

A. Supplies. Marion County shall provide each participating VCLP with the following:

1. A secured, locking cash box for each participating veterinary or community partner organization. Each cash box contains the following:
 - a. Licensing information, Marion County phone numbers to call for questions, and pickup or general information, which is contained on the inside of the lid. (Exhibit 1)
 - b. Two to Three pads of numbered carbonless receipt forms, made up of three copies. (Original for the customer, and a receipt for Marion County and the VCLP (Exhibit 2)
 - i. Receipts require dog owner name, address, phone number, date of purchase and dog information: dog name, breed, color, age, license number assigned, and rabies inoculation duration.
 - c. A box of 100 dog license tags. All license tags are in numerical order. Issued license tag numbers are assigned to the veterinary clinic or community partner organization and are tracked in the County's database software program.
 - d. Upon issuance of a license, all completed dog licensing paperwork should be stored in the County's secured cash box: Marion County's receipt, rabies certificate and the exact, full payment for the dog license in check or cash shall be attached together.

B. Transport of Documentation. Marion County Dog Control officers will pick up sealed tamperproof envelopes containing the issued dog licensing paperwork, along with corresponding payment received by the VCLP, up to four times a month. During this pickup, the officer may also check on supplies in the County issued secured cash box (i.e. receipt books, licenses, etc.) and provide

additional supplies when necessary.

1. All collected dog licensing monies shall be sealed in the tamperproof envelope and transported by the Dog Control Officer from the VCLP to the shelter. Administrative staff will open, verify, and document the dog license issuance into the County's dog licensing software module.

C. Report. At the end of each quarter, Marion County shall produce a report identifying the number of dog licenses issued by each VCLP. The report will determine the compensation to be paid to the VCLP at the rate of \$3 per properly issued dog license.

D. Training. Marion County shall provide needed training for the VCLP. Staff designated to issue dog licenses, shall be given the secured cash box and a review of licensing processes and procedures by the County.

Veterinary or Community Partner's Duties:
VCLP's shall perform the following:

A. Staff. Assign staff to be trained on the procedures, processes and licensing laws involved in issuing Marion County dog licenses.

B. Dog Licensing. The VCLP agrees to issue dog licenses to dogs that reside in Marion County. This includes, but is not limited to the following tasks:

1. Inform dog owners of the rabies dog vaccination and dog licensing requirements for all dogs residing in Marion County under ORS 609.100 and Marion County Code 6.05.060. A Customer Information Sheet will be provided (Exhibit 3).
2. Offer all dog owners the opportunity to license all their dog(s) at this location.
3. Complete the receipt form information as indicated in Exhibit 2: dog owner name, address, phone number, dates of purchase and dog information: dog name, breed, color, age, license number assigned, and rabies inoculation duration.
4. Collect appropriate dog licensing payment (see Exhibit 1) from customers in the form of a personal check or cash. Attach the check or cash to the county receipt, along with the certificate of rabies vaccination (see Exhibit 4), and the spay/neuter certificate (if applicable). Dog licenses shall only be issued for the duration of the valid rabies certificate. The expiration date on the dog license cannot exceed the expiration date of the rabies certificate by more than two months.
5. Provide each customer a receipt along with the corresponding dog license tag. At that time, confirm that the tag number on the receipt matches the tag number given to the customer.
6. Safely secure all licensing monies and corresponding records in the provided lock box until a dog control officer or other shelter designated county staff member picks up the tamperproof envelope containing the issued licenses, paperwork and corresponding money. This pick up will be during the VCLP's regular business hours.
7. Allow Marion County to inspect any and all dog licensing records and associated payment information during regular business hours.

VCLP – Attachment A

Exhibit 1

Cash Box Top- Dog Licensing

Licensing information and Marion County phone numbers to call for questions, pickup or general information shall be contained on the inside of the lid.

Licensing Fees	1 year period	2 year period	3 year period
Non-Spayed/Neutered Dog	\$32	\$61	\$90
Spayed/Neutered Dog*	\$17	\$31	\$45
Spayed/Neutered Dog Owned by a Senior Citizen (65 or over)**	\$5	\$10	\$15

*Spay/neuter certificate is required.

**Proof of age may be required, such as a driver's license.

A valid rabies certificate, issued and signed by a licensed veterinarian, is required at the time of licensing. The expiration date on the dog license cannot exceed the expiration date of the rabies certificate by more than two months.

Please attach county receipt, payment and other required documents together for each dog license issued and return to this box. A Marion County Dog Officer or other authorized Marion County Dog Services staff member will transport the documentation and payment in a tamperproof bag to the dog shelter for processing.

Items to be clipped together:

1. Payment for dog license
2. Copy of valid Rabies Certificate
3. Completed Customer Receipt Form
4. If necessary, age verification of dog owner (senior citizen, 65 or over) or spay/neuter certificate.

FOR MORE INFORMATION, PLEASE CONTACT THE MARION COUNTY DOG SHELTER AT 503-588-5233.

Exhibit 2

Marion County Dog License Customer Receipt Form Sample



Name: _____ Date: _____
 Street Address: _____
 Mailing Address: _____
 Phone: _____ Cell Phone: _____
 Email Address: _____
 Date of Birth: _____ Alternate Phone: _____
 Emergency Contact: _____ Phone: _____

License Type	License #	Dog Name	Breed	Color	Spayed / Neutered	Age	# of Years Licensing	License Fee
<input type="checkbox"/> New								
<input type="checkbox"/> Renewal								
<input type="checkbox"/> Replacement Tag								
<input type="checkbox"/> New								
<input type="checkbox"/> Renewal								
<input type="checkbox"/> Replacement Tag								
<input type="checkbox"/> New								
<input type="checkbox"/> Renewal								
<input type="checkbox"/> Replacement Tag								
<input type="checkbox"/> New								
<input type="checkbox"/> Renewal								
<input type="checkbox"/> Replacement Tag								

Payment Type: ☐ Cash ☐ Check # _____ Donation: \$ _____ Total Amount \$ _____

Exhibit 3
Marion County's Dog Licensing Fees and Customer Information Sheet

Licensing Fees	1 year period	2 year period	3 year period
Non-Spayed/Neutered Dog *	\$32	\$61	\$90
Spayed/Neutered Dog	\$17	\$31	\$45
Spayed/Neutered Dog Owned for Senior Citizen (65 or over)**	\$5	\$10	\$15

*Spay/neuter certificate is required.

**Proof of age is required, such as a driver's license.

A valid rabies certificate, issued and signed by a licensed veterinarian, is required at the time of licensing. The expiration date on the dog license cannot exceed the expiration date of the rabies certificate by more than two months.

Why should I license my dog and have my dog wear the license tag?

- It's the law. Under ORS 609.100 and MCC 6.05.060, all dogs that reside in Marion County who either have permanent teeth or are above six months old must be licensed. Failure to license may result in a citation, court action, and fines.
- A lost dog can be identified by its license and returned to its home.
- If you are not home and your dog is impounded, we can easily notify you.
- If a dog bites and has a current rabies shot and license, it can be kept at home for observation, preventing costly impound fees.
- If your dog is injured and needs immediate authorization for medical procedures through a veterinarian, we can check your dog's license and contact you at the emergency number provided to us when the dog was licensed.
- If you are traveling with your dog and have a car accident, a dog license can be traced from anywhere, at any time. With the emergency contact number provided when your dog was licensed, we can contact someone to retrieve your dog if you become incapacitated.
- A license on your dog helps the state regulate the compliance of the rabies ordinance established for the health and welfare of our community.

Marion County Dog Services uses collected fees to provide investigations on complaints, such as loose or lost dogs, dogs in traffic, dogs killing livestock or domestic pets, dog bites, injured dogs, and many other problems.

**FOR MORE INFORMATION, PLEASE CONTACT THE MARION COUNTY DOG
SHELTER AT 503-588-5233.**

Exhibit 4

Rabies Vaccination Certificate

1. About the Dog:

Name
Species
Sex
Breed
Age/Birthday
Color
Weight

2. About the Dog Owner:

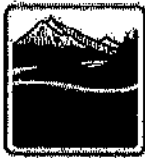
Name
Address
Phone Number

3. About the Vaccination:

Date of Rabies Vaccination
Expiration Date
Lot/Serial #
Manufacturer

4. About the Veterinary Clinic

Name of Clinic
Address
Veterinarian Name
Phone Number
Veterinarian Signature and License #



AMENDMENT 1 to the
CONTRACT FOR SERVICES
between
MARION COUNTY and CITY OF GERVAIS

This Amendment No. 1 to the Agreement (as amended from time to time, the "Contract"), dated May 13, 2018 between Marion County, a political subdivision of the State of Oregon, hereafter called County, and City of Gervais, hereafter called Veterinary and Community License Provider (VCLP).

The Agreement is hereby amended as follows (new language is indicated by underlining and deleted language is indicated by brackets):

Licenses: VCLP must be a State of Oregon licensed veterinary clinic or Marion County Municipality to participate in the County's program. Only a licensed veterinarian is authorized to issue the rabies certificate required for the issuance of a dog license. VCLP agrees to provide County with a copy of required license(s) upon request.

Indemnification: VCLP shall defend, save, indemnify, and hold harmless the County, its officers, agents, and employees from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorney fees, resulting from, arising out of, or relating to the activities of VCLP or its officers, employees, subcontractors, or agents under this agreement.

VCLP agrees to obtain, at VCLP's expense, and keep in effect during the term of this contract, Automobile Coverage, Commercial General Liability Insurance, Professional Liability Insurance, and if applicable under ORS 656.027, Workers Compensation. [maintain at all times during the term of this Agreement any license(s) required by law to perform services under this Agreement.] VCLP agrees to provide County with a copy of required license(s) upon request.

EXHIBIT 1
Cash Box Top- Dog Licensing

The Cash Box Top- Dog Licensing information has been revised and attached to this amendment as Exhibit 1. VCLP shall begin using the new fee schedule effective February 1, 2019.

EXHIBIT 3
Marion County's Dog Licensing Fees and Customer Information Sheet

The Marion County Dog Licensing Fees and Customer Information Sheet have been revised and attached to this amendment as Exhibit 3. VCLP shall begin using the new fee schedule effective February 1, 2019.

Except as expressly amended above, all other terms and conditions of the original contract are still in full force and effect. Contractor certifies that the representations, warranties and certifications contained in the original Contract are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

VETERINARY or COMMUNITY LICENSE
PROVIDER

MARION COUNTY

Name _____

Marion County Community Services

Business _____ City of Gervais

Attn: Dog Services Contracts

Street 592 4th Street

PO Box 14500, Suite 3120

City, State, Zip Gervais, OR 97026

Salem Oregon 97309

This agreement and any changes, alterations, modifications, or amendments will be effective when approved in writing by the authorized representative of the parties hereto as of the effective date set forth herein.

In witness whereof, the parties hereto have caused this agreement to be executed on the date set forth below.

MARION COUNTY

CITY OF GERVAIS

[Signature] 1-23-19
Director of Community Services Date

Susi Maister 1-31-19
Provider Date

APPROVED AS TO FORM:

City Manager
Title

n/a
Legal Counsel Date

Cambria Schlegel 1/28/19
Contracts Compliance Analyst Date

Exhibit 1

Cash Box Top- Dog Licensing

Licensing information and Marion County phone numbers to call for questions, pickup or general information shall be contained on the inside of the lid.

Licensing Fees <u>Fee Schedule through 1/31/2019</u>	1 year period	2 year period	3 year period
Non-Spayed/Neutered Dog	\$32	\$61	\$90
Spayed/Neutered Dog*	\$17	\$31	\$45
Spayed/Neutered Dog Owned by a Senior Citizen (65 or over)**	\$5	\$10	\$15

Licensing Fees <u>Fee Schedule effective 2/1/2019</u>	1 year period	2 year period	3 year period
<u>Non-Spayed/Neutered Dog *</u>	<u>\$37</u>	<u>\$67</u>	<u>\$97</u>
<u>Spayed/Neutered Dog</u>	<u>\$20</u>	<u>\$36</u>	<u>\$49</u>
<u>Spayed/Neutered Dog Owned for Senior Citizen (65 or over)**</u>	<u>\$8</u>	<u>\$15</u>	<u>\$20</u>

*Spay/neuter certificate is required.

**Proof of age may be required, such as a driver's license.

A valid rabies certificate, issued and signed by a licensed veterinarian, is required at the time of licensing. The expiration date on the dog license cannot exceed the expiration date of the rabies certificate by more than two months.

Please attach county receipt, payment and other required documents together for each dog license issued and return to this box. A Marion County Dog Officer or other authorized Marion County Dog Services staff member will transport the documentation and payment in a tamperproof bag to the dog shelter for processing.

Items to be clipped together:

1. Payment for dog license
2. Copy of valid Rabies Certificate
3. Completed Customer Receipt Form
4. If necessary, age verification of dog owner (senior citizen, 65 or over) or spay/neuter certificate

FOR MORE INFORMATION, PLEASE CONTACT THE MARION COUNTY DOG SHELTER AT 503-588-5233.

Exhibit 3

Marion County's Dog Licensing Fees and Customer Information Sheet

Licensing Fees <u>Fee Schedule through 1/31/2019</u>	1 year period	2 year period	3 year period
Non-Spayed/Neutered Dog *	\$32	\$61	\$90
Spayed/Neutered Dog	\$17	\$31	\$45
Spayed/Neutered Dog Owned for Senior Citizen (65 or over)**	\$5	\$10	\$15

Licensing Fees <u>Fee Schedule effective 2/1/2019</u>	1 year period	2 year period	3 year period
<u>Non-Spayed/Neutered Dog *</u>	<u>\$37</u>	<u>\$67</u>	<u>\$97</u>
<u>Spayed/Neutered Dog</u>	<u>\$20</u>	<u>\$36</u>	<u>\$49</u>
<u>Spayed/Neutered Dog Owned for Senior Citizen (65 or over)**</u>	<u>\$8</u>	<u>\$15</u>	<u>\$20</u>

*Spay/neuter certificate is required.

**Proof of age is required, such as a driver's license.


A valid rabies certificate, issued and signed by a licensed veterinarian, is required at the time of licensing. The expiration date on the dog license cannot exceed the expiration date of the rabies certificate by more than two months.

Why should I license my dog and have my dog wear the license tag?

- It's the law. Under ORS 609.100 and MCC 6.05.060, all dogs that reside in Marion County who either have permanent teeth or are above six months old must be licensed. Failure to license may result in a citation, court action, and fines.
- A lost dog can be identified by its license and returned to its home.
- If you are not home and your dog is impounded, we can easily notify you.
- If a dog bites and has a current rabies shot and license, it can be kept at home for observation, preventing costly impound fees.
- If your dog is injured and needs immediate authorization for medical procedures through a veterinarian, we can check your dog's license and contact you at the emergency number provided to us when the dog was licensed.
- If you are traveling with your dog and have a car accident, a dog license can be traced from anywhere, at any time. With the emergency contact number provided when your dog was licensed, we can contact someone to retrieve your dog if you become incapacitated.
- A license on your dog helps the state regulate the compliance of the rabies ordinance established for the health and welfare of our community.

Marion County Dog Services uses collected fees to provide investigations on complaints, such as loose or lost dogs, dogs in traffic, dogs killing livestock or domestic pets, dog bites, injured dogs, and many other problems.

**FOR MORE INFORMATION,
PLEASE CONTACT THE MARION COUNTY DOG SHELTER AT 503-588-5233.**

	Agenda Item No.:	Topic:
	10 d	Schedule Budget Committee Meeting
	Agenda Type:	
	Action Items	
	Meeting Date:	
	March 2, 2023	
		Prepared by:
		Susie Marston

We are preparing for budget season as we look to put together the budget for the 2023-2024 Fiscal Year!

The City Council needs to schedule a Budget Committee Meeting. Historically, budget committee meetings have been held on the third Thursday of May. My recommendation is for the City Council to schedule this year's Budget Committee Meeting for May 18th at 6:30 pm, or time that works better.

Recommended Motion

I move to schedule the Budget Committee Meeting on May 18, 2023 at 6:30 pm.



OREGON LIQUOR & CANNABIS COMMISSION
LIQUOR LICENSE APPLICATION

Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to **the local government for the premises address** to obtain a recommendation.
 - If the premises street address is within a city's limits, the local government is the city.
 - If the premises street address is not within a city's limits, the local government is the county.
3. Collect the application from the local government **after** the recommendation has been provided.
4. **Email the application that contains the local government recommendation to**
OLCC.LiquorLicenseApplication@Oregon.Gov.
5. **Do not** include any license fees with your application packet (fees will be collected at a later time). *When it's time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.*

License Request Options - Please see the general definitions of the license request options below:

- **New Outlet:** The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership:** The request to completely change the licensee of record at a licensed business.
- **Greater Privilege:** The request to replace a Limited On-Premises sales license with a Full On-Premises sales license.
- **Lesser Privilege:** The request to replace a Full On-Premises sales license with a Limited On-Premises sales license.
- **Additional Privilege:** The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review [OAR 845-006-0301](#) for the definitions of "applicant" and "licensee" and [OAR 845-005-0311](#) to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per [OAR 845-005-0311\[6\]](#)) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one individual who is authorized to sign for the entity must sign the application.

Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:

- Complete the below Authorized Representative area on page 2 as the applicant/licensee and/or
- Provide a Power of Attorney document showing the permissions allowable on the behalf of the applicant/licensee with this submission

Please note that applicants/licensees are responsible for all information provided on this form, even if an authorized representative or individual with authority signs on behalf of the applicant.

For help with this application or any related documents or processes, email olcc.alcohollicensing@oregon.gov.

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☒ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Lesser Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available online.

Full On-Premises

- ☐ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location
- Additional tasting locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

☐ Limited On-Premises

☒ Off Premises

☐ Warehouse

☐ Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Local Governing Body: After providing your recommendation, return this application to the applicant.

LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received:

Optional: Date Stamp

► RECEIVED ◄
FEB 14 2023

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied

Printed Name

Date

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1: Los Plebes, Inc.	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

La Mexicana Tiendita

Premises street address (The physical location of the business and where the liquor license will be posted):

542 4th St.

City: Gervais	Zip Code: 97026	County: Marion
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Business phone number:

(503)868-1167

Business email:

gervaisbar@yahoo.com

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]):

PO Box 264

City: Woodburn	State: OR	Zip Code: 97071
--------------------------	---------------------	---------------------------

Does the business address currently have an OLCC liquor license? ☐ Yes ☒ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

I give permission for the below named representative to:

☐ Make changes regarding this license/application on my behalf.

☐ Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

Representative Name:

N/A

Phone number:

Email:

Mailing address:

City:	State:	Zip Code:
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LIQUOR LICENSE APPLICATION

Page 3 of 4

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

Sotero Enciso Chavez

Phone number:

(503)868-1167

Email:

gervaisbar@yahoo.com

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

Page 4 of 4

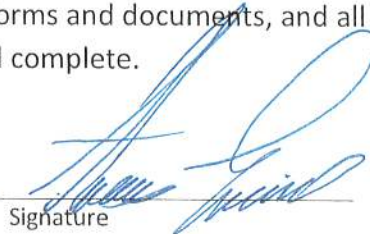
- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

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.

Sotero Enciso Chavez

Print name



Signature

2/13/2023

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

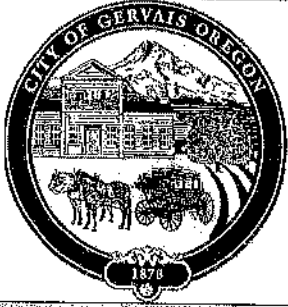
Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

	Agenda Item No.:	Topic:
	11 a	Consider Proposals and Recommendation for New Website Design Software
	Agenda Type:	
	New Business	
	Meeting Date:	
	March 2, 2023	
		Prepared by:
		Susie Marston

Denise has collected the following three proposals for website design companies:

CivicPlus..... No set up cost
..... \$2,760/year

Advantage: Integrated with City's online code (same company)

Revize..... \$3,700 set up
..... Annual cost is \$1,200

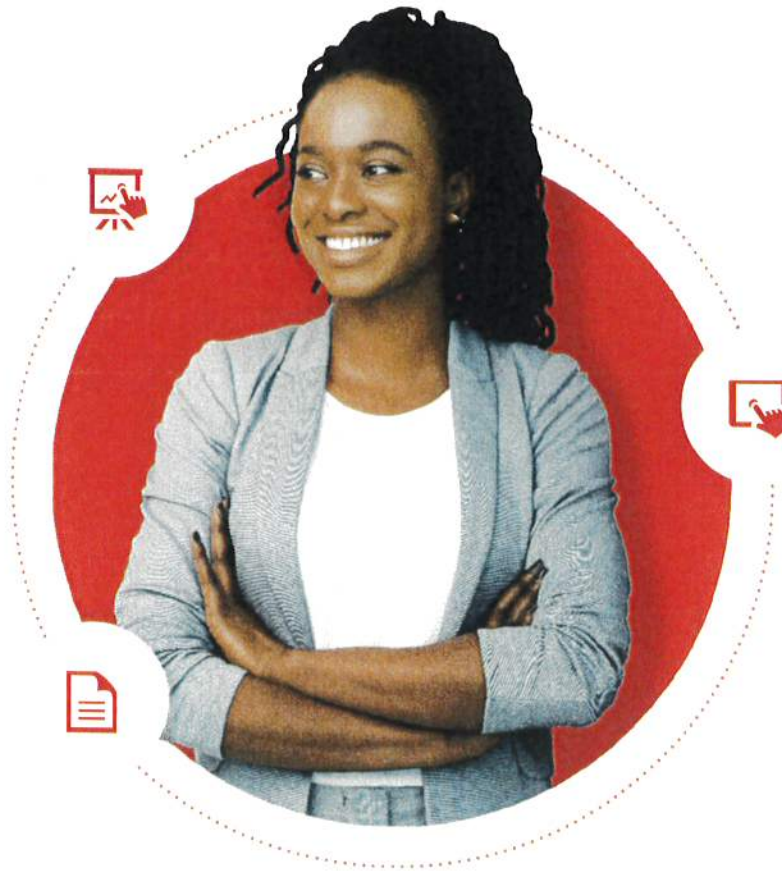
Intrado..... \$4,950 setup
..... \$1,750/year

After reviewing these proposals, our recommendation is to go with Civic Plus. This company is the same company we use for codifying our Municipal Code online, and so integrating that into the website would be seamless. CivicPlus has a very professional looking product and is a good value for the City.

In comparison, the City pays \$240 each year for the website we have now. In addition, the City pays \$144 each year to use a separate software to upload audio files to the website.

Recommended Motion

I move to accept the proposal from CivicPlus for the development of a new website.



Website Redesign, Development, Hosting and Ongoing Maintenance

Quote for The City of Gervais, Oregon

Jordan Cairns

Manhattan, Kansas HQ

785-370-7764

Email: caims@civicplus.com

Letter of Interest

9/12/2022

Gervais, Oregon

Dear Evaluation Committee:

Every interaction between a member of your community and your local government is an opportunity to create a positive civic experience. At CivicPlus®, LLC (CivicPlus), our mission is to help make local governments work better. To do that, we build technology solutions to empower you and your staff to create digital interactions that are personalized, frictionless, and singular.

With a CivicPlus website, you won't simply receive a communication platform—you will also obtain the tools to build a trusted and long-term relationship with its residents. By partnering with CivicPlus, you'll receive:

- A responsive design that is available to your residents from anywhere on any device
- A comprehensive suite of features and tools tailored to the functionality you need most
- The hands-on migration of existing content by our team of experts
- 24/7/365 emergency support with secure hosting and maintenance

In addition, if you choose to integrate your website with our agenda and meeting management and codification solutions, you will realize even greater efficiency. Mark ordinance agenda items as approved and automatically schedule them for supplementation and publishing to your online code of ordinances and your website. These integrations can include unified search and cross-links across each platform.

We have worked with cities, towns, villages, counties, and other local government agencies for decades. As a result of our continued collaboration with customers, we have designed an intuitive website solution that is tailored to satisfy the needs of your municipality.

We thank you for your review of this proposal and look forward to working together to create positive civic experiences in your community.

Sincerely,



Bob Geiger, CivicPlus Vice President, Sales

Contents

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03	Contents
04	Company Profile
05	References and Design Examples
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20	Project Costs
21	Available Options
22	Integrated Product Discount
23	Payment Schedule and Product Details Selection

Company Profile

Powering and Empowering Local Governments

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations. We are proud to have earned the trust of our over 7,300 local government customers and their 100,000+ administrative users.

In addition, 340 million citizens in North America are connected with their local government via our solutions and services.

Knowing that our tools help so many individuals find local information, apply for jobs, stay informed during times of disaster, request civic services, and be active in their communities pushes us to continually evolve our solutions as the needs of local governments evolve.



70

years of gov experience



7,300+

Local government clients



340

Million citizens connected with
their local government

Local government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. With it, municipalities increase revenue and operate more efficiently while fostering trust among Customers.

Standard | Premium Designs

Our standard designs come as part of our base price. They are ideal for communities that want a professional, mobile-friendly design without the added expense of custom graphic design work. Choose from one of our standard layouts and customize the color palette and background photos.



☆ Same features and systems as custom design.

☆ Customize your:

- ☆ Logo
- ☆ Header bar color
- ☆ Menus
- ☆ Quick links
- ☆ Button colors
- ☆ Footer bar color

Del Rey Oaks California

DelReyOaks.org

Population: 1,624

Kim Carvalho, Assistant to the City

Manager/Deputy City Clerk

(831) 394-8511 Ext. 110

kcarvalho@delrevoaks.org



Mount Carmel Illinois

CityOfMtCarmel.com

Population: 7,284

Mike Gidcumb, City Inspector

618-262-4822

mgidcumb@cityofmtcarmel.com



St. Leo Florida

TownOfStLeo.org

Population: 1,340

Andrea Calvert, Town Clerk

352-588-2622

townclerk@townofstleo.org



Custom | Ultimate Designs

We offer robust custom design capabilities for communities that want more flexibility and custom configuration with their website to align its visual aesthetic with their community's unique brand.

Royal Palm Beach Florida

RoyalPalmBeach.com

Population: 34,140

Marina Quintero, IS Manager

561-791-7078

mquintero@royalpalmbeach.com



Addison Texas

AddisonTexas.net

Population: 13,056

Mary Rosenbleeth, Director of Public

Communications, 972-450-7032

mrosenbleeth@addisontx.gov



Kenai Alaska

Kenai.city

Population: 7,100

Jamie Heinz, City Clerk

(907) 283-8246, (907) 283-8231

jheinz@kenai.city 3CMA Award Winner



Ketchum Idaho

KetchumIdaho.org

Population: 2,689

Jake Losinski, Senior Management

Analyst (208) 727-5081

jlosinski@ketchumidaho.org



Corvallis Oregon

CorvallisOregon.gov

Population: 55,298

Patrick Rollens, Public Information

Officer 541-766-6368

patrick.rollens@corvallisoregon.gov NAGW Award Winner



Corinth Texas

CityOfCorinth.com

Population: 19,935

Lee Ann Bunselmeyer, City Manager

(940) 498-3241 LeeAnn.Bunselmeyer@cityofcorinth.com



Leavenworth Kansas

LeavenworthKS.org

Population: 35,251

Melissa Bower, Public Information

Officer 913-680-2610

melissab@firstcity.org



Wilsonville Oregon

CI.Wilsonville.OR.US

Population: 19,509

Beth Wolf, Systems Analyst

503-570-1513

wolf@ci.wilsonville.or.us



Brookhaven Georgia

BrookhavenGA.gov

Population: 52,444

Ann Marie Quill, Communications Manager

404-637-0508

annmarie.quill@brookhavenga.gov



Rexburg Idaho

Rexburg.org/

Population: 25,484

Daniel Torres, Assistant Economic Developer

208-372-2333

daniel.torres@rexburg.org



Specialty Subsite Graphic Designs

We also offer the option of having graphic designs for subsites that require specialized branding. These specialty subsites leverage your content management system and database, enabling the same functionality as your primary website with a unique look and feel.

Economic Development

ChooseWoodstock.com

AddisonTexas.net/econ-dev



Why Addison?

Parks and Recreation

CPRDNewberg.org

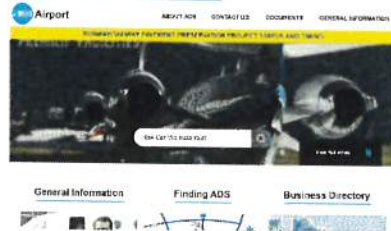
WilsonvilleParksAndRec.com/parksrec



Airports

CityOfPrineville.com/Airport

AddisonTexas.net/Airport



Libraries

WoodstockPublicLibrary.org

HendersonCountyNC.gov/Library



Police and Fire

QuincyPD.org

AddisonTexas.net/Police



Event / Cultural Centers

AddisonTexas.net/ACTC

WoodstockOperaHouse.com



Golf Courses

MeadowLakesGC.com

CottageGrove.org/Golf



Tourism

GoFruita.com

Wrangell.com/VisitorServices



Website Content Management System Features and Options

Our website design solution is designed for local governments by experts in local government. It utilizes Drupal, an open-source platform that powers millions of websites and is supported by an active, diverse, global community.

Key Project Deliverables

- ✓ Website Design
- ✓ Content Migration

- ✓ Hosting
- ✓ Support

- ✓ Training

Feature

Premium Ultimate

★ Custom | Ultimate Design

✓

★ Standard | Premium Design

✓

Responsive Mobile Friendly Design

✓

✓

Simple Page Editor

✓

✓

Best-In-Class Search Engine

✓

✓

Social Media Integration

Facebook and Twitter

✓

✓

Web Page Categories

Build a page once, display in multiple places

✓

✓

Department Micro-Sites

Site-within-a-site

✓

✓

Rotating Banners and Headline Articles

✓

✓

Rotating Banners and Headline Articles

✓

✓

Feature

	Premium	Ultimate
Google Maps Integration	✓	✓
Resource Document Center	✓	✓
Image Auto-Scaling and Resizing	✓	✓
Site Metrics Google Analytics	✓	✓
Schedule Publish On/Off Dates	✓	✓
Unlimited User Logins	✓	✓
Unlimited Content	✓	✓
Word-like WYSIWYG Editor	✓	✓
Board and Committees	✓	✓
Links and I-Frame for Third-Party Solutions	✓	✓
Unlimited Online Fillable Forms	✓	✓
Emergency Alerts	✓	✓
Meetings Agendas Minutes and Videos	✓	✓
Event Calendar	✓	✓

Feature

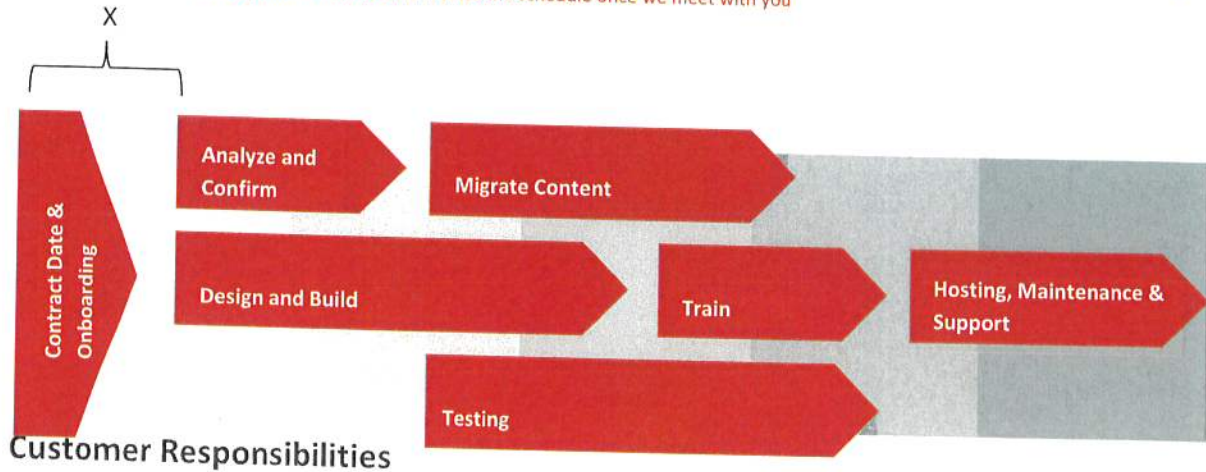
	Premium	Ultimate
Page Versioning		
Audit Trail	✓	✓
Latest News		
Press Releases	✓	✓
Anti-Spam Controls	✓	✓
Email Harvesting Protection	✓	✓
Broken Link Finder	✓	✓
Dynamic Sitemap	✓	✓
Support For Windows, Mac, Linux	✓	✓
Video Integration		
YouTube, Vimeo	✓	✓
Customer Owns Rights to All Data	✓	✓
Organization		
Staff Directory	✓	✓
Frequently Asked Questions	✓	✓
Secure Pages		
SSL	✓	✓
Printer Friendly Pages	✓	✓
Email Subscriptions and Notifications	✓	✓

Options

	Premium	Ultimate
Additional Pages of Content Migration – 150 pgs + 3 yrs meetings migration included at base price	\$250/50 Pages One-Time	\$250/50 Pages One-Time
Business Directory	\$750 / year	\$750 / year
Jobs Listing	\$200 / year	\$200 / year
Bids and RFPs	\$200 / year	\$200 / year
Projects Directory	\$200 / year	\$200 / year
Parks Directory	\$200 / year	\$200 / year
Properties Directory	\$200 / year	\$200 / year
Facilities Reservation	\$1,275 / year	\$1,275 / year
Citizen 311	\$1,175 / year	\$1,175 / year
Chat Bot	\$2,500 / year	\$2,500 / year
Specialty Subsites	\$1500 / year	\$1500 / year
Microsite Color and Logo Customization	\$500 One-Time / Microsite	\$500 One-Time / Microsite
Site Graphic Redesign Every Fourth Year –	N/A	\$750 / year
Additional Training Session – 3 included a base price	\$200 / 1 hr session	\$200 / 1 hrsession
Private Pages – Staff View Only	\$200 / year	\$200 / year

Project Timeline and Approach

* The typical project takes 3-4 months (standard design) | 5-7 months (custom design). The high-level timeline below is an approximation. We will finalize the schedule once we meet with you



Customer Responsibilities

A smooth, on-time deployment is dependent on the customer participation, providing timely information and approving proofs quickly.

- ✓ The customer will make available relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort and create new content copy as needed
- ✓ The customer will assign a single point of contact that will be responsible for coordinating the schedules of other project stakeholders
- ✓ The customer will review any deliverables requiring formal approval within five business days and return all comments and issues at or before those five days have elapsed
- ✓ The customer will assign one person who will act as the ultimate decision-maker in the case where consensus among the team cannot be reached
- ✓ The customer must agree to the applicable terms of services for Google-related services such as Google Analytics and Google Maps to access those features. CivicPlus is not responsible for Google's decisions related to discontinuing services or changing current APIs

Phase 1 – Analyze and Confirm Requirements

Website Assessment

CivicPlus will analyze your current website(s) to assess the existing navigation, features/functions, and content quality

Organizational Overview Inventory and Survey

CivicPlus will provide an organizational overview document for your completion

Deliverables: Organization Survey

Website Design Meeting

CivicPlus will conduct a design meeting with a customer-defined web advisory team. We recommend the advisory team be limited to a maximum of six members who will provide input regarding the overall design of the new website, including the site branding and high-level site navigation. This team will review initial and final website design concepts before go-live approval.

Deliverables: Website design specification sheet (graphic design, information, navigation design)

Phase 2 – Design and Build

Design Concept Creation and Approval (Custom Designs)

CivicPlus will complete concepts for the homepage and interior pages. These concepts will incorporate all the graphical elements and the high-level sitemap. You will select a concept after a series of iterative design revision meetings—up to six revisions.

Deliverables: Design concepts, Finalized design (Sketch, Figma, or Photoshop)

Website Setup, Configuration, and Customization

CivicPlus will create a fully functional website that includes the elements described in this proposal. CivicPlus will finalize any remaining components within the approved design and navigation as part of the website setup.

Deliverables: Functional beta website with approved design, Content migration

Phase 3 – Migrate Content

Content Finalization and Departmental Acceptance

CivicPlus will migrate initial content for your staff to finalize before go-live. See the pricing section for the specific number of included pages. **Deliverables: Content creation and migration, Departmental content signoff**

Meeting Agendas and Minutes

You will complete a Microsoft Excel template to provide information regarding each meeting and corresponding files. CivicPlus will then auto-import that content. You must use a standard naming convention to allow auto parsing of data. (e.g., minutes_061516.pdf) **Deliverables: Content creation and migration, Departmental content signoff**

Standard Web Pages

A standard webpage is defined as one that contains a title, body text, and up to five links, file attachments, or images. We will provide a custom quote if you require migration of more complex pages. **Deliverables: Content creation and migration, Departmental content signoff**

Directory Pages | Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/Resolutions

You may make these updates or complete a custom Microsoft Excel template to receive a custom quote for auto-importing. **Deliverables: Content creation and migration, Departmental content signoff**

Phase 4 – Staff Training

Staff Training

Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered to administrators and content contributors. **Deliverables:** Onsite (if applicable), Video Conference, Videos and User guides

Phase 5 – Testing

Functional Testing

CivicPlus will perform a series of tests across multiple browsers and operating system versions to confirm site functionality and all features documented in this proposal. **Deliverables:** Completing Testing Checklists

Acceptance Testing

A standard webpage is defined as one that contains a title, body text, and up to five links, file attachments, or images. We will provide a custom quote if you require migration of more complex pages. **Deliverables:** Site acceptance by customer

Phase 6 – Go Live

Go-Live

We will work with you to make the appropriate A Record DNS entry changes to begin propagating the new production web server IP address. **Deliverables: Accepted Final Live Website**



Hosting and Support

Data Center

We host your website in a secure data center. The data center is staffed 24x7x365. Your website is maintained using firewalls, load balancers, multiple web application servers, and a database server. We apply security updates to the entire web server stack regularly.

Data Transmission

We guarantee up to one terabyte of data transfer per month

Web CMS Software Security

We apply security updates to your Drupal-based CMS whenever updates are posted. Drupal has the confidence of millions of private and public sector websites, including whitehouse.gov, the City of Boston, and the City of Los Angeles. Several built-in security mechanisms are in place to prevent cross-site scripting attacks.

Web Transmission Security

Your website is secured with SSL to encrypt data transmission. We SSL-enable every page on your website for maximum security.

User Authentication Security

Our solution is configured with granular role-based permissions, and each user is required to log in with a unique user ID and password. We also offer a two-factor authentication option using Google Authenticate if that should be something you are interested in pursuing.

Data Backup

We back up your data in multiple geographic locations. Backups occur daily, weekly, monthly, and up to seven years of annual data backups.

Guaranteed Uptime

CivicPlus guarantees a web server uptime of 99.95 percent. If this service level is not met within a given month, you will receive a credit for that month's service.

Maintenance and Customer

24x7 Customer support

We will provide you with contact numbers to reach us 24x7x365 for emergency website issues. We will also be available from Monday to Friday, 7 a.m. to 7 p.m. CT via email and phone to handle routine website operation questions from staff.

Security upgrades

CivicPlus will apply security upgrades to your solution's core and contributed modules, ensuring that your website stays secure. We will perform security upgrades and other web server and website optimizations during off-hours, typically between 7 p.m. – 1 a.m. CT, if such work requires taking the website off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires downtime.

Site Monitoring and Site Recovery

CivicPlus will install auto-monitoring software routines that continually monitor website performance and alert us when problems occur. We will act as soon as possible and no later than two hours after detecting a problem.

Free feature upgrades

As we update our base features, you receive those upgrades for free.



Award-Winning

CivicPlus' customer service team has been honored with two Silver Stevie® Awards and four Bronze Stevie® Awards, which are the world's top honors for customer service, sales professionals, and more.



2021 Support Metrics

- Total Tickets – 103,759
 - Average Chat Response – 3.48 Minutes
 - Average Phone Response – 7:57 Minutes
 - Customer Satisfaction Score – 95.7%
 - Solved in One Touch – 71.2%
-

Project Costs

Premium Design

Ultimate Design

One-Time Build
Fee

☐ No Fee

☐ No Fee

Hosting and
Support

☐ 20% Discount on Annual Fees
If a CivicPlus Customer for Agenda and
Meeting Management AND Codification

☐ 20% Discount on Annual Fees
If a CivicPlus Customer for Agenda and
Meeting Management AND Codification

☐ 10% Discount on Annual Fees
If a CivicPlus Customer for Agenda and
Meeting Management OR Codification

☐ 10% Discount on Annual Fees
If a CivicPlus Customer for Agenda and
Meeting Management OR Codification

☐ \$2,760 / year
With 20% Discount

☐ \$3,480 / year
With 20% Discount

Base Features: See the Features and Options Page

Content Migration: Up to 150 Pages + 3 Years Meetings Migration

Training: Three One-on-One Training Session via Zoom

Options

	Price	
<input type="checkbox"/> Business Directory	\$750 / year	
<input type="checkbox"/> Jobs Listing	\$200 / year	
<input type="checkbox"/> Bids and RFPs	\$200 / year	
<input type="checkbox"/> Projects Directory	\$200 / year	
<input type="checkbox"/> Parks Directory	\$200 / year	
<input type="checkbox"/> Properties Directory	\$200 / year	
<input type="checkbox"/> Facilities Reservation	\$1,275 / year	
<input type="checkbox"/> Citizen 311	\$1,175 / year	
<input type="checkbox"/> Chat Bot	\$2,500 / year	
<input type="checkbox"/> Specialty Subsites	\$1500 / year	How Many? _____
<input type="checkbox"/> Microsite Color and Logo Customization	\$500 One-Time/Microsite	How Many? _____
<input type="checkbox"/> Site Graphic Redesign Every Fourth Year – Ultimate Only	\$750 / year	
<input type="checkbox"/> Additional Training Session – 3 included a base price	\$200 / 1 hr session	How Many? _____
<input type="checkbox"/> Private Pages – Staff View Only	\$200 / year	
<input type="checkbox"/> Additional Pages of Content Migration – 150 pgs + 3 yrs meetings migration included at base price	\$250/50 Pages One-Time	If necessary; typically determined during implementation.

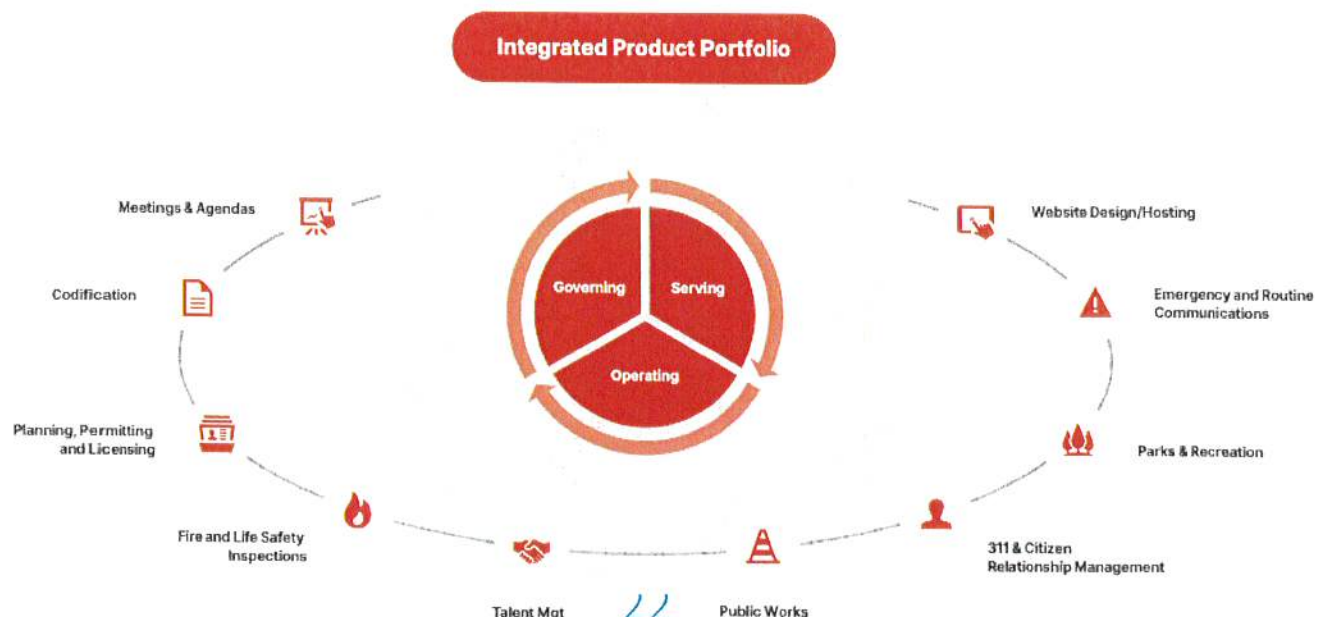
Your Integrated Product Discount

We will apply the appropriate discount to your future purchases of a **1)** Drupal website, **2)** our integrated agenda and meeting management solution, and **3)** Municode codification.

- **Website:** See previous page.
- **Meetings Management:** 10% (double bundle) and 20% (triple bundle) discounts apply to annual fees.
- **Codification:** 10% (double bundle) and 20% (triple bundle) discounts apply to annual fees for Self-Publishing Software **or** On-line Code Hosting Platform (MunicodeNEXT and Premium Features).

The Civic Experience Platform from CivicPlus

CivicPlus is the only government technology company exclusively committed to powering and empowering local governments to efficiently operate, serve, and govern through the use of our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams.



Payment Schedule & Product Details Selection

Upon signing of contract	100% of Year-1 costs
--------------------------	----------------------

Notes

- Upon receipt of your selections associated with this document, with special attention to the **project costs page** and the **add-ons page**, we will then create a formal summarized statement of work that delineates each item you have select for your final signature by a signing authority.
- Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 2 of service. Client will pay all invoices within 30 days of the date of such invoice.
- If the payment schedule noted above does not meet your needs, please discuss with us so that we can try to accommodate your goals.
- This document is marketing material and does not form a legal agreement with CivicPlus. This document shall not be incorporated into, nor form part of, the final agreement. Final pricing may be subject to change based on the actual line items agreed upon between the parties.

- ☐ We have made our selections by checking the desired boxes on the project cost and add-ons page and would like a formal statement of work for our final signature for this product. *(These selections, and our initials below, do not constitute a contract or intent to buy, but provide the information needed create the formal purchase document for final signature.)*

Initials _____

[See Previous Page](#)

- Let us know if you would like more information regarding any of the following:

- | | |
|--|--|
| <input type="checkbox"/> Meetings and Agenda Management | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Codification (Municode) | <input type="checkbox"/> Talent Management |
| <input type="checkbox"/> Emergency and Routine Communications | <input type="checkbox"/> Fire and Life Safety Inspections |
| <input type="checkbox"/> Parks, Facilities and Recreation Management | <input type="checkbox"/> Planning, Permitting, Licensing, Code Enforcement |
| <input type="checkbox"/> 311 and Citizens Relationship Management | |



The Government Website Experts

WEBSITE PROPOSAL FOR

Gervais, Oregon

Prepared by Kyle Misner

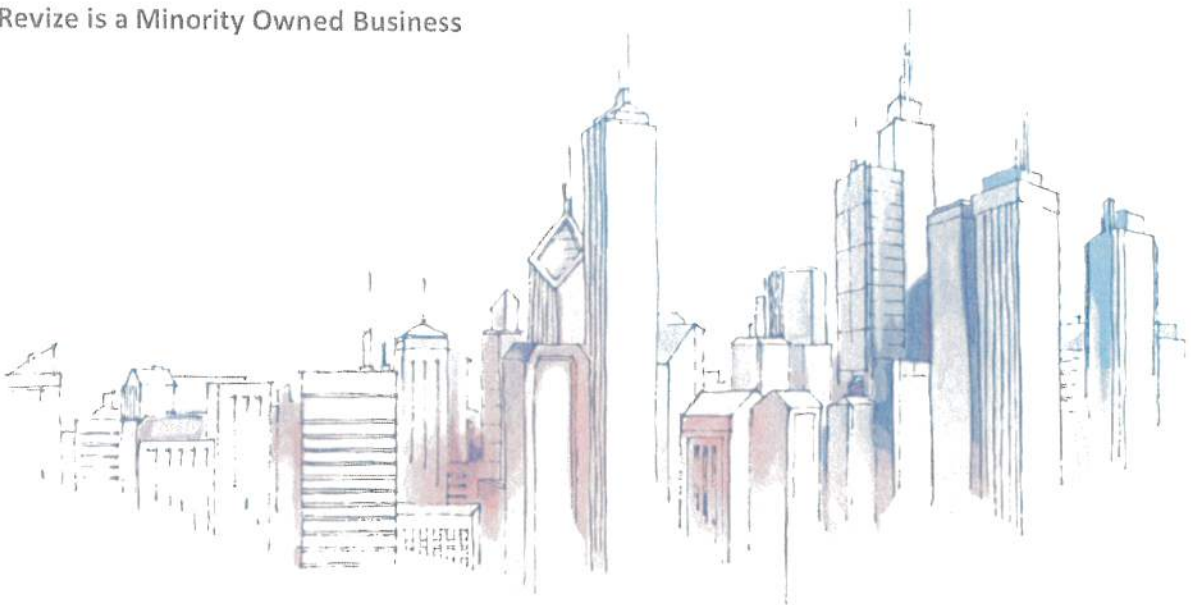
150 Kirts Blvd., Suite B, Troy, MI 48084

Ph: 248-269-8106 Fax: 866-346-8880 Cell: 586-909-2145

www.revize.com January 26th, 2023

Pricing good for 30 days

Revize is a Minority Owned Business



Dear Denise Dahlberg and the City of Gervais,

Thank you for considering Revize as your web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

In regards to the actual design and build of your new website, and ongoing website hosting and support, Revize has been doing this for over 20 years. **What you need to know is that over the last 6 months there's been an increase of hacking of government agency websites by 394%, especially if they're using what's called free software, open source software like WordPress and Drupal. Revize does not use that technology.** We have a secure, refined content management system developed specifically for non-profit and government class organizations like yourself for use by non-technical individuals to edit the website easily. Revize has a full proof, secure hosting environment that so far has been bulletproof against hackers for over 8 years. We have 4 redundant Server Farms across the whole United States and multiple backups of all the information.

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Government clients select Revize because we can help them

- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

“Revize Websites build engagement
with your constituents.”

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community's website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,

Kyle Misner

Account Executive

Cell: 586-909-2145

Office: 248-263-8106

Kyle.misner@revize.com

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Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high-quality online services that your constituents will want to use regularly. In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user friendly functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

With more than 2,600 government clients nationwide, Revize Software Systems is one of the industry's eminent providers. We credit our rapid growth to our over 23-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from mobile phones to desktop monitors. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as

- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Tracker
- Agenda Creator

Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use Government content management software (Government CMS). This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications, such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions, agenda creator and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web

conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.



Did you know?

Our technical and development staff holds a variety of certifications and has a combined 50 years' experience.

Company Profile

FOUNDED	HEADQUARTERS 150	PHONE	WEB SITE
1995	Kirts, Suite B, Troy, MI 48084	248-269-9263	www.revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 2,600 government clients in North America and have created acclaimed website designs for hundreds of municipalities, and counties, as well as government departments, agencies and school districts. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

“The empowerment of people
through simplified information
management technologies.”

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-

effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

“We are proud of our award-winning web designs, technologies, continued innovations to build government centric modules and apps, web content management, training and support capabilities. We are especially proud of being recognized as one of the industry’s top government website experts and innovators. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients.”



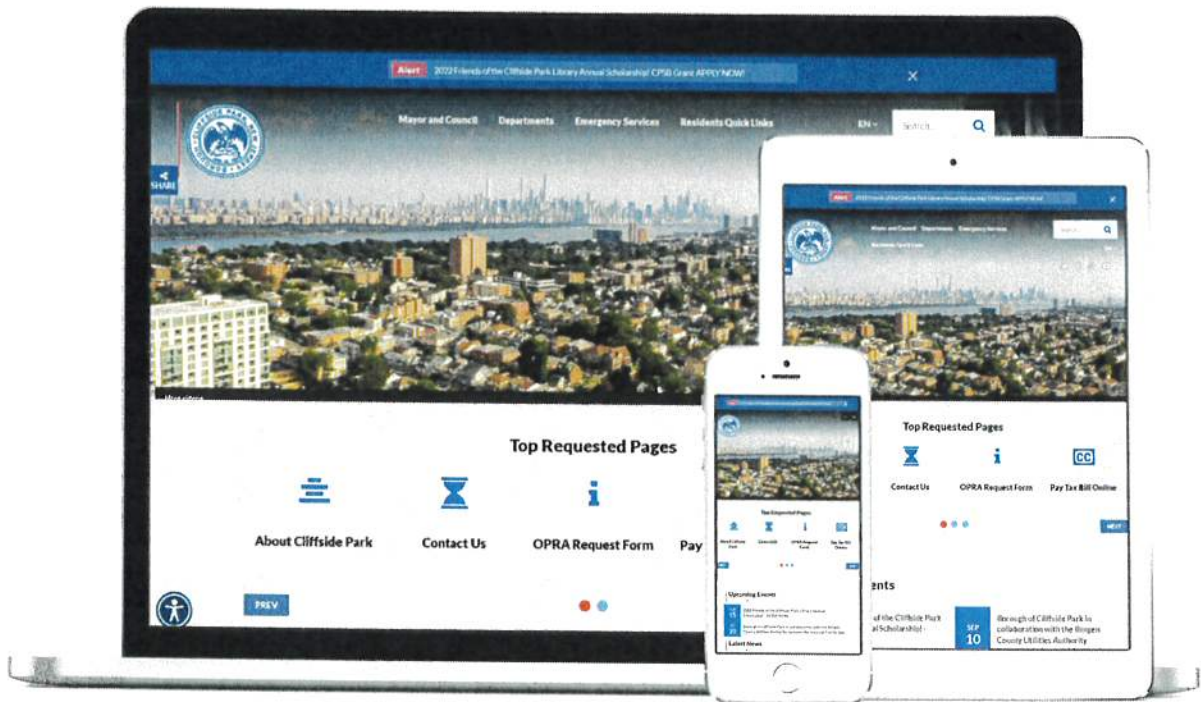
Did you know?

Revize websites have received over 100 web awards in the last 5 years alone.

Government Project Experience

Borough of Cliffside Park, NJ

<https://www.cliffsideparknj.gov/>



Details:

The Borough of Cliffside Park, New Jersey desired a new website that was functional and robust, with a clean and attractive appearance. The borough chose a website design with a suite of resident focused apps, and a layout that offers all the "must-haves" to meet government website standards. The site features a nicely organized Agenda & Minute Center, easy to use Digital Forms, detailed contact information, useful curated search function, along with many other useful features and tools. Now the borough has a visually stunning website that is easy to use, with the most relevant information only one click away. Along with the Revize CMS that allows employees to easily edit and update the website, this site truly rounds out everything a municipal website should have in 2022.

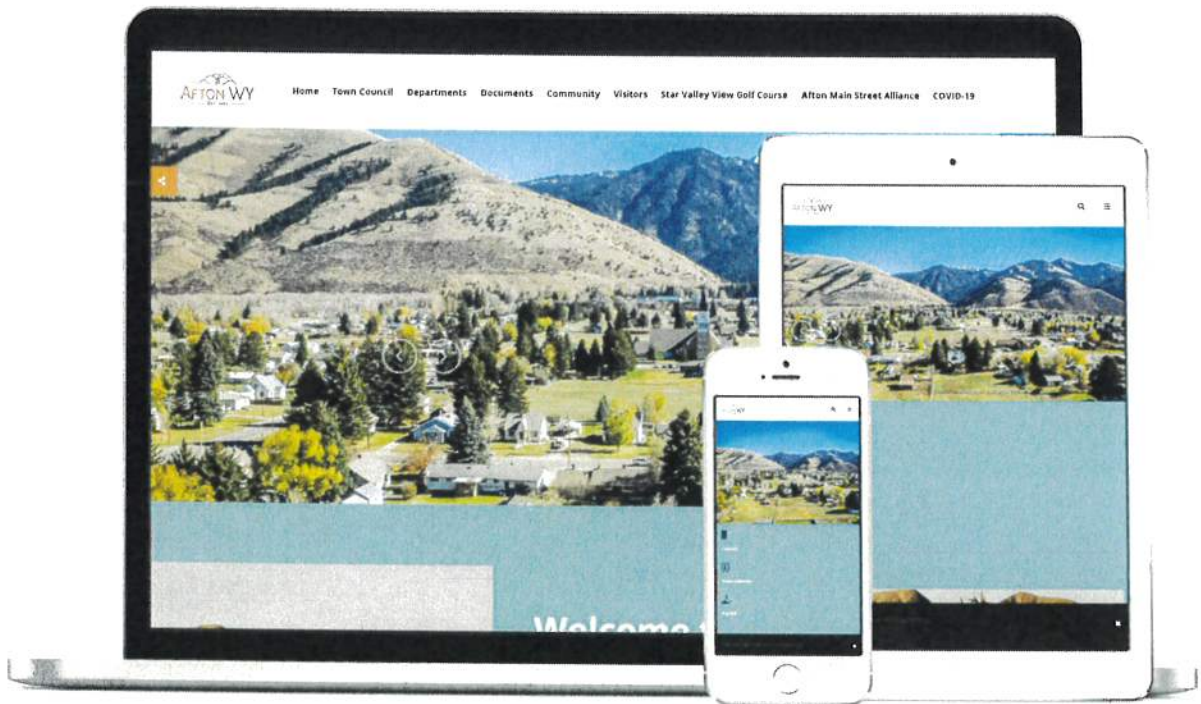
Town of Federalsburg, MD
www.townoffederalsburg.org



Details:

Federalsburg is a small town in Maryland that has a hometown feeling that's rich in history, and the town needed a government website that reflected the place's presence. The town was focused on upgrading their website to accommodate new features that benefit the residents and the community. The town went with Revize, a CMS that offers usable and accessible government website features while providing a clean and straight-forward aesthetic. The site contains an ADA compliance widget, curated search bar, and a straight forward panel with crucial information for residents. Overall, the town transformed into a beautiful and usable website that has everything you need in a government website.

Afton, WY

www.aftonwyoming.gov

Details:

This small and charming town in Wyoming is a hub for outdoor enthusiasts, and a scenic spot in the mountain state. The Town of Afton needed a website that replicated the spirit of its residents, while containing a suite of current government website apps. Afton went with Revize to create a visually stunning website with leading CMS software. The site now has attractive photos of the area, along with the necessary apps needed to cater to resident's needs. The design works cohesively with the focal apps, showing the power of clean design and complimentary colors. With Agenda & Minutes, Alerts, and Translation App, Afton has all the bells and whistles that resident need, without an overly complicated web design. Users can feel

a calming presence while visiting the site and the town, and get the information they need quickly without combing through pages.

Borough of Kennett Square, PA

www.kennettsq.org



Details:

Kennett Square, PA is a small borough in Pennsylvania known as the Mushroom Capital of the world. The delightful borough needed a government website that matched the charismatic community and assisted residents in their day-to-day needs. The current website contains all the gadgets that a best practice government website needs, with Alerts, Doc Center, Translation App, and easy Online Fillable Forms. The diverse and progressive community is represented in the city's new polished and attractive government website. The strength of a clean web design, along with usable CMS software, and government app features, makes this borough a stunning example of the potential for government websites.

Government Account References

Client: Beach City, TX

Evonne Donnelly, City Secretary

Phone: 281-383-3180

Email: city@beachcitytx.us

Website: <https://beachcitytx.us/>

Client: Town of Federalsburg, MD

Larry DiRe, Town Manager

Phone: 410-754-8173 x105

Email: townmanager@federalsburg.org

Website: <https://www.townoffederalsburg.org/>

Client: Afton, WY

Contact: Violet Sanderson, Town Administrator

Office: 307-885-9831

Email: vsanderson@aftonwyoming.gov

Website: <https://www.aftonwyoming.gov/>

Client: Borough Kennett Square, PA

Contact: Denise Rodriquez, Public Works Assistant

Office: 610-444-6020 x0

Email: drodriquez@kennettsq.org

Website: <https://www.kennettsq.org/>

Responsive. Beautiful. Accessible.



Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 23 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

We Will Build a Government Communication Center that Works for Your Community!

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

**“We Build Superior Technology
into Every Website with CMS
Performance & Reliability That’s
Second to None.”**

What sets Revize apart from other companies? Revize's superior technical architecture and security, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today. By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

“We Always Provide Knowledgeable, Friendly and Responsive Service!”

All this, and a reliable IT partner too! Our website design and development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus, regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. The Client Owns the CMS License and the Code!

We often hear the question: “What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?” The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come and go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.

Top Ten Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
- On-time delivery
- Competitive pricing
- Responsible stewardship of the organization's stakeholders
- Full functionality to update and manage your website
- All the tools/apps needed to increase communications with citizens
- An easy CMS to train employees quickly
- Extended phone and email support
- 2,700+ satisfied government clients
- Unlimited App Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

“The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website's progressive look captures the vibrant culture of our community.

— Craig Kelly, Public Information Officer, City of Wylie, TX



Did you know?

Revize CMS is the most advanced CMS in the government web design industry with over 23 years of development.

Awards & Accolades

We were thrilled with the outcome of our website redesign project. The Revize team was professional and responsive throughout the process.


- **Tori Mathes**, Media Communications, City of Berkley, MI



Revize provided a dynamic website platform for Genesee County. It allowed us to apply the best practices for counties in conveying vital information to citizens and businesses.

Ken Kolenda – GIS Manager, Genesee County, Michigan





“Visiting the Genesee County website to find the information I needed was easy, user-friendly and a breeze.”

- Patrick Gleen, Resident, Genesee County MI



“When I wanted to open my new shop everything I needed was at my fingertips on the city of St. Petersburg website.”

- Emily Hunter, Business Owner, St. Petersburg, FL

The Revize Solution

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We don't utilize a "one size fits all" approach because it doesn't make sense.

However, we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

“We guarantee the best support in the industry
that’s 24/7 365 by the trained developers &
technicians”



Did you know?

Revize has launched over 2,600 government websites both small and large.

Hosting Service

Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for it's LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web sites and web applications on redundant (3 TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance and reliability. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy/security. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to several hours or days time frame our competitors offer).

“Revize can provide clients with unlimited data storage server space for each website.”

Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. We make it all very simple. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally, and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls and Protocols

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
- Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers



Did you know?

Revize launched over 300 websites last year alone.

Maximum Response Times

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Revize Support

- 8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)
- 24X7X365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter module support
- Automatic upgrades of CMS Modules such as Calendar, Document Center, etc....

Software Maintenance

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

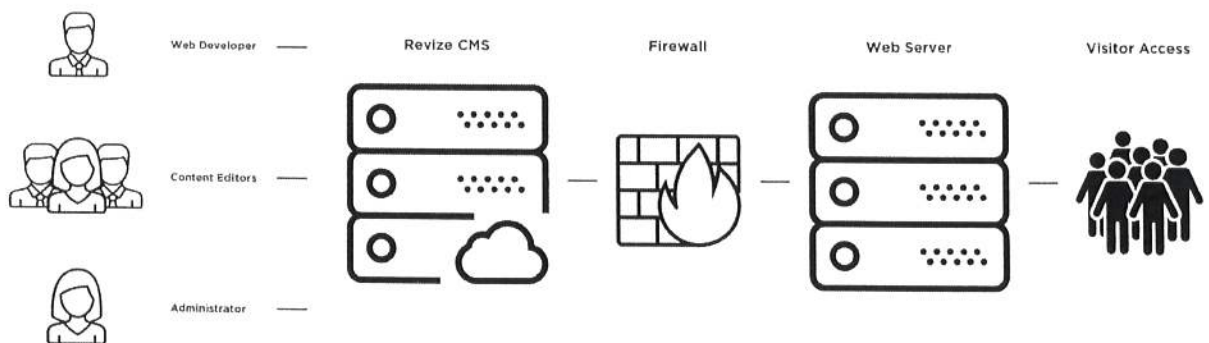
“As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.”



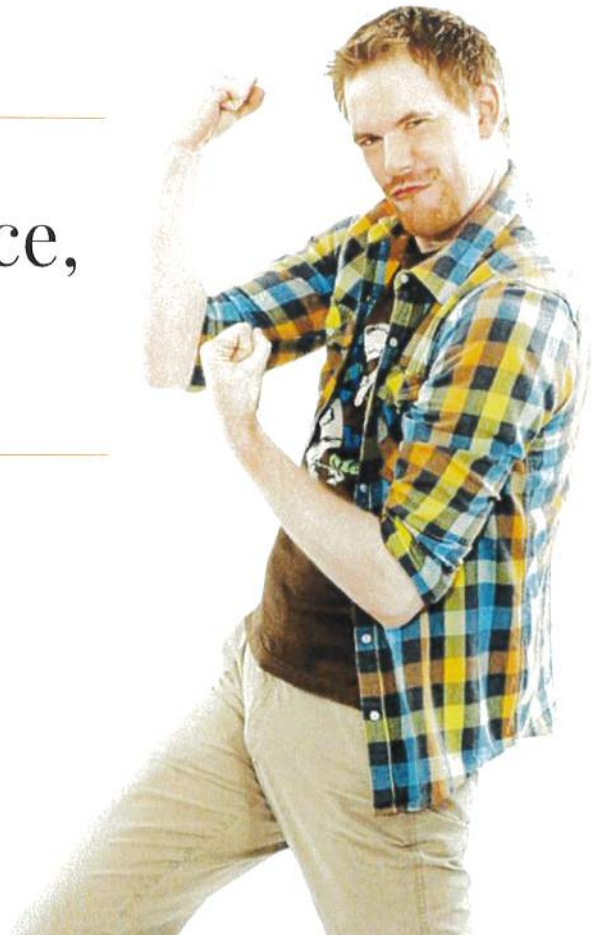
Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Revize Intelligent Publishing WCM



“Security, Performance,
Redundancy”



Revize Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts, through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 35 years of successful business development and account management leadership experience. He has worked with well over 900 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- Philosophy: "Always put yourself in the client's shoes and do what is best for them."
- Education: BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- Expertise: 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- Role on your website project: Supervisor of account management between client and project team.

Ray Akshaya

Technical Director

Ray has 23+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of governments, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- Philosophy: "Work Hard, Help People and Live Honest."
- Education: MS in Engineering Science, Louisiana State University, Baton Rouge
- Expertise: Client Management, Project Management, Technology Development for CMS & Web Apps
- Role on your website project: Technical Director

Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 360+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- Philosophy: "Empathy, Focus, and... Impute"
- Education: BS in Computer Science, Wayne State University
- Expertise: Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- Role on your website project: Graphic design of website and backup support.

Derek Ortiz

Website Developer / Front End Web Application Designer

Derek is a senior front-end web developer and designer with Revize with more than 12 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent design work.

- **Philosophy:** Design and development are constantly evolving, and learning new methods and practices gives me a “geeky” excitement. What I truly enjoy most is that I can create what is considered to be art, but at the same time serves a very functional purpose.
- **Education:** Bachelor’s Degree in Computer Science, Oakland University.
- **Expertise:** Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Development of website and backup support.

Denise Brazier

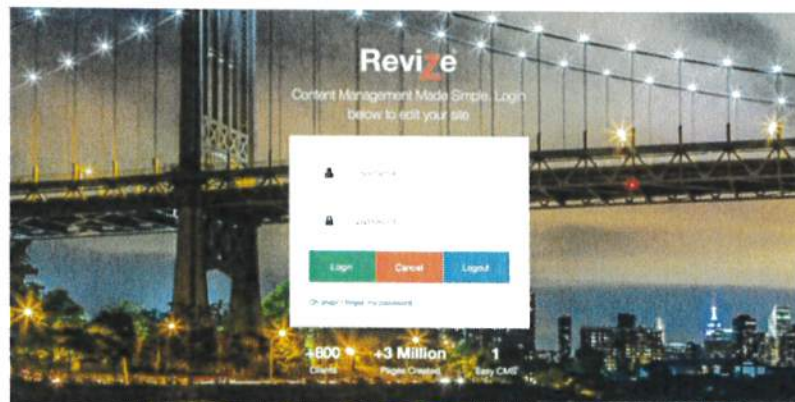
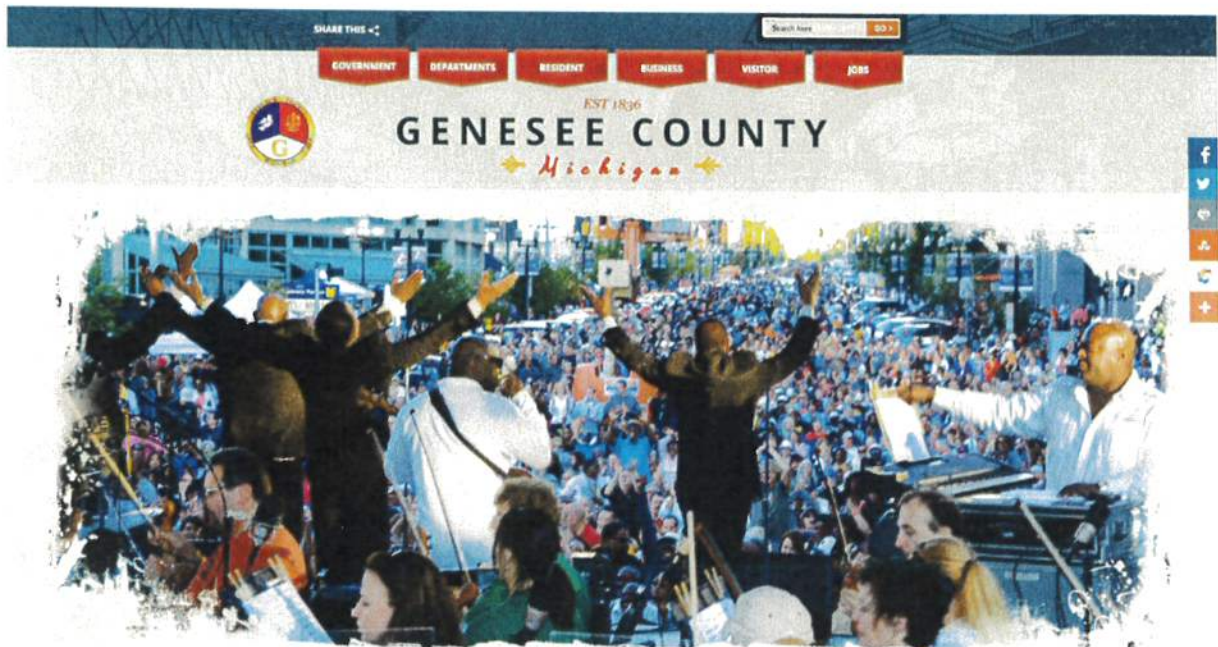
Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state’s quality committee evaluating organizational policies and procedures for recognition.

- **Philosophy:** “Always explain things in the terms of your audience to ensure their understanding”
- **Education & Training:** MS in the Art of Education from Marygrove College. Certification in Secondary Education
- **Expertise:** Training, education, teaching, public affairs and project management.
- **Role on your website project:** Trainer for the Content Management toolset and project manager

Revize Government CMS User Interface

1. Revize CMS User Interface Home Page



2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

revize.

Content Management Made Simple. Login below to edit your site

Username

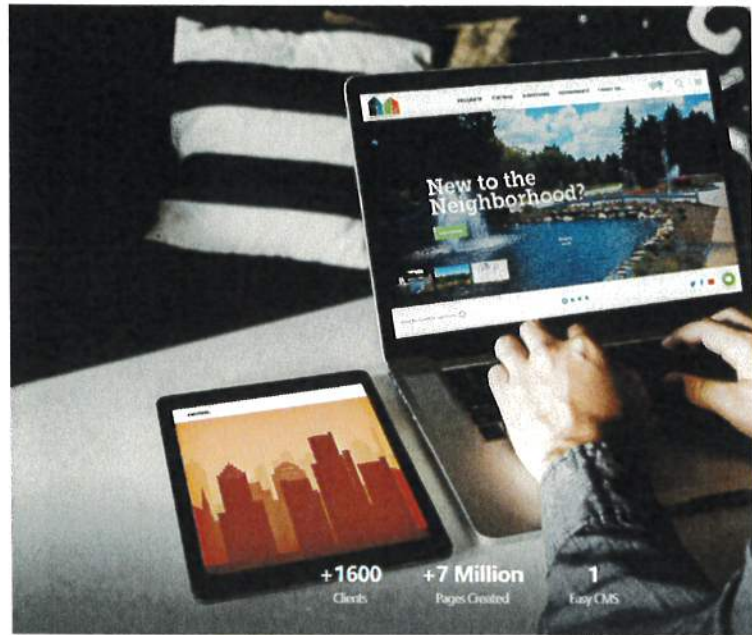
Password

Show Password

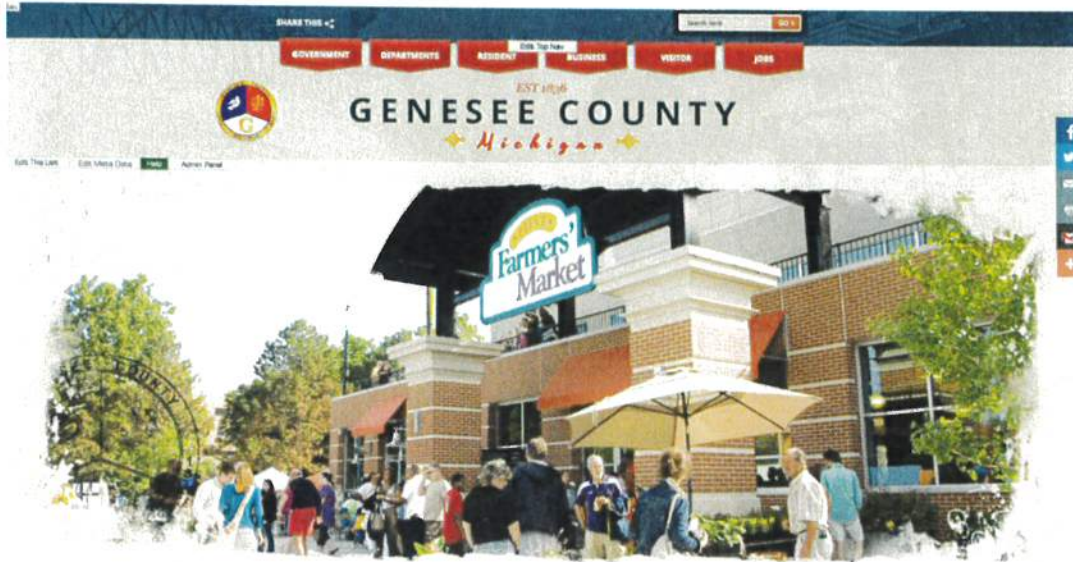
Login

[Forgot password?](#)

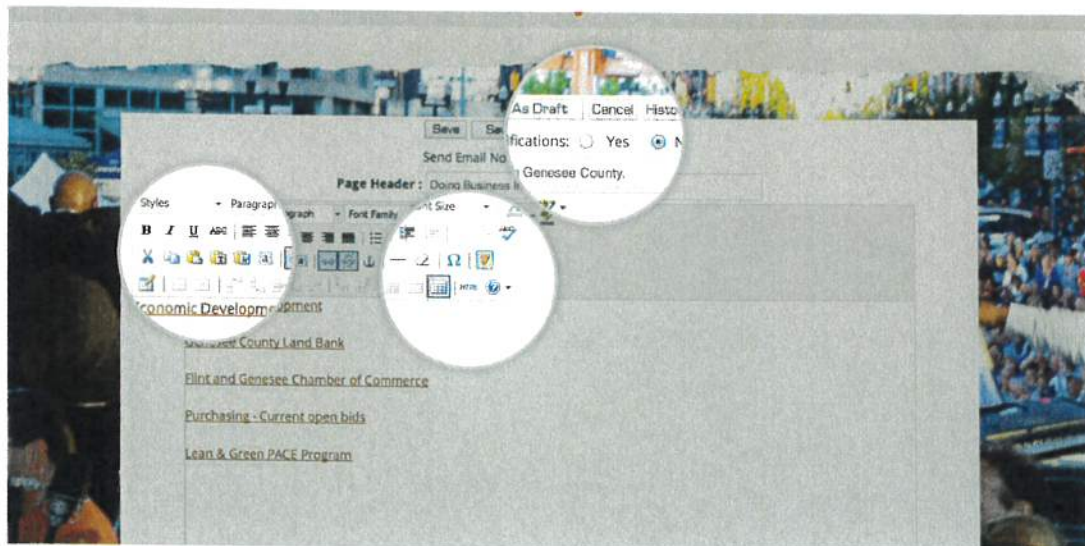
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3. Edit buttons appear on the page after the Login executes. Based on user's roles/permissions, the appropriate buttons are displayed.



The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a "Word Like" editor.



After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.

Revize Quote

Revize WEBGEN "Ready to Use" Website Design – includes Color Scheme and Banner customization, Revize CMS integration, and Content Editor training, onetime fee	\$1,500
Content migration included up to 100 pages and 100 documents. To help remove stale content, Revize will not be moving over old announcements, news, events or calendar items.	\$500
Revize CMS Annual Software Subscription (1 User), Unlimited Tech Support, Software Updates, SSL Security Certificate, and Website Hosting up to 5 GB storage, 30GB monthly bandwidth limit – annual fee	\$1,200
eNotify Center with email and text alerts	\$500
Job Posting with Interactive Forms App https://www.riversidemo.gov/departments/human resources/career opportunities	\$2,400 Set Up \$900 Annual
Grand Total (1st year)	\$6,100
Second year and onwards investment	\$1,200/year

Website delivery: approximately 4-6 weeks

- ✓ Revize WEBGEN "Ready to Use" Website Design – **pick from one of Five designs, starting on page 34.** Revize will change the color scheme and customize the banner to fit your organization. Each design includes Response Website Design programming for great viewing on any size mobile

phone screen without having to zoom in on the text!
Takes approximately 4 - 6 weeks.

- ✓ Revize CMS web content management software subscription for up to 1 Content Editor
- ✓ Revize Web Calendar Module, Document Center, and other modules as indicated on the next page
- ✓ Revize will not be moving over any old news, calendar events, or empty webpages to help clean up stale content. Additional content migration, if requested, is available for \$3 per webpage and document.
- ✓ Instructor Led Training -- Revize content editing and administrative training, one session up to 3 hours for up to 2 people via web conference and phone
- ✓ Technical Support and Product Upgrades, Website Hosting
- ✓ Four-year agreement

Following Applications & Features will be integrated into Your Website Project

Revize provides applications and features specifically designed for government organizations.

The applications and features are categorized into:

- ▶ Citizen's Communication Center Apps
- ▶ Citizen's Engagement Center Apps
- ▶ Staff Productivity Apps
- ▶ Site Administration and Security Features
- ▶ Mobile Device and Accessibility Features

CITIZEN'S COMMUNICATION CENTER APPS:

- ✓ Home Page Alert
- ✓ Document Center with search bar
- ✓ News Center
- ✓ Photo Gallery/YouTube Video Upload
- ✓ Quick Link Buttons
- ✓ Revize Web Calendar – Unlimited Calendars

CITIZEN'S ENGAGEMENT CENTER APPS:

- ✓ Social Media Sharing App
- ✓ Online Bill Pay via Revize Partner

STAFF PRODUCTIVITY APPS:

- ✓ Image Manager
- ✓ Link Checker
- ✓ Menu Manager
- ✓ Vendor Registration/RFP Management System via Vendor Registry
- ✓ Website Content Archiving

SITE ADMIN & SECURITY APPS:

- ✓ Audit Trail
- ✓ History Log
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ Unique Login/Password for each Content Editor

MOBILE DEVICE AND ACCESSIBILITY FEATURES:

- ✓ ADA Compliant WCAG 2.1AA
- ✓ Responsive Website Design (RWD) – for great Mobile Device viewing i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

Select one of the following Website Designs on the following pages and Revize will add your logo in

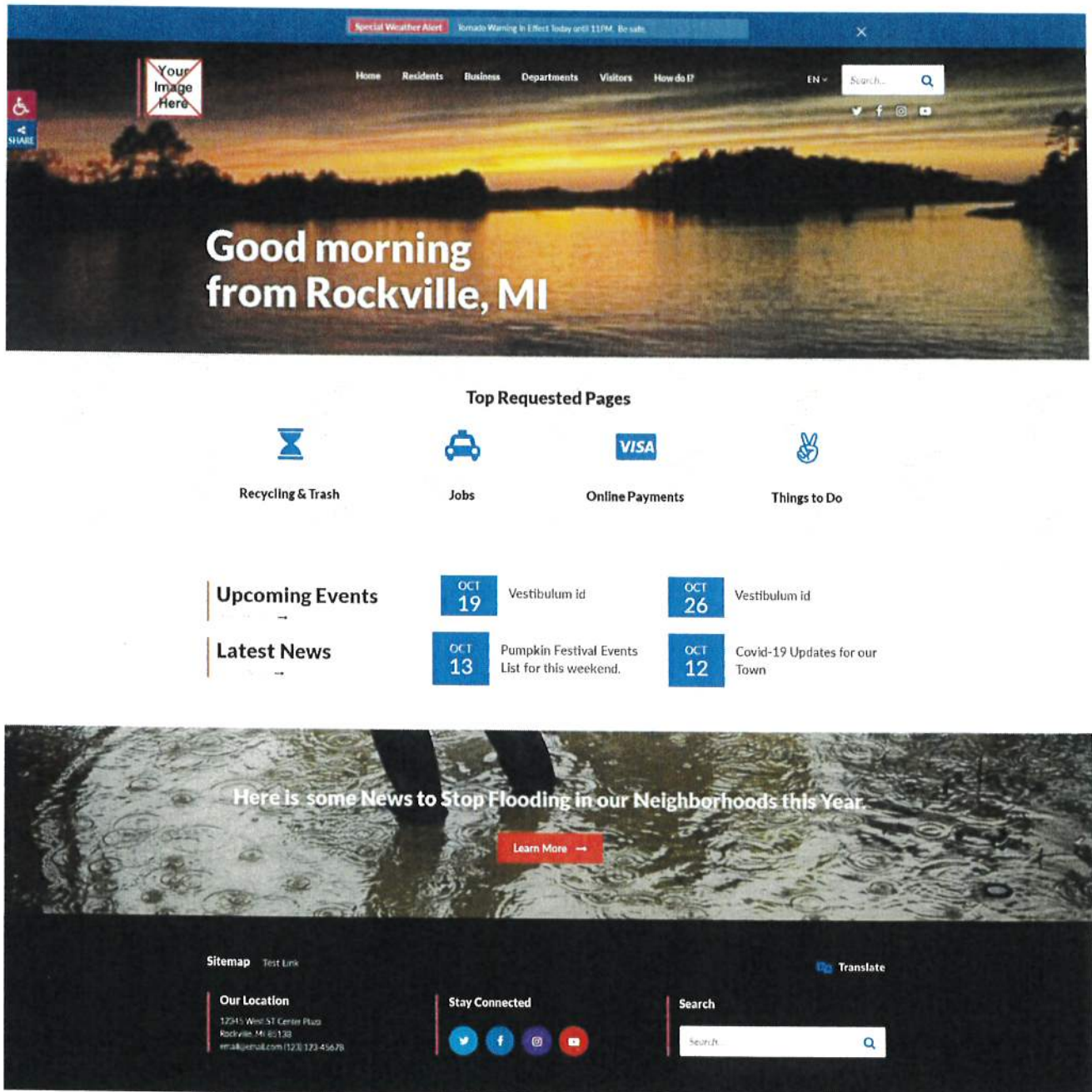
the banner and change the color scheme to reflect your organization's character. The Revize CMS is already built into it saving you the cost of a custom design and CMS technology development.
Turnaround time: approximately 4-6 weeks

Revize WEBGEN "Ready-to-Use" Website Designs:

Peak Town Design

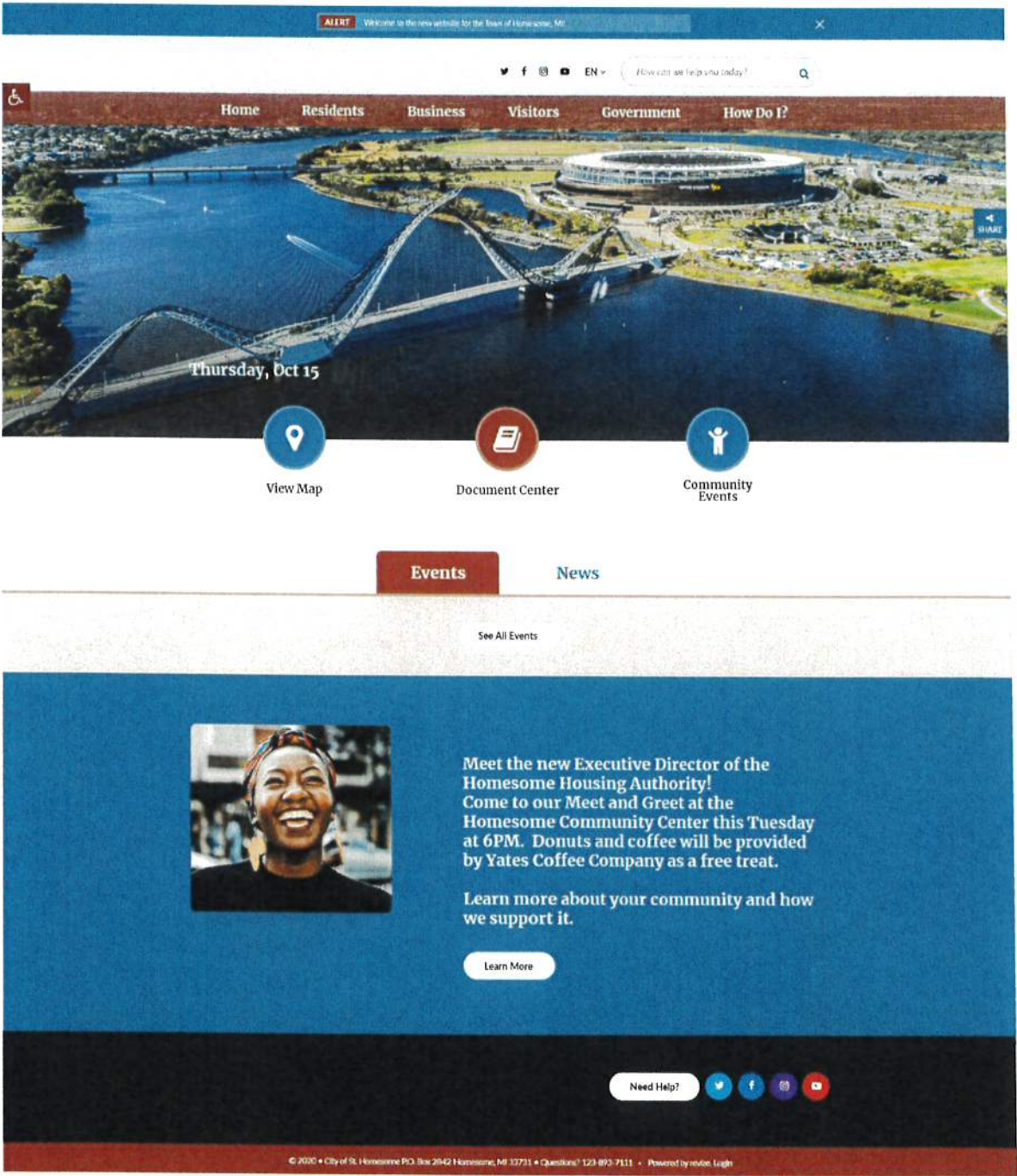


Town of Rockville Design

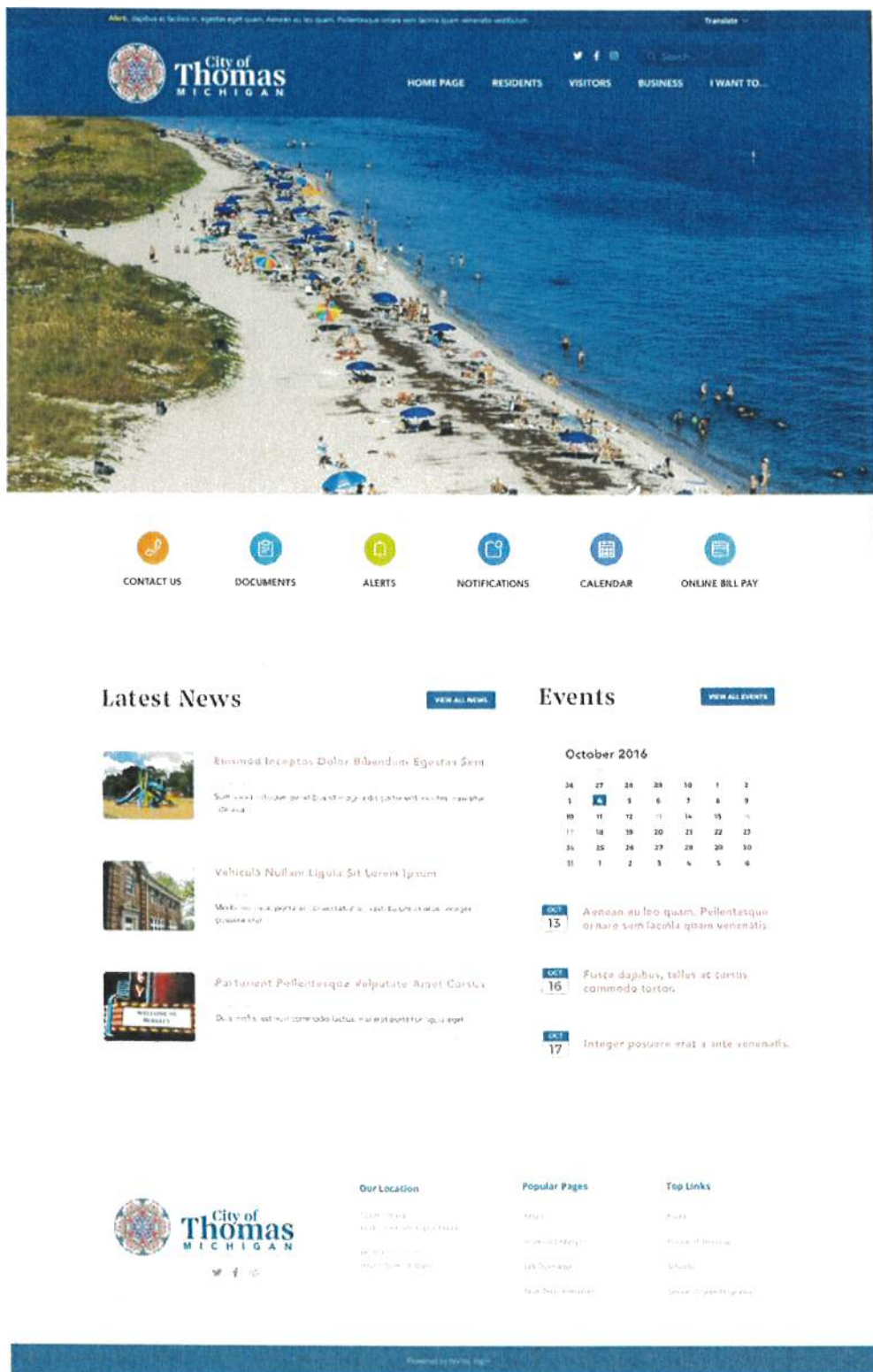


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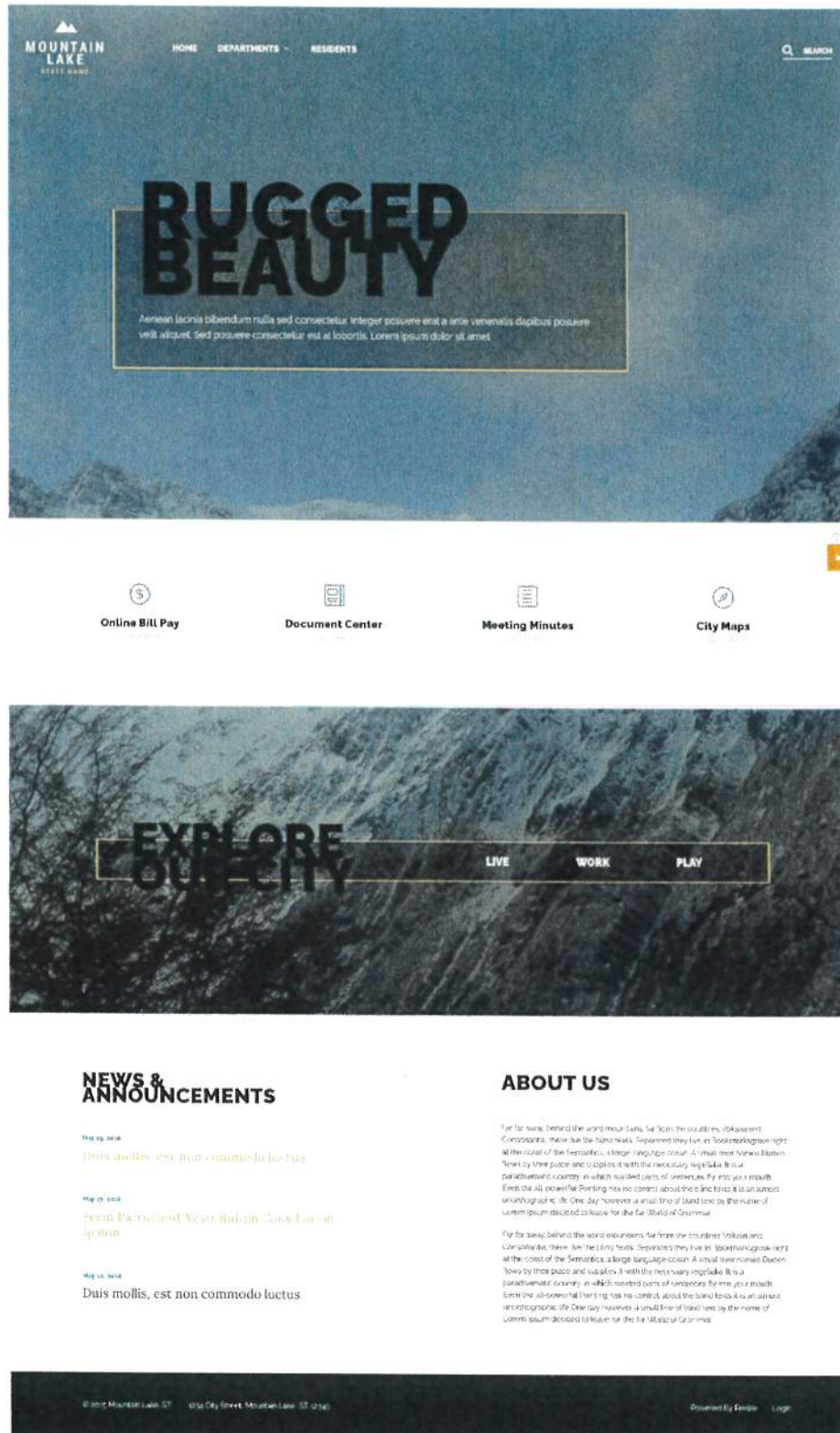
Town of Homesome Design

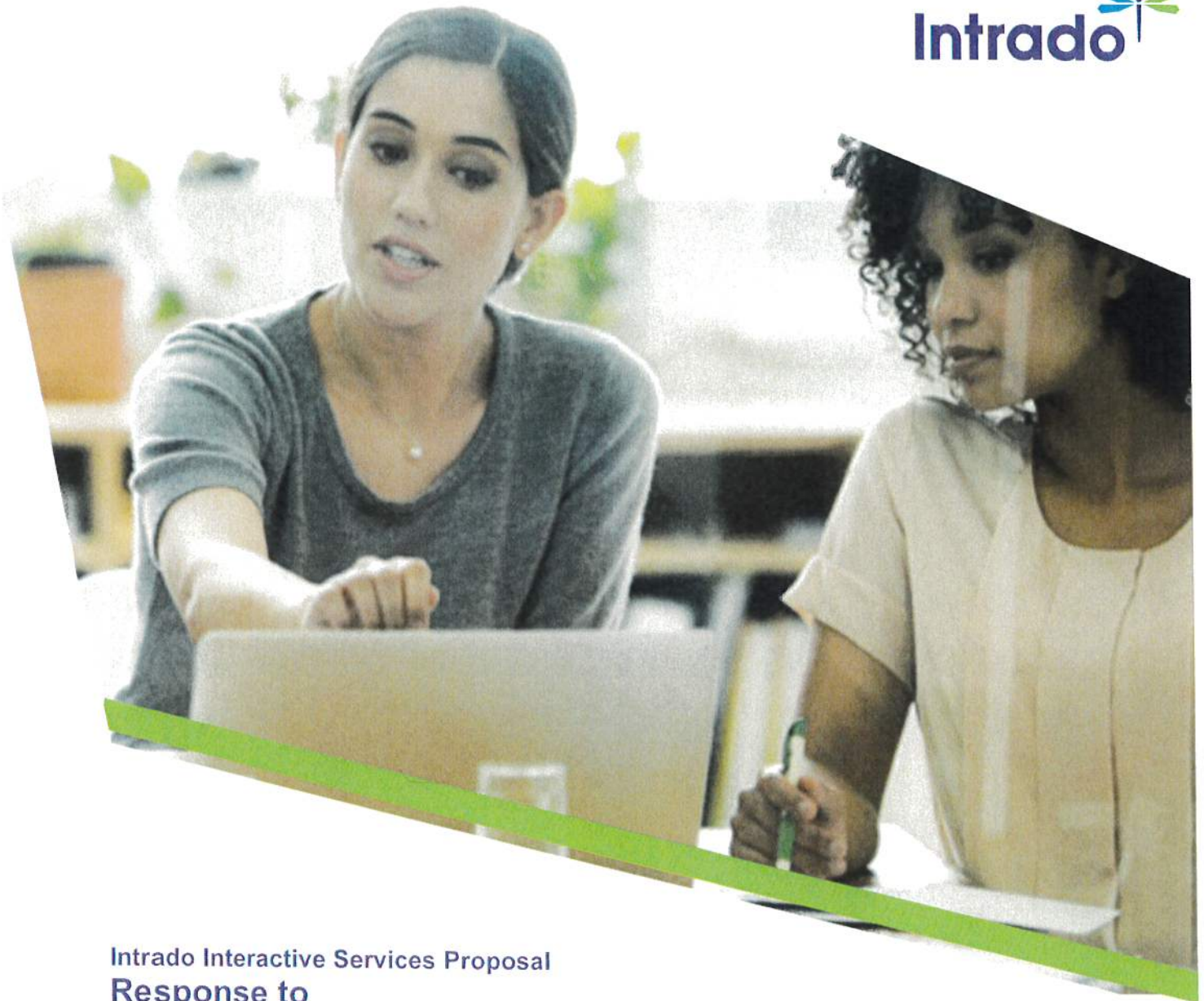


City of Thomas Design



Rugged Beauty Design





**Intrado Interactive Services Proposal
Response to
Website Redesign and Hosting**

Presented to:
City of Gervais, OR

Prepared by:
Jason Scheper
T: 1-877-519-3851 ext 657
E: jescheper@west.com

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Cover Letter



Dear Review Committee,

Intrado Interactive Services Corporation is pleased to present our response to City of Gervais, OR for Website and Hosting.

At Intrado Interactive Services Corporation, our goal with CivicLive solutions has always been to ensure municipalities are able to easily connect with their communities in many languages and on any device. We are focused on delivering innovative technology supported by an award-winning service and support team. Similarly, our commitment to being highly responsive and proactive in supporting our customers has pushed the overall market forward. Highlights of our Proposal include:

- A highly adaptable and intuitive CMS and website solution to address your new website requirements;
- Ground-up fully custom responsive design of your website;
- Full implementation services, including content migration services, at no additional cost;
- Top-notch professional services, including unlimited 24/7/365 support, at no additional cost; and,
- High-availability hosting with unlimited storage so your site is free to grow and expand as-needed.

We share your vision for turning your website into a center of self-service and information with a citizen focus. Our proposal outlines how a partnership with Intrado will help provide an optimized online experience to your citizens. We encourage you to schedule a demo with us to personally see the benefits our comprehensive solution can offer you, from interactive web design on any device to more streamlined content management for your Web Administrators and content authors.

We believe your website will benefit from our powerful, user-friendly content management system and innovative design services – both of which will help you connect better with your citizens and increase electronic availability of important information. We are thankful for having this opportunity to work with you, and look forward to forthcoming updates in your vendor evaluation process.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nate", with a stylized flourish extending to the right.

Nate Brogan | President, Life & Safety Services

Executive Summary

We are the e-government web specialists that you can trust to redesign www.desmoineswa.gov so that it serves your community using our powerful web software, and markets your City as a vibrant place to visit, do business, and call home.

In response to your RFP, we have prepared this project proposal to showcase our industry-leading CivicLive web solution that will meet your project's immediate goals and provide long-term value. Learn more about this winning combination in the following sections of this executive summary.

Creative, Technical and Professional Services

CivicLive solutions offered by a team of skilled creative and technical professionals who use a proven Project Implementation Methodology called SmartWork to meet your project's goals. Highlights of our Professional Services include:



Professional Project Management

Working with us means benefitting from a dedicated Project Manager who isn't just your friendly point-of-contact, but also an experienced software technical professional that leads our team and your team through our proven SmartWork Project Implementation Methodology.



Web Design Services with a 100% Satisfaction Guarantee

A website's design matters. That's why our Designing phase is completely iterative and allows your team to give actionable feedback every step of the way. In fact, we value good web design so much that we offer a 100% Satisfaction Guarantee with many of our design deliverables, along with free design refresh services every 4 years to keep your website current. This means your website will look and feel exactly the way you want it to!



Mobile-Optimization with Responsive Design and Smartphone App

Our proposed solution includes Responsive Design – a versatile mobile-optimization solution that is device and platform-agnostic – as well as an optional Smartphone App, giving your end-users seamless access to information and services on-the-go to and enhancing their satisfaction.



Training Sessions

We've included Training Sessions to get your users confident and ready to use the CivicLive CMS to its fullest potential. Our training services also include offering your staff with a wealth of learning resources such as user manuals and videos for the platform, project-specific support documentation, and the choice to provide more training webinars, if desired.

Leading Edge E-Government Software

The backbone of our CivicLive solution is our powerful, easy-to-use website Content Management System (CMS). We've built our CMS from the ground up to include an unbeatable range of tools and functionality specifically-designed for government application, such as:



Intuitive Content Management Tools

CivicLive makes routine content management a breeze with In-Context, WYSIWYG, and Drag-and-Drop editing tools that can empower even the least-technical staff to become engaged content editors who help maintain your eGovernment website.



Citizen Engagement Solutions

Your citizens will be able to get more information, request more services from your departments, and participate in a digital community thanks to our ever-expanding range of citizen engagement modules.



Government Productivity and Transparency Modules

Dozens of modules and resources such as online forms, reporting tools, and a Customizable Workflow Engine and more will turn your staff into an efficient team that uses the Internet as a tool that simplifies their jobs.

Software-as-a-Service Long-Term Support

A partnership with Intrado goes beyond the redesign of your website. We offer all our clients a lasting alliance that includes 24/7/365 Customer Support Services, Website Hosting Services, Software Maintenance and Upgrades, and an unlimited-user Software License.

Our long-term partnerships are designed to reduce your over-worked IT department and save you money by bundling crucial services into one low annual fee. Best of all, we don't charge for our support or hosting services in the first contract year!



Conclusion

We hope that this Project Proposal shows the capabilities of CivicLive solutions and our commitment to excellence which will ensure the best outcome for your Website Redesign and Hosting project. If you have any questions about what we're offering, or would like us to present our solution to your team in more detail, please do not hesitate to contact me.

Jason Scheper

Phone: 1-877-519-3851 ext. 657 | Email: jescheper@west.com

Company Profile

CivicLive, offered by Intrado Corporation, is the trusted platform for government communication and engagement solutions. From smart websites to notifications, custom mobile and citizen request management, CivicLive solutions are designed to encourage community engagement and give government agencies and their constituents a unified place for communication.

Our Mission:

Provide municipalities with the enterprise-grade web software solutions they need to succeed in an era where citizens are seeking more government services and information on the internet

From our start with websites in 2001, the proposed solution has expanded to become the recognized and respected choice for web-based solutions for North American Towns, cities, counties, regional municipalities, agencies, and state/provincial governments. Backed by 24/7/365 support every day of the year, and robust, secure technology, Intrado's web solutions are regularly credited for helping public agencies better serve, connect, and engage with their stakeholders.

Intrado, formerly West, is an innovative, cloud-based, global technology partner to clients around the world. Our solutions connect people and organizations at the right time and in the right ways, making those mission-critical connections more relevant, engaging, and actionable - turning Information to Insight. Intrado has sales and/or operations in the United States, Canada, Europe, the Middle East, Asia Pacific, Latin America and South America. Intrado is controlled by affiliates of certain funds managed by Apollo Global Management, LLC (NYSE: APO). For more information, please call 1-800-841-9000 or visit www.intrado.com/Digital-Media



Benefits of Partnering with Intrado

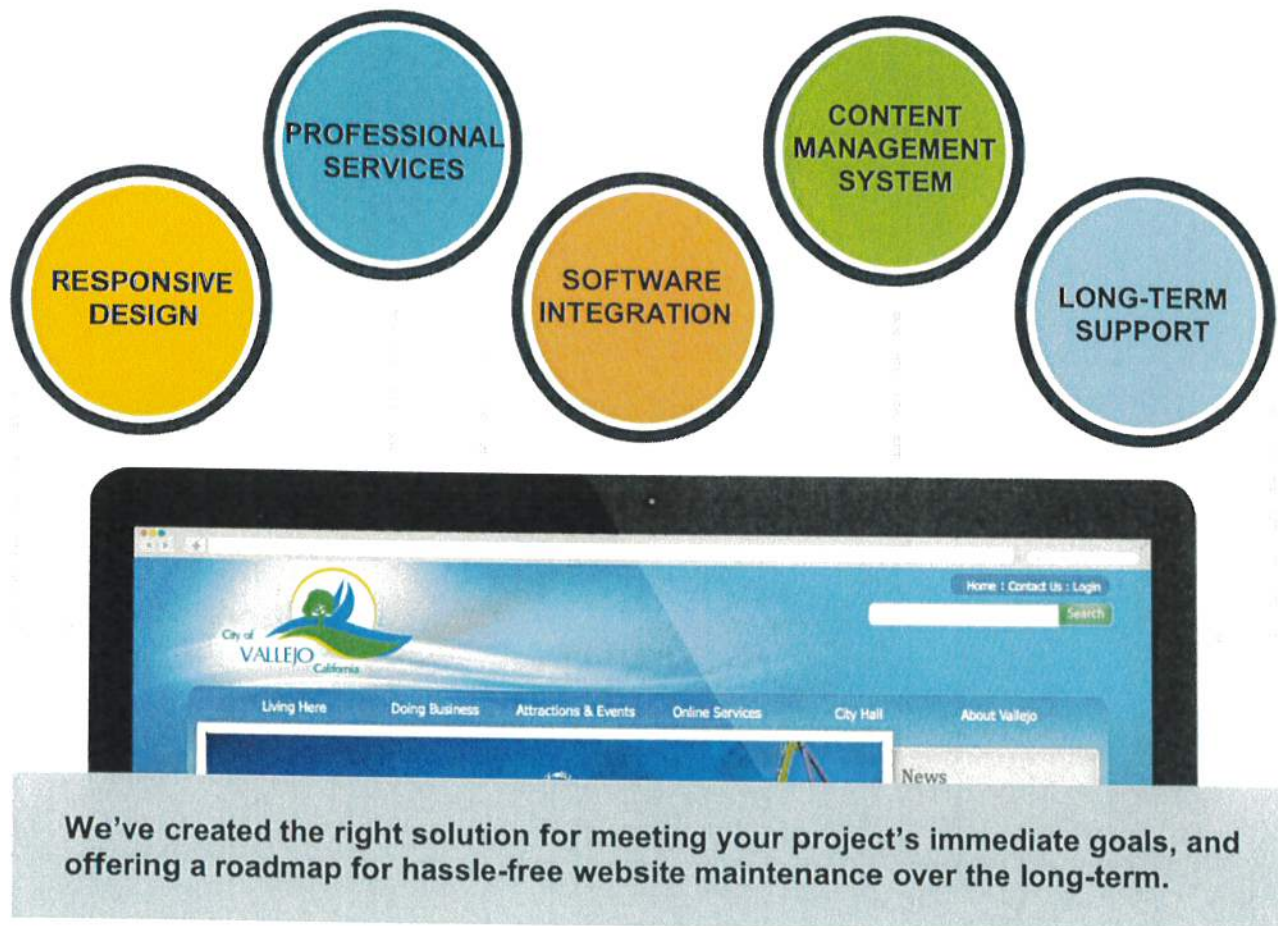
Public institutions trust our CivicLive solutions to serve and engage with their communities. For each project we undertake, our team brings 17 years of experience working with governments. In other words, we've perfected our tools and techniques to make your project a success.

- **We understand municipalities** and help create an easy and efficient experiences for citizens like yours.
- **We help governments** make the best of their investment by providing leading-edge creative web design services.
- **We set your website free** by offering no limits on hosting services and site depth, unlimited website hierarchies, and easy 3rd party integration.
- **We stay budget-friendly** with flexible Software-as-a-Service (SaaS) solutions and streamlined project-management capabilities that save you money.

CMS and Services Overview

CivicLive solutions are designed to overcome your current website's woes and address your needs with a host of resources and functionality.

This innovative solution offers dozens of modules and tools tailored to address staff and key end user groups' requirements. Through our robust website content management system (CMS), we're offering the necessary framework for making your website accessible on mobile devices with a range of proven mobile-optimization methods, and proposing a compelling, cost-effective partnership focused on supporting your website over the long-term.



Tools That Make Content Management Easy for Staff

CivicLive is designed to put the power of managing government websites into the hands of non-technical staff.

The platform's browser-based tools enable easy content authoring and management, allowing your staff to create webpages with defined templates, author content with familiar editing tools, and post content within a structured review and approval process created by your Website Administrators. We can illustrate how these tools will work for you during a demo presentation. Your team can enjoy CivicLive's content management experience with these great tools:

Some tools that make content management easy:

- Drag-and-Drop Page Editing
- Image Editor with Automatic Resizing
- In-Context Editing
- Rotating Banner Module
- Photo Galleries Module
- Advanced WYSIWYG Editor
- All standard formatting options including indent and justification control
- Cut/Copy/Paste
- Edit in HTML Mode
- Font Manager
- Format Stripper
- Hyperlink Control
- Image Manager
- Insert Symbol
- Online Support Resources
- Human Readable URLs
- Content Scheduling
- Paste from Word with Formatting and Fonts
- Paste HTML
- Paste Plain Text
- Content Preview
- Spellcheck
- Undo/Redo
- Style and CSS Manager
- Table Maker
- Site-wide File Manager
- Page-level Document Container
- One-Click Social Media Sharing with Twitter
- Media Manager
- Video Embedding Tools
- Page Checkout
- Page Checkout Administrator Override
- Page Link
- Paragraph Control
- Paste from Word with Format Cleaning
- Broken Link Checker
- Quick Links



■ Template-
Based Layout



Drag-and-Drop Page Designer

Place any of the many widgets simply by dragging the widget you want from the solution's drag-and-drop interface on to the section of the page where you want that content or tool to appear. This easy-to-use element places advanced page editing right into the hands of even the most non-technical user!



In-Context Page Editing

CivicLive offers a In-Context Editing tool. With this feature, authors can edit the content for a webpage right from the page itself. There is no need to go to a backend system; you can simply use WYSIWYG (What You See Is What You Get) editing tools to start editing your text right where it appears on the page. All updates are done in real time, with no publishing previews needed - just click 'Publish' when you're satisfied and a publishing approval process begins, or the webpage updates simply go live.



WYSIWYG + HTML Content Editor

A WYSIWYG editor powers content creation and editing. This editor provides many tools including word processor-style formatting, spell checking, and multimedia management, making it simple to create and update a page's content. HTML view is also supported from within the content editor, allowing users with HTML knowledge to edit in a code-based view.



On-Page Social Media Publishing

We've made it simple to unify your webpage's content updating processes with your active social media updating processes through the system's On-Page Social Media Publishing tool. This feature allows your Content Managers to save time by automatically posting updates to your Twitter account as you update your website, ensuring Twitter subscribers and followers can discover that fresh content faster than ever before.



Image and Media Managers

Since a webpage is more than just text, CivicLive also provides built-in, easy to use Image and Media Managers for simple multimedia content uploads and website editing. Simply load your files and resources to these site-wide file folders, making them available to all content editors across your site.



Webpage Layout and CSS Editors

We're offering creative design services that will get your new website looking and feeling that way you want it to, but we're also giving you the power to control these elements as well. CivicLive's Layout Manager and Themes, Templates and CSS management tools allow Site Administrators to control the look-and-feel of a webpage and maintain consistency while also providing the flexibility for subpage and department page layouts to be unique.



Checkout and Lock Pages

CivicLive's Page Checkout and Page Lock tools ensure that when multiple staff need to modify a webpage no one overwrites another's work or accidentally removes important new information. Administrators can also override the lock, just in case someone forgets to unlock a page before completing their tasks.



Customize Content Publishing Approval Processes

Maintaining high-quality and consistent published web content is essential. CivicLive features a Content Approval manager. Publishing approval processes support any number of checks, revisions, and multiple levels of sign-off to be custom-designed by your Administrators. They ensure that the correct user always approves content before it gets published and is visible to your whole community. This tool also supports email notifications for all approvals to ensure that the process is handled promptly, no matter how complex it may be.



Content Scheduling

CivicLive also offers a Content Scheduling tool that make advanced planning easy. This tool allows you to create content well in advance to when you want it to appear on your website. Further, it empowers your team to release information on a given date, remove a webpage from the public view on a given date, auto-archive a page, and send stale-content reminders to track which pages need to be updated. The Content Scheduling tool works in conjunction with the system's Automatic Archiving and Page Hiding functionality, which streamlines archiving processes and makes it easy to keep information stored on webpages for as long as you need.



News Content Engine

The News Engine is a powerful tool that allows you to publish news or announcements in one central location and have new summary feeds summarize and feed news content to appear in multiple locations within your website.



Version Control Management

CivicLive's Version Control tool enables side-by-side comparison of every version of content history. With this tool, Authors and Administrators can easily check the content history and see what has changed. With automatic rollback support to any historical version, switching back to any earlier version is simple.



Document Tracking and Permissions Management

Permissions and version histories for all documents and media stored in the system's Document Container can be tracked and managed by Administrators, allowing them to set exactly who can access which documents and media, and allows authorized users to view the history of when those resources have been changed since being uploaded to your website.



Audit Trails

To help meet security and reporting requirements, CivicLive solutions offers Audit Trails for most system activity. Administrators can use this tool to track access and modified web content.



Permissions Management

CivicLive offers the security and access control that a government website needs. Powerful User Permissions allow your Administrators to control who can view, create, edit, or delete site content. This feature can be controlled at the individual or group level and provides highly granular control to allow you to customize and tailor your approach to meet your unique needs.



Quick Links Editor

Quick Links are a versatile navigation tool that can be deployed on homepages and subpages while also enhancing the look and feel of a website. CivicLive allows Content Managers to design, create, edit, or remove quick links through a widget that can be added to webpages.

A Mobile-Optimized eGovernment Solution

With over half of website traffic now coming from mobile devices, the message to governments is clear: your citizens want information accessible on the go.

That's why each CivicLive powered website comes with **responsive design** and an optional **custom mobile app**. We want you to be able to optimize service delivery and drive citizen engagement by offering web-based services where your stakeholders will use them the most: on their mobile phones, tablets, and other portable devices.

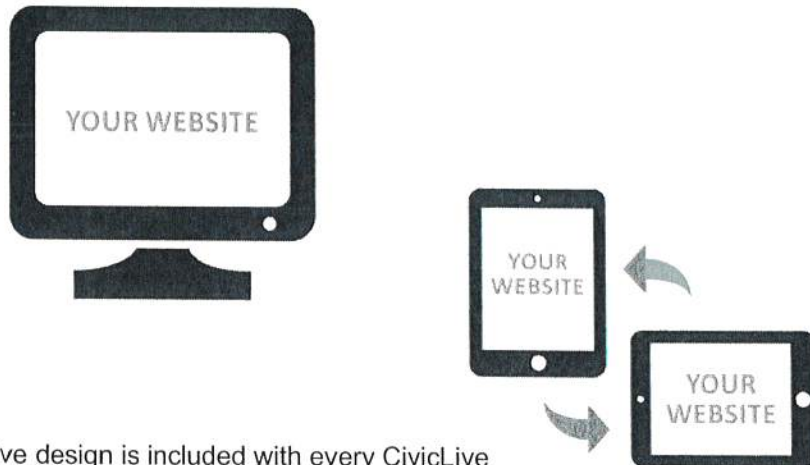
CivicLive's proven mobile-optimization solutions are:



Whether navigating through full webpages optimized for an end-user's specific device, or quickly navigating between specialized application sections, your end-users will get the information, resources, and access to municipal services that they want on whichever device they're using at that time.

Responsive Design

Responsive Design supports a consistent look and feel for your website across all platforms, keeping navigation familiar to end-users. Furthermore, services and functionality can easily be accessed from mobile browsers, without the need to switch between multiple mobile apps that you may have developed in the past. With a CivicLive, the web services your citizens need are all there, just like with their desktop experience.



Responsive design is included with every CivicLive website implementation and is the simplest, most effective means for making your website function optimally on any screen size and any platform. Depending on your project requirements, responsive design may be the only form of mobile-optimization your website needs.



CivicLive Smartphone App

Smartphone technology is notable for its emphasis on specially-designed applications that create intuitive interfaces for performing thousands of different tasks with varying degrees of complexity on one touch-enabled mobile device. Hundreds of government apps have been developed for use with municipal governments, often focusing on one small task or feature. However, are these apps right for you? How well do they integrate with your web technology and web governance plans?

Intrado's approach to the Android and iOS smartphone app is simple: it offers quick, easy access to the CivicLive government services we offer on your website via an intuitive app interface designed to match your newly designed website.



This takes the onus off your technology and web administration staff to maintain multiple systems and platforms, each with varying update frequencies, allowing for a more efficient, consistent, and accurate internal content and information management.

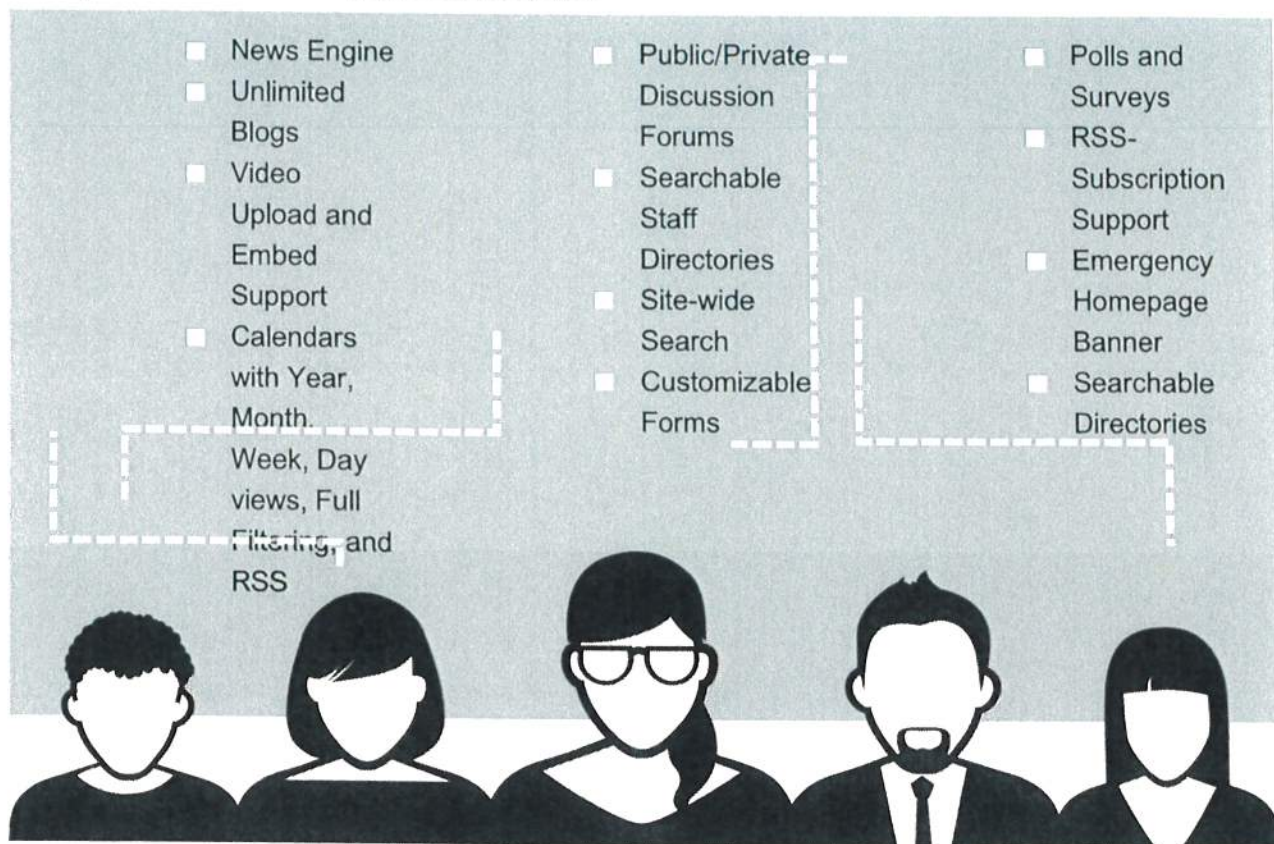
With our smartphone app as part of your CivicLive solution, your end-users can enjoy seamless integration and access to consistent information and data on all their devices, empowering them to get the best experience from your government in terms of service and citizen engagement.

Citizen Engagement Solutions

Effective government websites go beyond delivering information: they create a gateway for citizens to get access to the resources and services they need and want.

People are becoming used to easy self-service options for everything from shopping for clothes to buying cars – and the proliferation of services and technology that has evolved from this phenomenon is a proof that it works. So, it only makes sense for your government to provide this level of convenience in your citizens' lives.

Examples of our Citizen Engagement Modules:





Polls and Surveys

Polls and Survey tools let you gather feedback and community reactions on any specific topic where granular, individual citizen data is desired. Our Poll tool includes real-time results and all data captured by either our Poll or Survey tools can easily be exported in CSV format so your Administrators can analyze engagement.



Private, Moderated, and/or Public Discussion Forums

Start the conversation with CivicLive's Forums modules – the perfect place for private (or public) online discussions, conversations, and debates on specific topics.

Private, Moderated, and/or Public Discussion Forums

Private, Moderated, and/or Public Discussion Forums



Filterable Calendars

CivicLive's Calendar module supports multiple integrated calendars, allowing you to separate calendars by topic and merge calendars for stakeholder convenience. For example, a mayoral aide could post an event to every calendar in the system, while a meeting might be posted only to a specific calendar. The calendar exports iCal files to Outlook to maintain consistency and supports RSS subscription, allowing users to subscribe to the events that matter most.



Staff Directory And Profile Pages

The searchable Staff Directory tool offers searchable online listings with customizable contact information and optional profile pages for each staff member. These directories make it simple for citizens (and other staff) to find the right contact person in the shortest amount of time.



Event Management And Event Registration

Our Event Registration tool enables your users to quickly find and register for upcoming events published to the CivicLive calendar.

Event coordinators and Administrators can easily set up events and limit the number of attendees, view reports on event participation, create waiting lists, and make event-specific forms.



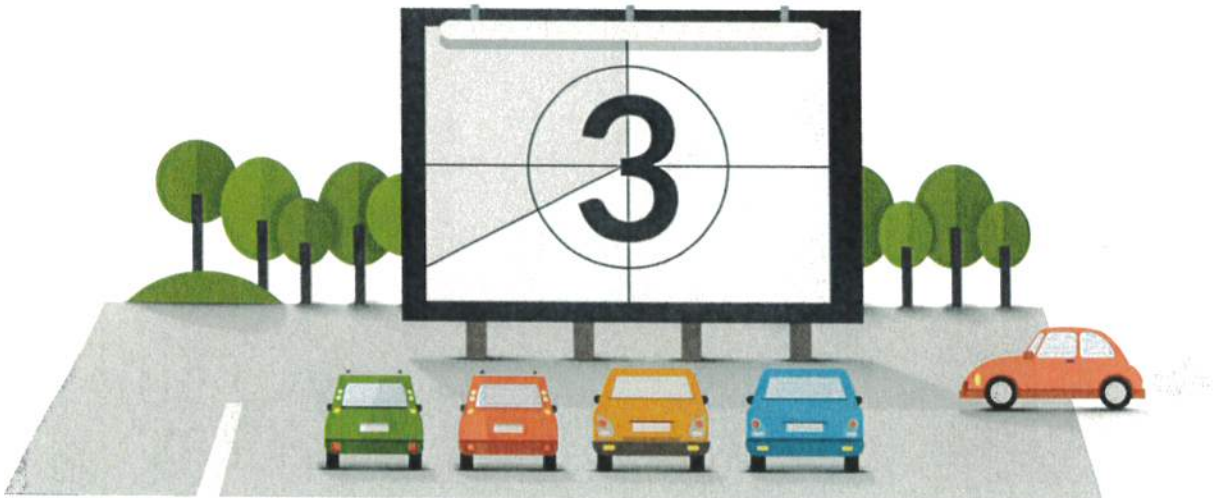
Website Search Tool

CivicLive offers full built-in search capabilities with a unified Search Tool. The Search module provides ranking and results control, and full Google Integration, if desired.



Video Support

Easily upload and manage your video files, converting your website into a one-stop-shop for videos, audio files, and key resources. Easily embed media videos (such as content from YouTube and Vimeo) directly within your website. Moreover, with CivicLive's Video Streaming Integration framework, we can easily integrate with your existing 3rd party video streaming engine, converting your website into a primary place to live stream videos of council meetings, announcements, events, and more.



Productivity and Transparency Tools

One of the greatest benefits of choosing the CivicLive is that it doesn't just offer innovative ways to engage citizens and make website content management easy for your staff, it also offers innovative ways for your staff to improve how their primary roles in your government work as well.

Our Productivity, Transparency, and Accessibility Management Tools include:

- Advanced Drag-and-Drop Workflow Manager
- Meeting Minutes and Agenda Manager
- Structured Content Publishing Approvals
- Granular User Permissions
- Group-based Permissions
- Activity Logs
- Reporting Tools
- Integrated Google Analytics
- Dynamic XML Sitemap
- Scheduled and Automatic Archiving
- 'I Want To...' Navigation
- Mega-Drop-Down Menu Navigation
- Automatic Breadcrumb Navigation
- Text-Only Page Creation
- Printer-Friendly Pages
- SSL Support





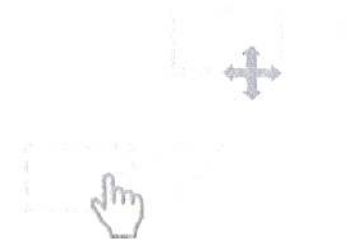
Meeting Minutes And Agendas

Nothing makes fostering transparency easier than offering community members immediate access to critical government documents and records. Since most governments uphold transparency by thoroughly documenting council meetings, we have created a Meeting Minutes and Agendas module within CivicLive, specifically designed for sharing meetings-related content such as agendas, meeting minutes, and audio/videos recordings.



Advanced Drag-and-Drop Workflow Engine

Making sure your solution works smoothly needs a governance structure that makes effective use of your department staff, department managers, and higher-level Administrators.



To enable effective web governance structures for important website-related tasks, we offer an intuitive drag-and-drop Workflow Engine that allows your staff to easily map out custom processes and staff duties related to everything you need your website to do, such as:

- Manage **content development approval** before content gets published anywhere on the website
- Review and edit **press releases and news stories** before they are published
- Make sure **citizen requests, reports and applications** are routed to the right staff and managed effectively



Bid Posting

Manage publicly-tendered RFPs, RFIs, and RFQs using our built-in Bid Posting Module. Any number of RFXs and their related documents can be uploaded by your staff and made openly available for download or restricted to specific users. Citizens and potential vendors can also subscribe to this module's filters and be notified when bids meeting their specific parameters are released to public tender, further simplifying your bid management process.



Job Postings

Instead of relying on third party applications that create barriers to filling the jobs you have available, simply post those jobs through CivicLive's Job Posting module.



Intranet And Private Staff Collaboration Groups

Depending on your needs, some form of private web space for inter-departmental collaboration and resource sharing will need to be created.

- For smaller endeavors or specific projects, sections of the site can be configured to be private and restricted so that only certain staff users can access that group's content and resources.
- For larger endeavors, an entire Intranet site can be built, for an added fee. This separate website will be created complete with customized access and content management permissions restrictions.

All CivicLive modules, such as Calendars, Document Containers, Blogs, and Surveys/Polls, can also be used on Intranets as well.



Archiving and Records Retention

As part of our commitment to fostering government transparency and information accessibility, CivicLive solutions are designed to support virtually unlimited digital archives.

Accessing these archives is never inhibited; content versions and older documents can be retrieved and made accessible online again based on your needs.

Integration with 3rd Party Software

At Intrado, we want your website to offer a limitless range of functionality. In order to help your website reach its fullest potential, CivicLive includes a robust set of integration services.

Some examples of how CivicLive solutions integrate with 3rd party software and applications:

- Google Search Integration
- Google Translate Integration
- Social Media Feed Embeds
- Social Media Sharing [like, tweet, +1, etc.]
- Direct File and Image Uploads from Various Cloud Services
- ArcGIS Integration
- Google Analytics Support
- YouTube and Vimeo Embedding
- RSS Feeds
- Active Directory (AD)/ADFS/LDAP/SAML/Google Single Sign-On (SSO)



Google Analytics

Google Analytics can be integrated into your CivicLive website, at no additional cost, to provide staff with the ability to track and analyze your web traffic. This integration will provide reporting capabilities such as page hits, user statistics, and best performing pages.



Single Sign-On Support

Identity providers allow for managing user authentication across multiple 3rd party products. This means that users will only have to log in once to have access to multiple applications. CivicLive supports the latest SAML Single Sign-On (SSO) standards that provide easy integration to identity providers such as Active Directory. Moreover, the solution is compatible with LDAP and Google Single Sign-On Services, further simplifying credential management.



Social Media Feed Integration

Your City already offers time-sensitive updates to followers on social media communities such as Twitter and Facebook – so why not share these content updates on your website with prominently-integrated social media feeds on your homepage?



Visualize Critical Data with GIS Tools

Integration with multiple GIS systems, such as Google Maps and ArcGIS, to provide diverse data mapping. Real estate, business registries, zoning, and many more services can be mapped, viewed, and tracked. Additionally, the mapping systems can integrate with other modules to allow you to track and map requests, complaints, and more.

Support and Maintenance

We are proposing a Software-as-a-Service (SaaS) solution to meet your needs. With a SaaS solution, you will enjoy:

- Unlimited, 24/7/365 access to the friendly CivicLive Customer Support team
- Unlimited and unrestricted access for all your staff to our Customer Support team, at no additional cost
- Hassle-free software maintenance and updates
- Reliable hosting in our Tier III data center, backed by a 99.9% uptime guarantee



Customer Support Services

Intrado's award-winning Customer Support Services includes:

- Unlimited Toll-Free Support, 24/7/365
- Unlimited Email Support
- Unlimited Live Chat Support
- Unlimited Access to Our Customer Resource Portal – including manuals, tips and tricks, and guides

Unlimited-User Software License

We don't want to limit your website management experience by restricting the number of staff who can assume web management roles. That's why CivicLive solutions include an unlimited-user software license. In other words, any member of your staff can contribute to your new communication strategy!

Software Maintenance and Upgrades

We invest considerable resources into the long-term maintenance and development of our CivicLive solutions. We give every client access to our software maintenance and upgrade services ensuring that you are always using the latest and best version of our software.

Dedicated Account Management

Once implementation is complete and your site has gone live, you will be introduced to your dedicated Account Manager, who will take on the role of caring for you as a member of the CivicLive family. Our Account Management philosophy is based on friendliness, courtesy, and quick service. Serving as your primary point of contact, your Account Manager ensures long-term success by tracking your website's goals, sharing industry best practices, and keeping you informed of new CivicLive product enhancements that you may benefit from.

Hosting and Security

We are proposing a fully-hosted Software-as-a-Service model to meet your needs. Our solution is carefully engineered to meet or exceed industry best practices, and collocated within a Tier III data center subject to annual ISO 27001 audits. In addition, at Intrado, our approach to information security, as well as our policies and procedures, are heavily governed by the information security framework outlined in ISO 27002. In short, our hosting facilities provide world-class enterprise hosting infrastructure with data protection and security as a standard part of our service offering.

WEBSITE SERVICE SECURITY FEATURES:

	<p>All components of the application reside in Tier III (SSAE 16 data centers) subject to annual SOC I, Type II and SOC II, Type II audits. Rigorous physical and biometric security systems protect these facilities. All sites are engineered to survive natural disasters. Plus, redundant network, power, HVAC, and fire detection/suppression systems ensure the highest levels of system availability.</p>
Secure Facilities Hosted Model	<p>Moreover, our facilities are redundantly connected via multiple different major network providers. Each of these carriers provides +10 Gbps of connectivity to our facility. All our providers have extensive transit relationships around the world, thus providing the lowest latencies possible for your websites to deliver the best possible online experience. With this configuration, we can provide maximum bandwidth and transfer capacity, ensuring that your websites are fast-loading, available, and stable.</p>
	<p>We also provide total maintenance of the hosted solution, with regularly scheduled performance checks, health checks, 24/7 monitoring, security audits and backup management to ensure your site is always secure.</p>
Intrado Hosted Servers	<p>Each customer has their own siloed environment. Our servers provide storage sufficient to give you the ability to create and maintain unlimited pages, and upload and store your websites and your documents without having to worry about constantly managing space requirements.</p>
Data Protection & Backup	<p>Our Managed Backup Service provides our clients with backup to prevent loss of data due to accident, hardware failure, or environmental disaster.</p>
Redundancy	<p>Redundancy is managed at power, firewall, network connectivity, server configuration, web server, and database server levels.</p>
Network Connectivity	<p>Our facilities are redundantly connected via many different network providers. Each of these carriers provides +10 Gbps connectivity to our facility. All of our providers have extensive transit relationships around the world, thus providing the lowest latencies possible.</p>

Content Distribution Network

All new customers will be deployed in a Canadian instance of Microsoft Azure Cloud, which is designed for maximum availability and top performance.

Firewalls

Our firewalls are designed to restrict the type of traffic and originating IP addresses that can access the servers. This service is based on our shared firewall infrastructure.

Power

We provide redundancy in five distinct levels of the overall hosting configuration. These include redundancy at the incoming power supply, uninterruptible power supply, standby power generators, rack power, web server and database server levels.

Encryption

All client to server communications are encrypted. And, all data is encrypted at rest.

The system is built entirely on the Microsoft frame, where numerous security measures have been instituted at the application level to maximize security. Here are some examples:

Application Security

- **Authentication, Session Management, Security Configuration & Component Vulnerabilities:** Intrado ensures all our security libraries in the application are as up-to-date as possible, while our team proactively monitors any security threats to our application's core technologies to take immediate corrective action.
- **Cross-site Scripting (XSS) & Cross-site Request Forgery:** The application utilizes anti-XSS libraries provided by Microsoft to prevent attacks that can allow a malicious agent to take over control of the user's browser.
- **Insecure Direct Object References:** The platform has a strong and rich hierarchical permissions system. It validates a user's credentials on the server side before performing any CRUD (Create, Read, Update, and Delete) operations. In doing so, any URL manipulation is also verified at the server end before any response is transmitted back.
- **Injection Attacks:** Injection attacks can be used by malicious agents to corrupt a database. Intrado uses sophisticated tools such as Rapid 7, Nessus, and others to identify such vulnerabilities and eliminate them from our application.
- **Data Sensitivity:** All sensitive information is cryptographically encrypted in the application.
- **Function-level Access Control:** Intrado's active security monitoring uses its strong permissions management

system. It ensures all function-level access is validated before execution.

- **Unvalidated Redirects and Forwards:** The platform protects against unvalidated redirects and forwards by sanitizing any incoming redirect variables and maintaining a whitelist of trusted URLs.
- **Distributed Denial of Service (DDoS):** To safeguard and mitigate attacks of this nature, Intrado relies on real-time, in-line DDoS protection through the latest mitigation appliances. This system can detect sophisticated Layer 3 through 7 attacks in addition to various types of DDoS attacks. The solution develops a traffic signature (created by monitoring regular traffic patterns) and then applies real-time heuristics (rules that sniff out harmful data packets) to protect against DDoS attacks.
- **Our Mitigation Service** is a carrier agnostic solution that pulls customer traffic through route redirection onto our global mitigation network scrubbing centres for cleansing. Highlights include, but are not limited to:
 - Nine regional scrubbing centers with 4.5 Tbps of attack ingestion capacity
 - Volumetric and application layer attack mitigation
 - Mitigates against known forms of layer 3 – 7 attacks
 - Advanced behavioral analytics technology
 - Five-minute Time to Mitigate for most known forms of attack after traffic is on-ramped through scrubbing centers
 - Full range of proactive and reactive mitigation including traffic base lining

Furthermore, monthly scans are performed against all top OWASP security risks. Examples of such scans include Rapid 7, Metasploit Pro, and Nessus scans.

Monitoring Services

Our team employs a wide range of 24/7/365 performance monitoring tools to ensure the integrity and availability of our services. Below is an overview of several of the primary tools, divided by category.

External Application Monitoring

Website and Performance Monitoring

Provides advanced, remote monitoring of the system's mission-critical business operations, reducing the risk of failed internet transactions and service interruption.

Performance Analyzer

Monitors and alerts the CivicLive team on response times, latency, and performance. It also provides HTTP/HTTPS, PING, SMTP, SNMP, and TCP port tests.

Network Monitors

Used to observe the overall health and well-being of the web and application servers' input-output. Triggering alerts and notifications when thresholds are reached, these tool focuses on server components, disk space availability, memory, ports, and traffic over network connections.

Database Performance

Monitors and alerts the CivicLive team on the SQL Servers' overall performance, with an emphasis on latency, wait-time trends, CPU, packet activity, and memory.

Website Monitoring

Intrado's proprietary website monitoring tool simultaneously tracks the performance and availability of all client websites down to the minute through a global monitoring network. They provide full-page downloads summarizing activity, with real-time website alerts generated if web page errors or website performance problems occur.

Storage Monitoring

Over and above the network monitoring, the platform's storage monitoring tools examine hardware failures, path failures, and storage issues at the individual and component level.

System Availability and Firewall Monitoring

Firewall / Routers

Redundant stateful firewalls are installed between all client data and external connections.

Provides security safeguards and traffic monitoring capabilities relating to Gateway AV, Anti-Spyware, intrusion prevention, App Control, Botnet filtering, and App visualization.

System Availability Dashboard

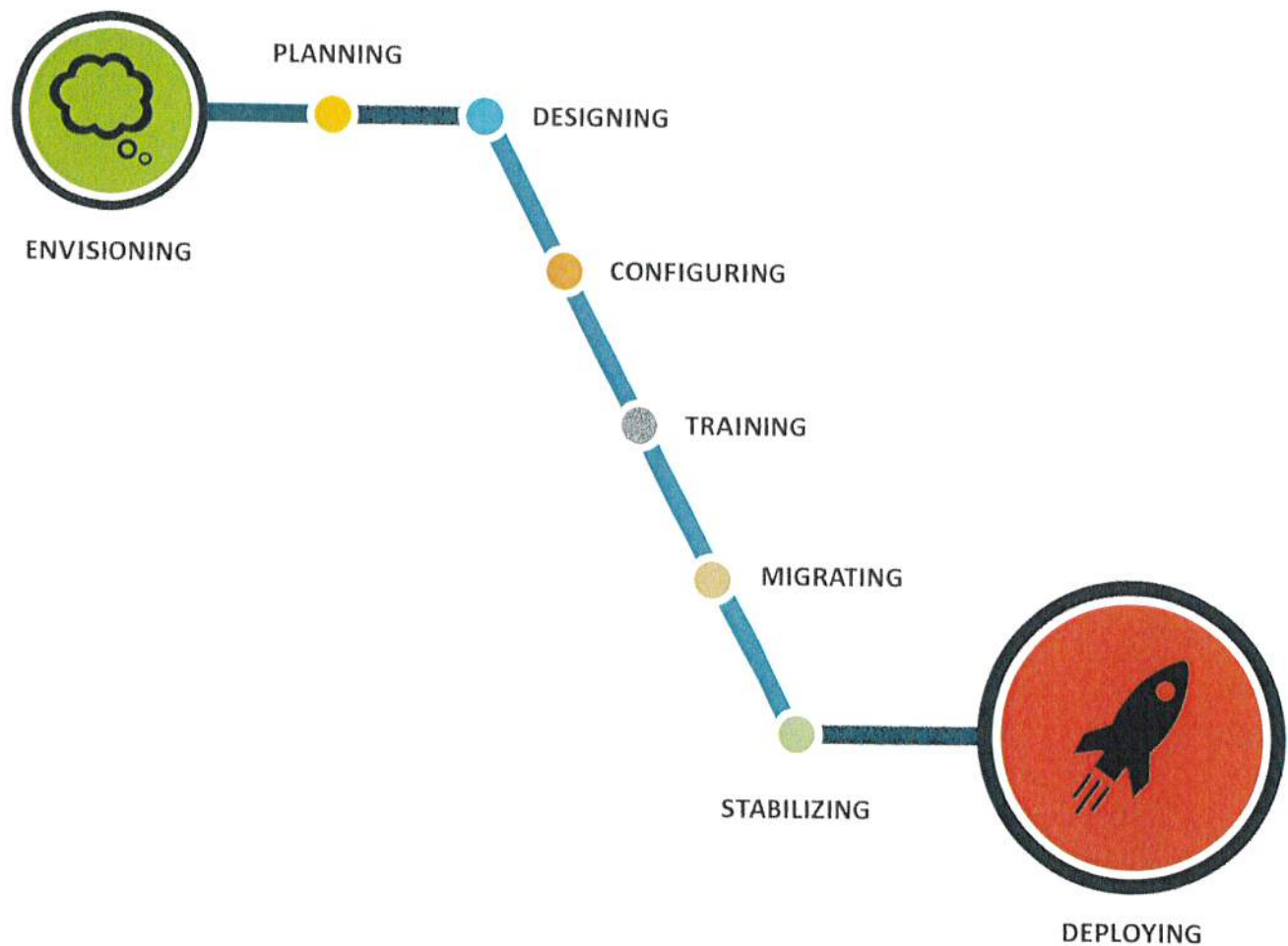
Intrado's Data Center management team keeps availability records by recording all service affecting events.

Implementation Process

The CivicLive team uses a proven 8-phase project implementation methodology called SmartWork to take your project from conceptualization planning to a complete implementation that ends with a live website.

SmartWork's 8 phases are each designed to address specific project milestones. Via our Project Manager, your Project team interacts with a number of our technical specialists throughout the SmartWork implementation.

Learn more about our highly-qualified team, implementation process, key project milestones, and the many project deliverables in the following section.



Recommended City Project Team Resources

In order to make your project a success, we recommend the following staffing commitments from your stakeholders and staff.

Although these recommendations have been separated by roles, it is common to have the same individual fill multiple roles on your project team:

- **1 Project Manager**

A Project Manager will serve as the main point of contact throughout your deployment and will act as the liaison and prime partner for the CivicLive Project Manager. Although not mandatory, we highly recommend that your Project Manager be an individual with some degree of technical qualifications or experience, such as an IT Professional.

- **1-4 Project Implementation Team**

The Project Implementation team are staff members involved in the planning and management of your site's implementation. Ideally, this team is – or will become – your web governance committee, and will offer guidance on how your long-term web content strategy will affect your new website's design and functionality. These staff members will also be the core team that gives most of the feedback during the client-side review periods that occur during your implementation's phases.

- **1-5 Content Authors**

At least one content author - someone who will post material to the website regularly - should attend training to gain mastery over CivicLive's many intuitive content creation and editing tools.

- **Media and Digital Assets**

At the project commencement, we recommend that your Project team gather logos, photos, videos, documents, and other pertinent files that may be stored offline. This will help the migration of that content to your new website, which will in turn streamline the quality assurance process.

The SmartWork Project Implementation Methodology

The Envisioning Phase

The Envisioning phase kicks-off your project and is designed to create a dialogue between your Project team and your CivicLive Project Manager about the goals and constraints of your project. The purpose of the Envisioning Phase is to engage and build a shared project vision among all key stakeholders.

Our kick-off meetings culminate in an understanding between your team members and the CivicLive team about the project's key goals. After the project kick-off meeting, your CivicLive Project Manager creates a project roadmap in a Vision Scope Document which will govern the more technical project planning that occurs in the next phase.

The Envisioning Phase typically only lasts for one or two days; it includes a meeting day, and a day or so for your CivicLive Project Manager to finish the **Vision Scope Document** - the first Website Redesign and Hosting project deliverable you'll receive from the CivicLive team.



The Planning Phase

This phase is dedicated to detailed website analysis and requirements gathering about how your CivicLive solutions will address specific aspects of your Website Redesign and Hosting project. Together, we'll look at your site to decide what works and what doesn't, and then outline how your new website should function.

In this crucial phase, everything from the most general creative elements to the most specific technical details will be outlined, and will include project elements like:

- The CivicLive team and the City's team roles and responsibilities by phase
- CivicLive configuration functional specifications
- Information architecture planning exercise
- Web content strategy best practice discussions
- Web content migration plan
- User acceptance testing plan
- Long-term software update and maintenance plan

The Planning phase closes with the project's first milestone and second deliverable: the creation and sign-off of the **Master Project Plan and Project Charter** – critical documents that will be used by both teams as the project progresses.

The Designing Phase

Citizen engagement, usability, and effective web presence-building all depend on quality web design work. That's why we place so much emphasis on the Designing phase of your project. We want to ensure your project results in a beautiful, usable website!

We want to make sure our design work is exactly what your staff, citizens, and stakeholders want. To meet this goal, we've broken down the Designing phases into 4 processes.



The Design Vision and Requirements-Gathering Process

We begin the Designing phase with a process focused on figuring out the unique needs of your community and gathering relevant requirements that will shape your website's look and feel.

This process is focused on developing a plan for addressing the following critical design elements:

- Usability
- Simplified Access to Information
- Consistent, Beautiful Look-and-Feel
- Search Engine Optimization
- Design Web Accessibility

Everything we plan, design, and build in this phase will consider those five tenets. And, to get started on the right path, the Design Vision and Requirements-Gathering Process gets our Project team and the City's Project team thinking about – and planning – design-related deliverables with these aspects in mind. The CivicLive team will also review your existing website analytics to make best practice recommendations based on your legacy website's user experience and users' behavior.

You have only
10 seconds
to get your **users'**
attention before
they leave your site



The Iterative Information Architecture Design Process

A good Information Architecture (IA) – *how the information is structured* – ensures a website's information is structured logically and is easy to navigate.

Building the best possible Information Architecture will not just offer immediate usability improvements – it'll help your staff support and expand the website's content for years to come. Our Iterative Information Architecture process is our Designing phase's first collaborative step and involves our Design team, our Project Manager, and your project team. Together, this group applies the planning and analysis conducted in the Design Vision and Usability process to a site map that will outline how information is defined, structured, and linked to across the whole website in terms of page hierarchies. This process focuses on organizing webpages and other web resources in a structure that is aligned with users' needs, your City's organizational requirements, and search engine optimization.

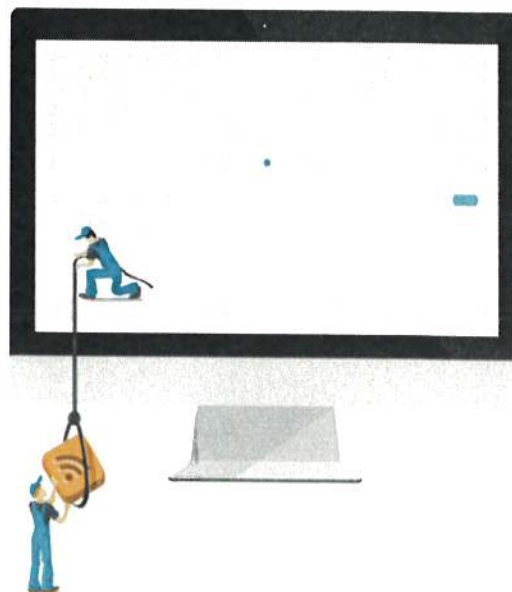
3

The Iterative Wireframe Design Process

Wireframing is an iterative design process that examines page-level information architecture, as opposed to the site-wide information architecture that was planned in the previous process.

Wireframing is an industry-standard web design process that is great for giving your staff the chance to see how much information is best displayed on the homepage and subpage templates. Wireframing is a highly interactive iterative process, and is our Design phase's first opportunity for your staff to visualize the usability and accessibility improvements the CivicLive team will make to your website.

The Wireframing process culminates with the following critical deliverable: **Completed Wireframes**.



4

The Iterative Interface Design Process

In this stage, our Design team provides color mock-ups of your homepage and subpages, giving depth to the website's design to bring the site to life and ensure that it will build a strong, positive image for your City.

This is where we create the website's "Look and Feel." We believe that the look and aesthetic of a website contributes a lot to its success. Your website's look-and-feel will convey the image and appeal of your City. A robust design theme will also aid with site navigation and entice users to return in the future.

Here are some examples of design elements we address during this process:

Proper Logos and Unifying Headers/Footers

Consistent use of your logo and headers to merge appropriately with the homepage and all subpages.

Standard Navigation and Search

Standard, simple, easy-to-use navigation features such as breadcrumb hyperlinks will tell users where they are, where they've been, and where they can go, while a helpful, exact search tool will be on every page to give an alternative content discovery choice.

Distinct Types of Navigation Elements

A combination of mega drop-down menus, side and top waterfall drop-down menus, breadcrumb hyperlinks, graphical quick links tables, and other navigation elements will make it easy for users to track where they are and where they want to go. Our idea of successful navigation elements includes making it possible to find virtually any web content within three clicks of a user's current location.

Tone and Coloration

Contrasting tones will be used between text and background images to reduce eyestrain, while the background shall be made up of muted tones that are subtle and never overpowering.

Consistent Design Theme and Branding

Consistent look and feel throughout the site will prevent users from getting overwhelmed and lost within the site. This is facilitated through consistent subpage template design(s).

The Technical Implementation and Page Template Creation Process

Once the interface design, wireframes, and information architecture have been approved by your Project team, we will begin applying those design deliverables to a selection of responsive-designed webpage templates in the CMS. These pages are what the CivicLive team will use for configuring the many modules your website will feature.

Our team also uses this final implementation phase to discuss many user accessibility requirements – many of which are mandatory for public sector websites. Discussing these requirements at the page template level allows you to concentrate your maintenance efforts on ensuring content creation is compliant.

Potential tourists and investors who cannot find the information they need will not convert into revenue sources.

Using HTML, JavaScript, and Cascading Style Sheets (CSS)

Style sheets are the primary method we use to ensure a consistent look and feel throughout the website. The design team uses HTML, JavaScript, and CSS to give the user the best possible online experience and improve the look-and-feel of a site as it is viewed across multiple browsers and devices.

Cross-browser compatibility testing

CivicLive's team conducts rigorous cross-browser compatibility and consistency testing using both traditional PCs and Macs as well as mobile devices such as smartphones and tablets. Our industry-standard range of supported and tested web browsers includes:

Network and Connection Accessibility

We can design your website to accommodate the varying network connection speeds that users in your area may have. Our Design team can employ smaller file sizes for images and other multimedia, and conduct page load time testing to ensure webpages load within desired limitations on slower Internet connections.

ADA Guidelines and Standards Compliance for Users with Special Needs

We are committed to supporting website accessibility for all users, which is why the website templates are designed to conform to website accessibility standards at multiple levels.

We can also use many language tools to offer users access to your website's information in their preferred language, such as:

- Using a **Google Translate** dropdown menu as part of all your webpage templates so users always have the choice to switch languages.
- **Landing pages** that prompt users to select their preferred language from a list, or press a button corresponding to their language that then serves each page the user navigates to in the correct language. These translation choices can also be bookmarkable so that users can bypass language choice pages and go straight to what they want the next time they're on the website.

The successful completion of the Designing phase results in the following critical project deliverables:

- ☐ Finalized Website Information Architecture
- ☐ Finalized Responsive Website Interface Design
- ☐ Finalized Website Design Wireframes
- ☐ Finalized Responsive Webpage Templates

The Configuring Phase

The Configuring phase is where the CivicLive team fully configures your CMS software solution. This phase houses the bulk of our technical implementation process and requires minimal input from your staff. Our team completes this phase using a simple 4-step approach that covers everything from setting up the website to integrating external software applications.

1

Provisioning the Environment

The CivicLive team creates the server environment that is used from this phase right up to the end of the stabilizing phase.

2

CivicLive Base Installation

The CivicLive team installs the CMS with out-of-the-box functionality on the environment.

3

CivicLive Technical Configuration

The CivicLive team begin configuring your modules based on the technical specifications outlined in the Planning phase.

4

3rd Party Software and Social Media Integration

The CivicLive team integrates the external applications that were part of your technical specifications (such as language translation tools, GIS tools, social media feeds, reporting / analytics, etc.).

The deliverables of the Configuring phase are all software-related, and include:

- ☐ Provisioned Environment
- ☐ Installed and Configured CMS
- ☐ Integration of Any Desired 3rd Party Software

The Training Phase

While CivicLive solutions are incredibly easy to learn and use, we still want to ensure your staff have everything they need to effectively manage your website. That's why we dedicate an entire phase of our project implementation methodology to training the staff that will manage your new website.

Our training plan will include sessions that are tailored to the unique needs of your staff, many of which may fall under one of the four general training session types:

Web Administrator Training Session

Training for system Administrators on the solution's backend. Focuses on imparting top-level technical knowledge of how CivicLive works. These users will become your highest-tier webmasters and primary points-of-contact for the CivicLive team throughout the lifetime of your partnership with us.

Power Users Session

Training for standard tool power users such as Content Managers. Focuses on detailed skills building to enable effective and efficient use of CivicLive modules and tools.

Train-the-Trainer Session

Advanced training, focusing on promoting the skills and knowledge needed to train new users on the system. Participants in this course should have already taken the Administrator or Power User courses.

Our Training phase marks a critical milestone in the SmartWork Implementation Methodology, and ends with these two deliverables:

- ☐ Fully-trained staff ready to conduct Content Migration and User Acceptance Testing
- ☐ Training documents and multimedia such as user manuals and how-to videos for specific CivicLive modules

The Migrating Phase

The goal of our Migrating phase is to transfer your existing content from your legacy website to your new CivicLive solution. Content Migration will be carried out by the CivicLive team for most of your existing content and **carries no additional cost**.

Before beginning the migration process, your team will review your existing website and advise the CivicLive team regarding what content is to be migrated. To help this process, the CivicLive team will outline and present best practices and documentation to aid you in reviewing your own content. Examples of best practice topics include:

- Social sharing tools
- Referencing links to external sites
- Use of PDFs and hyperlinks
- User-driven content
- Promotion of pages on the website
- Use of images

Content Migration occurs via two processes that typically occur simultaneously:

Webpage Content Migration

The CivicLive Content Migration conduct manual page content migration, transferring desired web content from your live legacy website to your new CivicLive solution.

Automated and Manual Document Migration

For high volume document and file migration, the CivicLive Project Manager may opt to implement an automated document migration process. However, this process can be handled manually by the CivicLive Content Migration Specialist and members of your project team for most projects.

Once content migration is complete, your team will be responsible for reviewing the website to confirm that the information hierarchy and content aligns with the agreed upon migration framework.

The Migrating step in the CivicLive Implementation Process results in the following deliverables:

- ☐ Internally-Launched Beta Website
- ☐ <<MUNI>> Staff-Approved Web Content

The Stabilizing Phase

We firmly believe that testing and quality assurance are best done prior to a website's launch. Therefore, we dedicate an entire phase for two different critical types of testing:

CivicLive Quality Assurance (QA) Process

The CivicLive team conduct our stringent QA process that is designed to discover problems before the site goes live to the public. Examples of QA tasks include:

- Verifying Page Consistency
- Verification of all Website Links
- Testing to Ensure All Scripting Works
- Final Cross-Browser Compatibility Testing

City Staff User Acceptance Testing Period

We also use the Stabilizing phase as a chance for your staff to get familiar with the new website, explore its content, and provide any final feedback that may affect the website before it goes live.

As part of our user testing, we encourage your staff to invite community members to take part usability testing exercises, where participants matching the defined user personas are asked to navigate their new website to complete persona-specific tasks.

Key deliverables of the Stabilizing phase are:

- ☐ Fully QA'd Website
Ready to Go Live
- ☐ QA Testing
Documentation

The Deploying Phase

In this final phase of our SmartWork Project Methodology, we launch your new website. Our team performs any remaining knowledge transfer with your staff and conducts a final quality assurance process as the website goes live. This ensure deployment goes smoothly. Now, City staff will also be introduced to our top-notch Customer Support team and meet their dedicated Account Manager, who will help support the long-term success of your new website.

Key deliverables of the Deploying phase are:

- ☐ A Live Website!
- ☐ Introduction to the CivicLive Customer Team



Estimated SmartWork Project Timeline

The following table offers an estimated project timeline and highlights project milestones using our SmartWork Project Implementation Methodology.

Website Redesign and Hosting Project Timeline		Est. Duration
 THE ENVISIONING PHASE	Project Kick-Off Meeting	1-4 Days
 THE PLANNING PHASE	Draft Master Project Plan and Charter	15 Days
	Client Reviews Project Plan and Project Charter	
	Finalized Project Plan and Charter Documents	
 THE DESIGNING PHASE	Conduct Vision and Requirements-Gathering Process	95 Days
	Conduct Iterative Information Architecture Process	
	Conduct Iterative Wireframing Process	
	Conduct Iterative Interface Design Process	
	Finalized Website Design	
	Implement Responsive Webpage Templates in CMS	55 Days
 THE CONFIGURING PHASE	Provision Website Environment	
	Configure CivicLive Modules	
	Integrate 3rd Party Software	
	Fully-Configured CivicLive Solution	
 THE TRAINING PHASE	Conduct Training Sessions	3 Days
	Fully-Trained City Staff	



THE MIGRATING PHASE

Collaborative Web Content Migration

Collaborative Document and File Migration

25 Days

Internal Beta Website Launch



THE STABILIZING PHASE

CivicLive Quality Assurance [QA] Process

20 Days

User Acceptance Testing [UAT] Period



THE DEPLOYING PHASE

Website Launch!

1 Day

Cost Proposal-

Option 1- Premium Custom Design

The following section outlines the One-Time Implementation fee and Annual Software-as-a-Service fee structure we are proposing to meet your project's requirements. Please contact us if you have any questions about our fixed-fee pricing model.

One-Time Implementation Fee- Premium Design

\$18,500.00

Our One-Time Implementation Fee covers costs associated with designing, developing, and implementing your new website. Key deliverables per SmartWork phase include:

- | | |
|---|---|
| <p>Envisioning and Planning Phase</p> <ul style="list-style-type: none"><input type="checkbox"/> Remote Kick-Off Meeting<input type="checkbox"/> Finalized Project Plan<input type="checkbox"/> Project Charter <p>Configuring Phase</p> <ul style="list-style-type: none"><input type="checkbox"/> Complete CMS Software Configuration<input type="checkbox"/> Integration of 3rd Party Software <p>Migrating Phase</p> <ul style="list-style-type: none"><input type="checkbox"/> Completion of Desired Website Content Migration <p>Deploying Phase</p> <ul style="list-style-type: none"><input type="checkbox"/> Http://www.gervaisoregon.org/ ; website Goes Live!<input type="checkbox"/> Finalized Project Documents | <p>Designing Phase</p> <ul style="list-style-type: none"><input type="checkbox"/> A Completely New Responsive Website Design for http://www.gervaisoregon.org/<input type="checkbox"/> Unique subsites for Fire, Police, Building, and Public Service Dept.<input type="checkbox"/> With Our 100% Design Satisfaction Guarantee <p>Training Phase</p> <ul style="list-style-type: none"><input type="checkbox"/> Completion of Webinar-Based Training Sessions<input type="checkbox"/> User Manuals and Access to Online Resources <p>Stabilizing Phase</p> <ul style="list-style-type: none"><input type="checkbox"/> A Stable Internal Beta Launch of http://www.gervaisoregon.org/<input type="checkbox"/> Development<input type="checkbox"/> Completed City /Staff User Acceptance Period |
|---|---|

Annual Software-as-a-Service (SaaS) Fee

\$3,237.00

This fee is not charged in Contract Year #1!

CivicLive's Annual Software-as-a-Service [SaaS] Fee includes the following services:

- ☐ Data Protection and Unlimited-Bandwidth Website Hosting Services for <http://www.gervaisoregon.org/>;
- ☐ CMS Software Version Upgrades and Maintenance
- ☐ Unlimited, 24/7/365 Access to Customer Support

- ☐ Unlimited-User CMS Software License
- ☐ Design Refresh Services for <http://www.gervaisoregon.org/> at the End of Contract Year #4, if Desired, requires a minimum of 4 yr term.

PLEASE NOTE: There is no Annual SaaS Fee charged in Contract Year #1!

Option 2: Custom Template Design.

**One-Time Implementation Fee-
Custom Template Design**

\$7,950.00

Our One-Time Implementation Fee covers costs associated with designing, developing, and implementing your new website. Key deliverables per SmartWork phase include:

Envisioning and Planning Phase

- ☐ Remote Kick-Off Meeting
- ☐ Finalized Project Plan
- ☐ Project Charter

Configuring Phase

- ☐ Complete CMS Software Configuration
- ☐ Integration of 3rd Party Software

Migrating Phase

- ☐ Completion of Desired Website Content Migration

Deploying Phase

- ☐ <http://www.gervaisoregon.org/> website Goes Live!
- ☐ Finalized Project Documents

Designing Phase

- ☐ A Completely New Responsive Website Design for <http://www.gervaisoregon.org/>
- ☐ Unique subsites for Fire, Police, Building, and Public Service Dept with Our 100% Design Satisfaction Guarantee

Training Phase

- ☐ Completion of Webinar-Based Training Sessions
- ☐ User Manuals and Access to Online Resources

Stabilizing Phase

- ☐ A Stable Internal Beta Launch of <http://www.gervaisoregon.org/>
- ☐ Completed City /Staff User Acceptance Period

Annual Software-as-a-Service (SaaS) Fee

\$1,750.00

This fee is not charged in Contract Year #1!

CivicLive's Annual Software-as-a-Service [SaaS] Fee includes the following services:

- ☐ Data Protection and Unlimited-Bandwidth Website Hosting Services for <http://www.gervaisoregon.org/>
- ☐ CMS Software Version Upgrades and Maintenance
- ☐ Unlimited, 24/7/365 Access to Customer Support
- ☐ Unlimited-User CMS Software License
- ☐ Design Refresh Services for <http://www.gervaisoregon.org/> at the End of Contract Year #4, if Desired. Requires a minimum of 4 yr term.

PLEASE NOTE: There is no Annual SaaS Fee charged in Contract Year #1!

Option 3: Template Design

One-Time Implementation Fee- Custom Template Design

\$4,950.00

Our One-Time Implementation Fee covers costs associated with designing, developing, and implementing your new website. Key deliverables per SmartWork phase include:

Designing Phase

Envisioning and Planning Phase

- ☐ Remote Kick-Off Meeting
- ☐ Finalized Project Plan
- ☐ Project Charter

- ☐ A Completely New Responsive Website Design for <http://www.gervaisoregon.org/>
- ☐ Unique subsites for Fire, Police, Building, and Public Service Dept with Our 100% Design Satisfaction Guarantee

Configuring Phase

- ☐ Complete CMS Software Configuration
- ☐ Integration of 3rd Party Software

Training Phase

- ☐ Completion of Webinar-Based Training Sessions
- ☐ User Manuals and Access to Online Resources

Migrating Phase

- ☐ Completion of Desired Website Content Migration

Stabilizing Phase

- ☐ A Stable Internal Beta Launch of [Http://www.gervaisoregon.org/](http://www.gervaisoregon.org/)

- ☐ Completed City /Staff User Acceptance Period

Deploying Phase

- ☐ <http://www.gervaisoregon.org/> website Goes Live!
- ☐ Finalized Project Documents

Annual Software-as-a-Service (SaaS) Fee

\$1,750.00

This fee is not charged in Contract Year #1!

CivicLive's Annual Software-as-a-Service [SaaS] Fee includes the following services:

- ☐ Data Protection and Unlimited-Bandwidth Website Hosting Services for [Http://www.gervaisoregon.org/](http://www.gervaisoregon.org/)
- ☐ CMS Software Version Upgrades and Maintenance
- ☐ Unlimited, 24/7/365 Access to Customer Support
- ☐ Unlimited-User CMS Software License
- ☐ Design Refresh Services for <http://www.gervaisoregon.org/> at the End of Contract Year #4, if Desired. Requires a minimum of 4 yr term.

PLEASE NOTE: There is no Annual SaaS Fee charged in Contract Year #1!

Optional Add-On: Monsido Accessibility Monitoring Service

Accessibility is one of the hottest topics today, thanks to the efforts of concerned citizens and advocacy groups. Many organizations across the United States are dealing with OCR complaints, and many more want to ensure that their sites properly cater to the needs of their audiences.

In order to help you meet Web Content Accessibility Guidelines (WCAG) best practices and ADA Section 508 requirements, we have partnered with Monsido (<https://monido.com>) to offer an accessibility monitoring solution that helps municipalities and



monido

counties improve their websites. Monsido is an optional add-on which provides you with monitoring tools to check your website against the globally-recognized WCAG 2.0 and 2.1 guidelines, which help define accessibility in relevant US regulations. By checking your websites against WCAG standards, you can identify issues that may put them out of compliance with ADA Section 508 and other regulations.

Thanks to this partnership, local governments can have peace of mind when it comes to their websites. Municipal officials can rest assured that they can prevent a frustrating experience for web visitors by finding and fixing errors. This ensures you have a solution for long-term website success.

Accessibility Website Monitoring Services ADA Package

- | | |
|--|------------|
| <input type="checkbox"/> WCAG 2.0 and 2.1 Monitoring Services for up to 500 Webpages (ADA) | \$1,990/yr |
| <input checked="" type="checkbox"/> WCAG 2.0 and 2.1 Monitoring Services for up to 2500 Webpages (ADA) | \$2,490/yr |

Accessibility Website Monitoring Services Economy Package

- | | |
|---|------------|
| <input type="checkbox"/> WCAG 2.0 and 2.1 Monitoring Services for up to 250 Webpages (Economy) | \$2,780/yr |
| <input checked="" type="checkbox"/> WCAG 2.0 and 2.1 Monitoring Services for up to 500 Webpages (Economy) | \$3,270/yr |

Products	ADA	Economy	Standard	Premium
Web Accessibility	Yes	Yes	Yes	Yes
Mobile Accessibility	Yes	Yes	Yes	Yes
PDF Accessibility	Yes	Yes	Yes	Yes
Site Inventory	Yes	Yes	Yes	Yes
Quality Assurance		Yes	Yes	Yes
Uptime Monitoring		Yes	Yes	Yes
Policies		Yes	Yes	Yes
SEO		Yes	Yes	Yes
Analytics		Yes	Yes	Yes
PageAssist			Yes	Yes
PageCorrect			Yes	Yes
Performance			Yes	Yes
HeatMaps				Yes
Cookie Consent Manager				Yes
Data Privacy (GDPR/ CCPA)				Yes

PageCorrect

PageCorrect is an add-on to the Monsido web governance platform which offers you a complete solution to identify and correct website errors easily. The tool allows you to work efficiently by fixing quality assurance and accessibility issues directly from the Monsido platform without having to login to your content management system.

PageAssist

PageAssist an add-on to the Monsido web governance platform, is a personalization toolbar that you can add to your website as an overlay. The tool gives visitors with or without disabilities control over the way they experience a website. By making your content available to a wider audience, you can better achieve your business goals and tap into a wider market.

Hosting

We provide our customers with the fastest performance available with hosting. Monsido's data is processed and hosted on local Google servers in the United States, Europe, and Australia. Monsido crawls publicly available data on the public website. Any password protected sections of your website are not crawled--unless you specifically ask us to set this up. Monsido does charge an additional amount for data stored in the United States and Australia.

Optional Add-On: Mass Notification Solution

For Rapid Delivery of Voice, Text, Social Media, and Email Messages

To keep your citizens informed and engaged on-the-go, we are pleased to offer you a highly reliable mass communication solution.

Whether you want to remind your residents of important dates, seek community feedback in a survey, call in volunteers, or get the word out quickly in an emergency, CivicLive Mass Notification Solution can help you reach your audience anytime, anywhere.

Built on a rock-solid infrastructure that delivers over **130 million** messages per month to citizens and staff members across North America

Municipalities use our mass notification solution for:

- ✓ Event Invitations
- ✓ E-newsletters
- ✓ Customer Service feedback
- ✓ Opinion Polls and Surveys
- ✓ Town /County Meeting Reminders
- ✓ Schedule Changes/Updates
- ✓ Public Safety Announcements
- ✓ Missing Person and Amber Alerts
- ✓ **Utility and Service Interruption Notices**
- ✓ Staffing and Volunteer Appeals
- ✓ Parking Ticket Reminders
- ✓ Public Information Hotlines
- ✓ First Responder Alerts
- ✓ Severe Weather Warnings
- ✓ Municipal Payment Reminders
- ✓ Interdepartmental Coordination

With CivicLive, there are no limits on how many messages you can send so you can truly engage with your citizens at the right time and in the right format. Unlimited messaging, massive capacity, robust reporting, prompt technical support, and our proven track record are just some of the reasons why municipalities trust our Notification Solution for their [citizen engagement](#), [staff notification](#), and [emergency communication](#) needs.

Mass Notification System

\$1,250 annually

- ☐ Mass Notifications- for up to 2,726 residents
- ☐ Pricing based on a minimum of a 5 year commitment

Optional Add-On: Citizen Request System

The CivicLive platform includes a versatile Citizen Request System (CRS) that can be used to simplify the process of discovering and requesting government services right from your website.

- Reporting Potholes
- Applying for Parking Permits
- Applying for Pet, Hunting & Fishing Licenses
- Reporting Graffiti & Vandalism
- Requesting Oversized Garbage Pickup
- Requesting Business Registration Certificate
- Reporting Animal Control Issues
- Reserving Public Parks Facilities & Applying for Campground Permits

Once requests are submitted, the CRS routes them to the correct department or person. Citizens can stay up to date using the mobile app or through email notifications.

Citizen Request System-	\$1,350/ Year
-------------------------	---------------

☐ CRS- for up to 2,726 residents-

- Requires 4 year commitment



CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329

503-792-4900 Administration Office; 503-792-3791 Fax

Text Tel. (TTY) 1-800-735-2900 Spanish (TTY/V) 1-800-735-3896

Date: February 23, 2023

To: Mayor and City Councilors

From: Susie Marston, City Manager

Re: Staff Report for March 2, 2023

Annual Goal Setting

I am trying to confirm either March 23rd or April 11th with the COG. I hope to have a date confirmed by the council meeting, so that I can report to the council.

Winfield Apartments

Building permit applications were sent to Marion County on February 13th. The civil plans and building plans are currently under review with Marion County.

Suicide Prevention Training – Love, INC

Rosetta Wangerin has been checking in with me about the Suicide Prevention Training they provide. The scope of their training involves giving attendees the tools to ask questions and use persuasion with those who are struggling and maybe contemplating suicide. The duration of the training is about 90 minutes. I think the training offered by Love, INC is a better fit for what the council is looking for. If the council wants to move forward with this, I can set up a time with Rosetta.

4th of July Parade

Are we having a parade? We should get an application for a permit now to give Marion County plenty of time to process.

Building @ corner of Elm & 4th

The owner of the building on the corner of Elm and 4th (old bakery) has a contractor to demolish the building and rebuild a two-story structure. The contractor contacted me, and I told him when this came up before that the City Council requests that the "1902" sign be preserved and given to the City. I also told him that this would be subject to a Site Development Review. The owner is working with an architect (Studio3 – Steve or Mike). The owners recognize that the building is an attractive nuisance and want to do something to make it better. They have not been able to sell the building.

Employee Handbook

The updated employee handbook included in this packet was prepared using the model Employee Handbook provided by CIS, the City's insurance company. This is commonly used by other cities, and it was modified to fit Gervais. The current employee handbook is very dated, and so this

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

updated version is in compliance with current federal and state employment laws and also consistent with practices the City has been following. I recommend the city council adopt the resolution presented in order to adopt this updated employee handbook. If there are any questions about it, either I or Emily Matasar from the city attorney's office will be able to answer them at the meeting.

Elections Procedures

I've provided a copy of the elections packet that is given to candidates running for a position on the city council. If there are any questions, please feel free to contact me.



Gervais Police Department

592 4th Street, P.O. Box 329

Gervais, OR 97026-0329

Office 503-792-4575 ★ Fax 503-792-4525 ★ Dispatch 503-588-5032

March 2023 Council Report

Reporting period between January 1, 2023 through January 31, 2023	
<u>Calls of service/CAD reports</u>	200
<u>Arrests</u>	2
<u>Traffic offenses</u>	39
<u>Traffic written warnings</u>	51
<u>Assist Agencies outside City limits</u>	3
<u>Assist Agencies inside City limits</u>	15

- **D.A.R.E. Graduation-** We held our Gervais Elementary School D.A.R.E. Graduation in February. This year we graduated sixty-two 5th grade students.

We would like to express our appreciation to Mayor Annie Gilland, School Superintendent Dandy Stevens, and our City Manager Susie Marston for joining us during the presentation of the certificates.

Having all three community leaders joining together demonstrated the unified support of the D.A.R.E. Program, including the commitment and collaboration between the City of Gervais and the Gervais School District.

Lieutenant Tim West led our lessons and continues to do a great job serving as our D.A.R.E. Officer.

- **Gervais Police Association-** The Gervais Police Officer Association contract ends on June 30, 2023. We received notification that the GPA would like to begin to negotiate their contract. We discussed with the Council last month the desire to schedule an Executive Session with the Council to listen to any ideas, concerns about the contract, and get the Council's input prior to negotiations.
- **Ordinance Enforcement-** The police department participated in the Council work session on February 13, 2023. We presented information on the process we use for enforcement and the citizens' comments and ideas about enforcement solutions. We appreciated the discussion, thoughtful process and input from the community.
- **Vehicle Windshield Damage-** Recently, a rock struck the front windshield, cracking the window of one of our patrol vehicles. We have already replaced the window.

- **Mental Health Wellness-** The police department would like express our appreciation for the unanimous support last month from the Council. Having your support for Officer Wellness is very much appreciated. We were able to hold our training on February 15, 2023, which included the spouses that could attend and City Hall staff. We received very positive feedback from the session.
- **Data Led Policing-** We have included the data on the calls of service for January 2023 in the attached chart and graph. We will continue to use the data to help establish our shift coverage. Please let us know if there is other data that you would like to see.
- **Officer Kathy Dryden-** Officer Dryden started the sixteen-week Oregon Police Academy on February 20, at the Department of Public Safety Standards and Training. Officer Dryden is scheduled to graduate on June 9, 2023. I would like to invite the Mayor and Council to attend the graduation, including a visit and tour of the Academy, while Officer Dryden is attending. If you are interested, please let me know and we will make the necessary arrangement.
- **Computers-** We are replacing two Dell desktop computers and getting a GETAC Mobile unit for a back-up and for enhanced dispatching from the office. These items were planned and budgeted for in FY 22/23.
- **On-call/Take home vehicles:** We have made an adjustment to the on-call/take home vehicles based on the desire and input/concerns of the Mayor and Council. Only one car is taken home for on-call after hour response. The Chief of Police will remain as the primary 24/7 on call responder, and the Lieutenant will act as back-up when the Chief is not available. There were also concerns expressed for only having one unmarked patrol car in the fleet. We plan to add decals to the second unmarked patrol vehicle.
- **CPTED- Crime Prevention Through Environment Design-** CPTED has been in existence for over fifty years, becoming a best practice for law enforcement agencies to employ to reduce crime and increase livability. CPTED is community policing in every measure of the term. The goals are achieved by four tenants:
 - 1- Natural surveillance
 - 2- Natural access control
 - 3- Territorial reinforcement
 - 4- Maintenance

Code compliance is a key part to these tenants by creating an environment that reduces the potential of crime occurring. CPTED reinforces the "broken window" theory. Compliance of our parking ordinances has been a successful part of keeping Gervais a safe, livable

community. Community support and buy-in are essential parts of this process. We believe in a balanced approach where identifying more obvious, flagrant and repeated violations first helps encourage community buy-in. We recently met with the developer of the proposed town houses and apartment complex on Winfield. We have been in the process of reviewing the plans for application of the CPTEP concept.

- **Ordinance Statistical Information:**

Total community contacts, including follow-up of ordinances the past ten years:

Year	Contacts	Year	Contacts
2013	274	2018	445
2014	354	2019	328
2015	439	2020	219
2016	651	2021	282
2017	507	2022	184

- **Ordinance Process Review:**

Initiation of complaint:

Ordinance violations can start by an officer observing a violation, and/or a complaint by a citizen or other City staff. The City has traditionally taken a proactive approach to addressing ordinance violations by encouraging our officers, during preventative patrol time, to look for and address ordinance violations.

Documentation of initial complaint:

An officer will either be dispatched to the violation or create a CAD (Computer Aided Dispatch) report using their MDC (Mobile Data Computer) outlining the violation. The CAD will contain the complainant's name and contact information. Anonymous complaints and officer initiated complaints begin in the same manner.

The officer reviews the violations, comparing the parking violation to the Gervais City Code. Depending on the circumstances of the violation and the history (such as repeated problems), the officer will make a decision on how to proceed. At a minimum, the officer will input notes into the CAD as to the action, or lack of action taken, depending on the totality of the circumstances. At times, initial contact is all that is needed, and no further follow-up or documentation is needed.

Education/Contact with Residents:

Depending on the circumstances (first offense, repeated violation and probationary status), the officer's action can range from leaving a simple warning citation on the car (street parking issues) or making contact with the resident and/or the landlord of the property, providing education of the ordinance. At times the resident/landlord is given a copy of the ordinance. Depending on the totality of the circumstances, the officer may issue a citation to appear in court.

If contact is made with the person or persons responsible, the officer discusses the violation and establishes an agreement and time frame for compliance. We believe that making personal contact is the preferred method but not always possible or practical. We try to listen, be reasonable and take into consideration the reason for the violation before making a decision.

Incident report documenting:

An officer will then create an incident report in our RMS (Records Management System, Mark 43) and enter all the necessary data, upload the pictures taken of the violation and write a narrative report documenting the action taken. The officer indicates in their report their recommended action in the future, including dates and the time frame for a follow-up compliance inspection. Generally, officers recommend a formal letter be mailed.

Formal Education Letter:

Once the report is approved by a supervisor and forwarded to the Administrative Assistant, the Administrative Assistant writes an educational letter to the person or persons listed in the report. The letter contains specific instructions for compliance, referencing the code, which includes the exact language of the code. The letter is then uploaded and saved for documentation in our RMS (Record Management System).

Investigative Follow-up:

The officer assigned to the incident will check in on the progress of compliance, answer questions, give further clarification, and provide flexibility for an extension for compliance if needed and/or warranted. If compliance is obtained, the case is closed. If compliance is not accomplished, a citation is issued to appear in court.

Court Appearance:

We continue to monitor the progress up until the court date. We conduct a final inspection before court for the Judge. If the violation has been abated, and this is the first offense for the resident, we recommend the citation be dismissed.

If the resident does abate, but there have been previous ordinance violations, we recommend six months court probation, with a \$75.00 probation fee.

If the resident does not abate the offense we inform the Court of our inspection findings. The Judge asks questions, listens to the resident's situation and converses with them to develop a plan and agreement for abatement, using a Restorative Justice process.

Additional Information on the Ordinance Process reviewed with Council:

The following information was shared with the Council in the Police Department's Council report in October 2022:

The Police Department is assigned the primary responsibility to abate/enforce the City of Gervais Ordinance violations. Our philosophical approach has been to work in a cooperative manner with residents in hopes to gain voluntary compliance.

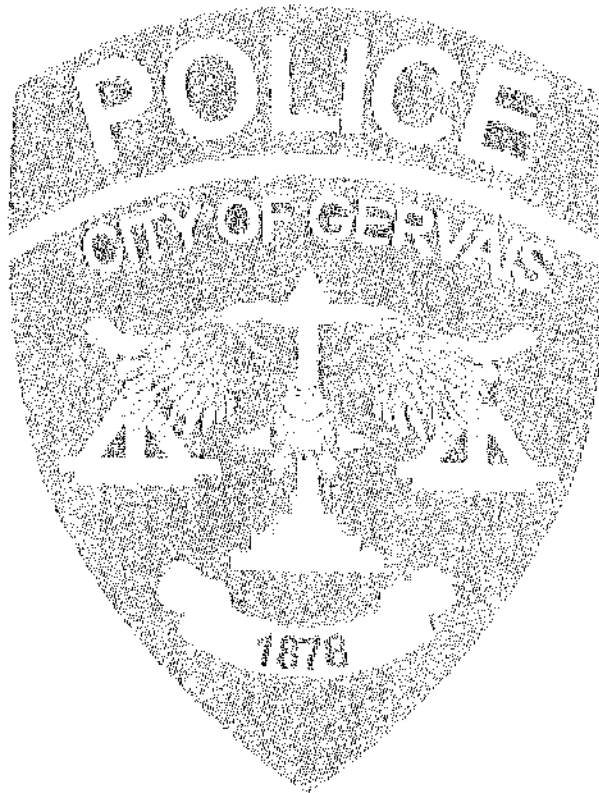
While ordinance abatement/enforcement is important, often other higher priority calls, such as crimes against persons or property including traffic enforcement take precedent.

We try to focus in on the larger, more flagrant violations and those which we have received complaints. Our first step is to talk with the property owner, tenant or both about the violation. Once contact is made, the officer seeks to help the resident understand the violation and the time to comply. Depending on the situation, a verbal agreement to abate may occur and or a written warning or a citation issued (parking violations). Depending on the violation, we take pictures, complete an incident report and send a formal letter. If the resident is unable to be contacted, we will forward a letter. Generally, residents are given thirty days to abate. We check on the status over the next thirty days. At the end of thirty days, we inspect the property for abatement. If the ordinance is abated, the case is closed. If the violation still exists, the resident is cited into the next month's court.

- **Transparency-** We continue to desire to be open about our policies, procedures, data, information and decision making to the public, where the law allows. One of the ways we accomplish transparency is through this Council report. We encourage you to share what you desire in this report.

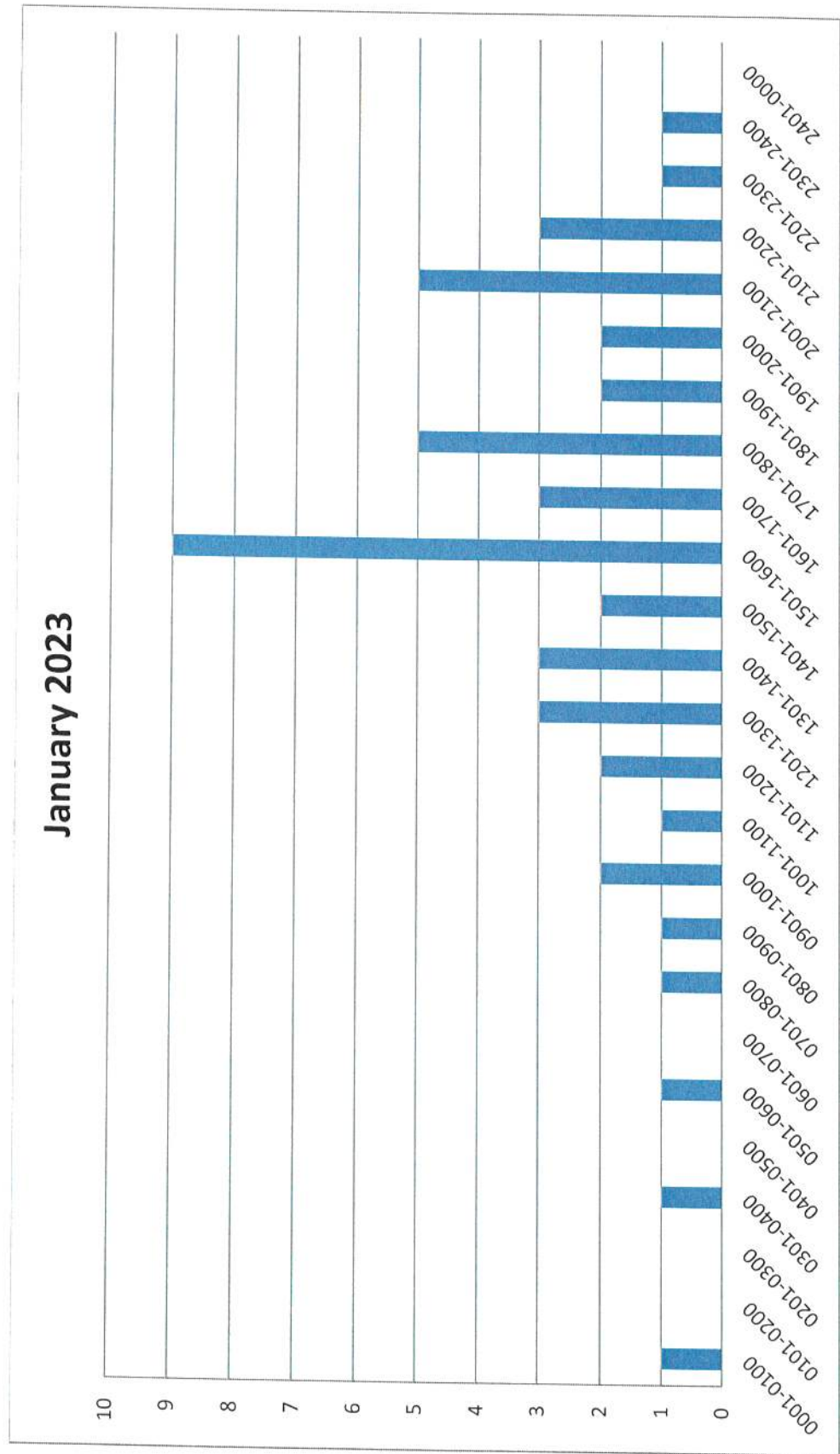
Thank you for your support; it is our pleasure to serve the community.

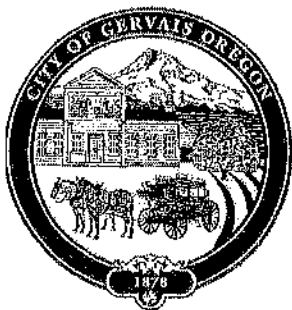
- Mark J. Chase, Chief of Police.





GERVAIS POLICE DEPARTMENT





CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329
503-792-4900 Administration Office; 503-792-3791 Fax

Gervais Public Works Council Report February 2023

This month Public Works has been working hard to get all of the equipment ready for the coming busy summer mowing and grounds maintenance season. The John Deere MX8 mow deck that is the main attachment for the large John Deere tractor needed some repairs after several years of hard use. It was dropped off at a local fabrication shop to get the needed repairs well before putting it back in service. We should be able to pick it up right around the first of March. All other equipment was only in need of basic maintenance.

We were able to finish installing the equipment at the basketball park on 5th St this month and it has been well received by the people who use the facility. Joe and Hunter did a fantastic job on the entire project.

A Marion County inspector found a small issue with the new ADA ramp at the 1st St and Douglas intersection. After meeting with him as well as our engineer we were able to devise a plan that did not require removing the ramp and starting over. The contractor was very responsive about it and made the necessary repairs within a week of identifying the problem.

Upon taking down the new banners in September of last year we noticed that most of them had tears of various sizes and would not hold up to another season of display. I worked with the vendor on this issue over the last couple months and we were able to get the manufacturer to replace all of them at no cost to the city. We are thankful about that as they can be costly to replace. The new banners have slits in them for wind relief and will make them much more durable.

Utility locates have been marked and the last signs will be installed in front of the elementary school warning drivers to not drop children off on Douglas Ave. This has been an issue that's been brought to our attention as it has been causing some issues with traffic.

During the work session meeting regarding parking issues I was asked to obtain some cost estimates to paint curbing on streets that are currently posted no parking to help with enforcement. The Public Works Department has measured all of the streets containing the effected curbing and came with a figure of over 10,000 feet of curbing. Traffic paint has been very hard to come by for well over a year now but I was able to find a supplier with sufficient stock of oil based paint as it is the most durable. The estimated cost to paint the curbing came to \$16,590 and I have included the breakdown of costs.

Kyle Jentzsch-
Gervais Public Works Superintendent

Yellow Curbing Paint Measurements

- 282 Thornbury Ct to Black Walnut (inc hydrant on BW)
- 377 Depot Ct (inc. radiuses, hydrant, and mailbox at Black Walnut)
- 693 Mahan Loop (inc. radiuses and park entrance on BW)
- 359 Misti Ct (inc. radiuses on Ivy)
- 361 Bonefant (inc. radiuses on Ivy)
- 1069 E. Ivy from 1st to Black Walnut (inc. Radiuses, hydrants, and mailbox on BW)
- 940 E. Elm Ct/Rondeau Ct (inc all 4 radiuses at Black Walnut)
- 645 E. Fir Dr (inc. all 4 radiuses at Black Walnut)
- 896 E. Grove from 1st to Black Walnut (inc. 4 radiuses at Black Walnut and 2 at 1st)
- 1571 All of Taylor Loop, Moore, and E. Hemlock, inc. 4 radiuses at Black Walnut and Park frontage
- 1032 E. Hemlock/E. Fir/E. Elm Dr/E. Elm Ln
- 211 Black Walnut (inc. crosswalks at Douglas, mailboxes, and hydrants)
- 992 Lantana/Mesquite/Winfield
- 875 New Development (inc. radiuses, hydrants, and mailboxes)
- 500 Estimate for all other remaining radiuses, hydrants, and mailboxes
- 4 Speed Bumps 5 gallons each to coat

Paint Coverage Per Gallon-50 Feet Per Gallon (Oil Based)

10,803 total feet needed/at 50 feet per gallon=216 gallons

4 Speed Bumps at 5 gal each=20 gallons

Total Estimate of Paint Needed=236 Gallons

Total Cost of Paint at \$330/5 gallons=\$15,840

Total Estimated Cost of Paint Supplies=\$750

Total Project Cost to Paint Currently Marked No Parking Curbs and Radiuses=\$16,590

Estimated Time to Complete Project Would be Several Months