



# CITY OF LA PINE, OREGON

## REGULAR CITY COUNCIL MEETING

Wednesday, June 10, 2020 at 5:30 PM

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

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

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## AGENDA

### 1. CALL TO ORDER

### 2. ESTABLISH A QUORUM

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDED AGENDA ITEMS

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

### 5. CONSENT AGENDA

*Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.*

- [a.](#) 3.18.20 Planning Commission Meeting Minutes- Approved
- [b.](#) 5.27.20 Regular City Council Meeting Minutes
- [c.](#) 5.27.20 Budget Committee Meeting Minutes

### 6. BUDGET HEARING ON THE FY 2020-21 FISCAL YEAR BUDGET

- a. Open Public Hearing
- b. Staff Comments
- c. Public Comments
- d. Close Public Hearing
- e. Council Deliberation

### 7. RESOLUTION NO. 2020-06 – A RESOLUTION DECLARING THE CITY’S ELECTION TO RECEIVE STATE REVENUES – ACTION ITEM

**8. RESOLUTION NO. 2020-07 – A RESOLUTION ADOPTING THE FY 2020-21 FISCAL YEAR BUDGET AND APPROPRIATING FUNDS FOR THE CITY OF LA PINE- ACTION ITEM**

**9. ASSIGNMENT OF WILDERNESS GARBAGE FRANCHISE- ACTION ITEM**

**10. APPROVAL OF PURCHASE OF PLEXIGLASS SAFETY PARTITION FOR ADMINISTRATION DESKS- ACTION ITEM**

**11. APPROVAL OF SALARY CLASSIFICATION AND COMPENSATION ANALYSIS – ACTION ITEM**

**12. APPROVAL OF SOCIAL MEDIA ARCHIVING CONTRACT- ACTION ITEM**

**13. COMMITTEE TO REVIEW COUNCIL RULES & PROCEDURES**

**14. OTHER MATTERS**

*Only Items that were previously added above in the approval of Agenda will be Discussed.*

**15. PUBLIC COMMENTS**

*Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.*

**16. STAFF COMMENTS**

**17. MAYOR & COUNCIL COMMENTS**

**18. ADJOURNMENT**

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**Pursuant to ORS 192.640:** This notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the City Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.



## CITY of LA PINE PLANNING COMMISSION MINUTES

Wednesday, March 18th, 2020

**5:30 p.m.**

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

1. Call to Order

Called to Order at 5:31pm

2. Establish Quorum

Present: Russell Smith, John Cameron, Mary Hatfield, Cathi Van Damme and Teri Myers.

Staff Present: Melissa Bethel, City Manager and Kelly Notary, Admin Assistant.

3. Pledge of Allegiance

Led by John Cameron

4. Added Agenda Items

Any matters added at this time will be discussed during the “Other Matter” portion of this agenda.

5. Approval of Prior Meeting Minutes

a. February 19<sup>th</sup>, 2020

**Motion to approve the meeting minutes from February 19th, 2020 by Hatfield and seconded by Cameron. No objections; unanimously approved with correction.**

6. Planning Files 01QP-19 & 02SUB-19: Deliberation and Decision

*Hearing Previously held on February 19<sup>th</sup>, 2020 where the record was closed.*

Commission was asked if anyone had anything to declare, including ex parte contacts or conflicts.

**Teri Myers recused herself due to a long-standing relationship with the applicant.**

Tammy Wisco presented a Power Point Presentation, which will be added to the packet for the record going over the mitigation points from ODOT, the final argument from the applicant and the staff report.

Committee deliberated most specifically on the connector to the south and if they wanted to agree with Staff or make a change.

Russ Smith objects strongly to ODOT’s request for mitigation and wanted that stated on the record. He does not feel that they are an entity with “taxing” abilities and should not be able to interfere in City business this way.

No issues with permit for right of way by the committee

No issue with drainage by the committee

Vote on Conditions:

**Van Damme moved to add the following conditions of approval to the list of conditions for 01QP-19/02SUB-19, which was seconded by Cameron, Hatfield approved and Smith abstained to the conditions as noted below:**

- ***Applicant shall submit to ODOT a pro-rata contribution of \$12,435 for impacts to the US 97/Burgess intersection. If permitted by ODOT, the contributions shall be submitted on a per unit basis payable at time of platting.***
- ***ODOT Misc./Construction Permit required for work in right of way.***
- ***Drainage study shall be prepared if there is any impact to ODOT highway drainage.***

Final Motion on Files 01QP-19 and 02SUB-19:

**Cameron moved to adopt the staff report findings and associated conditions of approval, as amended, and to approve 01QP-19 and 02SUB-19, the Reserve in the Pines quadrant plan and subdivision applications; seconded by Hatfield. No objections; unanimously approved with correction.**

7. Other Matters: Only those matters properly added to this Agenda under line item No. 4

8. Public Comments:

Vic Russell - stated that he was disappointed w/ the outcome of the meeting, in terms of the requirement for a connector to the south, and the engineers lack of explanation for the extension on both sides of the property.

9. Staff and Committee Comments

Melissa Bethel gave a state of the City report regarding the City declaring a State of Emergency and what that means to current projects.

10. Adjourn

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the City Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend. The public will not be permitted to attend the executive session; provided, however, representatives of the news media and designated staff will be allowed to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the executive session as previously announced. No decision will be made in the executive session. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Patti Morgan (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY

**CITY OF LA PINE, OREGON**  
**REGULAR CITY COUNCIL MEETING**

Wednesday, May 27, 2020 following Budget Committee Meeting  
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739 via Zoom

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**MINUTES**

**1. CALL TO ORDER**

Meeting begins at 5:35 p.m.

**2. ESTABLISH A QUORUM**

PRESENT (via video conference)

Mayor Daniel Richer

Council President Don Greiner

Councilor Connie Briese

Councilor Colleen Scott

Councilor Mike Shields

STAFF

City Manager Melissa Bethel

Public Works Manager Jake Obrist

City Recorder Robin Neace

ABSENT

Student Councilor Max Miller

**3. ADDED AGENDA ITEMS**

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

1. Community Grant Application- Los Tres Caballos via La Pine Chamber

**4. CONSENT AGENDA**

*Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.*

1. 3.13.2020 City Council Meeting Minutes

Motion made by Council President Greiner, Seconded by Councilor Scott.

Voting Yea: Council President Greiner, Councilor Briese, Councilor Scott, Councilor Shields

**5. AWARD CONTRACT FOR FINLEY BUTTE PEDESTRIAN IMPROVEMENTS PROJECT- ACTION ITEM**

Presented by Public Works Manager Obrist.

Councilor Scott asked whether it was typical to get such discrepancies in bidding. Obrist explained that it was, and that some companies, especially from further away, will submit a high bid in case no other companies bid on the project. Councilor Briese agreed with Obrist on this.

Council President Greiner noted that he believed the best and appropriate contract had been signed; Councilor Shields agreed.

Motion made by Councilor Scott, Seconded by Councilor Shields.

Voting Yea: Council President Greiner, Councilor Briese, Councilor Scott, Councilor Shields

**6. RESOLUTION NO. 2020-05: A RESOLUTION ADOPTING AN UPDATED CAPITAL IMPROVEMENT PLAN FOR THE CITY OF LA PINE'S TRANSPORTATION SYSTEM**

Staff report from Obrist.

Mayor Richer wondered if the table in the packet was listed in order of priority. Obrist indicated that it was generally by priority, but that there were a projects that were ambitious to finish in the twenty year project, especially as the projects will take multiple agencies participating to complete.

Councilor Scott noted that the twenty year plan is very encouraging.

Motion made by Council President Greiner, Seconded by Councilor Shields.

Voting Yea: Council President Greiner, Councilor Briese, Councilor Scott, Councilor Shields

**7. OTHER MATTERS**

*Only Items that were previously added above in the Added Agenda Items will be discussed.*

Mayor Richer was approached by the La Pine Chamber of Commerce which, as a non-profit, applied for a Community Grant from the City to help our Los Tres Caballos with a wasp problem that is preventing them from properly utilizing their outdoor space.

Councilor Scott questioned whether or not the application was proper, as the money was going to a for profit business. The other councilors noted that they have given money out before in similar situations, through the Chamber of Commerce.

Councilor Shields believes that donations would be a better way to go about this, and that he was willing to personally make a donation.

Councilor Greiner agreed, and believed that the council should make this a priority. He also suggested that the City's pest control service take a look at the problem.

Roll Call Vote to approve up to \$500 a funding to the Chamber of Commerce:

Greiner: Aye

Shields: Aye (Noting reservations re: whether the application can be used by non-profits for for profit businesses)

Briese: Aye

Scott: Aye (Noting same reservations as Shields)

## **8. PUBLIC COMMENTS**

*Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits. Members of the public may submit items for discussion via email to recorder@lapineoregon.gov by 12:00 p.m. the day of the meeting*

## **9. STAFF COMMENTS**

Bethel noted the executive session coming up on June 3. Bethel reminded council to practice social distancing and to please wear masks.

Bethel also inquired if council would like the gas tax to be back on the agenda in June. Council agreed it should be back on the agenda.

## **10. MAYOR & COUNCIL COMMENTS**

Councilor Scott noted that the flags along Highway 97 were great, and thanked Obrist for picking up trash bags from a trash pickup along the highway.

Councilor Greiner thanked Obrist for the explanation of the GIS recently purchased.

Mayor Richer thanked council for helping out the businesses in town during the COVID-19 crisis.

## **11. ADJOURNMENT**

Meeting adjourned at 6:15 p.m.



# CITY OF LA PINE, OREGON

## BUDGET COMMITTEE MEETING

Wednesday, May 27, 2020 at 5:30 PM

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

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*The meeting is accessible via Zoom. For a link to the meeting, please visit our website at [www.lapineoregon.gov](http://www.lapineoregon.gov). The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.*

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## MINUTES

### 1. CALL TO ORDER

Mayor Richer called the meeting to order at 5:30 p.m.

### 2. ESTABLISH QUORUM

Members Present via video conference: Mayor Richer, Councilor Scott, Councilor Shields, Council President Greiner, Councilor Briese, Councilor Shields, John Cameron, Russ Smith.

Staff Present via video conference: City Manager Melissa Bethel, Public Works Manager Jake Obrist, City Recorder Robin Neace.

### 3. REVIEW OF BUDGET

Bethel briefly reviewed budget documents.

### 4. HEARING ON RECEIVING STATE SHARED REVENUES IN ANTICIPATION OF CITY COUNCIL ADOPTION OF BUDGET

*The Budget Committee customarily has approved through motion the receipt of state shared revenues. The share revenues consist of Gas, Cigarettes, Liquor & Marijuana. The Public is invited to comment on the State Shared revenues proposed in the General Fund. Once public comments have been heard a Resolution is drafted.*

- a. Open Public Hearing
- b. Staff Report
- c. Public Comments
- d. Deliberations
- e. Close Public Hearing

Motion made by Mayor Richer, Seconded by Councilor Shields.

Voting Yea: Mayor Richer, Councilor Briese, Councilor Scott, Councilor Shields, Councilor Greiner, Cameron, Smith

### 5. BUDGET APPROVAL

*If appropriate, the Budget Committee may approve and forward the budget documents to the La Pine City Council for review at the June 10, 2020 Budget Hearing. If the Budget Committee approves of the budget,*



*they must also approve a property tax rate on the tax amounts that will be submitted to the County Assessor.*

Motion made by Mayor Richer, Seconded by Councilor Scott.

Voting Yea: Mayor Richer, Councilor Briese, Councilor Scott, Councilor Shields, Councilor Greiner, Cameron, Smith

## **6. ADJOURNMENT**

Meeting adjourned at 5:34 p.m.

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**Pursuant to ORS 192.640:** This notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the City Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.

**CITY OF LA PINE**

**RESOLUTION NO. 2020-06**

**A RESOLUTION DECLARING CITY'S ELECTION TO RECEIVE STATE REVENUES**

The City of La Pine resolves as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2020-2021.

APPROVED and ADOPTED by the La Pine City Council on June 10, 2020.

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Daniel Richer, Mayor

Attest:

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Melissa Bethel, City Manager

I certify that a public hearing was held before the Budget Committee and Council on May 27, 2020 providing citizens an opportunity to comment on use of State Revenue Sharing.

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Robin Neace, City Recorder

**CITY OF LA PINE**

**RESOLUTION NO. 2020-07**

**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the City Council of the City of La Pine, Oregon, hereby adopts the budget for fiscal year 2020-21 in the total amount of \$20,964,453, as outlined in **Addendum A**. This budget is now on file at La Pine City Hall in La Pine Oregon.

**RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown in **Addendum A** are hereby appropriated for the fiscal year beginning July 1, 2020 for the outlined purposes.

**RESOLUTION IMPOSING AND CATEGORIZING THE TAX**

BE IT RESOLVED that ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2020-21 at the rate of \$1.98 per \$1,000 of assessed value for permanent rate tax. These taxes are hereby categorized for purposes of Article XI section 11b as subject to and with the General Government limitation.

The above resolution statements were approved and declared adopted on June 10, 2020.

\_\_\_\_\_  
Daniel Richer, Mayor

Attested by:

\_\_\_\_\_  
Robin Neace, City Recorder

**ADDENDUM A**

| <b>General Fund (10)</b>                         |                    |
|--|--------------------|
| General Program                                  | \$1,747,756        |
| Not Allocated to Organizational Unit or Program: |                    |
|  | \$ 1,098,442       |
| Debt Service...                                  | \$ 43,442          |
| Transfers Out...                                 | \$305,000          |
| Contingency...                                   | \$250,000          |
| <b>Total</b>                                     | <b>\$2,346,198</b> |

| <b>Streets Fund (21)</b>                         |                    |
|--|--------------------|
| Streets Program                                  | \$725,577          |
| Not Allocated to Organizational Unit or Program: |                    |
|  | \$550,000          |
| Contingency...                                   | \$150,000          |
| <b>Total</b>                                     | <b>\$1,275,577</b> |

| <b>Water Fund (50)</b>                           |                    |
|--|--------------------|
| Water Utility Services Program                   | \$1,787,916        |
| Not Allocated to Organizational Unit or Program: |                    |
|  | \$643,068          |
| Debt Service...                                  | \$193,068          |
| Transfers Out...                                 | \$245,000          |
| Contingency...                                   | \$105,000          |
| <b>Total</b>                                     | <b>\$2,430,984</b> |

**51475**

| <b>Sewer Fund (52)</b>                           |                    |
|--|--------------------|
| Sewer Utility Services Program                   | \$7,578,294.00     |
| Not Allocated to Organizational Unit or Program: |                    |
|  | \$805,000          |
| Special Payments...                              | \$5,000            |
| Transfers Out...                                 | \$400,000          |
| Contingency...                                   | \$300,000          |
| <b>Total</b>                                     | <b>\$8,383,294</b> |

| <b>Cemetery Fund (20)</b>                        |                 |
|--|-----------------|
| Cemetery Program                                 | \$20,157        |
| Not Allocated to Organizational Unit or Program: |                 |
|  | \$7,300         |
| Contingency...                                   | \$7,300         |
| <b>Total</b>                                     | <b>\$27,457</b> |

| <b>Tourism Fund (22)</b>                         |                  |
|--|------------------|
| Tourism Program                                  | \$165,685        |
| Not Allocated to Organizational Unit or Program: |                  |
|  | \$80,000         |
| Contingency...                                   | \$25,000         |
| <b>Total</b>                                     | <b>\$245,685</b> |

| <b>Community Development Fund (23)</b> |                  |
|--|------------------|
| Community Development Program          | \$225,909        |
| Contingency...                         | \$56,000         |
| <b>Total</b>                           | <b>\$331,909</b> |

| <b>SDC Fund (41)</b>                             |                    |
|--|--------------------|
| SDC Program                                      | \$1,779,568        |
| Not Allocated to Organizational Unit or Program: |                    |
|  | \$1,779,568        |
| <b>Total</b>                                     | <b>\$2,783,568</b> |

| <b>Industrial/Economic Development Fund (40)</b> |                  |
|--|------------------|
| Economic Development Program                     |                  |
| Not Allocated to Organizational Unit or Program: |                  |
|  | \$25,000         |
| Contingency...                                   | \$25,000         |
| <b>Total</b>                                     | <b>\$128,079</b> |

| <b>Reserve Fund (26)</b>                         |                    |
|--|--------------------|
| Reserve Fund Program                             | \$934,000          |
| Not Allocated to Organizational Unit or Program: |                    |
|  | \$1,384,200        |
| <b>Total</b>                                     | <b>\$2,318,200</b> |

|  |                     |
|--|---------------------|
| <b>Total Appropriations, All Funds</b>                     | <b>\$16,402,183</b> |
| <b>Total Unappropriated and Reserve Amounts, All Funds</b> | <b>\$4,562,270</b>  |
| <b>Total Adopted Budget</b>                                | <b>\$20,964,453</b> |

**CITY OF LAPINE ORDINANCE  
ORDINANCE NO. 2007-3**

AN ORDINANCE RELATING TO SOLID WASTE MANAGEMENT IN THE CITY OF LA PINE, OREGON, INCLUDING, WITHOUT LIMITATION, GRANTING TO LA PINE DISPOSAL, INC., AN OREGON CORPORATION, THE EXCLUSIVE FRANCHISE TO COLLECT, TRANSPORT OR TRANSFER SOLID WASTE OVER AND UPON CITY STREETS AND ALLEYS AND RECOVER MATERIALS OR ENERGY FROM SOLID WASTES GENERATED OR PRODUCED IN THE CITY.

THE CITY OF LA PINE, OREGON, DOES ORDAIN AS FOLLOWS:

**SECTION 1. SOLID WASTE MANAGEMENT:**

**DIVISION I. GENERAL PROVISIONS.**

**Section 1A. Short Title.** This Ordinance shall be known as the "Solid Waste Management Ordinance" and may be so cited and pleaded and shall be cited herein as "the ordinance."

**Section 1B. Purposes, Policy and Scope.** It is declared to be the public policy of the City of La Pine to regulate solid waste management to:

- (1) Insure safe, efficient, economical and comprehensive solid waste service.
- (2) Insure fair and equitable consumer rates and to prohibit rate preferences or other practices that might be discriminatory.
- (3) Conserve energy and material resources, reduce solid wastes and promote material and energy recovery in all forms.
- (4) Provide for technologically and economically feasible resource recovery by and through the franchisee on a first option basis.
- (5) Eliminate overlapping service and thereby to increase efficiency and to decrease truck noise, street wear, energy waste, air pollution and public inconvenience.
- (6) Protect public health and the environment.
- (7) Provide public service standards.
- (8) Protect against improper and dangerous handling of hazardous wastes.
- (9) Provide a basis and incentive for investment in solid waste equipment, facilities, sites and technology.

**Section 1C. Definitions.**

- (1) City: The City of La Pine.
- (2) Compensation: Compensation includes:
  - (a) Any type of consideration paid for service, including, but not limited to, rent, membership fees, the proceeds from resource recovery, any direct or indirect provision for the payment of money, goods, services or benefits by tenants, lessees, occupants, members or similarly situated persons; and
  - (b) The exchange of service between persons.
- (3) Council: The City Council of the City of La Pine.
- (4) Franchisee: The person or persons granted by Section 2C of this ordinance or a subsequent ordinance or a subcontractor to such person or persons.
- (5) Hazardous Waste: Any waste:
  - (a) Defined as hazardous waste by or pursuant to ORS Chapter 466; or
  - (b) Defined as hazardous waste by another governmental unit having jurisdiction; or
  - (c) Found to be hazardous to service workers, to service equipment, or to the public by the franchisee.
- (6) Person: Any individual, partnership, association, corporation, trust, firm, estate, joint venture or other private legal entity or any public agency.
- (7) Recyclable Material: Any material or group of materials that can be collected and sold for recycling at a net cost equal to or less than the cost of collection and disposal of the same material.
- (8) Resource Recovery: The process of obtaining useful material or energy resources from solid waste and includes:
  - (a) "Energy recovery," which means recovery in which all or a part of the solid waste materials are processed to utilize the heat content, or other forms of energy, or of or from the material.
  - (b) "Material Recovery," which means any process of obtaining from solid waste, by pre-segregation or otherwise, materials which still have useful physical or chemical properties and can be reused or recycled for some purpose.

- (c) "Recycling," which means any process by which solid waste materials are transformed into new products in such a manner that the original products may lose their identity.
  - (d) "Reuse," which means the return of a commodity into the economic stream for use in the same kind of application as before without change in its identity.
- (9) Service: The collection, transportation or disposal of or resource recovery from solid waste.
  - (10) Solid waste: It means all putrescible and non-putrescible wastes, including, but not limited to garbage, rubbish, refuse, ashes, waste paper and cardboard; sewage sludge, septic tank and cesspool pumpings or other sludge; commercial, industrial, demolition and construction wastes; discarded or abandoned vehicles or parts thereof; discarded home and industrial appliances; manure, vegetable or animal solid and semisolid wastes, dead animals, infectious waste as defined in ORS 459.386 and other wastes; but the terms does not include:
    - (a) Hazardous wastes as defined in ORS 466.005.
    - (b) Materials used for fertilizer or for other productive purposes or which are salvageable as such materials are used on land in agricultural operations and the growing or harvesting of crops and the raising of animals.
  - (11) Solid Waste Management: The prevention of or reduction of solid waste; management of service; and facilities and equipment necessary or convenient to such activities.
  - (12) Waste: Material that is no longer directly usable by the source, generator or producer of the material, which material is to be disposed of or to be resource recovered by another person.
    - (a) The fact that all or any part of the material may have value and thus be recovered does not remove them from this definition.
    - (b) The fact that the source, generator or producer of materials has separated or segregated such material from other waste does not remove the materials from this definition.

## **DIVISION II. FRANCHISE AND EXEMPTIONS**

**Section 2A. Persons and Practices Exempt from Franchise.** Nothing in this ordinance requires a franchise from the following persons for the following businesses or practices:

- (1) The collection, transportation and reuse of repairable or cleanable discards by a private charitable organization regularly engaged in such

business or activity, including, without limitation, Salvation Army, St. Vincent de Paul, Goodwill and similar organizations.

- (2) The collection, transportation and reuse or recycling of totally source separated materials or operation of a collection center for totally source separated materials by a religious, charitable, benevolent or fraternal organization which organization was not organized for any solid waste management purpose and which organization is using the activity for fundraising; including, without limitation, scouts and churches.
- (3) The collection, transportation or redemption of returnable beverage containers under ORS Chapter 459 and 459A and that portion thereof commonly known as the "Bottle Bill."
- (4) The generator or producer who transports and disposes of waste created as an incidental part of regularly carrying on the business or service of auto wrecking, to the extent licensed by the State of Oregon; demolition, land clearing or construction; janitorial service; gardening, park maintenance or landscaping service; street sweeping; auto body recovery; or septic tank pumping or sludge collection. "Janitorial Service" does not include cleanup of accumulated or stored wastes.
- (5) The transportation by a person of solid waste generated or produced by such person to a disposal site, resource recovery site or market. In the case of non-owner occupied property, the waste is generated or produced and is owned by the occupant and not by the landlord, property owner, or association of property owners, or the agent of such landlord, property owner or association.
- (6) The purchase of totally source separated solid waste for fair market value.
- (7) The providing of service to a state or Federal agency under written contract with such agency; provided, however, that the provider shall apply for a franchise for that service only, shall pay the franchise fee on such service; shall comply with all requirements imposed on the franchisee by this ordinance and shall, unless the written contract with such agency provides otherwise, charge the rates and adhere to the terms of service imposed on the franchisee by this ordinance and attached schedules.
- (8) The providing of service for hazardous wastes.
- (9) Any other practice, business or activity which is withdrawn by the Council after public hearing thereon and upon a resolution and order finding that withdrawal has no substantial impact on service, consumer rates or the purposes stated in Section 1B of this ordinance.

**Section 2B. Practices Prohibited Without a Franchise.** Unless exempted by Section 2A or franchised pursuant to Section 2C of this ordinance, no person shall:



- (1) Solicit customers for service; or
- (2) Advertise the providing of service; or
- (3) Provide service in the City.

**Section 2C. Grant of Exclusive Franchise.** There is hereby granted to La Pine Disposal, Inc., an Oregon corporation, the exclusive right, privilege and franchise to provide service within the city limits as of date of this ordinance and any area that may hereafter be annexed to the City and, for that purpose, to utilize the streets and facilities of the City.

**Section 2D. Franchise Term.** The rights, privileges and franchise herein granted shall begin on the date adopted by Council and shall be considered as a continuing seven year franchise. That is, beginning on January 1 of each year, the franchise will be considered renewed for an additional one (1) year term, unless at least thirty (30) days prior to January 1 of any year the Council shall notify the franchisee in writing of intent to terminate the franchise. Upon the giving of such notice of termination, the franchisee shall have a franchise which will terminate six (6) years from the date of the notice of termination. The Council may later extend the term or reinstate continuing renewal upon mutual agreement with the franchisee. Nothing in this section restricts the Council from suspending, modifying or revoking the franchise for cause pursuant to Section 2H of this ordinance.

**Section 2E. Franchise Fee.** In consideration of this franchise, the franchisee shall pay to the City five percent (5%) of gross revenues received by the franchisee from service provided pursuant to this ordinance.

**Section 2F. Franchisee Responsibility:**

- (1) The Franchisee shall:
  - (a) Dispose of solid waste at a site owned and/or operated by Deschutes County in compliance with ORS Chapter 459 and 459A and with this ordinance. Infectious Waste as defined by ORS 459.386; and Recyclable Material as defined by ORS 459.005(19), separated at the source or by franchisee and held for resale by the franchisee, need not be disposed of at a site owned and/or operated by Deschutes County, provided it is disposed of in compliance with all applicable laws, rules and regulations.
  - (b) Provide and keep in force public liability insurance in the amount of not less than \$500,000 for injury to a single person, \$500,000 to a group of persons and \$100,000 property damage, all relating to a single occurrence, which shall be evidenced by a certificate of insurance filed with the City Recorder.

- (c) Within 30 days after the effective date of this ordinance, file with the City a written acceptance of this franchise by endorsing acceptance on a copy of this ordinance.
  - (d) Provide sufficient collection vehicles, containers, facilities, personnel and finances to provide all types of the necessary service or subcontract with others to provide such service.
  - (e) Respond to any complaint on service.
  - (f) Provide a performance bond in the amount of \$5,000 with a surety licensed to do business in the State of Oregon conditioned upon the full and faithful performance of this agreement and franchise and this ordinance. In the event that the City Council finds that the franchisee has adequate experience and otherwise meets the requirements to guarantee service, it may waive, by resolution, all or part of the bond requirements and may attach any necessary condition to the waiver.
  - (g) Provide the opportunity to recycle in accordance with Chapter 459A of Oregon Revised Statutes, together with the rules and regulations promulgated thereunder by the Environmental Quality Commission and the Department of Environmental Quality.
- (2) Where a new resource recovery service or a substantial expansion of an existing service is proposed by the City or another person other than the franchisee:
- (a) Prior written notice of the proposed service shall be given to franchisee by the City Manager at least thirty (30) days prior to consideration by the City Council.
  - (b) The Council may on its own motion and shall upon request of the franchisee, hold a public hearing on the proposed service, costs and justification.
  - (c) In determining whether service is needed, the Council shall give due consideration to the purposes of this ordinance, the public need for the service, the technological and economic feasibility, the effect on consumer rates, the effect on other service by franchisee, applicable laws, ordinances or regulations and any applicable solid waste management plan.
  - (d) If Council determines that such service is needed, it shall give franchisee a reasonable opportunity to provide it within a reasonable time or reject it, only in the case of a resource recovery service. The Council shall determine necessary rates.
  - (e) If franchisee rejects a resource recovery service, the Council may issue a franchise to another person for such service, place it under limited permit

or withdraw it under Section 2A (9) of this ordinance. The Council may determine necessary rates and conditions for the service.

- (3) The franchisee is not required to store, collect, transport, transfer, dispose of or resource recover any hazardous waste; provided, however, that the franchisee may provide such service outside this ordinance in compliance with all applicable laws, ordinances and regulations.
- (4) The franchisee may subcontract with others, including, but not limited to the City of La Pine to bill for services or provide a portion of the service where franchisee does not have the necessary equipment or service. Such a subcontract shall not relieve the franchisee of total responsibility for providing and maintaining service and from compliance with this ordinance.
- (5) The franchisee shall not:
  - (a) Give any rate preference to any person, locality or type of solid waste stored, collected, transported, disposed of or resource recovery. This paragraph shall not prohibit uniform classes of rates based upon length of haul, type or quality of solid waste handled and location of customers so long as such rates are reasonably based upon cost of the particular service and are approved by the Council, nor shall it prevent any person from volunteering service at reduced cost for a charitable, community, civic or benevolent purpose.
  - (b) Transfer this franchise or any portion thereof to other persons without prior written approval of the Council, which consent shall not be unreasonably withheld. The Council shall approve the transfer if the transferee meets all applicable requirements met by the franchisee. A pledge of this franchise as financial security shall be considered as a transfer for purposes of this subsection. The Council may attach whatever conditions it deems necessary to guarantee maintenance of service and compliance with this ordinance.

**Section 2G. Supervision.** Service provided under the franchise and other requirements of this ordinance shall be under the supervision of the City Manager. Franchisee shall, at reasonable times, permit inspection of his facilities, equipment, and personnel providing service.

**Section 2H. Suspension; Modification or Revocation of Franchise.**

- (1) Failure to provide necessary service or otherwise comply with the provision of this ordinance after written notice and a reasonable opportunity to comply shall be grounds for modification, suspension or revocation of the franchise.
- (2) After written notice from the City Manager that such grounds exist, the franchisee shall have at least twenty (20) days from the date of mailing of

the notice in which to comply or request a public hearing before the Council.

- (3) At a public hearing, the franchisee and other interested persons shall have an opportunity to present oral, written or documentary evidence to the Council.
- (4) If the franchisee fails to comply within the time specified or, if a Council hearing is held, with the order of the Council entered upon the basis of findings at the public hearing, the Council may suspend, modify or revoke the franchise or make such action contingent upon continued noncompliance.
- (5) In the event the Council finds an immediate and serious danger to the public through creation of a health hazard, it may take action within a time specified in the notice to the franchisee and without a public hearing prior to taking such action.

**Section 2I. Preventing Interruption of Service.** The franchisee agrees as a condition to this franchise that whenever the Council determines that a failure of service or threatened failure of service would result in creation of an immediate and serious health hazard or serious public nuisance, the Council may, after a minimum of twenty-four (24) hours actual notice to franchisee and a public hearing thereon if requested by franchisee, authorize another person to temporarily provide service, use and occupy the land, facilities, and equipment of the franchisee for the use of which the City of La Pine shall provide the franchisee reasonable compensation. The Council shall return any seized property and business upon abatement of the actual or threatened interruption of service.

**Section 2J. Termination of Service.** The franchisee shall not terminate service to all or a portion of his customers unless:

- (1) The street or road access is blocked and there is no alternate route, or
- (2) Excessive weather conditions render providing service unduly hazardous to persons providing service or such termination is caused by accidents or casualties caused by an act of God, public enemy or vandalism, or
- (3) A customer has not complied with Section 4A of this ordinance or has not paid for service provided after a regular billing and after a fifteen (15) day written notice to pay, or
- (4) Ninety (90) days written notice of intent to terminate is given to the Council and written approval is obtained from the Council; or
- (5) Ordered by a legislative, administrative or judicial body having jurisdiction.

### **DIVISION III. RATE REGULATION**

### Section 3A. Rate Determination.

- (1) Rates for service shall be those contained in the City of La Pine Fee Schedule effective Aug. 11, ~~2006~~: 2007. *CM*
- (2) Changes in rates shall be made by resolution and order of the Council amending the City of La Pine Fee Schedule. In determining rates, the Council shall give due consideration to current and projected revenue and expenses; actual and overhead expenses; the cost of acquiring and replacement of equipment; the services of owner, family and management; the cost of providing for future, added or different service; a reasonable return to franchisee for doing business; research and development; and such other factors as the Council deems relevant. The Council may consider rates charged by other persons performing the same or similar service in the same or similar areas.
- (3) The franchisee shall provide sixty (60) days written notice of rate change with accompanying justification of proposed rate changes. Unless a governmental unit has raised the cost of providing service or there has been a substantial increase in cost not covered in the preceding adjustment, rate adjustments shall be made annually on the following schedule:
  - (a) Application shall be filed by franchisee prior to May 1.
  - (b) Unless there is good cause shown and recorded in the minutes of the Council, the Council shall act upon any rate adjustment by June 30, and the adjustment shall take effect on July 1.
  - (c) An emergency or interim rate for a new or altered service may be adopted by written order of the City Manager valid for a stated period not to exceed six (6) months on the emergency or interim basis.
- (4) Rates charged shall be those set as provided herein. Nonscheduled services may be provided at the reasonable cost of providing the service giving consideration to the standards in (2) of this Section.
- (5) Franchisee may require payment for residential service and multi-family residential service up to three (3) months in advance. Franchisee may bill up to three (3) months in advance, arrears or any combination. Where billed in advance, franchisee will refund a pro rata portion of the payment for any complete month in which service is not to be provided. Franchisee may charge at the time service is provided to drop box or roll off box service customer where the customer has not previously established credit with the franchisee.
- (6) If approved in the rate schedule, franchisee may charge a starting charge for a new service and a restart charge to any customer who has been previously terminated for failure to pay for service.

- (7) Rates may be uniform or uniform within zones or classes of service.

#### **DIVISION IV. PUBLIC RESPONSIBILITY**

**Section 4A. Public Responsibility.** In addition to and not in lieu of compliance with ORS Chapter 459 and other applicable laws and regulations:

- (1) No person shall place hazardous waste for collection or disposal by franchisee without notice to the Manager or office of franchisee. This shall not apply to minor quantities of wastes generated at or by a single family residential unit.
- (2) Customers shall take appropriate actions to ensure that hazardous materials, chemicals, paint, corrosive materials, infectious waste or hot ashes are not put into a can, cart, container or drop box. When materials or customer abuse, fire or vandalism causes excessive wear or damage to a cart, container or drop box, the cost of repair or placement may be charged to a customer by a franchisee. Billing and collection will be separately handled from monthly service billing.
- (3) No unauthorized person shall place material in or remove material from a solid waste collection container without permission of the owner of the container. For the purpose of this section, the Franchisee is the "owner" of containers supplied by franchisee.
- (4) No unauthorized person shall remove solid waste placed out for collection and resource recovery by the franchisee or a person exempted by Section 2A of this ordinance and operating solely within the exemption.
- (5) Unless permitted by the franchisee, no person shall install or use any container of one cubic yard or greater in capacity for pickup by franchisee other than those supplied by franchisee. The purpose of this subsection is to insure safe equipment, sizes and weights and facilitate franchisee utilizing the most efficient collection equipment and methods. Rates for use of franchisee's containers and drop boxes shall be included in the adopted rate schedule.
- (6) No person shall install an underground solid waste container for storage and collection after the effective date of this ordinance. The franchisee is not required to service an underground container unless the person responsible for it places the can above ground prior to time of collection.
- (7) No can for residential service shall be located behind any locked or latched door, gate or inside of any building or structure.
- (8) Each customer shall provide safe access to the solid waste container or wastes without risk or hazard to franchisee's employees, the public or franchisee.

- (9) No container designed for mechanical pickup shall exceed safe loading weights or volumes as established by the franchisee to protect service workers, the customer, the public and the collection equipment.
- (10) No container designed for manual pickup shall exceed thirty-two (32) gallons in size or sixty (60) pounds in loaded weight. Such containers shall be made of metal or be rigid, fireproof, rodent proof and not subject to cracking or splitting, round, tapered at the bottom and have proper handholds and bales.
- (11) Unless special service or service equipment is provided by the collector for handling unconfined waste, materials such as rubbish and refuse, brush, leaves, tree cuttings and other debris for manual pickup and collection shall be in securely tied bundles or in any box, sack or other receptacles and solid waste so bundled, tied or contained shall not exceed sixty (60) pounds in weight.
- (12) Where a customer requires an unusual volume of service or a special type of service requiring substantial investment in equipment, the franchisee may require a contract with the customer as necessary to finance and assure amortization of such equipment. The purpose of this provision is to assure that such equipment not become a charge against other rate payers who are not benefited.
- (13) Stationary compacting devices for solid wastes shall comply with Federal and state safety standards and provide adequate protection to user.
- (14) Any vehicle used by a person to transport solid waste shall be so loaded and operated as to prevent the wastes from dropping, sifting, leaking, blowing or otherwise escaping from the vehicle onto the public right of ways or adjacent lands.
- (15) No person shall block access to any container or drop box or roll off box supplied by franchisee. Franchisee may charge extra for return service to such blocked container or drop box or roll off box.
- (16) Every person who generates or produces wastes shall remove or have removed all putrescible wastes at least every seven (7) days. More frequent removal may be required where facility or service involves the public health. All wastes shall be removed at sufficient frequency as to prevent health hazards, nuisances or pollution.
- (17) Storage and collection of solid waste and recyclable materials shall not create vector production and sustenance, conditions for transmission of disease to man or animals, fire hazards or hazards to service or disposal workers or to the public. All solid wastes ready for collection shall be stored by the customer in a can (metal or heavy-duty plastic), cart, metal container or drop box, and such receptacles must have tight-fitting covers

and hand or mechanical bales to facilitate pickup. The cleanliness of the grounds surrounding the solid waste and recyclable materials storage area and of the receptacle for such materials shall be the responsibility of the customer. Solid waste containing putrescible materials shall be stored in closed containers.

- (18) All garbage and putrescible materials shall be stored in cans supplied by the generator or producer or in containers supplied by the franchisee. When cans are used, they shall be covered except during loading and emptying.
- (19) The producer or generator of waste shall clean both cans and containers and shall keep the area around such cans or containers free of accumulated wastes. The franchisee shall provide periodic maintenance to containers supplied by franchisee.
- (20) Approved disposal methods shall be as follows:
  - (a) No person shall burn, dump, collect, remove or in any other manner dispose of solid waste upon any street, alley, public place or private property within the city except as provided in this ordinance.
  - (b) Wastepaper, boxes, rubbish and debris; brush, leaves, grass, wood and cuttings from trees, lawns, shrubs and gardens (but excepting paper, cardboard or wood containers in commercial quantities), may be burned on private property in furnaces; or, upon special permit from the Fire Chief, may be burned in outside fireplaces or private incinerators approved by the Fire Chief; or in open fires, upon a permit secured from the Fire Chief.
  - (c) No person shall bury, burn or dump solid wastes upon any street, alley or public place (or private property) or collect or remove the same over any right of way in the city, except collection by the franchisee; provided that the burning of paper outside the building, but upon the premises of a business place may be done after obtaining a permit from the Fire Chief, if said burning is done in an incinerator which is approved by the Fire Chief.
- (21) The City reserves the right to require the separation of component parts or materials in or from solid wastes and require the deposit thereof in separate cans, containers, receptacles or places and prescribe the method of disposal or resource recovery thereof.

**Section 4B. Payment of Service.** Any person who received service from the franchisee shall be responsible for payment of service. The owner of a rental or lease facility shall be liable for payment for services provided to a tenant of such dwelling if the tenant fails to make timely payment for such service. The owner of any multiple unit rental or lease facility having two or more dwelling units shall be primarily responsible for services provided to the occupants of such facility and shall be billed for the services.



**DIVISION V. ADMINISTRATION AND ENFORCEMENT**

**Section 5A. Appeals.**

- (1) Any action or determination by franchisee under or pursuant to this ordinance may be appealed to the City Manager.
- (2) Any action or determination of the City Manager under this ordinance may be appealed to the City Council.

**Section 5B. Construction.** Any finding by any court of competent jurisdiction that any portion of this ordinance is unconstitutional or invalid shall not invalidate any other provision of this ordinance.

**Section 5C. City Enforcement.** The City shall enforce the provisions of this ordinance by administrative, civil or criminal action or any combination as necessary to obtain compliance with this ordinance. The Council shall take such legislative action as is necessary to support the ordinance and the franchise granted. The franchisee may enforce payment or protect its rights by appropriate civil action.

**Section 5D. Annexation of Property to City.** The terms and provisions of this ordinance and the franchise herein granted shall apply and extend to any and all property which may be annexed to or consolidated with, or in any other manner, be located within the boundaries of the City of La Pine.

**Section 5E. Penalties.** Violation by any person of the provisions of Section 2B or Subsections (1), (3), (4), (13), (14), (16), (17), (18) or (19) of Section 4A shall be deemed a misdemeanor and upon conviction, shall be punished by a fine of not more than \$500. Penalties in this Section are in lieu of other penalties prescribed for the same offense provided elsewhere in the Code of La Pine. Each day in violation is a separate offense, provided, however, that two or more such continuing offenses may be joined in the same action.

**IN WITNESS WHEREOF**, this ordinance was **PASSED** by the Council by a vote of 3 for and 0 against and **APPROVED** by the Mayor this 11<sup>th</sup> day of July, 2007. City has caused this agreement to be executed by its Mayor and Recorder under authority of the Council and the franchisee has executed the acceptance by its duly authorized persons, in duplicate this 11<sup>th</sup> day of July, 2007.

  
\_\_\_\_\_  
Mayor Pro Tem

**ATTEST:**

  
\_\_\_\_\_  
City Recorder

FRANCHISE GRANTED BY SECTION 2C OF THIS ORDINANCE

Accepted by:

*La Pine Disposal Inc by Cassie M. Martens, Sec.*  
La Pine Disposal, Inc., an Oregon corporation, Franchisee

| SERVICE CODE         | CURRENT RATE | New RATE  |
|----------------------|--------------|-----------|
| 32RC1W               | \$ 15.50     | \$ 16.90  |
| 32RC1WD/S            | \$ 17.70     | \$ 19.30  |
| 1C1W                 | \$ 15.50     | \$ 16.90  |
| 1C1WD/S              | \$ 17.70     | \$ 19.30  |
| 64RC1W               | \$ 25.85     | \$ 27.50  |
| 64RC1WD/S            | \$ 28.05     | \$ 32.00  |
| 2C1W                 | \$ 25.85     | \$ 27.50  |
| 2C1WD/S              | \$ 28.05     | \$ 32.00  |
| 3 CANS CURBSIDE      | \$ 36.25     | \$ 38.10  |
| 3 CANS DRIVE-IN      | \$ 38.45     | \$ 46.95  |
| 4 CANS CURBSIDE      | \$ 46.60     | \$ 49.90  |
| 4 CANS DRIVE-IN      | \$ 48.80     | \$ 52.10  |
| 5 CANS CURBSIDE      | \$ 56.95     | \$ 62.05  |
| 5 CANS DRIVE-IN      | \$ 59.15     | \$ 64.47  |
| 1.5YD CONT           | \$ 129.80    | \$ 141.38 |
| 1.5YD 2X WEEK        | \$ 237.70    | \$ 258.91 |
| 1.5YD 3X WEEK        | \$ 345.55    | \$ 376.42 |
| 1.5YD 5X WEEK        |              | \$ 611.44 |
| 2-1.5YD 2X WEEK      | \$ 475.40    | \$ 517.82 |
| EXTRA                | \$ 35.85     | \$ 39.05  |
| 2YD 1X WK            | \$ 167.90    | \$ 182.89 |
| 2YD 2X WK            | \$ 309.90    | \$ 337.56 |
| 2YD 3X WK            | \$ 451.90    | \$ 492.26 |
| 2YD 5X WK            | \$ 735.90    | \$ 801.60 |
| EXTRA                | \$ 43.65     | \$ 47.30  |
| EXTRA CAN EACH       | \$ 3.35      | \$ 3.66   |
| ON CALL SERVICE      | \$ 9.50      | \$ 10.40  |
| ON CALL DRIVE-IN     | \$ 10.30     | \$ 11.20  |
| CONTAINER DELIVER:   |              |           |
| LA PINE 97739        | \$ 36.50     | \$ 39.65  |
| SUNRIVER, BEND 97707 | \$ 44.25     | \$ 48.20  |
| 1.5YD DUMP           | \$ 42.00     | \$ 45.75  |
| 2.0YD DUMP           | \$ 47.50     | \$ 49.50  |



**CITY OF LA PINE**

STAFF REPORT

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Meeting Date: June 10, 2020  
TO: La Pine City Council  
FROM: Staff  
SUBJECT: Purchase of safety windows for Admin

TYPE OF ACTION REQUESTED (Check one):

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

---

Councilors,

Due to COVID-19 and the continuing need for the safety of our employees in the front office, staff is proposing to purchase 2 shields that will be placed on the front counters and be designed to help reduce the transmittal of COVID-19 and other contact related diseases. Price ranges from around \$660 - \$680.

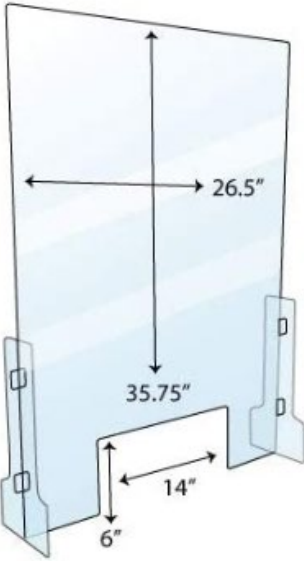
It is Staff's intention to have these windows in place before fully opening up City Hall to the public. Attached is pictures of the product.

*Suggested Motion:*

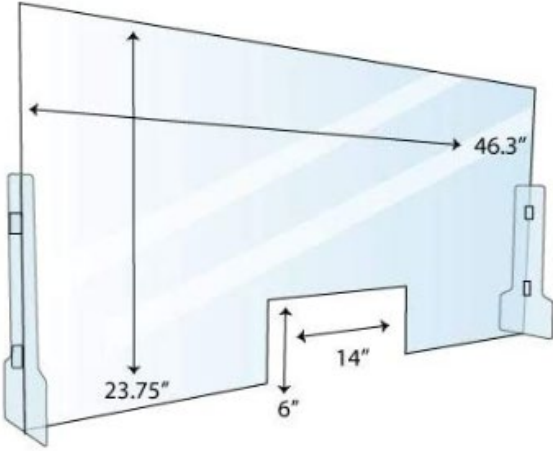
I move we approve the purchase of a glass window for the front office in order to ensure the safety of our employees and residents.



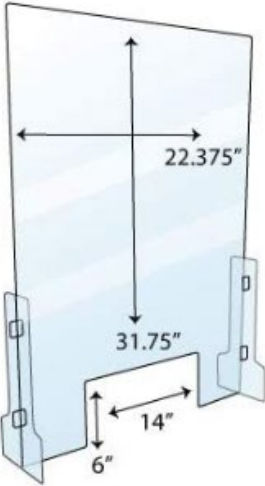
SIZES AVAILABLE



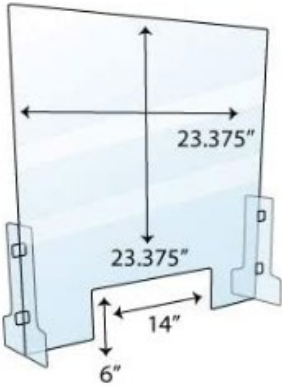
28" x 36"



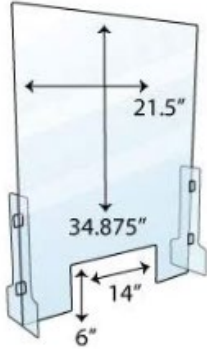
24" x 48"



24" x 32"



24" x 24"



23" x 35"



# Classification and Compensation Study EXECUTIVE REPORT

for

The City of La Pine, Oregon

March 2020



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McGrath Consulting Group, Inc.  
P.O. Box 190  
Wonder Lake, IL 60097  
Office (815) 728-9111  
Fax (815) 331-0215  
[www.mcgrathconsulting.com](http://www.mcgrathconsulting.com)

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## Introduction

McGrath Human Resources Group, Inc., an organization that specializes in public sector consulting, was commissioned by the City of La Pine, Oregon to conduct a classification and compensation analysis for its positions. The City requested a review of its positions and pay in order to develop a Compensation System for use by the City.

The purpose of this Study was to:

- ✓ Guide the City in confirming pay philosophy including desired position in the market, recognition of tenure, recruitment and retention priorities, usage of performance-based pay, and other aspects of a sound compensation philosophy.
- ✓ Obtain and establish compensation within the external market.
- ✓ Obtain information on each job title for a job audit through position description questionnaires and employee interviews.
- ✓ Establish internal equity among positions within the City.
- ✓ Complete a compression analysis and, if found to be a problem, develop strategies to address compression during the design and implementation of the new system.
- ✓ Identify classification changes, career opportunities, and organizational/alignment recommendations.
- ✓ Create a salary schedule based on data obtained.
- ✓ Provide a plan for on-going maintenance of the system, in accordance with all applicable compensation practices by the City.
- ✓ Review and recommend compensation policies and procedures that will assure consistent implementation and application of the compensation system.
- ✓ Update job descriptions (upon completion of Compensation System).

The Consultants would like to extend appreciation to the City Manager and all employees for their time, cooperation, and sharing of information and perceptions with McGrath Human Resources Group.

## Methodology

### Data Collection

The project involved several steps: collection of data, interviews, and data analysis. The first step of this Study involved the gathering of data that pertains to current compensation practices within the City of La Pine. The Consultants received information relating to current

salaries, specific policies, collected market data, and current job descriptions. This provided a basis on which to build a compensation system.

Interviews were conducted with the City Manager, Public Works Manager, and Account Clerk. The purpose of these meetings was to first, gain an understanding of the City's current compensation practices and philosophy; second, to solicit ideas and input from these stakeholders for future compensation methodologies and practices; and finally, to determine if there were any positions within the City that were difficult to recruit, retain, or were otherwise unique in the position's responsibilities.

The Consultants also then met with employee's; representative of all job titles to gain a better understanding of the job responsibilities, skills, and various competencies of the position. Employees were also invited to give feedback on the current compensation system. Employees were then asked to complete a Position Questionnaire (PQ) which provided extensive information about the positions for additional analysis.

Upon completion of the market and job analysis, preliminary findings were reviewed with the City Manager prior to finalization of the recommended Salary Schedule.

### **Labor Market**

In order to gain information from the external market, the Consultants established a list of comparable organizations from interviews with the leadership team to collect salary data. The following organizations were identified as comparable:

**Table 1: Comparable Organizations**

| ORGANIZATION               |
|----------------------------|
| City of Bend               |
| City of Redmond            |
| City of Sisters            |
| Deschutes County           |
| Klamath County             |
| Oregon Water Wonderland    |
| Sun River Service District |

The Consultants also referred to the Bureau of Labor Statistics wage data for comparison use only.

## **Compensation Analysis**

The market survey gathered the 2019 minimum, midpoint, and maximum salary for each position. Upon examination, salaries were eliminated if statistically too high or too low, as to not skew the average (typically within one to two standard deviations). Then, a new percentile amount was calculated with the remaining salaries. There was a great deal of time spent in the data analysis to ensure each position was examined based on the data available and how the responsibilities align within the City of La Pine. However, since the City does not have a current salary structure in place, there is no analysis to show a comparison between the City of La Pine to the average Market. The data collected, however, was utilized in the development of the recommended salary schedule.

## **Compensation Philosophy**

A compensation philosophy is an organization's commitment of compensation for its employees. The goal of a compensation philosophy is to attract, retain, and motivate qualified people. A consistent philosophy sets the direction for determining the compensation package to offer employees.

The City is in business to provide services to the citizens, businesses and visitors of the community. It does that through hiring qualified employees who lend their skills and talents to various positions within the organization. Without those individuals, the City would cease to provide adequate services and process the necessary functions to keep those systems in place. Employees expect a compensation system that pays a fair wage for the skills, education, and responsibilities of the position. In order to be competitive for retention of existing personnel and have successful recruitment efforts to replace future turnover, the City needs to be competitive with targeted comparables.

Therefore, with data that has been analyzed the Consultants feel that setting the Compensation Schedule Market based on the average Market (50<sup>th</sup> percentile) is appropriate. Thus, a compensation philosophy demonstrating the City's commitment to compensate employees based on the average Market may be as follows:

*While maintaining fiscal responsibility, the City of La Pine strives to attract and retain an engaged, skilled, flexible workforce to serve the residents of our community by providing equitable market-competitive compensation and benefits, and opportunities to self-motivate the enhancement and advancement of their career with the City.*

## **Factors Impacting Compensation**

The unemployment rate for Deschutes County (September 2019) was 3.6% compared to the State's unemployment rate of 3.9% (September 2019). Locally, the City of La Pine's unemployment rate was also reported at 3.6%. Because this unemployment rate is consistent with the national unemployment rate, this is an indication that employers are competing for human capital in the region and the local economy is doing well.

The City of La Pine has a small population of 1,700, but serves nearly 25,000, as described by City Administration. The City does not have a major industry but relies heavily on seasonal vacationers. As a result, residents commute as much as 30-60 minutes to larger communities

for work (such as Bend and Sisters), which is the norm in this geographical area. The City of La Pine's municipal positions are in direct competition with neighboring communities who provide the same services for their communities, are a reasonable driving distance away, and these positions often require levels of certifications and training. Though a position with the City of La Pine may seem desirable to local residents at first glance, the City is close enough to need to provide competitive wages to recruit and retain a qualified employee pool, since they can easily work elsewhere for higher wages. In addition, the City may have a future need for professional level positions (such as Planners and Engineers) that are nationally sought after. When this occurs, the City will be required to offer more competitive wages to entice applicants who have lived and/or worked in this region, and those who do not have a tie to the community will become aware of what the community/location can offer them and their families. For this reason, it is recommended the City adopt a market average compensation philosophy.

### **Demographics**

In reviewing the City's employee demographics, the tenure of the organization ranges from new hire – 3.5 years. The overall tenure average of employees is 1.14 years, meaning the City has faced 100% turnover, which makes it challenging for an organization to provide operations and services to its constituents. The current national average in the public sector is 6.8 years (*Local Government-Bureau of Labor Statistics, September 2018*), so the City is lower than the national average in overall tenure, which can be problematic and costly to the organization. Turnover information identifies that at least 50% of the turnover by the City between 2017-2019 was for a different work opportunity. It is not known how many opportunities were financially based. Although it is acknowledged La Pine is a newer city and a small employer, the turnover of personnel should not be ignored when considering the Consultants recommendations.

Regardless of the reason, the cost of turnover to any organization can be very expensive both financially and operationally. Turnover is calculated as Total Payout Cost + Recruitment Cost + Replacement Compensation/Benefit Cost + Training Cost. Turnover costs will typically calculate around 1.5 times the cost of the original position, so turnover will cost an organization more

than it would to retain the employee; and may also have an impact to operations that can be felt to its constituents over time. It is a fiscally prudent decision to ensure employee wages are paid at a competitive rate, to avoid unnecessary resignation turnover because the overall compensation system is not competitive.

Therefore, in order to ensure competitive recruitment/retention, the City is recommended to follow a compensation philosophy of average market compensation to ensure the City can stay competitive to better support retaining its personnel.

## **Salary Schedule Options**

The salary structure is one of the basic building blocks of a base compensation program. The type of structure sends a clear message about an organization's approach to job design, work processes, and organization structure. The type of salary structure an organization chooses must fit its culture, business needs, and operating cycle.

### **Range Model**

When considering a compensation system, some organizations gravitate toward a range model, with a performance-based mechanism to progress through the system. Although this is an admirable goal, to maintain merit or pay for performance compensation system, three (3) elements are essential:

- Clearly articulated performance objectives;
- Defined performance measurement system that can be objectively administered; and
- The ability and support of governing officials to adequately fund the program.

### **Step System**

A system that is common in public sector, is the step system. Within this system, individuals receive a set increase based upon years in position. Individual performance is not a factor in

compensation; however, many systems require movement to the next step be based upon acceptable documented performance. Step models are generally predictable so employees can see their advancement through the range, is easy to budget for, and can be administered with administrative ease.

The Consultants, with the City Manager, discussed the benefits and challenges between a Range Model and a Step System. It was determined that based on administration considerations, the City would be best served with a Step System.

### **Comparable Organizations Compensation Systems**

Regionally, there are comparable organizations that offer 3% - 5% steps to a portion or all their employees so the comparable organizations support an enriched compensation model. Systems that offer 5% step increases are not widely seen in compensation systems nationally because the size of the increase along with cost of living adjustments create a financial burden over a short period of time. If this occurs, employees are often accelerated through the current Compensation System at a rapid rate that may be very costly to the organization, and once the employee reaches the maximum rate, there is no other opportunity other than cost of living adjustments. A salary schedule with smaller step increments, such as 3%, will be more affordable to the City annually; will allow the City to offer a salary schedule with more steps for employees; and can result in a higher pay range maximum for greater future earnings potential for employees while continuing to provide meaningful percentage increases to employees on an annual basis. Due to this, the recommended Salary Schedule has been developed based on 3% steps, which will still allow the City to be competitive, while maintaining fiscal responsibility.

### **Position Analysis**

During the course of this Study, all positions were reviewed, and there was an opportunity to better align job titles and responsibilities. A small number of job titles were revised to either have consistency throughout the organization, or to become more current with the external market. These changes are reflected on the recommended Salary Schedules.



## **Recommended Compensation Systems**

The Consultants have recommended two (2) Salary Schedules. One Schedule is dedicated to the career ladder opportunities for Utility Workers, with incorporation of pay changes for level of certifications obtained, as well as difference in responsibilities that comes with these certifications. The second Salary Schedule is for all other City employees.

### **General Salary Schedule**

The recommended Compensation System is a 12-step Schedule (See Appendix A). The percent between each Step is 3%. The Schedule is built off the average Market (Midpoint) Rate which is at approximately Step 7 of the Schedule. It is the intent that aligning the average Market Rate at Step 7 still provides them opportunity for growth beyond the Market. This should serve the City well for retention of personnel and aligns the City with what is offered by comparable employers, as recruitment and retention which will become an increasing challenge for the City as the organization grows over the next several years.

The Schedule is reflective of 10 Pay Grades, of which five (5) are currently in use, with the remaining available for planned positions in the future.

The Salary Schedule is based on a premise of annual performance adjustments. Each year, employees can move to the next step based upon acceptable performance unless an employee is on a Performance Improvement Plan. It is important the City budgets dollars for annual wage increases each year. There may be years when the economy cannot support such increases; however, that should be the exception – not the norm.

### **Utility Worker Salary Schedule**

The recommended Compensation System for Utility Workers is a 5-step Schedule (See Appendix B). The percent between each Step is 3%. The intent of this model is to allow the employee to progress through the identified ladders once the employee has obtained the

necessary certification identified for each respective Pay Grade. As a result, a Utility Worker I has up to four (4) Pay Grades they may advance through when obtaining all Level I certifications. Once all Level I certifications have been obtained, the employees may then progress through the Utility Worker II Pay Grades to obtain Level II certifications. This Schedule, like the General Salary Schedule should also consider performance on an annual basis to progress through the steps.

### **Position Placement**

Placement onto the Salary Schedule is now based upon several criteria:

- Point factor system
- Market analysis
- Compression analysis
- Internal equity

It is important that employees are advised not to compare themselves with other positions given the complexity of the factors that are considered during placement of positions. This is sometimes difficult for employees, because they look only at where their position is placed on the Schedule and compare themselves to other positions. When this occurs, employees begin to compare their perception of the value of positions within the organization and are unaware of the myriad of factors and data the Consultants considered when reviewing all position placements on the Schedule.

### **Employee Placement**

For purposes of implementation, employees were placed to the Minimum of the Pay Range if under Step 1. If above Step 1, an employee was placed on a step closest to the current salary, regardless of tenure in the position. This Compensation Plan is a new compensation system. Its purpose is to not only achieve the average Market Rate, which is Step 7, but also provide an opportunity for employees to progress through the Schedule. Thus, there is no intent to equate the Steps to years of service.

## **Operational and Maintenance Guidance**

With the new Salary Schedule, the City now has a competitive Compensation System for recruitment and retention purposes. Recommended operational guidelines have been provided to Administration for proper management of the System.

After implementation, the Salary Schedule should be adjusted for economic reasons. Without maintaining the Salary Schedule, it will fall below the Market and the City will end up spending dollars to get it updated. Annual Salary Schedule adjustments will keep a competitive, fair, and fiscally sound Salary Schedule. There may be years when the economy cannot support such increases; however, that should be the exception – not the norm. Therefore, there are two (2) adjustments recommended– one to the overall Salary Schedule, and the other for a step increase based on performance. However, the City may need to take a conservative approach to Salary Schedule adjustments for the first couple years of implementation provided employees receive their annual step increases with adequate performance. Should this occur, the City is recommended to conduct a market update about three (3) years into the implementation to ensure the Schedule is maintaining its competitiveness and continues to align with the average market.

## **Study Summary**

Overall, the City has only been in existence since 2006, and is a small employer. As a result, the City has never had a formal compensation system. However, the City is now providing ongoing programs and services, which are now expanding, so the City is recommended to have an established Compensation System to ensure wages are market competitive to help retain qualified personnel, and recruitment new qualified personnel with its growth. Because the City has experienced turnover in virtually all positions, the City has likely been challenged to find the correct balance of competitive wages with benefits, and has become an entry level training program, where one expects expensive turnover to occur. Unless changes occur, the City will continue to be challenged in this manner and will not likely find qualified personnel to work for La Pine because it cannot be competitive.

Overall, the City is recommended to first implement the Compensation System in 2020, to ensure wages are market competitive. The City should then consider benefit enhancements in about 3-5 years.

Finally, because the City may need to take a conservative approach to providing for any adjustments to the overall Salary Schedule, the Consultants recommend conducting a market update in about three (3) years to ensure the overall Schedule continues to align with the external market average.

## Appendix A: Recommended General Salary Schedule

| PAY GRADE | TITLE   | 1           | 2           | 3           | 4           | 5           | 6           | 7            | 8            | 9            | 10           | 11           | 12           |
|-----------|---|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|
| <b>A</b>  |   | \$14.14     | \$14.56     | \$15.00     | \$15.45     | \$15.91     | \$16.39     | \$16.88      | \$17.39      | \$17.91      | \$18.45      | \$19.00      | \$19.57      |
|           |   | \$29,408.99 | \$30,291.26 | \$31,200.00 | \$32,136.00 | \$33,092.80 | \$34,091.20 | \$35,110.40  | \$36,171.20  | \$37,252.80  | \$38,376.00  | \$39,520.00  | \$40,705.60  |
| <b>B</b>  |   | \$16.97     | \$17.48     | \$18.00     | \$18.54     | \$19.10     | \$19.67     | \$20.26      | \$20.87      | \$21.50      | \$22.15      | \$22.81      | \$23.49      |
|           | Office/Account Clerk  | \$35,290.79 | \$36,349.51 | \$37,440.00 | \$38,563.20 | \$39,728.00 | \$40,913.60 | \$42,140.80  | \$43,409.60  | \$44,720.00  | \$46,072.00  | \$47,444.80  | \$48,859.20  |
| <b>C</b>  |   | \$18.49     | \$19.05     | \$19.62     | \$20.21     | \$20.82     | \$21.44     | \$22.08      | \$22.74      | \$23.42      | \$24.12      | \$24.84      | \$25.59      |
|           | Facilities Maintenance Technician                               | \$38,466.96 | \$39,620.97 | \$40,809.60 | \$42,036.80 | \$43,305.60 | \$44,595.20 | \$45,926.40  | \$47,299.20  | \$48,713.60  | \$50,169.60  | \$51,667.20  | \$53,227.20  |
| <b>D</b>  |   | \$19.42     | \$20.00     | \$20.60     | \$21.22     | \$21.85     | \$22.51     | \$23.19      | \$23.88      | \$24.60      | \$25.34      | \$26.10      | \$26.88      |
|           | Permit Technician   | \$40,388.35 | \$41,600.00 | \$42,848.00 | \$44,133.44 | \$45,457.44 | \$46,821.17 | \$48,225.80  | \$49,672.58  | \$51,162.75  | \$52,697.64  | \$54,278.56  | \$55,906.92  |
| <b>E</b>  |   | \$21.16     | \$21.80     | \$22.45     | \$23.12     | \$23.81     | \$24.52     | \$25.26      | \$26.02      | \$26.80      | \$27.60      | \$28.43      | \$29.28      |
|           |   | \$44,015.46 | \$45,335.92 | \$46,696.00 | \$48,089.60 | \$49,524.80 | \$51,001.60 | \$52,540.80  | \$54,121.60  | \$55,744.00  | \$57,408.00  | \$59,134.40  | \$60,902.40  |
| <b>F</b>  |   | \$23.70     | \$24.41     | \$25.14     | \$25.90     | \$26.68     | \$27.48     | \$28.30      | \$29.15      | \$30.02      | \$30.92      | \$31.85      | \$32.81      |
|           | City Recorder<br>Lead Utility Worker                            | \$49,297.31 | \$50,776.23 | \$52,299.52 | \$53,868.51 | \$55,484.56 | \$57,149.10 | \$58,863.57  | \$60,629.48  | \$62,448.36  | \$64,321.81  | \$66,251.47  | \$68,239.01  |
| <b>G</b>  |   | \$24.89     | \$25.63     | \$26.40     | \$27.19     | \$28.01     | \$28.85     | \$29.71      | \$30.61      | \$31.52      | \$32.47      | \$33.44      | \$34.45      |
|           |   | \$51,762.18 | \$53,315.04 | \$54,914.50 | \$56,561.93 | \$58,258.79 | \$60,006.55 | \$61,806.75  | \$63,660.95  | \$65,570.78  | \$67,537.90  | \$69,564.04  | \$71,650.96  |
| <b>H</b>  |   | \$28.12     | \$28.96     | \$29.83     | \$30.73     | \$31.65     | \$32.60     | \$33.58      | \$34.59      | \$35.62      | \$36.69      | \$37.79      | \$38.93      |
|           | Assistant Planner<br>Assistant Engineer<br>Public Works Manager | \$58,491.26 | \$60,246.00 | \$62,053.38 | \$63,914.98 | \$65,832.43 | \$67,807.40 | \$69,841.63  | \$71,936.88  | \$74,094.98  | \$76,317.83  | \$78,607.37  | \$80,965.59  |
| <b>I</b>  |   | \$32.34     | \$33.31     | \$34.31     | \$35.34     | \$36.40     | \$37.49     | \$38.61      | \$39.77      | \$40.97      | \$42.19      | \$43.46      | \$44.76      |
|           | Sr. Planner<br>Engineer<br>Finance Manager                      | \$67,264.95 | \$69,282.90 | \$71,361.39 | \$73,502.23 | \$75,707.30 | \$77,978.51 | \$80,317.87  | \$82,727.41  | \$85,209.23  | \$87,765.51  | \$90,398.47  | \$93,110.42  |
| <b>M</b>  |   | \$40.42     | \$41.64     | \$42.89     | \$44.17     | \$45.50     | \$46.86     | \$48.27      | \$49.72      | \$51.21      | \$52.74      | \$54.33      | \$55.96      |
|           | City Manager  | \$84,081.19 | \$86,603.63 | \$89,201.73 | \$91,877.79 | \$94,634.12 | \$97,473.14 | \$100,397.34 | \$103,409.26 | \$106,511.54 | \$109,706.88 | \$112,998.09 | \$116,388.03 |

## Appendix B: Recommended Utility Worker Salary Schedule

| Title  | Pay Grade | 1        | 2        | 3        | 4        | 5        |
|--|-----------|----------|----------|----------|----------|----------|
| Utility Worker I (no cert, CDL must be obtained)     | UWA       | \$ 19.05 | \$ 19.62 | \$ 20.21 | \$ 20.82 | \$ 21.44 |
| Utility Worker I (1 cert – Level I)                  | UWB       | \$ 20.21 | \$ 20.82 | \$ 21.44 | \$ 22.08 | \$ 22.74 |
| Utility Worker I (2 certs – Level I)                 | UWC       | \$ 21.44 | \$ 22.08 | \$ 22.74 | \$ 23.42 | \$ 24.12 |
| Utility Worker I (3 certs – Level I)                 | UWD       | \$ 22.74 | \$ 23.42 | \$ 24.12 | \$ 24.84 | \$ 25.59 |
| Utility Worker II (all Level I and 1 Level II cert)  | UWE       | \$ 24.12 | \$ 24.84 | \$ 25.59 | \$ 26.36 | \$ 27.15 |
| Utility Worker II (all Level I and 2 Level II certs) | UWF       | \$ 25.59 | \$ 26.36 | \$ 27.15 | \$ 27.96 | \$ 28.8  |
| Utility Worker II (all Level I and 3 Level II certs) | UWG       | \$ 27.16 | \$ 27.96 | \$ 28.80 | \$ 29.66 | \$ 30.55 |

## Appendix C: Definitions

The following are definitions that helped guide the development of the Compensation System for the City of La Pine.

**Classifications:** Job titles.

**Compensation System:** A system developed to compensate employees. This system includes a balance between internal equity and external competitiveness.

**Compensation Data:** Data derived from information regarding the salary range and the rate of pay of the incumbent(s) holding a benchmark position of the identified labor market.

**CPI-U (Consumer Price Index – Urban):** A measure of the average change over time in the prices paid by urban consumers for a market of consumer goods and services. It reflects the spending pattern for three population groups: all urban consumers, urban wage earners, and clerical workers. This group represents approximately 87% of the total U.S. population.

**Labor Market:** A location where labor is exchanged for wages. These locations are identified and defined by a combination of the following factors: geography; industry; education, experience and licensing or certification required; and job responsibilities.

**Market Data:** The technique of creating the financial value of a position based on the “going rate” for benchmark positions in the relevant labor markets.

**Minimum Salary Range (Minimum):** The minimum amount of compensation the organization has deemed appropriate for a position.

**Maximum Salary Range (Maximum):** The highest amount of compensation the organization has deemed appropriate for a position.

**Market Average:** Employee pay based upon the ‘average’ market rate; or the ‘average’ prevailing wage rate in the external market.

**Market Rate (Market):** The organization’s best estimate of the wage rate that is prevailing in the external market for a given position.

**Market Average Range:** A pay range in which the minimum and maximum of the range is established around the Average Market Rate.

**Pay Grade:** The grade, or placement of a position, within the salary structure.

**Performance Increase:** An adjustment to an individual’s base pay rate based on performance or some other individual measure.

**Salary Schedule Adjustment:** An adjustment to the salary structure; the increase or decrease of a pay range, minimum – maximum. This is a method to maintain the salary range in relation to external market conditions.

**Step Schedule:** Standardized progression pay rates that are established within a pay range. To move to the next step, one must have met acceptable performance standards.





## CITY OF LA PINE

### STAFF REPORT

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Meeting Date: June 10, 2020  
TO: La Pine City Council  
FROM: Staff  
SUBJECT: Social Media Archiving Service- ArchiveSocial

TYPE OF ACTION REQUESTED (Check one):

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

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Council;

As you are aware, the City has been using social media as a part of its public outreach campaign. As a city, open records laws mean we need to be able to produce social media records- both from our own content, and from content our constituents create in response to records requests. Constituents use our social media daily, and are creating, editing, and deleting records on our pages on a daily basis. If we do not preserve our social media records, we are potentially out of compliance with state records regulations. The state has issued guidance on the matter and states that, like other forms of communications, social media posts are public records. That means municipalities are required to retain them.

There are, of course, many ways to collect this data, and, unfortunately, we cannot rely on social networks to archive for us. The social networks do not provide user comments or revisions to content (edited, deleted, and hidden content) in their download features. The social networks are also not bound by public records laws, and have no legal obligation to retain records. They are also entitled to delete any content at any point in time. In addition, we cannot rely on “manual” archiving or screenshots, as they: are only a snapshot in time; do not capture deleted or revised content; are not searchable; contain no metadata; and are generally not admissible in court.

In addition to preserving data from our social media accounts, we also need to preserve data from our website. We use our website to advertise various legal notices, including RFPs. Proper documentation of when the advertising went up could be potentially crucial in any questions to the RFP process.

ArchiveSocial, the company we have determined is the best fit for the City, was created expressly to handle the issue of open records. It is used by numerous other local agencies, including City of Bend, Deschutes County Sheriff's Office, City of Prineville, City of Redmond, and other large cities including New York City, Chicago, and San Francisco. Their pricing is annual, and would be \$4,788 annually. We have already budgeted for this expenditure in the 2020-21 Budget.

*Suggested Motion:*

I move the La Pine City Council approve using ArchiveSocial to provide social media archiving services for the City.



**ArchiveSocial**  
P.O. Box 3330  
Durham, NC 27702 US  
(888) 558-6032  
invoicing@archivesocial.com  
<http://archivesocial.com>

## Quote

**ADDRESS**

City of La Pine, OR

**QUOTE #** 7703

**DATE** 06/05/2020

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| ACTIVITY   | QTY | RATE   | AMOUNT   |
|--|-----|--------|----------|
| <b>Archive - Standard - 399</b><br>One month of ArchiveSocial Standard package.<br>Archiving of up to 3000 new social media records/month (unlimited social media accounts). | 12  | 399.00 | 4,788.00 |

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Formal Quote for ArchiveSocial Service  
(Standard)

Service Dates: 7/1/20 - 6/30/21

\*All quotes and invoices are issued in USD

**TOTAL**

**\$4,788.00**

Accepted By

Accepted Date



## CITY OF LA PINE

### STAFF REPORT

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Meeting Date: June 3, 2020  
TO: La Pine City Council  
FROM: Staff  
SUBJECT: Formation of Committee to review and suggest changes to the Council Rules and Procedures.

TYPE OF ACTION REQUESTED (Check one):

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

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Councilors,

The Mayor has requested a Committee of 6 citizens and himself be appointed to discuss and identify changes and revisions to the Council Rules and Procedures. The Mayor will lead the discussion.

Suggested motion: I move the La Pine City Council approve the creation of a Committee to be made up of no more than 6 citizens and the Mayor to discuss and recommend to the City Council changes and revisions to the Council Rules and Procedures. Policy changes and recommendations for revisions will include clarification of the rules and updates in procedures. The Committee will meet once a month at City Hall at time to be determined by the Committee.

**RESOLUTION 2011-11**

**A RESOLUTION AMENDING AND RESTATING THE LA PINE CITY COUNCIL RULES AND PROCEDURES.**

WHEREAS, the La Pine City Council (the "City Council") adopted certain Council Rules and Procedures (the "Rules and Procedures") designed to govern the manner and method by which the City Council conducts its public meetings; and

WHEREAS, by passage of Resolution 2008-004 on April 30, 2008, the City Council amended the Rules and Procedures to provide that a majority of the members of the City Council will constitute a quorum for the purpose of taking any City Council action; and

WHEREAS, the City Council now desires to further amend and restate the Rules and Procedures in its entirety in order to, among other things, make the Rules and Procedures consistent with the recently voter approved City of La Pine municipal charter.

NOW, THEREFORE, BE IT RESOLVED, by and through the City Council meeting in regular session, that the Rules and Procedures, as amended by Resolution 2008-004, is hereby amended and restated in its entirety as follows:

See attached Exhibit A

APPROVED, ADOPTED, AND MADE EFFECTIVE by the City Council on August 10, 2011.

  
\_\_\_\_\_  
Ken Mulenex, Mayor

ATTEST:

  
\_\_\_\_\_  
Richard L. Allen, City Manager

**CITY OF LA PINE  
COUNCIL RULES AND PROCEDURES**

**1.0 MEETINGS**

1.1 Regular Meetings. The La Pine City Council (the "Council") will hold a regular meeting at 6:00 p.m. on the second and fourth Wednesdays of each month. Regular meetings will be held at the Meeting Room of the South Deschutes County Building at 51340 Hwy 97, La Pine, Oregon 97739 or the new City Hall located at 16345 6<sup>th</sup> Street, La Pine, OR 97739. If a regular meeting date falls on a legal holiday (as defined by Oregon law), the Council will meet on the following day and such meeting will be a regular meeting. The Council may choose to move a regular meeting to an alternative location by providing the media and the public no less than 24 hours advance notice.

1.2 Executive Sessions. Executive sessions may be called by the Presiding Officer, by the request of a majority of the Council, the City Manager, or the City Attorney. A motion or notice calling for an executive session will identify the specific statutory authorization for the executive session. Executive sessions will be held in accordance with applicable Oregon law. Subject to and in accordance with applicable Oregon law, media representatives will be allowed to attend executive sessions. Final action on any matter discussed in executive session must be taken at an open meeting.

1.3 Special Meetings. A special meeting may be called at any time on the request of a majority of the Council, the Presiding Officer, the City Attorney, or the City Manager. Notice of the special meeting will be given to the Council members, the City Attorney, the City Manager, and the public. Notice of a special council meeting must be given at least 24 hours in advance.

1.4 Emergency Meetings. A special meeting called without 24 hours prior notice is an emergency meeting. An emergency meeting may be called when the Council could not reasonably have foreseen the need for meeting on a limited issue at a time when adequate notice could have been provided. The meeting will be limited to a discussion and action regarding the emergency. The notice for an emergency meeting will be provided as soon as possible after becoming aware of the emergency and the need for the meeting. An emergency meeting may be called by the Presiding Officer, the City Attorney, the City Manager, or a majority of the Council. Notice of the emergency meeting will be given to the Council members, the City Attorney, the City Manager, and the public. The minutes will indicate the reason for the emergency.

1.5 Work Sessions. Work sessions of the Council will be held for the purpose of studying or discussing City issues. Work sessions will be called by the Presiding Officer, a majority of the Council, the City Attorney, or the City Manager. No decisions may be made or action taken either formally or informally by the Council at any work session.

1.6 Cancellation, Reschedule, and Adjournment. Any meeting may be cancelled or rescheduled on the concurrence of a majority of the Council, but in no event will there be less than one meeting per month as required under ORS 221.120(9). Any meeting may be adjourned to a time, place, and date certain, but not beyond the next regular meeting.

1.7 Oregon Public Meeting Laws. All Council meetings will be held in compliance with ORS 192.610 to 192.710, Oregon's Public Meeting Laws. Except for executive sessions held pursuant to ORS 192.660, all Council meetings will be open to the public.

2.0 COUNCIL AGENDA AND ORDER OF BUSINESS

2.1 Agenda - General. Unless otherwise directed by the Presiding Officer, staff will prepare an agenda for every Council meeting. Items may be placed on the regular meeting agenda by any Council member, the City Attorney, or the City Manager with approval from any Council member, but such items must be presented to staff not later than 12:00 p.m. on the Wednesday immediately preceding the meeting at which the items are to be discussed. Agendas and informational material for regular meetings will be distributed to the Council not later than 5:00 p.m. on the Thursday immediately preceding the subject meeting. Each agenda will contain the time, date, and place of the meeting and a brief description of the ordinances, resolutions, or other matters to be discussed.

2.2 Order of Business. The order of business for regular meetings will be as follows; provided, however, that the Council may change the order of business when the Council determines it is in the best interest of the public or the Council: (1) call to order; (2) establish a quorum; (3) pledge of allegiance; (4) added agenda items; (5) consent agenda; (6) land use public hearing - quasi judicial; (7) land use public hearing - legislative; (8) general public hearing; (9) legislative action; (10) other matters; (11) public comment for items not on agenda; (12) staff comments; (13) Council comments; and (14) adjournment.

2.3 Consent Agenda. In order to make more efficient use of meeting time, staff may place certain action items on a "consent agenda" to be considered at a Council meeting. Items placed on the consent agenda (1) must have been distributed to each member of the Council for reading and study before the subject meeting, (2) must be considered routine, and (3) and must concern matters that no debate will be expected. Items placed on the consent agenda will be enacted or approved by one motion of the Council without separate discussion. If separate discussion is desired with respect to a particular matter listed within the consent agenda, that matter may be removed from the consent agenda and placed on the regular agenda by the request of any Council member.

2.4 Action Items. Only those items on the agenda will be acted on by the Council; provided, however, a matter deemed to be an emergency or of an urgent nature by the Presiding Officer, a Council member, the City Attorney, or the City Manager may be submitted for Council consideration and action at a meeting. Subject to the immediately preceding sentence, matters raised as new business which are not itemized on the agenda will be deferred.

2.5 New Business. The Mayor, City Manager, City Attorney, or a Council member may bring before the Council any new business under the "other matters" portion of the agenda. These matters need not be specifically listed on the agenda, but formal action on such matters will be deferred until a subsequent Council meeting, unless deemed an emergency or urgent under paragraph 2.3, above.

2.6 Citizen Agenda Items. Any citizen may submit a written request to the City Manager to place an item on a meeting agenda if received at least 7 days before the scheduled meeting.

### 3.0 CONDUCT OF MEETINGS AND VOTING

3.1 Call to Order. The Presiding Officer will take the chair precisely at the time appointed for the meeting and will immediately call the Council to order. If a quorum is not present, the Presiding Officer will immediately inform (or direct the City Recorder to inform) the absent members (except those known to be unavoidably detained or absent) that their presence is required to enable the Council to proceed. If the absent member(s) do not appear after the notice, the members present will adjourn until a specific time or until the next regular meeting.

3.2 Roll Call. Before proceeding with Council business, the Presiding Officer will call the roll of the Council members and the names of those present will be entered into the minutes.

3.3 Quorum. A majority of the Council members will constitute a quorum for any action of the Council. A lesser number may meet and adjourn from time to time and compel the attendance of absent members.

3.4 Voting - General. No action by the Council will have any legal effect unless concurred in by a majority of the Council. Unless otherwise provided by statute, ordinance, or resolution, all votes will be taken by voice and entered in full on the record; provided, however, upon demand by any Council member, a roll call vote will be made upon any question before the Council. A roll call vote will be used for all ordinances and resolutions. A Council member may not explain his or her vote during roll call.

3.5 Voting Procedure - General. When the question has been called for, the Presiding Officer will first ask for the Ayes followed by the Nays. After a vote has been taken, the Presiding Officer will announce the results of the vote. The results of every vote and the vote of each member by name will be entered upon the record. Every member present when a question is called will vote either Aye or Nay, unless the Council, by unanimous consent, excuses a member for a special reason or unless a member has a conflict of interest under applicable law, in which case no consent is required. There will be no debate on such a request. If any member declines to vote, and the result of such action will create a tie, that member's vote will be counted as an aye; in all other situations, that member's vote will be counted with the majority.

3.6 Reconsideration of Actions Taken. Any member who voted with the majority may move for a reconsideration of an action at the same or immediately following regular meeting. Once a matter has been reconsidered, no motion for further reconsideration thereof will be made without unanimous consent of the Council.

3.7 Signing of City Documentation. Unless the Council directs otherwise, the Mayor will sign all ordinances, resolutions, agreements, memorandums, and contracts approved or adopted by the Council at the meeting at which the action was taken (or soon as practicable thereafter).

3.8 Expressing and Recording Dissents or Protests. Any Council member will have the right to express dissent from or protest against any ordinance, resolution, or decision of the Council and have the reason therefore entered on the Council minutes. Such dissent or protest may be verbal during the meeting or in writing and presented to Council not later than the next regular meeting following the date of passage of the ordinance, resolution, or objected decision.



#### 4.0 MINUTES

4.1 Recording of Minutes. Minutes of all Council meetings will be recorded in electronic form. Minutes will be maintained in the office of the City Recorder. The City Recorder will transcribe the Council meeting minutes and circulate the transcribed meeting minutes for the review of the Council members in advance of the upcoming Council meeting. Subject to and in accordance with applicable law, the meeting minutes will be available for public inspection at City Hall upon agenda distribution and will be maintained as a permanent record of Council actions.

4.2 Content of Minutes. The minutes of each meeting will contain at least the following information: (1) the identification of each Council member present; (2) all motions, proposals, resolutions, orders, ordinances, and rules proposed and their dispositions; (3) the results of all votes, and the vote of each Councilor; and (4) the substance of any discussion on any matter. The minutes of any executive session will be completed in accordance with applicable Oregon law.

4.3 Approval of Minutes. Approval of the minutes will not require review of the electronic recording of the meeting or reading in open meeting prior to approval. Prior to approval, any Council member may request that an amendment or correction be made to the minutes to accurately reflect the substance of any motion, amendment, or matter considered during the prior meeting. If an objection is made by any Council member to such amendment or correction, the amendment or correction will only be made upon Council approval.

#### 5.0 PRESIDING OFFICER

5.1 Mayor. The Mayor will be elected at the general election and will be elected for a term of two years. The Mayor will be the Presiding Officer of the Council and will be the recognized head of the City for all ceremonial purposes. The Mayor will be counted in quorum calculations. The Mayor will only vote in the event of a tie between City Council member's votes. The Mayor's vote will be the tie-breaking vote.

5.2 President. At its first regular meeting of each odd numbered year, the Council will elect a President from its membership. In the Mayor's absence from any Council meeting, the President will be the Presiding Officer and will exercise mayoral responsibilities in absence or incapacity of the Mayor.

5.3 Removal of Mayor and President of the Council. The Mayor may be removed from office upon a recall vote election. The President may be removed by a majority vote of the council from the Presidency.

#### 6.0 DECORUM AND ORDER

6.1 Presiding Officer. The Presiding Officer will preserve decorum and decide all points of order, subject to appeal to the Council.

6.2 Council Members. Every Council member desiring to speak will address the Presiding Officer and, upon recognition by the Presiding Officer, will confine the remarks to the question under debate. Council members will preserve order and decorum during Council meetings, and will not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the

orders of the Presiding Officer or these Rules and Procedures. Council members will, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, will not engage in personal attacks, will not discredit the motives of any speaker, and will at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

6.3 City Employees and Administrative Staff. Members of the administrative staff and employees of the City will observe the same rules of procedure, decorum, and good conduct applicable to the members of the Council.

6.4 Council Debate. Any Councilor who has the floor will confine himself or herself to the question under debate, avoid personalities, and refrain from attacking the motives of any member argument or vote. No member will address the Presiding Officer or demand the floor while any vote is being taken. Councilors will limit their remarks on a subject to five minutes unless granted additional time by the majority of the Council. No Councilor will be allowed to speak more than once upon any one subject, until every other member choosing to speak thereon has spoken. A Councilor once recognized will not be interrupted while speaking, unless called to order by the Presiding Officer, or unless a point of order is raised by any Councilor while he or she is speaking, in which case he or she will cease speaking immediately until the point is determined. If ruled to be in order he or she will be permitted to proceed; if ruled to be out of order he or she will remain silent or will alter his or her remarks as to comply with the ruling.

6.5 Confidentiality. Council members will keep all written materials and verbal information provided them on matters of confidentiality under law in complete confidence to insure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Council members, the City Manager, or the City Attorney. If the Council, in executive session, provides direction or consensus to staff on proposed terms and conditions for any type of negotiations (whether it be related to property acquisition or disposal, pending or likely claim or litigation, or employee negotiations), all contact with the other parties will be made by designated staff or representatives handling the negotiations or litigation. A Council member will not have any contact or discussion with any other party or its representative nor communicate any executive session discussion. If a Council member does not refrain from disclosing such information as required by the Council rules, the Council will convene and address the matter, as provided in the censure provision of these rules.

6.6 Staff and Public. Members of the administrative staff, employees of the City, and other persons attending Council meetings will observe the same rules of procedure, decorum, and good conduct applicable to the Council members.

6.7 Council-Staff Relations. Council members will respect the separation between policy-making and administration by, among other things, adhering to the following: (1) not attempting to influence or coerce the City Manager concerning personnel or purchasing rules; (2) addressing all inquiries and requests for information from staff to the City Manager or City Attorney and allowing sufficient time for response (at the discretion of the City Manager or City Attorney, inquiries may be forwarded to the full Council for consideration); (3) limiting individual contacts with City officers and employees so as not to influence staff decisions or recommendations, undermine the authority of supervisors, or prevent the full Council from having the benefit of any information received; and (4) honoring the confidentiality of discussions with the City Attorney.

6.8 Right to Appeal. Any Council member may appeal to the Council from a ruling of the Presiding Officer. If the appeal is seconded, the member making the appeal may briefly state his or her reason for the appeal and the Presiding Officer may briefly explain his or her ruling; provided, however, there will be no debate on the appeal and no other member will participate in the discussion. The Presiding Officer will then put the question, "Will the decision of the Presiding Officer stand as the decision of the Council?" If the majority of the members vote aye, the ruling of the Presiding Officer is sustained; otherwise it is overruled.

## 7.0 PUBLIC COMMENT

7.1 Public Comment - Policy. The Council recognizes that public input into the governmental process is a valuable aid to informed decision making. Therefore, it is the policy of the Council that all citizens will have the right to speak before the Council on matters of public concern. However, each citizen will be responsible for abuse of such right. Consequently, to ensure that the greater public interest is fostered, each citizen or group of citizens who desires to speak before the Council will have the duty to exercise this right in a manner which furthers the greater public interest.

7.2 Public Comment - General. Any member of the general public wishing to address the Council on a matter of public concern may do so at the time set for public comments during each regular session of the Council. Any member so addressing the Council will be limited to a period of three minutes within which to make themselves heard. The Council, in its sole discretion, may extend this time, or may request further information be presented to the Council on such date and in such manner as it deems appropriate.

7.3 Public Members Addressing the Council - Agenda Items. Any public member desiring to address the Council will so indicate by signature on the sign-up sheet for that particular item(s) prior to the start of the meeting. After recognition, any public member desiring to address the Council will state his or her name and address for the record and limit his or her remarks to the question under discussion. No person may speak during a meeting without first being recognized by the Presiding Officer. Any public member addressing the Council is limited to three minutes unless further time is granted by the Presiding Officer. No public member may speak more than once upon any one subject until every other public member choosing to speak thereon has spoken. All remarks will be addressed to the Council as a body and not to any particular Council member, City employee, or City agent.

7.4 Persons Sharing Common Concerns. If any group of three or more persons sharing a common viewpoint on any subject wishes to address the Council during the time for public comment, the group will select a spokesperson, who will present the views of the group to the Council. The Council, in its sole discretion, may request to hear the views of additional speakers from the group. Additional support for the views of the group, in the form of petitions, letter, videotapes, etc., may be presented to the Council for consideration at the conclusion of the spokesperson's remarks.

7.5 Slandorous Remarks; Unauthorized Remarks; Demonstrations. Any person making impertinent or slanderous remarks or who become boisterous during the Council meeting will be removed from the room if so directed by the Presiding Officer; any such person may be barred from further remarks before that session of the Council. Unauthorized remarks from the audience, stamping of feet, whistles, yells, gestures, and similar demonstrations will not be permitted by the

Mayor. Disorderly conduct at Council meetings may be prosecuted upon appropriate complaint signed by the Mayor.

## 8.0 EMPLOYEE DUTIES

8.1 City Manager. The City Manager will attend all meetings of the Council, unless excused by the City Council or the Presiding Officer. The City Manager will make recommendations to the Council and will take part in all discussions concerning the welfare of the City. The City Manager will be the parliamentarian, and will advise the Presiding Officer on any questions of order.

8.2 City Attorney. The City Attorney will attend meetings of the Council when requested by the City Council or City Manager. Any member of the Council may at any time call upon the City Attorney for an informal oral opinion. Written opinions require the vote of a majority of the Council.

8.3 City Recorder. The City Recorder, or the City Recorder's designee, will be the clerk for the Council and will keep minutes of meetings and will perform such other duties at the meetings as ordered by the Presiding Officer, the Council, or the City Manager. The City Recorder will furnish each Council member with a copy of the minutes of each preceding meeting in the agenda packet for the next meeting.

8.4 Officers and Employees. Any member of the Council may request that the City Manager direct any employee to attend regular, special or executive meetings to confer with the Council on matters relating to the City.

## 9.0 CENSURE AND CODE OF ETHICS

9.1 Censure. The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Council members act in any manner constituting a substantial violation of these Rules and Regulations or other general laws, the Council, acting as a whole, may discipline that Council member to the extent provided by law, including public reprimand. To exercise such inherent right, the Council has the right to investigate the actions of any member of the Council. Neither the Council nor any member thereof will have the right to make public any information obtained through such investigation. Any member accused of a substantial violation of Council rules or any other general law will have the right to present a defense to the allegations, including the right to present rebuttal evidence, and to have representation by legal counsel. Upon finding, by a moral certainty, that a substantial violation has occurred, and that such violation affects the Council member's ability to represent the interests of the City as a whole, the Council may, upon a majority vote of the Council members (other than the offending member of the Council) impose a censure on the offending member.

9.2 Code of Ethics. Council members will conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Council members should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or special interest group at the expense of the City as a whole. Council members should likewise do everything in their power to insure impartial application

of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, religion, national origin, sex, social station or economic position.

ADOPTED: August 2011



# City of La Pine

## Advisory Committee Application

Which Committee would you like to apply for? Please check as many as are applicable.

- Urban Renewal Agency Board
- Planning Commission
- Public Works Committee
- City of La Pine Budget Committee (must be a City Resident)
- Urban Renewal District Budget Committee (must be a City Resident)

### General Information

Name: DENNIS Scott

Address: 52706 MURRY DRIVE

City: LA PINE State: OR Zip Code: 97739 Phone Number: 541-213-1143

Email Address: DWSCOTT52@YAHOO.COM

Do you reside within the city limits of La Pine? YES

Statement indicating reason you would like to serve on this voluntary board, committee, or commission: \_\_\_\_\_

ADVISORY COMMITTEE BEING SET UP BY MAYOR.

Special skills, interest, and/or hobbies that you believe would bring value to your ability to serve on this board, committee, or commission: \_\_\_\_\_

EX-MAYOR

Current Occupation: RETIRED

### Volunteer History

Other volunteer committee, board, or commission experience: \_\_\_\_\_

TO MANY TO LIST (3)

When: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

When: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

When: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

**Other information/References**

How did you hear about this position? MAYOR OF LA PINE

Do you have any neighbors, friends, or relatives presently working for the City of La Pine?  Yes \_\_\_\_\_ No. If yes, please

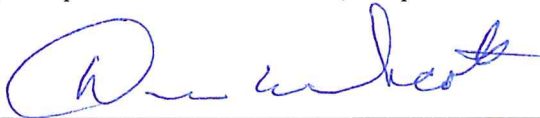
list: WIFE - COUNCILOR

References: Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

My signature affirms that the information contained in this application is true to the best of my knowledge. I understand and agree that any misrepresentation and/or omission of facts are cause for my removal from the board, committee, or commission to which I am appointed to. I further understand and agree that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the City Council to any committee. All information and/or documentation related to service on this board, committee or commission is subject to public records law disclosure, except as otherwise provided under applicable law.

Signature:  Date: 6-4-2020

Printed Name: DENNIS W. SCOTT



# City of La Pine

## Advisory Committee Application

Which Committee would you like to apply for? Please check as many as are applicable.

- Urban Renewal Agency Board
- Planning Commission
- Public Works Committee
- City of La Pine Budget Committee (must be a City Resident)
- Urban Renewal District Budget Committee (must be a City Resident)

### General Information

Name: Sharon L. Reeder  
Address: 50694 Hwy 31  
City: La Pine State: OR Zip Code: 97739 Phone Number: 541-536-6049  
Email Address: reedkttl@hotmail.com

Do you reside within the city limits of La Pine? no

Statement indicating reason you would like to serve on this voluntary board, committee, or commission: I've lived in La Pine for six years and would like to be part of the community review and help.

Special skills, interest, and/or hobbies that you believe would bring value to your ability to serve on this board, committee, or commission: 20 years in military. Lived in La Pine for 6 years and am interested in the community

Current Occupation: Retired military

### Volunteer History

Other volunteer committee, board, or commission experience: Band of Brothers Secretary, prior paralegal for Air Force,

When: June 2015 Organization: BoF B & La Pine Veterans Outreach

Type of Organization: non profit

Address: La Pine Phone Number: 541 536 6072

Role: Volunteer - help Vets with disability claims

Describe activities and achievements: helped at least five vets receive 100% disability



When: 1992 - 2013 Organization: US AF  
Type of Organization: Social Clubs  
Address: VARIOUS Phone Number: -  
Role: set up event  
Describe activities and achievements: entertainment activities & trips

When: 2015 - 2019 Organization: La Pine Lions Club  
Type of Organization: non-profit - sight & hearing  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Role: Volunteer  
Describe activities and achievements: Several community events eg Frontier Days, Health Screening & meals

**Other information/References**

How did you hear about this position? Dan Richer  
Do you have any neighbors, friends, or relatives presently working for the City of La Pine?  Yes  No. If yes, please list: Dan Richer

References: Name: Michelle Hazeltine Number: 541-876-7434  
Name: Frank Hernandez Number: 541-419-0372  
Name: John Peterson Number: 541-639-2500

My signature affirms that the information contained in this application is true to the best of my knowledge. I understand and agree that any misrepresentation and/or omission of facts are cause for my removal from the board, committee, or commission to which I am appointed to. I further understand and agree that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the City Council to any committee. All information and/or documentation related to service on this board, committee or commission is subject to public records law disclosure, except as otherwise provided under applicable law.

Signature:  Date: 4 Jun 2020  
Printed Name: Sharon L. Reeder



# City of La Pine

## Advisory Committee Application

Which Committee would you like to apply for? Please check as many as are applicable.

- Urban Renewal Agency Board
- Planning Commission
- Public Works Committee
- City of La Pine Budget Committee (must be a City Resident)
- Urban Renewal District Budget Committee (must be a City Resident)

### General Information

Name: Suzanne Rhoades

Address: PO Box 2104

City: La Pine State: OR Zip Code: 97739 Phone Number: 541-771-0010

Email Address: hishotrodgal@gmail.com

Do you reside within the city limits of La Pine? yes

Statement indicating reason you would like to serve on this voluntary board, committee, or commission: \_\_\_\_\_

To help my city

Special skills, interest, and/or hobbies that you believe would bring value to your ability to serve on this board, committee, or commission: \_\_\_\_\_

Current Occupation: Retired

### Volunteer History

Other volunteer committee, board, or commission experience: High Lakes Car Club

When: 2002 Organization: \_\_\_\_\_

Type of Organization: Car Club

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: Secretary

Describe activities and achievements: \_\_\_\_\_

When: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

When: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

**Other information/References**

How did you hear about this position? Daniel Richer

Do you have any neighbors, friends, or relatives presently working for the City of La Pine? \_\_\_ Yes  No. If yes, please

list: \_\_\_\_\_

References: Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

My signature affirms that the information contained in this application is true to the best of my knowledge. I understand and agree that any misrepresentation and/or omission of facts are cause for my removal from the board, committee, or commission to which I am appointed to. I further understand and agree that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the City Council to any committee. All information and/or documentation related to service on this board, committee or commission is subject to public records law disclosure, except as otherwise provided under applicable law.

Signature: Suzanne E Rhoades Date: 6/4/2020

Printed Name: Suzanne E Rhoades



# City of La Pine

## Advisory Committee Application

Which Committee would you like to apply for? Please check as many as are applicable.

- Urban Renewal Agency Board
- Planning Commission
- Public Works Committee
- City of La Pine Budget Committee (must be a City Resident)
- Urban Renewal District Budget Committee (must be a City Resident)

### General Information

Name: BRIAN SCHMIDT

Address: 16433 BETTY CT

City: LA PINE State: OR Zip Code: 97739 Phone Number: 541-536-3484

Email Address: schmidtbee@yahoo.com

Do you reside within the city limits of La Pine? YES

Statement indicating reason you would like to serve on this voluntary board, committee, or commission: \_\_\_\_\_

WANT TO HELP THE CITY

Special skills, interest, and/or hobbies that you believe would bring value to your ability to serve on this board, committee, or commission: \_\_\_\_\_

Current Occupation: RETIRED

### Volunteer History

Other volunteer committee, board, or commission experience: LA PINE VETERANS

OUTREACH

When: CURRENT Organization: \_\_\_\_\_

Type of Organization: VETERAN

Address: HWY 97 LA PINE Phone Number: 541-536-6672

Role: V.P.

Describe activities and achievements: OPERATIONS

When: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

When: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

**Other information/References**

How did you hear about this position? DANIEL RICHER

Do you have any neighbors, friends, or relatives presently working for the City of La Pine?  Yes  No. If yes, please

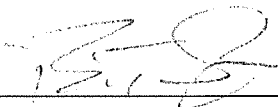
list: \_\_\_\_\_

References: Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

My signature affirms that the information contained in this application is true to the best of my knowledge. I understand and agree that any misrepresentation and/or omission of facts are cause for my removal from the board, committee, or commission to which I am appointed to. I further understand and agree that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the City Council to any committee. All information and/or documentation related to service on this board, committee or commission is subject to public records law disclosure, except as otherwise provided under applicable law.

Signature:  \_\_\_\_\_ Date: 6/4/20

Printed Name: BRIAN CONNOR



# City of La Pine

## Advisory Committee Application

Which Committee would you like to apply for? Please check as many as are applicable.

- Urban Renewal Agency Board
- Planning Commission
- Public Works Committee
- City of La Pine Budget Committee (must be a City Resident)
- Urban Renewal District Budget Committee (must be a City Resident)

*new  
commission*

### General Information

Name: Teri Myers  
 Address: PO Box 1304 / 51465 Mitts Way  
 City: La Pine State: OR Zip Code: 97739 Phone Number: 541-350-4717  
 Email Address: tmyersnewcomb@hotmail.com  
 Do you reside within the city limits of La Pine? yes

Statement indicating reason you would like to serve on this voluntary board, committee, or commission: want to make sure la Pine is current with policies + charter

Special skills, interest, and/or hobbies that you believe would bring value to your ability to serve on this board, committee, or commission: communicator / writer tourism

Current Occupation: chamber / Visitor Center

Volunteer History  
 Other volunteer committee, board, or commission experience: Mary CPRF Librarian United Way Habitat SR/LP + before many others

When: since 1963 Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

When: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

When: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

**Other information/References**

How did you hear about this position? Mayor

Do you have any neighbors, friends, or relatives presently working for the City of La Pine? \_\_\_ Yes  No. If yes, please

list: \_\_\_\_\_

References: Name: Vicki Russell Number: 541-420-1383

Name: Jane Gould Number: 541-536-4287

Name: Duane Krumme Number: 541-593-5005

My signature affirms that the information contained in this application is true to the best of my knowledge. I understand and agree that any misrepresentation and/or omission of facts are cause for my removal from the board, committee, or commission to which I am appointed to. I further understand and agree that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the City Council to any committee. All information and/or documentation related to service on this board, committee or commission is subject to public records law disclosure, except as otherwise provided under applicable law.

Signature: *Teri Myers*

Date: June 3, 2020

Printed Name: Teri Myers



# City of La Pine

## Advisory Committee Application

Which Committee would you like to apply for? Please check as many as are applicable.

- Urban Renewal Agency Board
- Planning Commission
- Public Works Committee
- City of La Pine Budget Committee (must be a City Resident)
- Urban Renewal District Budget Committee (must be a City Resident)

### General Information

Name: Larry Baker  
Address: 16693 Sprague Loop  
City: La Pine State: OR Zip Code: 97731 Phone Number: 503-437-8433  
Email Address: muddtoeinthemorning@gmail.com  
Do you reside within the city limits of La Pine? No

Statement indicating reason you would like to serve on this voluntary board, committee, or commission:  
I feel it would be a great way to fulfill my civic duty!

Special skills, interest, and/or hobbies that you believe would bring value to your ability to serve on this board, committee, or commission:  
As a broadcaster I cover current events and daily happenings in La Pine.

Current Occupation: Broadcaster/self employed

### Volunteer History

Other volunteer committee, board, or commission experience: \_\_\_\_\_

When: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_



\_\_\_\_\_

When: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

\_\_\_\_\_

When: \_\_\_\_\_ Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Role: \_\_\_\_\_

Describe activities and achievements: \_\_\_\_\_

\_\_\_\_\_

**Other information/References**

How did you hear about this position? Mayor Dan

Do you have any neighbors, friends, or relatives presently working for the City of La Pine?  Yes  No. If yes, please

list: \_\_\_\_\_

References: Name: Bernie Brader Number: 541-536-8877

Name: Brian Garner Number: 503-906-5137

Name: Pam McLeod Number: 541-410-0579

My signature affirms that the information contained in this application is true to the best of my knowledge. I understand and agree that any misrepresentation and/or omission of facts are cause for my removal from the board, committee, or commission to which I am appointed to. I further understand and agree that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the City Council to any committee. All information and/or documentation related to service on this board, committee or commission is subject to public records law disclosure, except as otherwise provided under applicable law.

Signature:  Date: 6-4-20

Printed Name: Larry Baker