

**CHEHALEM PARK AND RECREATION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
CHEHALEM ADMINISTRATION OFFICE  
125 S. ELLIOTT ROAD  
NEWBERG, OREGON  
OCTOBER 24, 2019  
6:00 P.M.  
AGENDA**

- I. Call To Order**
- II. Roll Call**
- III. Approval of or Additions to the Agenda**
- IV. Approval of Consent Agenda**
  - A. Approval Minutes Regular Board Meeting September 26, 2019
  - B. Approval of Bills Payable
  - C. Approval of September Financials
- V. Public Participation**
  - A. Golf Course – Bill Snow
  - B. Others not on Agenda
- VI. Action Items/Committee Reports/Board Comments**
  - A. Approval of SDC Yearly Increase
  - B. Approval of Personnel Policies
  - C. Approval of 2020-21 Budget Calendar
  - D. Approve Budget officer for 2020-21 Budget Year .
  - E. Reports and Comments from Board Members
- VII. Old Business**
  - A. Updates on Projects
- VIII. From the Superintendent's Desk**
  - A. Financial Report and Questions
  - B. Superintendent's Report
  - C. Staff Reports
- IX. Correspondence**
  - A. Citizens' Comments/Evaluations
  - B. Miscellaneous Info
- X. Adjournment**

**Next meeting is January 23, 2020.**

To: Board of Directors  
From: Superintendent  
Date: October 21, 2019  
Re: Background information for October 24, 2019 Board Meeting  
Number corresponds to Agenda Item

- II. **ROLL CALL** – We need 3 present for the meeting. Please call if you cannot attend. PLEASE REMEMBER MEETING AT THE DISTRICT OFFICE. .

**Please see page 4 for index for page numbers**

- III. **APPROVAL OR ADDITIONS TO AGENDA** – If you wish additions please give me a call.

IV. **APPROVAL OF CONSENT AGENDA**

- A. Approval of Board Meeting Minutes – Please see pages (5-8) for Regular Meeting Minutes of September 25 2019 as submitted.  
**RECOMMENDATION:** Approval of Regular Board Meeting Minutes for September 26, 2019
- B. Approval of Bill Payable - Bills Payable summary is on page (9-10) for review. I will have copies of all the bills payable for review at the meeting or you may call me for copy.  
**RECOMMENDATION:** Approval of Bills Payable totaling \$452,341.20 General Fund, \$65,000.00 Capital Pool Construction and Loan Fund, \$0.00 SDC Fund, \$33,166.52 Foundation, \$27.75
- C. Approval of September Financial – Copies of the Financials will be at the meeting to review. Please call me for a copy if needed. A summary is available on page (11) for review.  
**RECOMMENDATION:** Approve September Financials.

V. **PUBLIC PARTICIPATION**

- A. Golf Course (Bill Snow) – Please see page (12-15) for letter  
B. Others not on agenda – We have no other request at this time.

VI. **ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS.**

- A. SDC Increase – Please see pages (16-19) for information. We stated we would approve this at the October Meeting. This is was recommended to give input time. We approved \$6866 for single family, \$6046 for multi family and \$4719 for mobil home. We increased that by 7.1 percent \$7353 single family, \$6475 multi family and \$5054 for mobil home. and now 4.79 percent \$7705 single family, 6785 multi family and \$5296 for mobil home. The new rate will take effect July 1, 2020.  
**RECOMMENDATION: Approve SDC's For 1920-21 budget year.**
- B. Personnel Policies – Please see pages (20-72). This is updating the policies.  
**RECOMMENDATION:** Approve Policies
- C. Approval of Budget Calendar – Please see page (73-74).  
**RECOMMENDATION:** Approve budget calendar for 2020-21
- D. Appoint Budget Officer for 2020-21 budget - In the past we have appointed superintendent.  
**RECOMMENDATION;** Appoint the Superintendent.
- E. Reports/Comments from Board Members – Given at meeting.

**VII. OLD BUSINESS**

- A. Update on Projects – Will discuss at meeting. Staff will be present to answer questions.  
Projects to discuss: Status of paddle launch, Trail Development. Status of Pool and Landfill.

**VIII. FROM THE SUPERINTENDENTS DESK**

- A. Financial Report and Questions. The projected ending balance was higher for 2017-18 than 2016-17 in the general fund. We did not have to borrow for the 2017-18, 2018-19, and 2019-20 Budget. The debt will be for the golf course, property on the river, fitness center and pool bond. We are allowed about \$92,400,000.00 in debt. Currently we have about \$35,260,787.00. SDC Beginning balance is higher and revenue is up. Revenue is up in SDC because we raised the fee. We refinanced the loans for the golf course, property and combined them with the loan for the pool and fitness center. This was done to save money. Currently we have two loans and one bond.

**GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 09/30/18-19	AS OF 09/30/19-20	DIFFERENCE
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,696,890.32</b>	<b>\$ 1,637,730.30</b>	<b>\$ &lt; 59,160.02&gt;</b>
TOTAL OPERATION EX.	\$ 1,447,710.60	\$ 1,352,543.77	\$ < 95,166.83>
TOTAL CAP/AQ/DEV/TRS	\$ 249,179.72	\$ 285,186.53	\$ 36,006.81
<b>TOTAL REVENUE</b>	<b>\$ 2,800,153.25</b>	<b>\$ 3,414,962.62</b>	<b>\$ 614,809.37</b>
TOTAL TAXES	\$ 0.00	\$ 67,508.76	\$ 67,508.76
TOTAL FEES & CHARGES	\$ 1,062,881.49	\$ 1,074,919.88	\$ 12,038.39
TOTAL OTHER REVENUE	\$ 254,229.87	\$ 38,267.90	\$ <215,961.97>
BEGINNING BALANCE	\$ 1,483,041.89	\$ 2,234,266.08	\$ 751,224.19
<b><u>BALANCE</u></b>	<b><u>\$ 1,416,737.07</u></b>	<b><u>\$ 1,777,232.32</u></b>	<b><u>\$ 360,495.25</u></b>

**SDC FUND SUMMARY**

DESCRIPTION	AS OF 09/30/18-19	AS OF 09/30/19-20	DIFFERENCE
BEGINNING BALANCE	\$ 1,581,154.20	\$2,149,779.94	\$ 568,625.74
INTEREST	\$ 34.16	\$ 7,557.40	\$ 7,523.24
CITY OF NEWBERG	\$ 397,049.63	\$ 525,476.01	\$ 128,426.38
CITY OF DUNDEE	\$ 0.00	\$ 41,326.60	\$ 41,326.60
COUNTY OF YAMHILL	\$ 36,835.20	\$ 39,148.45	\$ 2,313.25
<b>TOTAL REVENUE</b>	<b>\$2,015,073.19</b>	<b>\$2,763,288.40</b>	<b>\$ 748,215.21</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 0.00</b>	<b>\$ 174,575.82</b>	<b>\$ 174,575.82</b>
<b><u>BALANCE</u></b>	<b><u>\$2,115,073.19</u></b>	<b><u>\$2,588,712.58</u></b>	<b><u>\$ 473,639.39</u></b>

Please note the operational cost is down \$95,166.83. The operational revenue is up slightly \$12,038.39. SDC Fund is up. Please remember the fitness center debt was to come out of SDC's.

- B. Superintendent Report – To be given at meeting
- C. Staff Reports – Please see pages (75-86)

**IX. CORRESPONDENCE**

- A. Citizens Comments/Evaluations – Please see page (87-88).
- B. Miscellaneous Information – Please see page (89-90)

**X. ADJOURNMENT.**

**JANUARY 23, 2020 IS OUR NEXT SCHEDULED BOARD MEETING.**

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CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office  
125 S. Elliott Road  
September 26, 2019  
**MINUTES**

- I. Bart Rierson called the meeting to order 6:00 p.m.
  
- II. Roll Call
  - Board members:
    - Peter Siderius
    - Bart Rierson
    - Don Loving
    - Mike Ragsdale
    - Lisa Rogers
  
  - CPRD Staff:
    - Don Clements, Superintendent
    - Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor
    - Shy Montoya, Administrative Coordinator
    - Kellan Sasken, Special Services/Golf Director
  
  - Public:
    - Rob Daykin, City of Dundee
    - Jeanette Adlong, City of Dundee
    - David Dixon and Shannon Dixon, Dundee residents
    - Bill Snow, former Chehalem Glenn Golf Course employee
    - Greg Hanson, Chehalem Glenn Golf Course employee
  
- III. Approval of agenda –
  - Moved Mike Ragsdale
  - Second Don Loving
  - Passed unanimously
  
- IV. Approval of consent agenda
  - a. Approval of minutes of regular Board meeting August 22, 2019
  - b. Approval of bills payable
  - c. Approval of August financials
    - Moved Don Loving
    - Second Pete Siderius
    - Passed unanimously
  
- V. Public participation

a. City of Dundee, concerning Sander Estate

Rob Daykin spoke for the persons who attended tonight about plans for Sander Estate. He said that the school district is pushing for levy, and if the Dundee Elementary School is relocated to another site, one subsequent issue to be considered will be how will the school building be used. Please hold off until after May election to see how those issues are addressed. Jeanette said that at the last parks committee meeting, it was discussed that when CPRD recently removed the hazelnut orchard, it caused questions, and she suggested a sign be on the property stating that CPRD owns it and what the intention is for the property, and push to website for details.

b. Others not on the agenda - Greg Hanson, golf course pro shop employee, said that Andrew Stice is leaving employment there, and Hansen praised him both professionally and personally. Bill Snow, former employee of golf course, said that he left after receiving promises of advancement and pay raises, and said that others have as well, and that CPRD has lost good people due to Human Resources issues, and that CPRD should have a Human Resources person to take their issues to. Mike Ragsdale suggested to president of the Board that the committee expand its purpose to include discussion of all departments, not just the aquatic department.

VI. Action items/committee reports/Board comments

a. System Development Charge (SDC) yearly increase. This item had been tabled from August meeting. Discussion only. See proposed Resolution 10-01-19 on page 15, for approval at the October Board meeting (increase of 4.79 percent, effective July 1, 2020). Don Clements said that he had just given the board a letter from RHW Enterprises, Inc. president Wade Willers, dated Sept. 25, 2019, requesting permission to make payments over time for his project called The Flats at Rogers Landing, 1109 S. River. Clements recommended CPRD does not offer such financing terms. The Board discussed the request, but agreed to continue discussion at the October meeting.

b. Two Sander Estate items that superintendent recommended approval of:

1. Support of proposed road vacation - Rob Daykin said that Dundee City Council is considering amending the item in the 2015 Transportation System Plan proposing that Greystone St. be vacated; Daykin recommended the Board wait to decide to decide on the vacation until May, after the NSD levy reveals plans for the school property across the street. The Board agreed to wait.

2. SEA (Scott Edwards Architecture) proposal for professional design services of Sander Estate, including conceptual design, public and interagency meetings, and land use review; see pages 23 - 25 for detailed breakdown of proposed fees (architectural, landscape, civil, and cost estimating). Dundee residents David Dixon and Shannon Dixon requested the

TSP plan be changed. Discussion on the nature of the plan, whether SEA would add costs if the plan were to change after the May election, and on waiting to see what happens with the school property; Clements said he would contact Sid Scott and find out whether there would be additional cost if the planning process were to begin now, or February, or after May. Siderius recommended the Board revisit its priorities; Ragsdale supported this, and the Board had consensus. Daykin said that the three priorities of Dundee were developing a riverfront park, a trail between Newberg and Dundee, and preserving Dundee-Billick Park. Daykin said he believed if the school building were to be relocated, that it would change the way that CPRD sees that property.

**B. Reports and comments from Board members**

Peter Siderius - Horticulture students have done recent planting of Oak Savanna on NHS property.

Bart Rierson - Contact him to get involved in annual river clean up event. Bart was pleased with recent progress on preliminary trail investigation off Full Courts Road on the southern end of Dundee, Lindquist-owned property that Casey Creighton had shown him (not open to public access at this time).

Lisa Rogers - Initial subcommittee meeting regarding CPRD staffing issues took place, nothing was decided, and she will report back after future meetings take place.

**VII. Old business/project updates**

- a. Update on riverfront landfill property environmental assessment - Creighton said that it had been mowed, but no further progress.

**VIII. From the superintendent's desk**

- a. Financial report – Motion to approve financial report as presented

Moved Don Loving  
Second Mike Ragsdale  
Passed unanimously

- b. Superintendent's report – Nothing  
c. Staff reports – Coordination of event attendance for upcoming ORPA award luncheon, Kat Ricker gave an update.  
d. Power outage report by Creighton - After a recent widespread power outage due to automobile collision with a power pole in Newberg, the power was shut down at the aquatic center and it took two hours to get it back online. Staff is now evaluating what happened and making a plan for such emergencies.  
e. Friends' Park update - Creighton said that it drains well, and weather allowing, pathways should be finished next week.

- f. Creighton gave an update on working with Edwards Elementary to replace its playground, and hopes to have something in by December.
- g. Update on campground planning and ODOT trail - Creighton said there has been some surveying done, and there have been meetings with consultant Paul Agrimis.
- h. Creighton said Chehalem Glenn Golf Course Maintenance Director Andrew Stice had resigned after five years, and it has to do with what Stice wants to do (See letter of resignation in packet). Creighton hired Fred Wilkin to replace Stice, who had been in touch with him for six years expressing his interest in working at the golf course.
- i. Shy Montoya said we opened a savings account for the pool.

**IX. Correspondence**

- A. Citizen comments/evaluations – Rob Daykin said he appreciated Creighton participating in Dundee Parks Committee meetings, and described his contributions.

**X. Adjournment – Mike Ragsdale moved to adjourn 7:10 p.m.**

Respectfully Submitted,

Kat Ricker, Public Information Director



**GENERAL FUND  
ACCOUNTS PAYABLE AND PAYROLL  
UP TO OCTOBER 15, 2019**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
120169-120179(GOLF CHECK )		
120179-120231	\$ 40,808.76	ACCOUNTS PAYABLE
120232-120287	\$ 19,648.47	PAYROLL
DIRECT DEPOSIT	\$ 45,206.50	PAYROLL
120288	\$ 162.89	PAYROLL
120289-120364	\$ 103,383.93	ACCOUNTS PAYABLE
120365-120422	\$ 20,789.17	PAYROLL
DIRECT DEPOSIT	\$ 47,700.54	PAYROLL
120423-120490	\$ 106,786.67	ACCOUNTS PAYABLE
119823-119828(GOLF CHECK)	\$ 3,592.29	ACCOUNTS PAYABLE
120169(GOLF CHECK)	\$ 288.85	ACCOUNTS PAYABLE
1865-1872	\$ 63,973.13	WIRE TRANSFER
<b>GRAND TOTAL</b>	<b><u>\$ 452,341.20</u></b>	
<b><u>BREAKOUT</u></b>		
<b><u>ACCOUNTS PAYABLE</u></b>	<b>\$ 254,860.50</b>	
<b><u>PAYROLL</u></b>	<b>\$ 133,507.57</b>	
<b><u>WIRE TRANSFER</u></b>	<b>\$ 63,973.13</b>	

**ACCOUNTS PAYABLE FOR SDC FUND**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
129	\$ 3,945.52	AGRIMIS
130	\$ 8,542.50	JOHN STEIDEL
131	\$ 3,596.82	EWING
132	\$ 146.41	CITY OF NEWBERG
133	\$ 9,619.98	AGRIMIS
134	\$ 6,246.00	TERRA CALC LAND SURVEY
135	\$ 1,069.29	EWING
<b>GRAND TOTAL</b>	<b><u>\$ 33,166.52</u></b>	

**ACCOUNTS PYABLE FOR LOAN SERVICE FUND**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
WIRES	\$ 660.00	
<b>GRAND TOTAL</b>	<b><u>\$ 660.00</u></b>	

**ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1210	\$ 65,000.00	TRIPLETT WELLMAN
<b>GRAND TOTAL</b>	<b><u>\$ 65,000.00</u></b>	
<b>BREAKOUT</b>		
<u>CAPITAL POOL CONST.</u>	\$ 65,000.00	
<u>POOL BOND DEBT</u>	\$ 0.00	

**ACCOUNTS PAYABLE FOR FOUNDATION**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
127	\$ 27.75	US BANK
<b>GRAND TOTAL</b>	<b><u>\$ 27.75</u></b>	

**FINANCIAL OVERVIEW  
GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 09/30/18-19	AS OF 09/30/19-20	DIFFERENCE
Total Operational Expense	\$ 1,447,710.60	\$ 1,352,543.77	\$ <95,166.83>
Total Capital Outlay & Transfers	\$ 249,179.72	\$ 285,186.53	\$ 36,006.81
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 1,696,890.32</b>	<b>\$ 1,637,730.30</b>	<b>\$ &lt;59,160.02&gt;</b>
Total Tax Revenue	\$ 0.00	\$ 67,508.76	\$ 67,508.76
Total Fees & Charges Revenue	\$ 1,062,881.49	\$ 1,074,919.88	\$ 12,038.39
Total Other Revenue	\$ 254,229.87	\$ 38,267.90	\$ <215,961.97>
Beginning Balance	\$ 1,483,041.89	\$ 2,234,266.06	\$ 751,224.19
<b>GRAND TOTAL REVENUE</b>	<b>\$ 2,800,153.25</b>	<b>\$ 3,414,962.62</b>	<b>\$ 614,809.37</b>

**SDC FUND SUMMARY**

DESCRIPTION	AS OF 09/30/18-19	AS OF 09/30/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 174,575.82</b>	<b>\$ 174,575.82</b>
TOTAL REVENUE	\$ 433,918.99	\$ 613,508.46	\$ 179,589.47
BEGINNING BALANCE	\$ 1,581,154.20	\$ 2,149,779.94	\$ 568,625.74
<b>GRAND TOTAL REVENUE</b>	<b>\$ 2,015,073.19</b>	<b>\$ 2,763,288.40</b>	<b>\$ 748,215.21</b>

**LOAN SERVICE FUND SUMMARY**

DESCRIPTION	AS OF 09/30/18-19	AS OF 09/30/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 176,809.72</b>	<b>\$ 180,326.98</b>	<b>\$ 3,517.26</b>
REVENUE TRANSFERS	\$ 176,809.72	\$ 180,326.98	\$ 3,517.26
INTREST	\$ 0.00	\$ 220.38	\$ 220.38
BEGINNING BALANCE	\$ 31,699.09	\$ 32,882.14	\$ 1,183.05
<b>GRAND TOTAL REVENUE</b>	<b>\$ 208,508.81</b>	<b>\$ 213,429.50</b>	<b>\$ 4,920.69</b>

**EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY**


DESCRIPTION	AS OF 09/30/18-19	AS OF 09/30/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
<b>GRAND TOTAL REVENUE</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**CAPITAL PROJECT POOL FUND SUMMARY**

DESCRIPTION	AS OF 09/30/18-19	AS OF 09/30/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 65,197.47</b>	<b>\$ 65,197.47</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 588,320.75</b>	<b>\$ 243,222.00</b>	<b>&lt;\$ 345,098.75&gt;</b>

**BOND LOAN SERVICE SUMMARY**

DESCRIPTION	AS OF 09/30/18-19	AS OF 09/30/19-20	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.06</b>	<b>\$ 0.06</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,273,329.05</b>	<b>\$ 178,328.33</b>	<b>&lt;\$ 1,095,000.72&gt;</b>



Friends of Chehalem Glenn Golf Course

**Chehalem Park and Recreation District Board of Directors**

125 S. Elliott Road  
Newberg, Oregon 97132

Dear Directors,

A wise gentleman from Newberg, Ken Austin, once said that CPRD will build a beautiful golf course and not maintain it. Very prophetic.

I write to you now to make you aware of the disintegration that has occurred over the years of operation at Chehalem Glenn Golf Course. I do not intend this letter to demean the people, most of them hard-working good employees, but to cast light on the decay brought on by lack of supported funding and the understaffing of the day-to-day operations.

The enclosed list, "How We See Chehalem Glenn", sets out in vivid detail the deterioration of this golf course. It is not a complete list of needed fixes but are the most glaring, and reasons why many golfers don't return to play the course again. I shared this list with many people, frequent golfers and employees at the course, and some added their impressions to the list. Those same people all agree we love the course and want it to become a shining star in the middle of Oregon wine country.

I look forward to seeing you at the next board meeting.

Regards,



**Bill Snow**

Enclosure

## HOW WE SEE CHEHALEM GLENN

- ❖ The clubhouse was brought in as a temporary use facility
  - Awnings were added and currently are grimy with dirt and possibly mold.
  - The floor in the proshop is so weak you can wiggle the golf ball display near the desk.
  - During the summer the central air conditioner fails to cool the entire building. Temporary floor units were brought in with little effect to temperature.
  - The plumbing is less than adequate, and many times has flooded the restroom and even backed up into the kitchen area. The proshop worker has to clean these accidents, go back to checking in customers and serving food and drink from the kitchen.
  - The electricity is poorly wired and does not allow for all kitchen items to work at the same time. i.e. a hot dog cooker that constantly blows the breaker
  - When we originally opened the kitchen there was a sandwich bar and served fresh deli sandwiches and hot dogs. Occasionally we had a grill outside and offered hamburgers and brats. Now we are lucky to get a boiled hot dog or on slow days a microwaved hot dog.
  - The event tent is falling apart, has no potable water and is an embarrassment. The tent was assembled as a patch until a permanent structure could be built. This costs the course a revenue stream generated by tournaments & events.
  - Away from the clubhouse there are no plumbed toilet facilities. Instead, there are porta-potties on the course and near the event tent. Not many people enjoy using a porta potty.
  - During the summer a beverage cart is available on the course. Again, it is inconsistent when it operates and should have fixed hours of operation.

- ❖ The golf course is a good layout but continues to fall into disrepair.
  - For years the sprinklers have been sinking and need to be brought back to ground level. This could be a liability if golfers injured themselves stepping into a deep hole.
  - This summer a request was made to purchase new sprinkler heads because many have stopped working properly. **Request delayed due to budget constraints !** The grounds crew had to continually find other less essential sprinklers and swap them out with some success.
  - There are numerous sprinkler areas and drains that are flooded and unsightly.
  - Various requests have been made to upgrade the equipment. The grounds crew has to scavenge and strip older equipment to find parts for repair.
    - Golfers enjoy smooth greens, and this requires specialized equipment to keep the greens top notch. New equipment was requested. **Request DENIED!**
    - Fortunately for our course, Andrew Stice overcame numerous obstacles and actually had the greens this year in the best shape ever!
  - The course maintenance area is cluttered with broken and useless equipment. It is an eyesore.
  - The irrigation pond between holes # 15 & 17 is another embarrassment. The lining has bubbled up and creates resting places for the resident ducks. Very unattractive! Both ponds on the back side are scummy and one gets so full of duck weed you can't even see the water.
  - There are numerous dead trees and trees that need proper trimming.
    - Recently a tree fell right across a tee with golfers on the course.
  - The path to the forward tees on hole #9 is washed out and rutted. At the turnaround area the barrier has been knocked down, the post pulled out of the ground and is now overgrown with blackberries.
  - In the winter the course switches greens on hole #13. The winter green is the nursery green for the entire course. It has a huge area that was used for transplanting and it was never reseeded. Very unattractive

## HOW WE SEE CHEHALEM GLENN

- Numerous sand traps were filled in and are now grass traps. This requires less maintenance and allows for less personnel to be working on the grounds
- Other sand traps have been reconditioned with gray river sand which is cheaper to purchase. Detracts from the original beauty of the course with lighter sand. The greenside bunkers on holes # 5,6,7,8,10,11,12,14,17 need to be fixed with the gray sand to make the course more acceptable. This project was abandoned because most of the labor was by the inmate release program and they were no longer an option. Most of the fairway bunkers still have a little of the old sand and are in disrepair. Most would be labeled Ground Under Repair on other golf courses.
- Proper signage needs to be visible to the trail users to stay off the course. It is just a matter of time until someone is seriously hurt by a golf ball.
- The head grounds keeper is offered a residence attached to the property.
  - This house has no potable water and no heat

**SDC RESOLUTION 10-01-19**

The Chehalem Park and Recreation District (CPRD) adopted a System Development Charge and corresponding methodology by resolution in July 1992 known as "SDC Resolution"; it was amended in May 2007 and updated in July 2017.

In consultation with FCS Group, the proposed 4.79% increase of SDCs is tied to the appropriate regional Engineering News Record (ENR) annual calculation

The Superintendent will notify each government on the proposed increase.

Be it resolved:

1. Effective July 1, 2020, CPRD shall approve the SDC rates as follows:

<u>Type of Dwelling Unit</u>	<u>SDC Per Dwelling Unit</u>
Single Family	\$ 7,705
Multi Family	\$ 6,785
Mobil Home	\$ 5,296

Adopted by the Chehalem Park and Recreation District Board of Directors on October 24, 2019.

---

President of the Board

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Secretary of the Board



November 14, 2019

City of Newberg

P.O. Box 970

414 E. First Street

Newberg, Oregon 97132

Re: System Development Charges (SDCs)

To Whom It May Concern:

This is to advise you that Chehalem Park and Recreation District System Development Charges will be increasing as of July 1, 2020. The increase will be as follows:

- Single Family -- \$7,705.00
- Multi Family -- \$6,785.00
- Mobile Home -- \$5,296.00

If you have any questions concerning this matter, please contact me at (503) 537-4165.

Sincerely,

W. Don Clements,  
Superintendent

November 14, 2019

County of Yamhill

535 N.E. 5<sup>th</sup> Street

McMinnville, Oregon 97128

Re: System Development Charges (SDCs)

To Whom It May Concern:

This is to advise you that Chehalem Park and Recreation District System Development Charges will be increasing as of July 1, 2020. The increase will be as follows:

- Single Family -- \$7,705.00
- Multi Family -- \$6,785.00
- Mobile Home -- \$5,296.00

If you have any questions concerning this matter, please contact me at (503) 537-4165.

Sincerely,

W. Don Clements,  
Superintendent

November 14, 2019

City of Dundee

P.O. Box 220

620 SW 5th Street

Dundee, Oregon 97115

Re: System Development Charges (SDCs)

To Whom It May Concern:

This is to advise you that Chehalem Park and Recreation District System Development Charges will be increasing as of July 1, 2020. The increase will be as follows:

- Single Family -- \$7,705.00
- Multi Family -- \$6,785.00
- Mobile Home -- \$5,296.00

If you have any questions concerning this matter, please contact me at (503) 537-4165.

Sincerely,

W. Don Clements,  
Superintendent

# CHEHALEM PARK & RECREATION DISTRICT PERSONNEL POLICIES



FEBRUARY 2018

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PERSONNEL POLICIES  
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Chehalem Park and Recreation District Pay Plan  
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## CHAPTER 1 – OBJECTIVES & SCOPE

### Section 1: Authority

The Board of Directors of the Chehalem Park and Recreation District (hereafter referred to as “Board of Directors”) adopted at its meeting on January 22, 1987, the following personnel policies.

### Section 2: Purpose

These policies are adopted to provide for the recruitment and development of the best available employee for each position of the Chehalem Park and Recreation District and to establish orderly procedures for administering the personnel system so as to be consistent with the following principles:

- A. Recruiting, selecting and advancing employees on the basis of their relative ability, knowledge and skill, including open competition of qualified applicants for initial appointment.
- B. Establishing pay rates consistent with the principles of providing comparable pay for comparable work.
- C. Training employees; as needed, to assure high-quality performance.
- D. Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance and separating employees whose inadequate performance cannot be corrected.
- E. Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, religion or handicapped stature.
- F. Establishing a procedure for the presentation and adjustment of employee grievances based on alleged inequitable treatment because of some conditions of their employment, or based on

alleged discrimination because of race, color, national origin, sex, age, religion or handicapped status.

- G. Assuring employers' protection against partisan political coercion and prohibiting their use of official authority or interfering with or affecting the results of an election or the nomination for an office.

### Section 3: Administration

The responsibility for the administration and interpretation of the personnel rules and regulations are vested in the superintendent in accordance with policy guidelines established by the Board of Directors.

### Section 4: Employees Subject to Personnel Policies

These policies shall apply to all positions in the personnel system except the following:

- A. Members of the Board of Directors
- B. Members of appointed committees by the Board of Directors and the District's legal counsel
- C. Persons employed to make or conduct a temporary and special inquiry, investigation or examination on behalf of the Board of Directors or a committee thereof
- D. Part-time temporary, full-time temporary or provisional positions unless specifically covered by action of the Board of Directors.
- E. Volunteer personnel who receive no regular compensation from the Chehalem Park and Recreation District
- F. Superintendent of the District

### Section 5: Amendment of Policies

These policies may be amended at any regular or special meeting of the Board of Directors by adoption of an appropriate amendment by resolution. Proposed

changes may be initiated by any Board member or the Superintendent and notice of such changes shall be posted in prominent places at least two weeks prior to their consideration by the Board of Directors.

## **CHAPTER 2 – POSITION CLASSIFICATION PLAN**

### **Section 1: Definition**

The classification plan is the systematic grouping of positions in appropriate classes.

- A. A position is a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.
- B. A class is a group of positions that:
  - (a) has similar duties and responsibilities
  - (b) requires like qualifications
  - (c) can be equitably compensated by the same salary range.
- C. The class title is the official designation or name of the class to which a position has been assigned. It shall be used on all personnel records actions.

### **Section 2: Maintenance of Plan**

- A. It shall be the duty of each Department Supervisor to submit to the Administrative Coordinator new position descriptions for all affected positions each time a department or division under their jurisdiction is permanently or substantially reorganized.
- B. The Administrative Coordinator may require departments or employees to submit position descriptions on a periodic basis or at any time they have reason to believe there has been a change in the duties and responsibilities of one or more positions.

- C. Each time a new class is established; a class specification shall be written and incorporated in the existing organization plan. Likewise, an abolished class shall be deleted from the plan.
- D. Periodically, and not less than once every five years after the adoption of these policies, the Administrative Coordinator shall conduct a general reviews of the organizational plan.

### Section 3: Allocation Appeals

If an employee has facts which indicate to them that their position is improperly allocated, they may with the knowledge of their Department Supervisor, requests the Administrative Coordinator to review the allocation of their position. Such request shall be submitted in writing and shall contain a statement of justification. If not resolved to the employee's satisfaction, they may appeal to the Superintendent.

### Section 4: Official Copy of the Position Classification Plan

The Administrative Coordinator shall be responsible for maintaining an official copy of the Classification Plan. The official copy shall include a list of class titles and class specifications plus all amendments thereto. A copy of the official plan shall be available for inspection by the public under reasonable conditions during business hours.

### Section 5: Amendments to the Position Classification Plan

Each time a new class of positions should be established or a current class of positions abolished, the Administrative Coordinator shall submit their findings to the Superintendent for recommendation to the Board of Directors. The Board of Directors shall determine whether the establishment and/or abolition of a class are in order. Any such change shall be considered an amendment to the plan and must be adopted by resolution of the Board of Directors.

## **CHAPTER 3 – SALARY ADMINISTRATION**

### **Section 1: Pay Schedule and Compensation Plan**

The Administrative Coordinator, acting in conjunction with the appointing authorities, Superintendent and Board of Directors, shall devise, maintain, periodically amend and promulgate an appropriate Pay Schedule and Compensation Plan which shall be applicable to all positions whose salaries are established on an approved salary range. Each established salary range shall include a minimum and maximum salary rate and each employee affected thereby shall be paid at one of the rates set forth in the plan for the class and position in which they are employed.

### **Section 2: Entry Salary Rates**

The entry salary of any employee, upon initial employment, shall normally be at the minimum step (Step A) of the range for the class to which the original appointment is made. Exceptions may be provided if approved by the Superintendent in the case of:

- A. Shortage of qualified applicants available at the minimum step.
- B. Qualification of the applicant being in excess of the requirements for the class.
- C. Applicants who are under qualified, but who may be capable of meeting the minimum position requirements within a six to twelve month probationary period.

### **Section 3: Step Increases**

- A. Probationary Increases
  - 1 The first payroll period following the passage of six months, after the date of employment shall be the effective date of any probation salary adjustment. If the probationary period of an



employee is entered in accordance with chapter 6, Section 2 of these rules, the effective date shall be the first payroll period following the expiration of said extension. All part-time and temporary employees will not be affected by any probation period or salary adjustment except as prescribed in Section 3, part 6 of this chapter.

2. Employees who receive an acceptable performance rating as certified by a Department Supervisor shall receive a one-step probationary increase effective the date indicated in (1) above. The Administrative Coordinator shall certify a Performance Evaluation Report has been prepared and shall have the authority to grant a one-step probationary increase when all personnel forms have been completed and approved.

**B. Procedure for Awarding Additional Step Increase**

All salary employees will be considered for a step increase upon completion of the required time in current steps as follows:

From Step B to C – twelve months in Step B

From Step C to D – twelve months in Step C

From Step D to E – eighteen months in Step D

From Step E to F – Twenty-four months in Step E

From Step F to G – Twenty-four months in Step F

These increases will depend upon the Department Supervisor's approval which is based on performance and record of attendance.

**C. Procedure for Awarding Additional Step Increases for Permanent Part-time, Seasonal, Hourly and Temporary Employees**

All permanent part-time, seasonal and hourly employees will be considered for a step increase upon completion of the required time and hours in current steps as follows:

From Step A to B – 12 months in Step A and 450 hrs. of service

From Step B to C – 12 months in Step B and 450 hrs. of service

From Step C to D – 12 months in Step C and 450 hrs. of service

From Step D to E – 12 months in Step D and 450 hrs. of service

From Step E to F – 12 months in Step E and 450 hrs. of service

From Step F to G – 12 months in Step F and 450 hrs. of service

#### Section 4: Promotions

When an employee is promoted, their salary shall be adjusted to the step of the new range which will affect an increase in salary. Following a promotion, an employee will be eligible to receive salary increases according to Section 3, Paragraph 2 of this chapter.

#### Section 5: Demotions

When an employee is demoted, their salary shall be adjusted to the step or the new range which will affect a decrease in salary.

#### Section 6: Transfers

When an employee is transferred they shall be paid at the same step rate they received prior to their transfer. "Transfer" shall mean lateral reassignment of an employee from one position class to another position class within the same pay grade. Completion of probationary period and scheduled merit increase shall not be affected by transfer.

#### Section 7: Reclassification

The salary of an employee who is reclassified upward shall be adjusted either to the initial salary step of the higher class and range, or by increasing their present salary rate by one step, whichever of these two is greater. Reclassification downward shall be processed in the same manner as for demotions (Section 5). Increment dates for employees who are reclassified upward shall be adjusted to the effective date of such reclassification.

## Section 8: General Salary Increases

Upon approval by the Board of Directors, general salary increases may be granted to all employees. No change in increment dates would be affected.

## Section 9: Longevity Increases

The purpose of longevity increases is to reward employees who have rendered long and satisfactory service with recent promotion or other advancement, recognizing the fact that in certain fields of work, promotion to higher classes is difficult and infrequent. Eligibility for regular longevity increases shall be determined as follows:

### A. First Longevity Increase (Step L-1)

In order to be eligible for this increase, the following conditions must be met:

1. The employee must have been on the maximum step of the salary range for his classification for a period of three years.

### B. Second Longevity Increase (Step L-2)

In order to be eligible for the second longevity increase, the following conditions must be met.

1. The employee must have been granted a first longevity increase.
2. The employee must have served in the Step L-1 for four years subsequent to being granted the second longevity increase.

### C. Third Longevity Increase (Step L-3)

In order to be eligible for the third longevity increase, the following conditions must be met.

1. The employee must have been granted a second longevity increase.

2. The employee must have served in the Step L-2 for five years subsequent to being granted their third longevity increase.
- D. Permanent part-time, seasonal and temporary employees are not eligible for longevity increases (Step L-1 to L-3).

#### Section 10: Part-time Employment

When employment is on a permanent part-time basis, the appropriate hourly rate of pay shall be paid for the hours worked. Permanent part-time employees who work less than the predominate 40 hours work week but work from month to month and year to year on a permanent part-time basis or less than eight hours in a regular shift shall be eligible for probationary and longevity increase if approved by the Superintendent.

#### Section 11: Overtime

A. General

The normal work day and work week or work period for all departments shall be established by the Superintendent.

1. As a general rule, the requirement for frequent and considerable overtime in a department shall be considered evidence of under staffing or improper organization and shall be subject to review by the Superintendent. The Department Supervisors are responsible for recommending to the Superintendent for approval of any change of hours, shifts (to include split shifts) or other measures which will reduce or eliminate overtime for groups or individuals.
2. Overtime work shall include only that work performed by employees at the direction of a Department Supervisor or their authorized representative who is approved by the Superintendent which, as a part of a single tour of duty or by reason of a call back, exceeds the number of hours constituting

both the established work day and work week or period of the shifts involved.

3. All overtime or equivalent time off shall be computed to the nearest one-half hour.
4. Records of all overtime worked shall be kept by the Department Supervisors as directed by the Superintendent.
5. The Department Supervisors are responsible for assuring required overtime is distributed among their employees on as equitable a basis as the skills of their employees and department needs and the welfare of the employee will allow.

#### B. Employees to Whom Overtime is Paid

The payment of overtime is required by both federal and state laws. The law requires most employers to pay overtime at the rate of one and half times the regular rate for all hours over 40 in the workweek. There are special overtime requirements for government entities as prescribed by the Oregon Wage and Hour Laws handbook. Where possible salary employees will be given compensatory time off only. Salary employees are Coordinators and above. Some Coordinator positions may be hourly only. These positions will pay overtime. Compensation time may be given at the discretion of the Department Supervisor for supervisory and non-supervisory personnel and will not accrue on a formal basis as vacation leave. When an employee is terminated all unused time will be forfeited. The Superintendent reserves the right to make exceptions to this rule in unusual circumstances. Compensatory time should never exceed forty hours at any given time, however, it is recognized that for supervisory and professional positions accumulation of compensatory time may often exceed forty hours and is recognized as a natural condition of employment for these positions. Overtime pay at a rate above straight time shall be paid only in unusual situations such as a call back to work or emergencies if approved by the Superintendent.

## Section 12: Extra Remuneration

- A. The Department Supervisors and staff will not be allowed to receive extra remuneration from the District without approval from the Superintendent.
- B. Employees being appointed to certain positions requiring professional and/or technical training or experience may be reimbursed for their transportation and/or moving expenses when such expenditures are required to recruit qualified employees as determined by the Superintendent or Board of Directors. A maximum of \$500 in-state and \$1,000 out of state shall be established for reimbursable expenses for moving costs. Any expense above these levels must be approved by the Board of Directors.
- C. Employees required to return to work following the completion of a normal work shift will be paid a minimum of two hours pay. This may require overtime work as defined by federal and state overtime law.

## **CHAPTER 4 – RECRUITMENT AND SLECTION**

### Section 1: Recruitment, Applications and Examination

Discrimination in the employment of any person who is an applicant for a position because of race, creed, color, sex handicap, political affiliation or natural origin is prohibited. Any official or employee of the District with information concerning a violation of the provisions of the paragraph may file a complaint alleging discrimination, in writing, with the Superintendent

## Section 2: Announcement of Vacant Positions

The Administrative Coordinator shall prepare recruitment notices to publicize vacancies and to assist in locating qualified candidates for vacant positions. Announcements of vacancies shall specify the title and salary range of the vacant position, minimum qualification requirements, manner of making application and final date on which applications shall be received. Such various media of publicity and areas of recruitment shall be used as may be expected to bring notice of vacancies to as many qualified persons as possible and to assure obtaining well qualified applicants.

## Section 3: Open Continuous Applications

As a general policy, in order not to lose competent applicants, the District will accept applications at any time, whether or not a vacancy has been announced. As a result of the single application, a candidate shall be considered for all classes of positions in which their principal qualifications might profitable are used.

## Section 4: Method of Application and Evaluation

Each applicant for a position within the Chehalem Park and Recreation District shall make an application on a standard application form approved by the Administrative Coordinator. Such forms shall require information covering training, experience and other job related information. The application shall be submitted to the District Office or online. When deemed necessary, the Administrative Coordinator may require the assistance of Department Supervisory personnel in reviewing, evaluating and rating applications and in conducting oral interview ratings of applicants. The Administrative Coordinator shall establish reference and investigation requirements deemed necessary to determine the reputation, competence, honesty, stability, dependability, etc. of each applicant and promotional candidate for a position. Such investigation may include checking arrest records. Applicants selected for a position may be required to undergo a physical examination, at the District expense, prior to employment.

## Section 5: Disqualification

The Administrative Coordinator shall remove from further consideration, the application of any applicant who:

- A. Does not possess the minimum job specified qualifications
- B. By reference check, evidences such as unsatisfactory employment or personnel record as to demonstrate unsuitability for employment.
- C. Has made false statements of any material or fact or practiced deception in their application.
- D. Fails to pass a pre-employment physical examination.
- E. Has been convicted and sentenced in any court of competent jurisdiction for a felony or committing a pattern of misdemeanors exhibiting a disregard or lack of respect for the laws of the state, or any State of the United States, during the years immediately preceding the date of the application or upon investigation, is disclosed to have two or more criminal conviction of felonies an any previous time; provided, however, such convictions are deemed to be detrimental to the effective performance of the duties for which they are being considered.

## Section 6: Examination Programs and Procedures

The Administrative Coordinator may initiate and install, with the approval of the Superintendent, a suitable examination program for any class of positions, along with procedures to implement such a program. Any written or performance test must be validated as to its ability to test for job performance, and must not be discriminatory as to race, age, sex or cultural factors.

## Section 7: Examination Policies

The Administrative Coordinator shall make public announcements of any vacancy for which a competitive examination is to be given. If eligible applicants, or



promotional candidates as appropriate; are already available as a result of previous announcements, or if the vacancy is to be filled by promotion within, no public announcement of the vacancy need be made, but announcement should be placed in prominent places in order to notify employees of promotional possibilities.

#### Section 8: Eligible Lists

Applicants who are rated "Qualified" or above shall be placed on the eligible list and established by the Administrative Coordinator for that class. Names on the eligible lists shall ordinarily be grouped by the Administrative Coordinator within range categories of examination scores or years of training and experience. The Administrative Coordinator may delete names of those persons no longer available for employment and add names of new eligible applicants to the lists for a period not to exceed six months as necessary.

#### Section 9: Employment of Relatives

A Department Supervisor or any other person serving in a supervisory capacity is prohibited from hiring an immediate family member into a position within their line of authority. Immediate family in this case shall include parents, grandparents, children, grandchildren, brothers, sisters, cousins, spouses and immediate family of spouse. Such relationship shall not be an automatic barrier to employment, but shall require the approval of the Superintendent in each case. Willful and intentional failure to disclose such relationship shall be cause for disciplinary action.

### **CHAPTER 5 – APPOINTMENTS**

The appointing authority for all positions within a department shall be the Department Supervisor with initial screening and identification of qualified applicants for interview completed by the Administrative Coordinator and forms completed and approved by the Superintendent.

## Section 1: Types of Appointments

When a person is initially employed by the District, They shall be given one of the following types of original appointments:

- A. **Provisional.** A short-term appointment of no longer than six months duration made only in the absence of a qualified applicant. Permanent status may not be attained while serving in this capacity.
- B. **Temporary.** Temporary appointments may be made to fill positions which are authorized and established for a specified period of time, when the work of an agency requires the services of one or more employees on a seasonal or intermittent basis: or in cases of emergency.
- C. **Permanent.** An employee serving a probationary appointment shall be given a permanent appointment upon satisfactory completion of the probationary "working test" period. A probationary promotional appointment does not affect an employee's earned permanent status or employment rights acquired in another position.
- D. **Part-time.** An employee who works less than the predominate 40 hour work week or less than eight hours in a regular shift.

## **CHAPTER 6 – PROBATIONARY PERIOD**

### Section 1: Objective

The probationary period shall be regarded as an integral part of the selection process and shall be utilized for closely observing the employee's work for securing the most effective adjustment of a new employee to their position and for rejecting any employee whose performance is not satisfactory.

## Section 2: Duration

The probationary period shall be six months in duration. If a Department Supervisor requests an extension, in writing, of the probationary period at least ten days prior to expiration, the Administrative Coordinator may extend the duration of such period and notify the employee. No extension totaling more than six months shall be allowed.

## Section 3: Promotions

The probationary period for promotional appointments shall be six months. If a person is removed during the probationary period following a promotion, they shall be entitled to reemployment rights in their former class when a vacancy occurs. If no vacancy exists, every effort shall be made to place the employee in another position for which they may be qualified. No salary increase will be given following a promotional probationary period.

## Section 4: Dismissal During Probationary Period

At any time during the probationary period, the Department Supervisor or Administrative Coordinator may remove the employee if, in their opinion, the working test period indicates such employee is unable or unwilling to perform the duties of the position satisfactorily or their work habits and lack of dependability do not merit their continuance with the service. Before such removal, a report in writing shall be sent to the Superintendent before the effective date of the dismissal. An employee dismissed during a probationary period shall not have the right to appeal, unless the employee is serving in a probationary period following a promotion.

## Section 5: Probationary Period Reports

During the probationary period, the employee's Department Supervisor will periodically confer with the employee as to progress made and acceptability of

work performance. At least ten days prior to the expiration of the probationary period, the Department Supervisor shall notify the Administrative Coordinator whether or not an employee has satisfactorily completed their probationary period by submitting a performance Evaluation Report provided by the Administrative Coordinator. A report of performance shall be discussed directly with the employee by the employee's Department Supervisor. If any employee disagrees with any statement in the evaluation report, they may, in space provided on the evaluation report, list any disagreements and sign the report.

## **CHAPTER 7 – PROMOTION, TRANSFER & DEMOTION**

### **Section 1: Promotion Policy**

Vacancies in positions above the lowest rank in any category in the career services shall be filled, as far as practical, by the promotion of employees already employed by the District. The Administrative Coordinator shall, in each case, determine whether an open competitive examination or a promotional examination will best serve the interests of the District in attracting well qualified candidates. Promotions, in every case, must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of affecting an increase in compensation.

### **Section 2: Transfer Defined**

A transfer is the movement of an employee within a department, or to a different department from one position to another position of the same grade or class, for a specified or indefinite period of time.

### **Section 3: Initiation of Transfers**

Transfers may be initiated in the following ways:

- A. An employee may request a transfer by submitting a written request to the Administrative Coordinator as vacancies occur in other departments to which they would be eligible for transfer; their name will be submitted to the Department Supervisor for consideration.
- B. An employee may be transferred to a vacant staffing position upon written recommendation of the Department Supervisor concerned along with the approval of the Administrative Coordinator and Superintendent.
- C. The Superintendent may transfer an employee from one position to another position under the Superintendent's administrative supervision.

#### Section 4: Status of Transferred Employee

The transfer of a career employee from one career position to another career position shall not change the status (probation or permanent) which the employee has at the time of the transfer, nor shall they suffer loss of any of the benefits and privileges afforded career employees.

#### Section 5: Rights of Transferred Employees

- A. A permanent status career employee may appeal a transfer which is to a position clearly having different duties, responsibilities, minimum qualification requirements and position title. The appeal should be made in writing in the same manner as other grievances are handled.
- B. A permanent status career employee, if they fail to perform the duties and responsibilities of the position to which they were transferred at an acceptable level of competence as determined by their Department Supervisor (except for reasons of misconduct), may be permitted to transfer back to their former position or comparable position. If no vacancy exists, every effort shall be made to place them in another position for which they may be qualified.

## Section 6: Demotion Defined

Demotion is the movement of employee from a higher grade to a lower grade with the same or less salary in the lower grade by reclassification of their position to a lower grade or by transferring them to a position with a lower grade assignment.

## Section 7: Reason for Demotion

- A. When an employee does not perform the duties and responsibilities of their position at an acceptable level of competence as determined by their Department Supervisor.
- B. When an employee is insubordinate or uncooperative, or acts in a manner tending to lower discipline or morale within the District, or who acts in a manner deemed not in the best interest of the District, or its good repute. Such employees may be demoted when alternative personnel actions such as suspension or dismissal may not be warranted appropriate or deemed in the best interest of the District.
- C. When an employee voluntarily request such demotion.
- D. When an employee would otherwise be laid off because their position is being abolished due to lack of work or lack of funds, or because it has been reclassified to a higher classification for which the incumbent is not qualified.
- E. When former incumbent of the position returns to work from authorized leave in accordance with the rules on leave.
- F. When an employee becomes physically incapacitated for the performance of the duties of their position either on their own initiative or, by action of the Superintendent, is transferred to a position which they are able to perform and which carries a lower grade.

Section 8: Demotional Recommendations

A Department Supervisor may recommend to the Administrative Assistant that an employee be demoted when he determines such action is necessary, appropriate and in the best interest of the District. The recommendation shall be in writing and shall contain the reasons why it is necessary to recommend demotion rather than alternative personnel actions.

Section 9: Notification of Demotion

Upon notification or approval of demotion, the Department Supervisor shall notify the employee. The notification shall be in writing and shall contain the reasons for demotion, the effective date and the employee's signature. If the employee feels the demotion to be unjust, they will so state in writing, giving their reasons. The original copy of the notification of demotion together with the employee's acknowledgement and reply thereto, if any, will be forwarded to the Administrative Coordinator for inclusion in the individual's personnel file. A permanent status employee shall also be informed of their right of appeal as outlined in Chapter 9 of these policies.

**CHAPTER 8 – DISCIPLINARY ACTION**

Section 1: Reprimand Defined

Reprimand is an oral or written notice of policy violation, mistakes, inefficiency or other factors which may adversely influence an employee's ability to efficiently and effectively carry out their duties and responsibilities.

## Section 2: Oral Reprimand

Oral reprimands will be considered the normal means of correcting the actions of a subordinate; such reprimands will not affect an employee's privileges or status or be recorded in their personnel record.

## Section 3: Written Reprimand

Written reprimands will be reserved for repeated offenses or those of a serious nature. When reduced to writing, they are required to be shown to the subordinate, who will acknowledge receipt of the reprimand by their signature. The subordinate; if they feel the written reprimand to be unjust, will so state in writing, giving their reasons. The original copy of the written reprimand, together with the employee's acknowledgement and reply thereto, if any, will be forwarded to the Administrative Coordinator for inclusion in the individual's personnel file.

## Section 4: Appeals From Reprimands

Oral or written reprimands may be appealed through the grievance procedure prescribed in Chapter 9 of these policies, provided such appeal is instituted within ten days of the date of oral reprimand or receipt of written reprimand.

## Section 5: Suspension Defined

Suspension is the temporary removal of an employee from the District for cause for a specified or indefinite period. A suspended employee shall not receive pay during the suspension period and may accrue benefits during the suspension period only as specifically provided in other parts of this rule.



## Section 6: Suspension for Disciplinary Reasons

An employee who does not continue to do their work at an acceptable level of competence as determined by their Department Supervisor, who is insubordinate or uncooperative, who acts in a manner tending to lower discipline or moral within the District service or who acts in a manner deemed not in the best interest of the District or its good repute may be suspended for a reasonable period of time, not to exceed ten days, when alternative personnel actions (demotion, dismissal, fine, etc.) may not be warranted, appropriate or deemed in the best interest of the District.

## Section 7: Suspension Pending a Court Decision

An employee may be suspended for an indefinite period when the Superintendent determines such action is necessary and in the best interest of the District. In cases where an employee is charged with, and awaiting trial for, a criminal offense involving matters prima facie, prejudicial to the competent discharge of their duties and responsibilities the Superintendent may take such other action which the Superintendent may deem necessary under the circumstances. After the employee has been tried and a verdict reached by the court, the Superintendent shall then make a final determination as to whether the employee shall be reinstated, dismissed or subject to whatever disciplinary action which may be considered to be necessary and appropriate in consideration of the facts of the case.

## Section 8: Suspension During Investigation of Charges

When an employee has acted, or is alleged to have acted, in a manner which would subject them to dismissal from the District, they may be suspended by their Department Supervisor for a period not in excess of ten days while the Department Supervisor and Administrative Coordinator investigate the charges before making a final determination as to whether the employee should be dismissed from the District. An employee who is exonerated of charges following investigation shall be reinstated without loss of pay, privileges, benefits or status.

### Section 9: Notice of Suspension

A permanent status career employee shall be informed in writing of their suspension and reasons thereof and the right of appeal. The Administrative Coordinator shall be notified of all suspensions and reasons thereof within two days of the suspension.

### Section 10: Suspension Which May Be Appealed

Any suspension for disciplinary reasons or a suspension during an investigation of charges may be appealed (pursuant to Chapter 9) within ten working days of receipt of written notification of suspension or suspension shall become final without further action.

### Section 11: Demotion

See Chapter 7, Promotion, Transfer and Demotion, Sections 6-9.

### Section 12: Dismissal Defined

Dismissal is the removal of a merit system employee from the District's employment for cause. In cases of appeals from dismissal, a dismissed employee shall not be permitted to accrue any privileges or benefits during the period they are awaiting a final decision on their appeal.

### Section 13: Employees Subject to Dismissal

An employee subject to these policies may be dismissed for cause when alternative personnel actions (i.e., suspension, demotion, etc.) would not be

deemed sufficient, appropriate or in the best interest of the District and its good repute.

#### Section 14: Dismissal Recommendation

When it is determined such action is necessary, appropriate and in the best interest of the District, a Department Supervisor may recommend to the Administrative Coordinator for an employee to be dismissed. The recommendation shall be in writing and shall contain the reasons why it is necessary for the Department Supervisor to recommend dismissal and why they recommend dismissal rather than alternative personnel actions.

#### Section 15: Dismissal Notification

Notification of dismissal shall be in writing and shall contain the reasons and the effective date. A permanent-status career employee shall also be informed in their notification of their right to appeal pursuant to Chapter 9 of these policies.

#### Section 16: Reasons For Disciplinary Action

Listed below are some reasons which might be cause for disciplinary action referred to in previous sections of the Chapter, but disciplinary action is not limited to the offense listed:

- A. Being convicted of a felony or of a misdemeanor involving moral turpitude.
- B. Being absent without leave.
- C. Excessive tardiness.
- D. Abuse of sick leave
- E. Inefficiency, negligence or incompetence in the performance of duties.

- F. Careless, negligent or improper use of District property or equipment.
- G. Willfully giving false statements to supervisors, officials or the public.
- H. Violation of District policies, administrative regulation or departmental rules.
- I. Being under the influence of alcohol or illegal drugs when reporting to work or partaking of such things while on duty, except prescribed medication which may be taken within the limits set by a physician.
- J. Instigation of, participation in or leadership of strike, work stoppage, slowdown or artificial restriction of productive work.
- K. Acceptance of gratuities in conflict with the policy outlined in Chapter 14, Section 2.
- L. Political activity in conflict with the District.
- M. Insubordination.
- N. Abandonment of position.

## **CHAPTER 9 – GRIEVANCES AND APPEALS**

### Section 1: Policy

The most effective accomplishment of the work of the District requires prompt consideration and equitable adjustment of employee grievances. It is the desire of the District to adjust grievances informally, and Department Supervisors and employees alike are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances which will be resolved only after a formal appeal and review.

### Section 2: Grievances Defined

A grievance is a complaint made by an employee concerning the interpretation of these rules and regulations or departmental work rules affecting their employment with the District.

### Section 3: Appeals Defined

Any permanent employee who is reprimanded, suspended demoted or dismissed shall have the right to appeal this action in writing to the Administrative Coordinator within ten working days following the day the disciplinary action was taken. The Administrative Coordinator shall inform the employee of the decision and the supportive reasons within ten working days following receipt of the appeal. An employee who is dissatisfied with the decision of the Administrative Coordinator may appeal to the Superintendent in writing within ten working days following the Administrative Coordinators decision. An employee who is dissatisfied with the decision of the Superintendent may appeal to the Finance and Personnel Committee.

### Section 4: Grievance Procedure

- A. Informal Grievance Procedure – An employee who has a problem or complaint should first try to get it settled through discussion with the immediate supervisor without delay. If after this discussion they do not believe the problem has been satisfactorily resolved, they shall have the right to discuss it with Department Supervisor. Every effort should be made to find an acceptable solution by informal means at the lowest possible level of supervision. If the employee is not in agreement with the decision reached by discussion, they shall then have the right to file a formal grievance in writing within ten work days after receiving the informal decision or decisions. An informal grievance shall not be taken above the Department Supervisor.
- B. Formal Grievance Procedure
  1. If an employee is not satisfied with the decision reached by informal discussion with their supervisor, they may present their grievance in writing to the Department Supervisor. The Department Supervisor shall render their decision and comments in writing and return them to the employee within ten working days after receiving the appeal. If the employee

does not agree with the decision reached, or if the Department Supervisor fails to provide resolutions of the grievance as outlined above, the employee may appeal in writing to the Administrative Coordinator. Failure of the employee to take further action, within ten working days after receipt of the written decision of the Administrative Coordinator, or within ten working days if no decisions rendered, will constitute a withdrawal of the grievance.

2. An employee who is dissatisfied with the decision of the Administrative Coordinator may submit their grievance in writing to the Superintendent. The Superintendent shall secure all facts regarding the situation grieved and shall inform the employee of the Superintendent decision and the supporting reasons within ten working days following receipt of the request for review.
3. An employee who is dissatisfied with the decision of the Superintendent may submit their grievance in writing to the Finance and Personnel Committee within ten working days after receipt of the written decision of the Superintendent or within ten days if no decision is rendered. The Finance and Personnel Committee shall, after receiving any appeal in writing, hold a hearing and consider the appeal. The decision of the Finance and Personnel Committee shall be final unless such decision is appealed by the Superintendent to the Board of Directors. In such instances, an affirmative vote of three members of the Board shall be required to reverse the decision of the Finance and Personnel Committee.

## **CHAPTER 10 – SEPARATIONS**

### **Section 1: Resignation**

To resign in good standing an employee should give, in writing to their immediate supervisor or Department Supervisor, at least fourteen calendar day's prior notice. Department Supervisors shall give notice at least four weeks prior to

resignation. Resignation notices shall include the date the resignation is submitted, the effective date of the resignation and the reason for resigning. Normally, failure to comply with this rule shall be viewed as having resigned not in good standing, shall be entered on the service record of the employee, shall result in a denial of reemployment rights and shall result in reduction of accumulated annual leave by one day for each work day less than the number work days an employee would normally be on duty in fourteen day calendar period.

#### Section 2: Abandonment of Position

An employee who, without valid reason, fails to report to work for three consecutive work days without authorized leave shall be separated from the payroll and reported as having abandoned their position. Such an employee is not eligible for reemployment for a period of two years and shall be considered as resigning not in good standing.

#### Section 3: Lay offs

Any involuntary separation not involving delinquency, misconduct or inefficiency shall be considered a lay off. If it becomes necessary to reduce a departmental workforce, employees shall be laid off, on the basis of service in class, length of service with the District and the average performance rating for the last three years. All other factors being equal, honorable discharged veterans will be given retention preference. When an employee possesses a critical skill essential to the efficient operation of a department, they may be retained in preference to a person with a higher rating. Documentation and request for such action must be presented to the Administrative Coordinator for presentation to the Superintendent who will make the final decision. The request shall set forth in detail the specific skills and abilities possessed by the individual and the reason why such an individual is essential to the effective operation of the department. If a permanent employee is scheduled for layoff, they should be offered a demotion to a lower class if a vacancy exists and they are qualified to fill positions in the lower class involved.

#### Section 4: Disability

A Department Supervisor may request any employee under their jurisdiction to be examined by a physician designated by the District for purpose of determining disability. When a disability of any kind impairs the effectiveness of an employee or others, the following action shall be taken:

- A. If the disability is correctable, the employee shall be allowed a specific time, as determined by the Administrative Coordinator upon the physician's recommendation, to have it corrected. If they fail to take steps to have the disability corrected within their specified time, they shall be subject to disciplinary action or layoff.
- B. If, in the opinion of the examining physician, the disability cannot be corrected, the Department Supervisor, subject to the approval of the Administrative Assistant, shall attempt to place the employee in another position which they can perform satisfactorily. If that cannot be accomplished successfully, the Department Supervisor shall take steps to separate the employee from the District through retirement or lay off.
- C. Parts (A) and (B) shall be reviewed by the Superintendent for final approval/implementation.

#### Section 5: Loss of Job Requirements

An employee who is unable to do their job adequately because of loss of a necessary license or other requirement may be separated by a lay off until such license or requirement is acquired.

#### Section 6: Dismissals

Dismissals are discharges or separations made for definable cause, such as inefficiency or inability to perform the work of the position satisfactorily. Permanent status employees shall be discharged only after having been presented the reasons, which shall be filed within three days after the effective date of action.



Section 7: Retirement

Retirement shall be mandatory when an employee reaches the age of seventy. The Superintendent may give permission to employees over 70 to continue work.

Section 8: Death

When a permanent employee dies while employed with the District, their estate shall be eligible to receive payment for their accumulated annual leave.

**CHAPTER 11 – ATTENDANCE AND LEAVE**

Section 1: Hours of Work

The established workweek and the hours of work shall be uniform with occupational groups and shall be determined in the accordance with the needs of the District service and the reasonable needs of the public.

Section 2: Attendance

Each Department Supervisor shall be responsible for the primary attendance of all persons in the department and shall keep attendance records on forms provided by the Administrative Coordinator. Leave shall be authorized in units of days or hours only.

Section 3: Holidays

The following days are designated as official holidays for employees in the personnel system:

- |                            |                            |
|----------------------------|----------------------------|
| New Year's Day             | Veteran's Day              |
| Martin Luther King Jr. Day | Thanksgiving Day           |
| President's Day            | Day after Thanksgiving Day |
| Memorial Day               | Christmas Eve Day          |
| Independence Day           | Christmas Day              |
| Labor Day                  |                            |

When any of the holidays falls on a Saturday, the preceding Friday will be recognized as a holiday. When any of the holidays fall on a Sunday, the following Monday will be recognized as a holiday.

- A. Eligibility - All permanent full-time and permanent part-time employees are eligible to receive holiday pay. Temporary employees are not eligible. An employee who is not on approved leave and who fails to report on a scheduled work day before or after a holiday shall not be paid for the holiday. Permanent employees working less than full time shall be paid for their regular number of hours at their regular rate of pay.
- B. Holiday within a Vacation Period and Sick leave – Holidays which occur during annual or sick leave shall not be charged against annual or sick leave. An additional day of vacation or sick leave shall be allowed at another time which is convenient to the supervisor and the employee.
- C. Holidays on Scheduled Work Day – Employees required to work on holidays, may with approval of their supervisor, be given alternate equal time off with the approval of the Superintendent. In the event an employee who worked on a holiday is unable to take an alternative day off within one month following the holiday, they shall be paid an additional eight hours for the holiday with the approval of the Superintendent. Holiday for pay purposes shall be observed as an eight-hour working day for all employees. Employees who are required to work on Thanksgiving, Christmas, New Year's Day or July 4, shall be paid, in addition to their regular day's pay, at a rate of time and one-half. For personnel working shift work, the holidays

will be observed from the Day Shift beginning on the holiday until the following day shift.

- D. Holidays on Scheduled Off Day – The District’s designated date for observance of a holiday may occur on certain employees normal day off. Those employees whose scheduled hours do not coincide with the District’s predominate 40 hour work schedule, Monday through Friday, shall receive an alternate day off for their holiday. In the event an employee is unable to take an alternate day off within one month following the holiday, they may be paid in additional eight hours for the holiday with the approval of the Superintendent.

Section 4: Annual (Vacation) Leave

Vacations are for the purpose of rejuvenating both physical and mental faculties and all employees are urged to avail themselves of vacation periods.

- A. Eligibility – All full-time employees in the personnel system shall be entitled to earn and secure annual leave, permanent part-time employees shall be entitled to leave in proportion to the number of hours worked. Temporary employees shall not be eligible for annual leave.
- B. Rate of Leave Accrual – Permanent employees begins to accrue annual (vacation) leave immediately upon employment. Employees under temporary, provisional, or emergency appointments and employees not deemed to be in the personnel system will not be granted annual leave under these policies.

Vacation is accrued per the following schedule:

Up to 5 years employment	6.67 hours/month
During 6 <sup>th</sup> year of employment	7.33 hours/month
During 7 <sup>th</sup> year of employment	8.00 hours/month
During 8 <sup>th</sup> year of employment	8.67 hours/month
During 9 <sup>th</sup> year of employment	9.33 hours/month
During 10 <sup>th</sup> year of employment	10.00 hours/month

During 11 <sup>th</sup> year of employment	10, 67 hours/month
During 12 <sup>th</sup> year of employment	11.33 hours/month
During 13 <sup>th</sup> year of employment	12.00 hours/month
During 14 <sup>th</sup> year of employment	12.67 hours/month
During 15 <sup>th</sup> year of employment	12.33 hours/month

Employees may accumulate a maximum of twice their annual vacation time. Unused vacation time accumulated beyond the vacation accumulation allowed will be forfeited.

- C. Request for Leave – A request for vacation leave shall be submitted to the employee’s immediate Department Supervisor. Leave may be taken only after approval by the appropriate Department Supervisor, so, insofar as practical, the department can function without the hiring of additional temporary help.
- D. Payment of Unused Leave – When an employee is separated from the District’s employment, they shall be paid for all unused annual leave unless they fail to give proper notice or resignation as provided in Chapter 10, Section 1.

Section 8: Sick Leave

All employees may use accrued sick leave for the diagnosis, care or treatment of the employee or the employee’s family member for mental or physical illness, injury, or health condition when arrangements cannot be made outside of working hours. The employee shall report their illness prior to their scheduled work time, if possible. If not, they shall see that their illness is reported within 30 minutes after the time they are scheduled to have reported for work. Sick leave benefits become effective after the completion of the probationary period which then will be retroactive to the employment date.

- A. Eligibility – All employees are eligible to earn sick leave.
- B. Rate of Leave Accrual – Full-time employees begins to accrue sick leave immediately upon employment, at the rate of one day per month. Other employees will accrue sick leave at the rate of (1) hour

for every 30 hours worked or 1 1/3 hours for every 40 hours worked as mandated by State law.

- C. A medical certificate signed by a licensed physician may be required by a Department Supervisor or the Administrative Coordinator and/or Superintendent to substantiate a request for sick leave for the following reasons:
  - 1. Any period of absence consisting of three or more consecutive working days.
  - 2. Leave of any duration from duty which recurs frequently or habitually, provided the employee has been notified or warned that a certificate will be required.
- D. Sick leave Accumulation – Sick leave may be accumulated from month to month and year to year, with a maximum of 100 days of sick leave.
- E. Exhausted Sick leave – No sick leave in excess of that accumulated may be granted unless specifically authorized by the Department Supervisor and the Superintendent or their representative. The Superintendent may, at his discretion, advance sick leave to eligible employees. All accrued vacation leave shall have been used before the employee is eligible for consideration for advance sick leave. If an employee is indebted for unearned paid sick leave at the time of termination of service, the amount due may be deducted from their termination pay.
- F. Forfeiture of Sick Leave – An employee who separates from the personnel system shall forfeit all unused sick leave, and no employee shall be paid for unused sick leave.
- G. Compensable Sick leave – A permanent employee who has worked a full calendar year without using any sick leave during the year will be eligible to receive one day's pay of accumulated sick leave in the pay period preceding Christmas Day. Department Supervisors and above are not eligible for compensable sick leave.
- H. Sick leave on Termination of Employment – An employee, upon separation from the District, shall not receive payment for accumulated sick leave.

## Section 6: Other Types of Leave

- A. **Military Leave** – Any Permanent Employee who is a member of the National Guard or any organized military reserve of the United States, will be allowed leave of absence with pay, not to exceed fifteen calendar days during any calendar year, to attend training camps upon presentation of orders pursuant to such training. Such leave shall be charged to annual leave and/or the salary of the employee will be withheld.
- B. **Civil Leave** – An employee shall be given time off with pay, less the amount paid for serving on jury duty, when performing jury duty or subpoenaed to appear before any public body or council.
- C. **Funeral Leave** – Funeral leave of up to three working days will be granted with pay for an employee absent from duty as a result of death in the immediate family. Immediate family means spouse, child, father, mother, father-in-law, mother-in-law, brother, sister or any relative who is domiciled in the employee's household.
- D. **Temporary Disabilities Not Covered By Worker's Compensation** – An employee who becomes temporarily disabled shall be allowed to exhaust their sick and vacation leave accumulations. After all sick and vacation leave have been used, further extension of leave (either with or without pay) must be specifically authorized by the Superintendent after recommendation by the Department Supervisor and the Administrative Coordinator.
- E. **Maternity Leave** – Maternity leave is a period of approved absence for incapacitation related to pregnancy and confinement. Maternity leave may be charged to sick leave or any combination of sick leave, annual leave and leave without pay.

An employee desiring maternity leave should report pregnancy to their Department Supervisor by the fifth month of pregnancy. Such notification shall include a written statement from the physician specifying the approximate date of birth.

An employee may continue to work as long as the conditions of pregnancy do not adversely impair their work, performance, or health. The judgment of the Department Supervisor with the

approval of the Administrative Coordinator, concerning the day maternity leave begins will be final. The decision shall take into consideration the written medical opinion of the employee's physician, the nature of the job regarding physical stress and the employee's ability to perform normal job duties with full efficiency.

An employee may be granted leave without pay for maternity purposes for a period not to exceed beyond three months after the delivery. Upon returning to work following maternity leave, the employee must present to the Department Supervisor a medical statement from a certified physician stating they are physically and mentally able to perform the normal duties of the position with full efficiency.

**F. Leave of Absence Without Pay**

1. **Leave Without Pay Defined** – When it is deemed in the best interest of the District, a permanent status career employee or a Department Supervisor may be granted leave without pay for personal or other reasons provided such leave is recommended by the Department Supervisor and approved by the Superintendent.
2. **Reason for Granting** – The Superintendent may, for any good and sufficient reason, grant leave without pay for a period not to exceed one year, when it deemed to be in the best interest of the District. Valid reasons shall include the following:  
Prolonged illness or disability of the employee or a member of the employee's household, educational or training enrichment, pregnancy and childbirth.

All departments are required to adhere to the following practices:

- A. Leave without pay shall be granted only when it will not adversely affect the interest of the District.
- B. Failure of an employee to return to work at the expiration of approved leave shall be considered as absence without leave and grounds for disciplinary action.
- C. An employee granted leave of absence who wishes to return before the leave period has expired shall be required to give their

Department Supervisor at least one week notice. Upon receipt of such written notice, the employee must be permitted to return to work.

- D. No sick leave, annual leave or credit toward merit increases will be earned by an employee for the time the employee is on leave without pay.
- E. An employee shall return from leave without pay to the same step of their previous salary grade and in the same or equivalent class they were employed when leave began.
- F. An employee, while on an authorized leave of absence without pay, who obtains either part-time or full-time employment elsewhere, is required to notify the Department Supervisor, in writing within three days of accepting such employment

### Section 7: Injury Leave

- A. Department Supervisory shall carefully investigate each and every alleged on-the-job accident or injury in detail, for the purpose of distinguishing between bona fide occupational accidents/injuries or those which may appear to have actually occurred off the job. Personal disregard for prescribed safety rules and procedures, carelessness, clumsiness and failure to follow reasonable safety precautions may be grounds for denial of claims. Department Supervisors should consider denying any such questionable or spurious claims not supported by the facts developed during the course of their investigation.
- B. Leave hereby designated "injury leave" shall not accrue, shall be independent of sick and vacation leave, shall not be automatic, but may be granted upon written recommendation of the Department Supervisor and approval of the recommendation as follows:
  - 1. The Superintendent may approve injury leave to a maximum of a total of thirty continuous calendar days.
  - 2. In those severe cases when injury leave is in excess of thirty days, the Superintendent shall forward a medical report and a written report of the injury to the Board of Directors for further consideration of additional injury leave.



- C. Only those employees who are unable or are expected to be unable, as evidenced by a physician's medical report, to perform their regular duties or any modified or alternative duties for a period exceeding ten working days as determined by the Department Supervisor, will be granted injury leave.
- D. The granting of injury leave is a discretionary benefit to the employee, therefore, the period of time for which such leave may be granted may be different from the period of absence approved for Worker's Compensation benefits as provided by law. When on injury leave, an employee shall be paid as salary, the difference between worker's compensation disability income payments and their regular District pay. The Administrative Coordinator shall prepare a certified listing of employees authorized to receive injury leave payments, showing normal salary rate and number of days the employees are entitled to receive payments as provided in these procedures, so the injured or disabled employee will normally receive compensation payment at the same time they would have received their payroll check.

## **CHAPTER 12 – EMPLOYEE PERFORMANCE EVALUATION**

### **Section 1: Objective**

The Administrative Coordinator shall prepare, or cause to be prepared, a job-related system for evaluating the work performance of all employees in the District. The purpose of the employee evaluation shall be primarily to inform employees how well they are performing their work and how they can improve their work performance. The performance evaluation may also be used in determining salary increments; as a factor in determining order to layoff; as a basis for training, promotion, demotion, transfer or dismissal; and for such other purposes as set forth in the regulations.

## Section 2: Period of Evaluation

On original appointment, all employees except temporary workers shall be evaluated at the end of six months of service and annually thereafter. An employee shall not be eligible for a pay raise until the performance evaluation form has been completely processed. Employees shall also be evaluated at the time of separation.

## Section 3: Evaluation

Evaluations shall be prepared by the immediate supervisor of each employee and reviewed by the Department Supervisor.

## Section 4: Review with Employees

The evaluator shall discuss each performance evaluation with the employee being evaluated. If an employee disagrees with any statement in an evaluation, the employee may submit, within ten days following the conference with their supervisor, a written statement, which shall be attached to the evaluation form and forwarded to the Administrative Coordinator.

## Section 5: Changes in Evaluation

If, for any reason, a Department Supervisor shall request an alteration of the performance evaluation form of an employee after it has been officially submitted to the Administrative Coordinator, such request shall be in writing and shall set forth fully the reasons for the request.

## CHAPTER 13 – EMPLOYEE DEVELOPMENT

### Section 1: In-Service Training

It will be the responsibility of the Administrative Coordinator, under the direction of the Superintendent, to foster and promote in-service training of employees for the purpose of improving the quality of personal services rendered to the District and to assist employees to equip themselves for advancement. The Administrative Coordinator shall establish standards for training: see the training is carried out as approved; prepare certificates or other forms of recognition to persons who satisfactorily complete approved courses and programs; provide assistance to the Department Supervisor in developing and conducting training to meet the specific needs of their departments; and develop supervisory and management training and other types of training programs common to all departments.

### Section 2: Educational Enrichment

An employee may, with prior approval of their Department Supervisor and the Superintendent be paid for the cost of tuition and books for any job-related course successfully completed. Such courses shall be taken during employee off-duty hours unless it is necessary training for the job which is specifically approved by the Department Supervisor and Superintendent. In case of necessary training for the job which involves an employee attending class during working hours, the Department Supervisor will be responsible for arranging with the employee a work schedule that will satisfy the normal work week. A limit of two courses per year is allowed. Reimbursement for books and tuition costs will be paid to the employee upon presentation of proof to the Administrative Coordinator that the courses were completed with grades of C or better.

### Section 3: Policy to Provide Quality Work Conditions

The Administrative Coordinator will cooperate with the Department Supervisors, employees and others to promote measures directed toward more sanitary, safe and healthful working conditions; toward greater security and economic advantage; and toward any other means of bettering the conditions and improving the morale of District employees.

### Section 4: Health and Life Insurance

Full-time Permanent Employees of the District are eligible to receive major medical life and accidental death and dismemberment insurance coverage free of charge. The District pays the monthly premiums under this policy effective six months after the date of employment or upon completion of probation period.

## **Chapter 14 – ETHICS AND CONDUCT**

### Section 1: Outside Employment

Employees are discouraged but not restricted from engaging in other employment during their off duty hours. However, District employment shall be considered the primary employment and no employee may engage in outside employment which would interfere with the interest of the District.

### Section 2: Gifts and Gratuities

An employee shall not accept gifts, gratuities or loans from organizations, business concerns or individuals with whom they have official relationships on business of the District. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, or to prohibit employees from accepting social courtesies which promote good public relations, not to prohibit employees from obtaining loans from regular lending

institutions. It is particularly important the inspectors, contracting officers and enforcement officers guard against relationships which might be considered as evidence of favoritism, coercion, unfair advantage or collusion. Violations of this policy will result in disciplinary action

### Section 3: Political Activity

- A. No District employee shall be appointed, promoted, demoted, favored or discriminated against with respect to employment in the personnel system because of their political opinions or affiliations.
- B. No person shall use or promise to use directly or indirectly, any official authority or influence, whether possessed or anticipated, to secure or attempt to secure for any individual an appointment or advantage in appointment to a position in the personnel system or an increase in pay or other advantage in employment in any such position with the purpose of influencing the vote of political action of that individual.
- C. Nothing herein contained shall effect the right of an employee to contribute to, hold membership in, serve as an officer of, support a political party, vote as they chooses, support or campaign for City, State or National political candidates, express privately their opinions on all political subjects and candidates, maintain political neutrality or attend political meetings. All state laws should be followed.

### Section 4: Anti-Discrimination Policy

District is an "equal opportunity employer." The District will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.

## Section 5: Anti-Harassment Policy

The District is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Sexual Harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and display of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying or disseminating material that is sexual in nature may also constitute harassing behavior.

If an employee feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background or any other legally protected characteristic they should immediately report the matter to his or her supervisor. If that person is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact that supervisor's superior. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints or unlawful harassment will be handled in as discreet and confidential manner as is possible und the circumstances.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any employee to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency

Any employee engaging in improper harassing behavior will be subject to disciplinary action, including the possible termination of employment.

## **CHAPTER 15 – RECORDS AND REPORTS**

### **Section 1: Personnel Transactions**

All appointments separations and other personnel transactions shall be made on forms designated by the Administrative Coordinator. A separate official file folder shall be prepared and maintained for each employee and shall contain the original copy of all pertinent documents.

### **Section 2: Public Inspection**

All personnel records of employees covered under these policies and all other records and material relating to the administration of the personnel system shall be considered confidential and the property of the District. Information which is obtained in the course of official duties shall not be released by any employee other than by those charged with the responsibility as part of official duties. The following information relative to employees and former employees is available for public inspection at reasonable times and in accordance with such procedures as the Superintendent may prescribe - name, class, title and salary. Selection records and performance rating reports are accessible only to the Department Supervisor concerned, the Superintendent, Board of Directors and the employee involved. Other personnel information may be made available for official purpose at the discretion of the Superintendent. All state laws should be followed.

### **Section 3: Attendance Records**

Regular attendance reports shall be prepared and submitted by each Department Supervisor as requested by the Administrative Coordinator and on the form designated by the Administrative Coordinator.

## CHAPTER 16 – ADOPTION OF POLICIES

### Section 1: Effective Date

These policies shall become effective on the date adopted by the Board of Directors of the Chehalem Park and Recreation District and shall remain in effect until duly amended.

### Section 2: Saving Clause

If any chapter, section or other portion of these policies is found to be invalid by duly constituted authority, it shall not affect the validity of the balance of these policies.

### Section 3: Repeal Clause

All laws or parts of laws and rules in conflict with the provisions of these policies are hereby repealed.



CHEHALEM PARK AND RECREATION DISTRICT

2020-2021 BUDGET CALENDAR

OCTOBER 24, 2019	APPOINT BUDGET OFFICER AND ADOPT BUDEGET CALENDAR. DISCUSS APPOINTMENT OF BUDGET COMMITTEE MEMBERS.
JANUARY 23, 2020	APPOINT BUDGET COMMITTEE MEMBERS.
JANUARY 24, 2020	PUBLISH ADVERTISEMENT FOR BUDGET MEMBERS IF NEEDED AND POST ON WEB SITE.
FEBRUARY 21, 2020	DEADLINE FOR APPLICATIONS FOR BUDGET COMMITTEE IF NEEDED.
FEBRUARY 27, 2020	APPOINT BUDGET COMMITTEE MEMBERS.
MARCH 2, 2020	STAFF BUDGET TO SUPERINTENDENT
MARCH 6, 2020	NOTICE OF BUDGET COMMITTEE MEETING AND PUBLIC HEARING SENT TO NEWBERG GRAPHIC, MUST INCLUDE WEB SITE.
MARCH 11, 2020	PUBLISH NOTICE OF BUDGET COMMITTEE MEETING AND PUBLIC HEARING.
MARCH 11, 2020	POST NOTICE OF BUDGET COMMITTEE MEETING AND PUBLIC HEARING ON CHEHALEM PARK AND RECREATION DISTRICT WEB SITE CPRDNEWBERG.ORG.
MARCH 27, 2020	BUDGET DELIVERED TO BUDGET COMMITTEE AND BOARD MEMBERS. BUDGET AVAILABLE TO PUBLIC AT 125 S. ELLIOTT ROAD NEWBERG, OREGON.

<b>APRIL 7, 2020</b>	<b>BUDGET COMMITTEE MEETING 6 P.M. AT 125 S ELLIOTT ROAD IN THE ADMINISTRATIVE BUILDING. PUBLIC INPUT WILL BE WELCOMED AT THIS MEETING. BUDGET APPROVED.</b>
APRIL 8-10, 2020	ADDITIONAL BUDGET COMMITTEE MEETINGS IF NEEDED AT 6 P.M. AT 125 S ELLIOTT ROAD IN THE ADMINISTRATIVE BUILDING. PUBLIC INPUT WILL BE WELCOMED IF MEETINGS NECESSARY AND HELD. BUDGET APPROVED.
APRIL 20, 2020	NOTICE OF BUDGET SUMMARY AND NOTICE OF PUBLIC BUDGET HEARING SENT TO NEWBERG GRAPHIC.
APRIL 29, 2020	PUBLISH BUDGET SUMMARY AND NOTICE OF PUBLIC BUDGET HEARING. MUST INCLUDE WEB SITE.
APRIL 20, 2019	POST BUDGETSUMMARY AND NOTICE OF PUBLIC BUDGET HEARING ON CHEHALEM PARK AND RECREATION DISTRICT WEB SITE.
<b>MAY 28, 2020</b>	<b>PUBLIC BUDGET HEARING 6 P.M. AT 125 S ELLIOT ROADE IN ADMINISTRATIVE BUILDING.</b>
<b>JUNE 25, 2020</b>	<b>ADOPT 2020-2021 BUDGET, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE4 TAXES BY RESOLUTIONS.</b>
JULY 10, 2020	SUBMIT BUDGET AND RESOLUTIONS TO COUNTY CLERK AND SUBMIT TO COUNTY ASSESSOR TAX CERTIFICATION DOCUMENTS.

**DATES IN BOLD ARE THE PUBLIC MEETING DATES.**

## **Parks Activity Report, September/October 2019**

### **Aquatic and Fitness Center**

3 additional power outages at the Aquatic Center have caused Handicap Door issues-replacement of a door control module computer problems-due to sudden shutdowns. We have repaired the doors and are working on installing an UPS system for the computers. We have been installing Cameras in the Fitness Center and Aquatic Center to monitor use. Temperature sensors are being installed in the saunas to monitor and in the future control temperature to safe levels.

CPRD is still working with Triplett Wellman trying to resolve some ongoing issues such as HVAC alarms from the ASHP's. Final Commissioning of the HVAC system has not been scheduled at this time, but should be coming soon.

### **Cultural Center**

Building operation has been changed over to Heating for the winter. Elevator stopped working last week. Josh has someone looking into it this week. A projector screen will need to be replaced due to some damage it has incurred over the years. Splash Pad has been closed for the season & winterized. Christmas tree installation in front of the Cultural Center planned for the end of November and lighting early December.

### **Friends Park**

Mainlines & Valves are installed for the Irrigation system. We still need to install laterals and sprinklers. Pathways, basketball court and 99% of all paving has been completed and will be completed soon. We will seed a cover onto the Park to prevent erosion this winter. Playground and finish work will be finished as soon as weather permits next year. Since the Rain in September Friends Park seems to drain really well. We have kept the community updated through Social Media, emails and had a community meeting September 4.

### **School Playground requests**

CPRD continues ongoing meetings with a group at Edwards Elementary School that include Parents, Teachers, School District Admin. and Facilitators to put together a plan for the playground at the school. A request for a Playground Proposal was sent out to Vendors in early September and Proposals received September 16. The Playground Plan was approved by the committee, ordered and will be installed over the break in December.

### **Trails**

We have had preliminary meetings with Agrimus planning and design for both the Campground feasibility study as well as the proposed bypass corridor pathway. Land surveys have been requested for the Bypass trail in the Friends Park/Hess Creek area by Agrimus. A Survey has been done on the 2.83 acre parcel on the Westrock Property that Don has been in discussion for donation and a Survey has been requested on the Lindquist Property in Dundee to be done soon. We removed the filbert trees from the Sander property in August and had them ground October 8-9 and it will be seeded to prevent erosion this winter. We are continuing to work with the County on the acquisition of the landfill property. We are currently waiting for Hahn and Associates to complete an Environmental Site Assessment Survey at this time.

### **Parks**

Jim Bernard has been keeping the fields for football/soccer prepared as well as keeping the Ballfields ready for play and will do so until the end of October. The Parks crew has also been busy installing the irrigation system at Friends Park. We continue to work in the parks mowing, spraying, stump grinding, pruning and removing hazardous trees. We have ongoing maintenance mowing of trails and undeveloped Park properties. We have been cleaning gutters etc.. on district buildings in preparation for the winter season.

### **Chehalem Glenn**

As you know Andrew Stice resigned his position as the Chehalem Glenn Maintenance Director on September 6, 2019 and his last day was October 6, 2019. Fred Wilken has been hired as the new Maintenance Director at Chehalem Glenn Golf Course. Fred has had 20 years+ in the Golf Course industry and comes to us from Sudden Valley Golf Course in Bellingham. He is a native Oregonian with Degrees from OSU-Turf and U of O-Psychology. We continue completing aeration at the golf course.

We continue to work with John Stiedel on the 3<sup>rd</sup> Nine Design for the course (Greens, Tees, Bunker complexes, Grading Plan complete). He is now working on the Landscape Plan.

## Parks Summary

Month of: September/October

<u>Park Name</u>	<u>Hours worked</u>
Armory	38.50
Billick/Dundee	10.00
CAFC	197.00
Cultural Center	45.00
Chehalem Valley M.S	6.75
College	2.00
Community Center	12.50
Crabtree	4.50
Crater Ballfields	33.00
Dundee Park	3.00
Dundee River Park	0.00
Elliott Road	28.00
Ewing Young	16.00
Falcon Crest Park	2.50
Fortune Park	8.50
Friends Park	196.00
Tom Gail Park	2.00
Gladys Park	2.00
Chehalem Glenn G.C.	5.00
Herbert Hoover Park	54.25
Jaquith Park	25.50
Jaquith Ball Fields	31.25
Memorial/Scout House	4.00
Mountainview	1.00
Oak Knoll Park	1.00
Oaks Park	1.00
Other District Land	22.00
Pre-School	21.00
Pride Gas	2.00
Renne Fields	12.25
Riley Park	4.50
Rotary Park	3.25
Sander Park	58.50
Schaad Park	0.75
Scott Leavitt Park	1.00
Senior Center	41.00
Spring Meadow	0.75
Waste Mngt	3.25
vacation/holiday/sick/comp	6.50
Wilsonville Property	3.50
Youth Building	11.50
<u>Total</u>	922.00



## Adult Sports

October 2019 Activity Report, Department 452

Department 452 Participation Tracking	September 2019	
Activity	Participants	Participant Hours
Department 452 Financial Tracking	September 2019	
Supervisory Staff Expense	270	
Administrative Staff Expense	395	
Part Time Staff Expense	00	
Material Expense	4390	
Total Expense	5055	
Program Revenue	00	
Net	(50.55)	
Cost Per Participant	00	
Cost Per Participant Hour	00	

### Department 452 – Adult Sports

CPRD Adult sports will be dormant until the end of December.



## Youth Sports

October 2019 Activity Report, Department [453](#)

Department 453 Participation Tracking	September 2019	
Activity	Participants	Participant Hours
Football	200	6000
Soccer	730	8500
Volleyball	50	1500
Cross Country	20	500
Basketball camp	50	750
<b>Total</b>	<b>1050</b>	<b>17250</b>

Department 453 Financial Tracking	September 2019	
Supervisory Staff Expense	5095	
Administrative Staff Expense	3000	
Part Time Staff Expense	1670	
Program/Materials Expense	29250	
<b>Total Expense</b>	<b>39015</b>	
Program Revenue	10750	
<b>Net</b>	<b>(28265)</b>	
Cost Per Participant	<b>(26.91)</b>	
Cost Per Participant Hour	<b>(1.63)</b>	

### Department 453 – Youth Sports

The Fall youth sports season is at full capacity during September. We have 4 mid high teams competing all across NW Oregon. The TVYFL and flag football are occupying the high school stadium each Saturday. Our youth soccer program places over 600 players at Jaquith and Renne field on Saturday mornings.

The little big kicks soccer program is being held in conjunction with the high school girls' team this year. This fall we are also hosting a basketball skills clinic for the first time.

The NAFA softball tournaments will continue through October.

Activity Financial Report - Sept 2019

Department - Aquatics 451

EXPENDITURES	Sept '18/19	Sept '19/20	Yr to Date '19	Yr to Date '20	Year End 17/18	Year End 18/19	Est June 19/20
<b>Aquatics - 451:</b>							
<b>Personnel Services</b>							
Aquatic Supervisor	\$1,434.12	\$1,502.60	\$4,302.36	\$4,473.56	\$3,585.30	\$17,209.44	\$18,029.00
Secretary I	\$1,582.96	\$1,890.01	\$4,627.18	\$5,260.33	\$14,093.85	\$18,760.83	\$23,400.00
Secretary II	\$2,546.97	\$2,541.85	\$7,468.81	\$7,677.53	\$28,365.87	\$30,126.77	\$31,463.00
Aquatic Coordinator	\$3,513.60	\$3,601.14	\$10,475.83	\$10,628.36	\$40,500.98	\$42,098.37	\$44,272.00
Aquatics Specialist	\$2,887.85	\$3,031.73	\$8,519.68	\$8,879.38	\$3,920.10	\$34,510.41	\$36,423.00
Guards	\$18,059.12	\$18,893.01	\$62,428.24	\$59,834.28	\$80,079.31	\$181,090.90	\$215,616.94
Cashiers	\$4,740.81	\$6,946.96	\$13,696.06	\$20,138.48	\$39,227.41	\$57,179.60	\$80,888.00
Instructors	\$3,651.16	\$3,490.28	\$20,853.35	\$20,992.50	\$41,042.78	\$58,787.83	\$49,025.00
Coaches			\$292.56	\$61.88	\$5,641.23	\$1,143.07	\$3,456.00
Group Fitness Instructors		\$1,025.23		\$2,265.91		\$503.63	\$31,611.06
Personal Trainer		\$25.00		\$75.00			\$3,375.00
FC Monitor				\$18.30			\$7,224.00
<b>Total Personnel Services</b>	<b>\$38,416.59</b>	<b>\$42,947.81</b>	<b>\$132,664.07</b>	<b>\$140,305.51</b>	<b>\$266,456.83</b>	<b>\$441,410.85</b>	<b>\$544,783.00</b>
<b>Materials &amp; Services:</b>							
Office Supplies	\$174.29	\$87.69	\$875.36	\$956.35	\$3,221.11	\$4,229.19	\$5,510.00
Postage Supplies	\$5.50	\$7.70	\$19.22	\$26.40	\$1,019.15	\$278.84	\$4,450.00
Program Supplies	\$524.31	\$164.92	\$1,684.78	\$1,374.73	\$7,282.11	\$11,688.40	\$15,000.00
Chemical & Agricultural Supplies	\$2,349.50	\$2,726.74	\$7,356.11	\$7,227.11	\$15,707.09	\$28,883.48	\$29,900.00
Store Supplies		\$1,068.98	\$2,516.80	\$1,424.66	\$1,769.71	\$6,572.47	\$7,500.00
Gas & Oil Supplies				\$38.17	\$24.91		\$625.00
Brochure					\$733.43	\$386.09	\$1,450.00
Flyers	\$66.88	\$80.02	\$372.10	\$242.02	\$1,437.74	\$1,241.25	\$4,850.00
Professional Dues	\$121.46	\$124.65	\$953.28	\$1,109.71	\$1,772.00	\$4,289.68	\$3,810.00
Conference/Workshops		\$145.00		\$540.00	\$1,101.95	\$1,178.67	\$1,200.00
Staff Mileage			\$20.93	\$22.65	\$180.23	\$176.75	\$350.00
Staff Expenses					\$520.71	\$1,114.86	\$1,000.00
<b>Utilities:</b>							
Electricity	\$693.15	\$21,264.06	\$15,032.10	\$42,693.58	\$66,446.12	\$245,129.42	\$62,920.00
Natural Gas	\$3,156.87		\$5,571.63	\$5,962.24	\$67,856.07	\$33,649.02	\$77,055.00
Water/Sewer	\$3,405.77		\$11,803.52	\$5,962.24	\$35,804.59	\$37,750.63	\$45,375.00
Telephone	\$200.00	\$326.48	\$609.09	\$970.45	\$2,896.60	\$4,156.44	\$3,780.00
DOE Repayment							
Fees (activenet/bank/cc)	\$2,352.27	\$2,708.14	\$12,826.33	\$13,936.95	\$34,085.46	\$48,912.30	\$37,910.00
Ground/Structure Maint Repair					\$468.77	\$2,574.40	
Prof & Contract Services							
Program Contracts 451.380.003			\$2,629.85	\$2,629.85	\$1,561.50	\$20,020.94	\$22,000.00
Insurance Services			\$10,916.00	\$2,629.85	\$26,528.09	\$48,439.49	\$33,766.00
Equipment Maint Contract							
Refunds			\$41.00		\$108.60	\$131.00	\$450.00
Equipment Rental							
Buildings & Structures							
<b>Total Materials &amp; Services</b>	<b>\$13,050.00</b>	<b>\$31,353.32</b>	<b>\$70,598.25</b>	<b>\$80,716.37</b>	<b>\$289,754.92</b>	<b>\$488,406.14</b>	<b>\$358,901.00</b>
<b>TOTAL AQUATIC EXPENDITURES</b>	<b>\$51,466.59</b>	<b>\$74,301.13</b>	<b>\$203,262.32</b>	<b>\$221,021.88</b>	<b>\$556,211.75</b>	<b>\$929,816.99</b>	<b>\$903,684.00</b>

Activity Financial Report - Sept 2019		Department - Aquatics 451						
	REVENUE	Sept '18/19	Sept '19/20	Yr to Date '19	Yr to Date '20	Year End 17/18	Year End 18/19	Est June 19/20
<b>Aquatics - 451:</b>								
451.003 Youth Fitness			\$132.00		\$540.00	\$204.00	\$124.00	\$11,865.00
451.004 Gray & Golden								
451.007/291 Water Exercise	\$307.00		\$664.00	\$1,093.50	\$1,960.50	\$4,107.25	\$7,766.50	\$23,745.00
451.008 Weight Training			\$2,427.00		\$4,807.00	\$21,696.75	\$13,641.00	\$43,900.00
451.011 Private Swim Lessons	\$2,757.50		\$2,139.00	\$21,441.00	\$15,573.00	\$35,134.75	\$61,166.69	\$8,200.00
451.012 Optum Fitness Advantage*	\$292.00		\$1,484.00	\$292.00	\$3,960.00	\$660.00	\$5,585.00	\$8,200.00
451.013 Water Safety				\$1,252.82	\$1,043.35	\$5,068.00	\$2,789.82	\$6,000.00
451.014 SilverSneakers - Tivity*	\$230.00		\$406.00	\$339.50	\$1,137.50	\$3,036.50	\$1,842.50	\$8,200.00
451.015 Silver&Fit - ASH*	\$1,773.00		\$5,127.00	\$1,797.00	\$14,747.00	\$21,049.55	\$22,578.00	\$8,200.00
451.016 Water Polo	\$4,137.00		\$3,148.00	\$13,183.50	\$10,527.50	\$20,736.64	\$21,433.46	\$10,000.00
451.017 GFU				\$492.50	\$56.25	\$10,000.00	\$39,484.00	\$36,775.00
451.018 Newberg High School							\$81.00	
451.019 School Districts					\$444.00		\$4,301.00	\$5,225.00
451.020 Locker Income								
451.021 Locker Rental							\$33.00	\$15,300.00
451.023 Pool Rental	\$1,545.00		\$2,953.50	\$4,422.00	\$4,233.50	\$13,922.76	\$20,347.70	\$4,800.00
451.024 Classroom Rental	\$750.00		\$1,387.50	\$1,630.50	\$1,525.01	\$3,440.50	\$12,301.00	\$15,451.00
451.025 Sauna/Spa	\$456.00		\$399.00	\$1,322.50	\$1,308.00	\$5,109.70	\$6,412.90	\$1,500.00
451.026 Special Events	\$40.00			\$80.00			\$80.00	\$1,500.00
451.027 Repasses							\$150.00	\$2,420.00
451.061 Vending	\$15.00			\$15.00		\$2,459.36	\$1,140.48	\$2,420.00
451.200 Aquatics Misc				\$200.00		\$25.00	\$200.00	
451.280/293 Sales	\$380.00		\$1,047.75	\$2,402.75	\$3,240.50	\$6,174.76	\$7,065.00	\$10,000.00
451.281 CST/CVA								
451.282 Swim Lessons	\$13,645.40		\$12,172.00	\$53,434.82	\$38,495.19	\$12,544.50	\$15,430.00	\$18,000.00
451.283 Lap Swim	\$1,607.00		\$1,626.00	\$5,671.92	\$5,411.25	\$8,937.45	\$16,778.42	\$9,145.00
451.284 Public Swim	\$7,965.50		\$6,270.00	\$63,255.68	\$45,820.50	\$46,059.22	\$151,618.64	\$96,125.00
451.285 Equipment Rental				\$25.00		\$889.00		
451.286 Membership Sales	\$8,410.50		\$30,861.36	\$44,313.70	\$78,488.07	\$109,348.50	\$231,824.64	\$192,076.00
451.287 Weight Room			\$1,133.50	\$80.00	\$3,662.00	\$8,186.48	\$7,481.00	\$10,500.00
451.289 Punch Cards - General	\$1,529.00		\$2,873.00	\$7,313.00	\$7,915.00	\$11,324.00	\$29,174.90	\$12,425.00
451.290 Gift Certificates								
451.292 Scholarship (Swim Lessons)								
451.294 Indoor Kayak			\$705.00		\$1,395.00	\$1,095.00	\$640.00	
451.296 Patio Rental			\$140.00	\$70.00	\$648.75	\$550.00	\$3,868.30	
451.293/425 Basketball Court			\$957.25		\$2,423.75	\$153.50	\$485.50	
451.285/426 Pickleball Court			\$39.00		\$116.00	\$6.50	\$14.00	
451.021/427 Volleyball Court			\$59.00					
451.428 SkyTrack								
<b>TOTAL AQUATIC REVENUE</b>	\$45,839.90	\$78,150.86	\$224,572.69	\$249,194.62	\$484,784.56	\$837,860.35	\$688,916.00	



Sept 2019 Activity Report Department  
 454 Recreation,  
 456 Senior Center,  
 457 Community School

454 Recreation	Sept-19	Fiscal year
Supervisory Staff Expense	624.06	1,857.97
Recreation Coordinator	1,858.60	6,033.32
Part Time Staff Expense	1137.86	3,771.50
Fringe	1,914.41	6,117.86
program Expense	4,005.80	8,533.67
Utilities Expense	0.00	0.00
Total Expense	9,540.73	26,314.32
Program Revenue	3316.93	8,279.89
Rental Revenue	0.00	0.00
Net	6,223.80	18,034.12
456 Senior Center	Sept-19	Fiscal year
Recreation Coordinator	1,192.40	3,113.36
Senior Center Specialist	2,378.22	7,619.62
Part Time Staff Expense	0.00	191.25
Fringe	2,058.87	6,190.99
program Expense	781.61	2,192.63
Utilities Expense	2,867.58	6,938.08
Total Expense	9,278.68	26,245.93
Program Revenue	3,000.00	9,563.00
Rental Revenue	2,502.36	9,322.66
Net	3,776.32	7,360.27
457 Community School	Sept-19	Fiscal year
Supervisory Staff Expense	762.74	2,270.85
Admin Staff Expense	0	0.00
Part Time Staff Expense	32.00	32.00
Fringe	391.25	1,249.95
program Expense	180.99	1,511.66
Utilities Expense	0.00	52.58
Total Expense	1,366.98	5,117.04
Program Revenue	2,389.07	2,389.07
Rental Revenue	0.00	0.00
Net	-1,022.09	2,727.97

Notes:

Farmers Market in Review

- The season lasted 20 weeks/market days. Every Wednesday from May 29<sup>th</sup> to October 9<sup>th</sup>.
- Roughly \$2880 in staffing cost was donated by CPRD to the Newberg Downtown Coalition to run the farmers market on their behalf.
- The Market saw 3384 visitors this season.
- \$5,128 in Vendors Fees were collected by CPRD onsite at the market. This excludes any payments that were made directly to the Newberg Downtown Coalition.
- Of that \$5,128 collected, \$1,900 was spent on musicians for the season.
- The remaining \$3,228 was given to the Downtown Coalition.

CPRD ran the farmers market this season and did not receive any compensation. Instead we ran this event in good faith to show our dedication for community events and to support the Downtown Coalitions efforts.

Dundee Movie in the Park and Party in the Park Sept 7<sup>th</sup> and 8<sup>th</sup>.

Movie in the park was a public showing of The Incredibles 2. We were on pins and needles the entire day because we held a significant chance of rain. Argyle Winery had agreed to let us use their location as an alternative to Billick Park in the rain. Fortunately, the rain stayed way on this day but only about 110 people braved the weather to watch the movie.

Party in the Park was not nearly as fortunate in terms of the weather. It rained hard during the entire event. But a little water never stops us from having a good time. During good weather we typically see 400 people at this community block party and ice cream social. But even with cold discussing weather, we had 230 in attendance. All things considered, that participation total is very encouraging.

Respectfully Submitted by  
 Matthew Compton  
 Recreation and Care Coordinator

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## September 2019 Activity Report

455 Care	Sept 2019	Fiscal Year To Date
Supervisory Staff	624.06	1,857.77
Recreation Coordinator	915.04	2,287.60
Care Director	2,080.08	2,080.08
Care Technician	0.00	1,065.44
Part Time Staff Expense	21,204.15	74,965.74
Fringe	3,310.69	9,636.06
program Expense	10,637.92	19,504.41
Utilities Expense	0.00	0.00
Total Expense	38,771.94	111,397.10
Program Revenue	55,166.90	191,943.33
Rental Revenue	0.00	0.00
Net	-16,394.96	-56,026.38

474 Pre School	Sept 2019	Fiscal Year To Date
Supervisory Staff	0.00	0.00
Admin Staff Expense	0.00	0.00
Pre School Instructor	2,080.08	5,760.18
Fringe	1,134.37	3,142.56
program Expense	647.25	1,928.20
Utilities Expense	5,455.11	5,771.58
Total Expense	9,316.81	16,602.52
Program Revenue	5,545.00	9,169.00
Rental Revenue	0.00	0.00
Net	3,771.81	7,433.52

Care Registration.

Current Enrollment for the school year.

Pre-School, 20 students

Pre K at the Community Center, 15 students

Antonia Crater Care, 103 students

Edwards, 38 students

Ewing Young, 36 students

Dundee, 72 students

Mable Rush, 88 students

Joan Austin, 56 students

These numbers are pretty consistent with years past. Although we do have a significant decline in our Care program this year at Edwards Elementary. Edwards Elem is partnering with the Newberg Community Church to hold a free after school care program at Edwards Elem, Mon-Fri, year round called "the Zone". So many of our families have opted to participate in the free program held at the same school. Additionally, the CPRD's Care program has lost the use of the Gym for the school year so that Edwards can host the Zone. This is a pretty new development and we are not sure how this will impact the viability of the CPRD's Care program at Edwards. But right now we do have enough kids to continue to run our programming at this site.

One thing to note in the financial section of this report. Preschool is showing a utilities expense of over \$5000 for the month. This far exceeds our total for the year. We believe that internally we have misapplied to a bill this this department. Efforts are underway to clean up that issue. An adjustment will be made to next month's reports to offset this error.

Respectfully Submitted by  
Matthew Compton Recreation  
and Care Coordinator

**September**

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
<i>Dry Days</i>	<i>19</i>	<i>22</i>	<i>28</i>	<i>11</i>	<i>25</i>
<b><u>Starts by Category</u></b>					
<b>Resident</b>	548	402	577	579	455
<b>Non Resident</b>	2447	1679	2936	1652	1695
<b>Group</b>	825	865	536	334	368
<b>League</b>	53	56	63	31	48
<b>Complimentary</b>	307	327	324	367	316
<b>Misc/Promotional</b>	262	1273	499	266	850
<b>Total Starts</b>	<b>4442</b>	<b>4602</b>	<b>4935</b>	<b>3229</b>	<b>3732</b>
<b><u>Revenue</u></b>					
<b>Green Fees</b>	\$ 103,783.00	\$ 125,750.00	\$ 113,607.00	\$ 67,686.00	\$ 73,579.00
<b>Driving Range</b>	\$ 8,948.00	\$ 7,274.00	\$ 9,918.00	\$ 5,342.00	\$ 5,825.00
<b>Rentals</b>	\$ 37,516.00	\$ 30,997.00	\$ 37,765.00	\$ 22,650.00	\$ 23,412.00
<b>Golf Shop</b>	\$ 7,967.00	\$ 9,397.00	\$ 9,674.00	\$ 8,220.00	\$ 13,475.00
<b>Snack Bar</b>	\$ 24,235.00	\$ 27,584.00	\$ 24,262.00	\$ 13,262.00	\$ 15,552.00
<b>Instruction</b>	\$ 1,170.00	\$ -	\$ 165.00	\$ 675.00	\$ 250.00
<b>Miscellaneous</b>	\$ 625.00	\$ 7,100.00	\$ 1,166.00	\$ (6,603.00)	\$ (15,932.00)
<b>Total Revenue</b>	<b>\$ 184,244.00</b>	<b>\$ 208,102.00</b>	<b>\$ 196,557.00</b>	<b>\$ 111,232.00</b>	<b>\$ 116,161.00</b>
<b><u>\$ per Start</u></b>					
<b>Green Fees \$ per Start</b>	\$ 23.36	\$ 27.33	\$ 23.02	\$ 20.96	\$ 19.72
<b>Driving Range \$ per Start</b>	\$ 2.01	\$ 1.58	\$ 2.01	\$ 1.65	\$ 1.56
<b>Rentals \$ per Start</b>	\$ 8.45	\$ 6.74	\$ 7.65	\$ 7.01	\$ 6.27
<b>Golf Revenue \$ per Start</b>	<b>\$ 33.82</b>	<b>\$ 35.64</b>	<b>\$ 32.68</b>	<b>\$ 29.63</b>	<b>\$ 27.55</b>
<b>Golf Shop</b>	\$ 1.79	\$ 2.04	\$ 1.96	\$ 2.55	\$ 3.61
<b>Snack Bar</b>	\$ 5.46	\$ 5.99	\$ 4.92	\$ 4.11	\$ 4.17
<b>Concession Revenue</b>	<b>\$ 7.25</b>	<b>\$ 8.04</b>	<b>\$ 6.88</b>	<b>\$ 6.65</b>	<b>\$ 7.78</b>
<b>GolfNow Barter Rounds</b>	29	64	63	106	121

September of 2019 brought a lot of rain. Rain in the amount of 3.87 inches. The closest amount to that total in the playing as well as numbers in the clubhouse like golf shop and F&B revenues.

r

2015	2016	2017	2018	2019	19 v 18	% Diff
23	22					
631	835	589	643	658	15	2.3%
1778	1659	1616	745	620	-125	-16.8%
412	389	252	125	485	360	288.0%
30	53	16	32	12	-20	-62.5%
330	202	170	213	169	-44	-20.7%
823	783	637	1375	1090	-285	-20.7%
<b>4004</b>	<b>3921</b>	<b>3280</b>	<b>3133</b>	<b>3034</b>	<b>-99</b>	<b>-3.2%</b>
\$ 84,545.00	\$ 74,926.00	\$ 69,034.00	\$ 64,839.00	\$ 67,521.00	\$ 2,682.00	4.1%
\$ 6,777.00	\$ 6,393.00	\$ 5,758.00	\$ 7,201.00	\$ 5,616.00	\$ (1,585.00)	-22.0%
\$ 29,024.00	\$ 29,879.00	\$ 25,118.00	\$ 20,796.00	\$ 18,813.00	\$ (1,983.00)	-9.5%
\$ 7,103.00	\$ 5,439.00	\$ 5,943.00	\$ 8,985.00	\$ 5,122.00	\$ (3,863.00)	-43.0%
\$ 23,431.00	\$ 21,489.00	\$ 20,713.00	\$ 16,510.00	\$ 12,908.00	\$ (3,602.00)	-21.8%
\$ 140.00	\$ -	\$ -	\$ -	\$ 270.00	\$ 270.00	100.0%
\$ (5,380.00)	\$ 8,015.00		\$ 1,626.00	\$ 960.00	\$ (666.00)	-41.0%
<b>\$ 145,640.00</b>	<b>\$ 146,141.00</b>	<b>\$ 128,008.00</b>	<b>\$ 119,957.00</b>	<b>\$ 111,210.00</b>	<b>\$ (8,747.00)</b>	<b>-7.3%</b>
\$ 21.12	\$ 19.11	\$ 21.05	\$ 20.70	\$ 22.25	\$ 1.56	7.5%
\$ 1.69	\$ 1.63	\$ 1.76	\$ 2.30	\$ 1.85	\$ (0.45)	-19.5%
\$ 7.25	\$ 7.62	\$ 7.66	\$ 6.64	\$ 6.20	\$ (0.44)	-6.6%
<b>\$ 30.06</b>	<b>\$ 28.36</b>	<b>\$ 30.46</b>	<b>\$ 29.63</b>	<b>\$ 30.31</b>	<b>\$ 0.67</b>	<b>2.3%</b>
\$ 1.77	\$ 1.39	\$ 1.81	\$ 2.87	\$ 1.69	\$ (1.18)	-41.1%
\$ 5.85	\$ 5.48	\$ 6.31	\$ 5.27	\$ 4.25	\$ (1.02)	-19.3%
<b>\$ 7.63</b>	<b>\$ 6.87</b>	<b>\$ 8.13</b>	<b>\$ 8.14</b>	<b>\$ 5.94</b>	<b>\$ (2.19)</b>	<b>-27.0%</b>
155	198	129	135	138	6	3.9%

the last 7 years was in 2017, when we had 2.35 inches of rain. It took a toll on people coming out and

**FYTD19 - Septeml**

	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>
<b>Starts by Category</b>					
<b>Resident</b>	2283	1622	1806	2251	1664
<b>Non Resident</b>	10015	6829	8664	7374	6052
<b>Group</b>	2342	2659	2115	1563	1591
<b>League</b>	314	214	274	226	207
<b>Complimentary</b>	871	962	942	1026	856
<b>Misc/Promotional</b>	1372	4395	1641	1399	3847
<b>Total Starts</b>	<b>17197</b>	<b>16681</b>	<b>15442</b>	<b>13839</b>	<b>14217</b>
<b>Revenue</b>					
<b>Green Fees</b>	\$ 391,052.00	\$ 406,344.00	\$ 372,523.00	\$ 309,831.00	\$ 294,539.00
<b>Driving Range</b>	\$ 36,403.00	\$ 31,304.00	\$ 31,722.00	\$ 26,570.00	\$ 24,838.00
<b>Rentals</b>	\$ 139,972.00	\$ 117,620.00	\$ 116,301.00	\$ 96,925.00	\$ 93,429.00
<b>Golf Shop</b>	\$ 35,631.00	\$ 33,875.00	\$ 35,042.00	\$ 32,105.00	\$ 37,526.00
<b>Snack Bar</b>	\$ 99,658.00	\$ 110,001.00	\$ 80,030.00	\$ 63,919.00	\$ 62,167.00
<b>Instruction</b>	\$ 10,410.00	\$ 9,944.00	\$ 9,946.00	\$ 11,718.00	\$ 2,493.00
<b>Miscellaneous</b>	\$ 4,204.00	\$ 22,449.00	\$ 8,795.00	\$ (2,892.00)	\$ (16,562.00)
<b>Total Revenue</b>	<b>\$ 717,999.00</b>	<b>\$ 735,524.00</b>	<b>\$ 656,620.00</b>	<b>\$ 526,792.00</b>	<b>\$ 498,430.00</b>
<b>\$ per Start</b>					
<b>Green Fees \$ per Start</b>	\$ 22.74	\$ 24.36	\$ 24.12	\$ 22.39	\$ 61.86
<b>Driving Range \$ per Start</b>	\$ 2.12	\$ 1.88	\$ 2.05	\$ 1.92	\$ 5.19
<b>Rentals \$ per Start</b>	\$ 8.14	\$ 7.05	\$ 7.53	\$ 7.00	\$ 19.61
<b>Golf Revenue \$ per Start</b>	\$ 33.00	\$ 33.29	\$ 33.71	\$ 31.31	\$ 86.67
<b>Golf Shop</b>	\$ 2.07	\$ 2.03	\$ 2.27	\$ 2.32	\$ 8.19
<b>Snack Bar</b>	\$ 5.80	\$ 6.59	\$ 5.18	\$ 4.62	\$ 13.06
<b>Concession Revenue</b>	\$ 7.87	\$ 8.63	\$ 7.45	\$ 6.94	\$ 21.25
<b>GolfNow Barter Rounds</b>	78	148	185	314	411

Late August and September were not good to us weather wise. Especially September with the rainfall we receiv

ber

FY2016	FY2017	FY2018	FY2019	FY19v FY18	% Diff
2440	6616	3051	3497	446	14.6%
6942	10290	3204	3085	-119	-3.7%
1530	1432	1130	1232	102	9.0%
258	3660	41	13	-28	-68.3%
941	1745	615	722	107	17.4%
3326	6018	5595	4875	-720	-12.9%
<b>15437</b>	<b>29761</b>	<b>13636</b>	<b>13424</b>	-212	-1.6%
\$ 308,726.00	\$ 520,873.00	\$ 278,182.00	\$ 283,180.00	\$ 4,998.00	1.8%
\$ 27,106.00	\$ 60,276.00	\$ 28,930.00	\$ 26,629.00	\$ (2,301.00)	-8.0%
\$ 109,777.00	\$ 191,552.00	\$ 84,457.00	\$ 78,821.00	\$ (5,636.00)	-6.7%
\$ 23,972.00	\$ 54,019.00	\$ 30,660.00	\$ 29,428.00	\$ (1,232.00)	-4.0%
\$ 85,398.00	\$ 126,244.00	\$ 70,918.00	\$ 65,202.00	\$ (5,716.00)	-8.1%
\$ 1,399.00	\$ 10,315.00	\$ 5,573.00	\$ 2,445.00	\$ (3,128.00)	-56.1%
\$ (6,474.00)	\$ 17,960.00	\$ 6,331.00	\$ 4,201.00	\$ (2,130.00)	-33.6%
<b>\$ 533,231.00</b>	<b>\$ 981,239.00</b>	<b>\$ 505,051.00</b>	<b>\$ 489,906.00</b>	<b>\$ (15,145.00)</b>	<b>-3.0%</b>
\$ 60.25	\$ 17.50	\$ 20.40	\$ 21.10	\$ 0.69	3.4%
\$ 5.25	\$ 2.03	\$ 2.12	\$ 1.98	\$ (0.14)	-6.5%
\$ 21.35	\$ 6.44	\$ 6.19	\$ 5.87	\$ (0.32)	-5.2%
\$ 86.85	\$ <b>25.96</b>	\$ <b>28.72</b>	\$ <b>28.95</b>	\$ 0.23	0.8%
\$ 4.73	\$ 1.82	\$ 2.25	\$ 2.19	\$ (0.06)	-2.5%
\$ 16.72	\$ 4.24	\$ 5.20	\$ 4.86	\$ (0.34)	-6.6%
\$ 21.45	\$ <b>6.06</b>	\$ <b>7.45</b>	\$ <b>7.05</b>	\$ (0.40)	-5.4%
572	1137	198	518	320	161.6%

ved.

Shanna Dixon

685 SW 5th St.  
Dundee, Oregon 97115  
503-550-3676  
shannaspring@frontier.com

October 8, 19

Board of Chehalem Park & Recreation

Dear Board of Directors,

I attended the last CPRD meeting, held September 26th, 2019 where the Board discussed approval for the Architect plan for Sander's Estate Park, as well as the vacation of Greystone Road in Dundee. The City Manager of Dundee made some suggestions to CPRD about future uses of the Sander's Estate at that meeting, that I disagree with and wish to comment on.

CPRD held a well attended public meeting regarding Sander's Estate to ask the citizen's of Dundee what their wishes were regarding the future use of the property. Many Dundee residents agreed about its importance in the community as a future park, and made excellent suggestions about what would create the highest value for the donated 7 acres in the future. A survey was also sent out, during which citizen's were asked to contribute ideas for the future park. The understanding of the citizens of Dundee has been that Ms. Sander's generous gift of the 7 acres, was to be designated as park land for Dundee. So it was a surprise to me, to learn that the City Manager of Dundee holds other views about this gift. The City Manager suggested it be sold, used as leverage, and be developed for non-park purposes, which is a view that should be rejected. It would be as a poor example of how to use the generosity of Ms. Sander's gift, as well as the time and effort that the citizen's put into the vision of the future park. If Ms. Sander's wished for it to be used for something other than a community park and space, she would have sold it for profit, instead she gifted it to CPRD in good faith.

Additionally, I, along with others, spoke at the September 17th Dundee City Council meeting about amending the Dundee Transportation Plan so as to not pave from Greystone to 5th, when the park is developed. Paving this area would turn green space into an unnecessary road, add additional cross traffic to 5th Street, and would add a road through the future Sander's Estate Park. 5th Street is the primary way many pedestrians and kids, access Billick Park, and the future Sander's Estate Park, and we believe the Dundee TSP should be amended to remove this road.

I live on 5th St. and watch the ever increasing foot traffic to Billick Park, and every day I see kids riding their scooters to the skate structure, runners, Little League games, children on play structures, tennis players, retirees, dog walkers, birthday parties, quinceañera's, baby showers, etc., held in the park. The Sander's Estate property would provide even

more room for all these activities, while serving as a community hub, as it does now. The town of Dundee is bisected by a State Highway, so having a safe place for pedestrians, cyclists, and children to gather is a high priority, and Billick and Sander's Estate park are centrally located to a large portion of the resident's of Dundee.

Approving the Architect's plan to begin the Sander's Estate property would continue to improve the walkability, community connection, and green space of the neighborhoods surrounding it. Removing the unnecessary road from the Transportation Plan would improve the pedestrian access to these parks without reducing green space. Please consider honoring this gift to the best of your abilities.

Sincerely yours,

Shanna Dixon



LOCAL  
GOVERNMENT  
DINNER  
NOVEMBER  
21  
MCMINNVILLE  
6 P.M.  
LOCATION TBD  
PLEASE BE PREPARED TO  
RESPOND

# 35th Annual Newberg Tree Lighting

## Saturday December 7th, 2019

### Chehallem Cultural Center Courtyard

Public Works Coordination  
 Russ.thomas@newbergoregon.gov  
 503-550-1574

Program & Volunteers  
 Karen.tarmichael@newbergoregon.gov  
 971-281-9599

## Tree

**Tree—32 Foot**  
 Purchased by City for 2019  
Delivery November 25 2019  
**Russ Thomas Public Works coordinate Tree**  
**Tree Install: Dec 25-27**  
 Russ Thomas /Public Works will coordinate  
 •PGE: Tyesha Woods Crane & Pole Crew  
 •CPRD: Casey Creiten  
 Tree Skirt Location tbd: ccc or Library annex  
 Public Works: any traffic controls

### Light install: Dec 1st

- Public Works, Russ Thomas
  - TVFR, Stephan Meyers, ladder truck & staff
  - CPRD CCC Facility: Casey Creiten
- Lights should be in storage station 20 shed.  
 Power already on site

### Lights & Tree Removal January 8 2020

#### Additional tasks:

- ⇒ Russ Thomas to send over contract with CPRD to Casey Creiten for CCC Courtyard use
- ⇒ Locate Tree Skirt
- ⇒ check on lights in TVFR Shed make sure they work and all needed extensions are present

## Event Program

**Public Works coordination:** Russ Thomas  
 Street Closures Designated Stage area (choirs Emcee etc)  
 Microphone Ground lighting Canopies  
 Santa's area any tables for other groups

**5:45-6pm** Choir A performing  
**6:05-6:15** Choir B performing  
**6:15** Mayor greets and starts sing along (with support of choir B & staff)  
**6:25** Santa, Mrs. Clause, Elves leave Fire St20 & radio Public Works they are on the way!  
**Mayor** announces Santa is near.... final song  
**6:30** Santa arrives by TVFR Fire Truck  
 Santa greets crowd  
 Leads one big song and  
 Pushes the big red button  
**6:35 Tree Lights up**  
 Mayor thanks community.  
 Invites families to see Santa at designated spot.  
**7:45pm Event begins to clean up**

Program & volunteers: Karen Tarmichael

#### Promotion:

Poster, PDF and social media files will be available by **Nov 1**  
**All known sponsors shall be listed**  
 Materials will be available to all interested community partners to post and share

**To request:** [Karen.tarmichael@newbergoregon.gov](mailto:Karen.tarmichael@newbergoregon.gov)

## Adjacent Events

**Annual Library Children's Craft Fair**  
 Inside the Library  
 December 7<sup>th</sup>, 2019 5:30-7:30 p.m.

**Newberg Holiday Market**  
 Inside Cultural Center  
 Dec 6<sup>th</sup> and Dec 7<sup>th</sup> 12-8pm

### Additional Needs:

**Financial Sponsors for event costs:**  
 supplies \* tree \* Mrs. Clause costume

OR

- **Groups could purchase & hand out**
  - ◇ Oranges
  - ◇ Hot cocoa/cider
  - ◇ Toothbrushes
  - ◇ Wellness or mental health resources

- **Groups to sponsor & run tables for**
  - ◇ Write a soldier: postcards and pens
  - ◇ Adopt a senior or giving tree
  - ◇ Other ideas ? Let us know

*Tables can be provided by City*

- **Create festive photo stations around the courtyard or other decorations**  
*(must be cleaned up by 8pm)*

**Willing to sponsor - Have an idea ?**  
**Let us know!**

A committee and committed sponsors are needed to continue this event in 2020 and beyond. If you or your organization have interest in helping sustain and grow this Newberg tradition please contact us. We will form a list to meet in late winter 2020

