

CITY COUNCIL AGENDA COVER-SHEET

From: Nancy Batchelder, City Recorder

- Regular Meeting Agenda Item Work Session Discussion Topic
- Add to agenda for _____ meeting.
 - Continue this item until _____.
 - Item dismissed.

DATE: February 1, 2012

Title: Amendments to Administrative Policies

Item: The City Hall staff has been reviewing the current Administrative Policies during our morning staff meetings. The staff is making a recommendation that the attached amendments be made to more accurately reflect current practices or changes in State Law or City Code.

Related Goal:

- **Goal:** Provide for the effective governance of the City of Yachats
- **Goal:** Improve administrative processes to maintain and surpass previous high standards

Reference And Review Material:

Budget Impact:

Additional Information:

Attachments:

CITY OF YACHATS

Administrative Policy No. 17 Purchasing, Accounts Payable and Accounts Receivable Processing and Financial Reporting

OBJECTIVES

To describe procedures, controls and accounting that will ensure the proper expenditure of City funds for goods and services necessary for the operation of the City of Yachats; and to provide for procedures, controls and accounting of funds received by the City to ensure that revenues are properly collected and accounted for.

ACCOUNTS PAYABLE PROCESSING

Invoices received will be scrutinized by accounting personnel for validity of the vendor, purchase, amount and actual receipt of goods or services. Payment will be made according to the invoice, with monthly statements used for reconciliation purposes.

Invoices for goods and services other than regular monthly bills (i.e. utility bills, phone bills, etc.) will be referred to department heads for review and to determine the fund and budget line item to which they will be charged.

The obligations of the City of Yachats are to be paid when due, or before due if there is a cash incentive for early payment. The accounts payable for the previous fiscal period are presented to council for approval at their regular mid-month meeting. The summary "bills for approval" worksheet will be provided to councilors with a control report showing the details of each expenditure for the period. Accounts payable checks are processed on the first of the month and the Friday following the council meeting. All City checks require two signatures, and the documentation for each check will be attached to the check for review. Payroll checks are separate from accounts payable checks and are paid on the 15th and the last day of the month. Payroll liabilities and meter postage are paid by automatic withdrawal from the City checking account. Payroll checks and automatic withdrawals are not included in the control report.

City Council ~~will~~may appoint a financial liaison, typically the Council President, to meet with the Public Works Director and City Recorder (department heads) and the Deputy City Recorder (accounting personnel) prior to the Council meeting to review the bills for approval. All invoices ~~will~~would be available for inspection during the meeting.

Purchase orders are not required but may be issued by the City Recorder or Public Works Director if necessary.

ACCOUNTS RECEIVABLE PROCESSING

Payments received will be processed through the cash receipts software, utility billing software and/or through the epay system. Accounting will retain the daily cash receipts journal, utility batch reports and epay batch reports.

Credit adjustments made to utility accounts will be recorded on a credit form and approved by the City Recorder before being entered into the computer.

FINANCIAL REPORTING

Each month the City Recorder reconciles cash in banks, investment accounts, accounts payable, accounts receivable and payroll. Taxes received are reconciled quarterly and other non-utility receipts are reconciled annually to the general ledger.

Detailed records of monthly reconciliations are stored for audit and accounting record-keeping purposes, including monthly trial balance, general ledger, balance sheet and statement of revenues and expenditures for all funds. At fiscal year end, a general ledger report for the year will be added to these records and provided to the auditor.

After reconciliation of each month, department heads and the Council will be provided copies of the statement of revenues and expenditures for the year to date.

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 4

COMPLAINTS

OBJECTIVES

To provide established procedures for individual citizens to address concerns about City business, to provide safeguards against self-serving anonymous accusations and to establish a basis for the expenditure of City time and monies in the form of complaint investigations.

COMPLAINTS TO BE IN WRITING

All complaints that require or request any City action to be taken shall be submitted in writing, [on a form provided by the City](#), dated and signed by the person making the complaint.

PROCEDURE TO BE FOLLOWED

Ordinance Violation Complaints

Those staff members authorized to enforce violations of City ordinances will determine if a violation may exist and follow the procedures as outlined in the Yachats Municipal Code, Chapter 1.12 – Civil Infractions [or Section 4.08.050 – Transient Rental Complaints](#).

General Conditions Complaints

If a complaint is within the jurisdiction of department heads to handle they may do so. If not, department heads may determine which Body could best handle a complaint. If a [written](#) complaint is addressed to a particular body it shall be brought before them. If no determination can be made, a complaint shall be brought before the Council for referral to a Commission or staff member.

Complaints about Staff

These complaints shall be brought to the Mayor's attention.

SITUATIONS REQUIRING IMMEDIATE ACTION

The Mayor may, at his/her discretion, poll the Council regarding any special action that may be indicated or required before a regularly scheduled meeting.

PUBLIC DISCLOSURE

The City Council shall have full discretion, within the scope and limits of City ordinance, as to whether the complaint shall be discussed at a public meeting or, if provided by ordinance or Oregon State Statute, in Executive Session.

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 10

CITY NEWSLETTER

OBJECTIVE

To set up guidelines for the issuance of a City Newsletter that would provide additional lines of communication between the City administration and members of the community regarding matters that may affect them or their property and inform them of procedures for interacting with the City.

GENERAL AND EDITORIAL CONTROL

The Yachats City Council by a simple majority vote shall have sole control of a City Newsletter including, but not limited to:

1. The decision to issue a newsletter
2. Selection of the content
3. Format, i.e., size and layout
4. Selection of writers/reporters for general or specific use

EDITOR

The City Council may choose to appoint an editor/liaison to carry out Council's wishes, as they pertain to the newsletter.

SCHEDULING

The newsletter will be published twelve (12) times per year and distributed with the utility bills ~~following each regular City Council meeting, and are normally~~ mailed or emailed by the first of each month.

CONTENTS

In addition to issues and topics approved by City Council, the following items may be included in the City Newsletter:

1. A directory containing a list of all current elected officials, commission members, and City staff including how they may be reached by phone ~~that will only~~ be included ~~during months when there are an odd number of pages~~ as space permits

2. An outline of all actions taken by City Council during the preceding month that may include a brief summary of any City land-use code amendments, ordinances adopted or decisions taken including their rationales or findings and conclusions that link to the Comprehensive Plan. Detailed information for all meetings is available in the City's document library website: www.YachatsDocuments.com.
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3. ~~Upcoming Issues—A list of upcoming issues that have been submitted for City Council or Planning Commission consideration.~~A summation of any current or upcoming land-use policy recommendations made to the City Council by the City Planner together with rationale and/or conclusions.
4. Articles written by volunteers about activities related to City facilities such as the Commons, Library and Little Log Church and Trails.
45. ~~A calendar indicating City Council and Commission meetings, City functions, community events, and community organization meetings.~~
A calendar indicating City Council and Commission meetings, City functions, and events at the Yachats Commons, Little Log Church & Museum, Yachats Public Library, those sponsored by Yachats Area Visitors Center, GoYachats, The Friends of the Library, and Friends of the Yachats Commons. Other nonprofit community organization meetings and events may be included at the discretion of the editor/liaison and are subject to space available.

SUBMISSIONS

The newsletter article submission deadline is 9 a.m. on the 20th of each month but may be rescheduled by the editor/liaison in the event of a conflict that would interfere with the timely publication, printing, and/or distribution of the newsletter. The preferred method of submission is via email to the editor/liaison.

Nonprofit community organizations may submit articles for publication by the aforementioned deadline. These articles will be published at the editor's/liaison's discretion on a space available basis.

DISTRIBUTION

Issues will be provided free of charge via email or U.S. Postal Service to:

- Current water/sewer customers
- Property owners within the City limits not currently connected to water/sewer service
- Property owners within the City limits whose tenants receive the water/sewer bill

Upon request:

- Renters within the City limits who do not have a current water/sewer account
- Any government unit or agency, special district, or tax-supported unit or agency
- Community nonprofit organizations
- [Media members or outlets](#)
- [Any Yachats area resident](#)

~~Newsletters will be posted to the document library and emailed upon request.~~

GENERAL AVAILABILITY

Newsletters will be posted to the City's document library: www.YachatsDocuments.com.

Additional printed copies are available at the Yachats Public Library, Yachats Commons main entrance, and City Hall.

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 6

USE OF CITY STAFF

OBJECTIVE

To clarify the procedure for requesting City Staff work or time [and contact with individuals under contract with the City to serve in certain positions as such use of resources is in fact an expenditure of City funds.](#)

WHO MAY REQUEST STAFF WORK/TIME

[City Attorney and Municipal Court Judge](#) – Contact with and use of the City Attorney's time, [except for City Staff in the performance of their assigned duties](#) must be authorized by the Mayor or Council President.

[Contact with the Municipal Court Judge, other than by the Municipal Court Clerk and/or City Staff authorized to enforce violations of City Ordinances must be authorized by the Mayor or Council President.](#)

City Staff - Only the Mayor, Councilors, or Commission Chairs are authorized to request work/time of City Staff. This shall include, but not be limited to, typing, site inspection, telephoning, etc.

- [The Mayor or Councilors shall not direct staff to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the approval of a majority of the Council unless such work is related to projects previously assigned.](#)
- [Commissions shall not direct staff to initiate any action or prepare any report that is significant in nature or initiate any project or study unless the City Council has directed the Commission to undertake the associated project, plan development or analysis, or if the tasks are related to the authority delegated by City Council or a Commission goal that has been adopted by the City Council.](#)
- [All other requests shall be considered to be public records requests and shall proceed as provided in Administrative Policy No. 14 – Public Access to Documents.](#)

FORM AND TIMING OF REQUESTS

Requests for [significant](#) staff work/time [as authorized above](#) are to be in writing and submitted [to the supervisor](#) at least three days before the work is required.

Emergency needs for City Staff work/time must be addressed through the Mayor or Council President.

HARASSMENT OF CITY STAFF

Department heads (City Recorder, Public Works Director, [City and City](#) Planner) will be responsible for suspending contact with any citizen who is deemed by them to be impeding the staff from carrying out their duties to the entire city or harassing a staff member. All such incidents will be reported to the City Council.

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 9

COMMISSION VACANCIES

OBJECTIVES

To establish an accepted procedure for filling Commission and Committee vacancies that is fair and consistent and conducive to establishing open access to City Government.

PROCEDURES AND OBJECTIVES

- List of Candidates.** ~~City Recorder shall maintain a working list of all citizens filing an application for service on City Commission, Boards, and Committees. It shall be updated annually.~~ Applications shall be kept until the person is appointed, becomes ineligible to serve, or withdraws the application.
- Public Reading.** The Commission, Board, or Committee shall ~~read aloud in public session~~ consider the names of all persons currently on file and any person at the meeting that ~~have~~ has expressed an interest in serving on that body.
- Candidates Presentation.** ~~If any person, on file or not, who wishes to be considered for appointment, is present, they shall be allowed two (2) minutes, if they wish, to present their qualifications to~~ shall be interviewed by the governing Commission, Board or Committee body to discuss their qualifications and reasons for wanting to serve.
- Recommendations.** The ~~governing body~~ Commission, Board or Committee shall then deliberate and present a recommendation to the Council of qualified candidates for the current vacancy. ~~Selections are not limited to those filed, but should be persons who have expressed a willingness to serve.~~
- Candidates and any person at the Council meeting who expresses a willingness to serve shall be interviewed by City Council at either a work session or regular meeting before being appointed. Incumbents seeking reappointment are not required to interview.

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 14 PUBLIC ACCESS TO DOCUMENTS

OBJECTIVE

Defines conditions by which an individual may obtain, through public access laws, multiple copies of a document and/or copies of many documents which the office staff cannot immediately process.

1. The City shall provide a copy of this Policy as a written procedure for public records requests. Requests for information shall be in writing on a form provided by the City Recorder. The form shall also serve as the City's response as required in Section 10, above.
2. Any single document, which is easy to access, to which the public has access must be shown upon request.
3. Copies of up to five pages in length will be copied immediately at a cost of 15 cents per page upon request.
4. A request for more than 5 pages will be supplied at a cost of 15 cents per page as time constraints on the staff allow.
5. The person requesting the documents has the option of paying the staff overtime for the requested documents, or paying for the time of a part time person, hired by the City, to do the copying. The 15 cents per page charge shall also apply.
6. Persons with requests for documents which will require extensive research and copying may apply to City Council, or their designee for authorization to conduct the research, and make the copies themselves. All research will be conducted at the City Hall office, and all copies will be made on-site. City staff will assist in, and supervise all original document review, and equipment operations. The 15 cents per page charge shall apply.
7. All documents that will assist citizens in effectively participating in the planning process will be made available to the public, if the Council determines they are consistent with State and local laws for the protection of personal privacy, confidentiality, and exempt records law.
8. The Citizen Involvement Program, as adopted by City Council will be followed concerning public access to all planning and land-use documents.
9. The City Recorder may obtain legal advice from the City Attorney before releasing any documents if there is a question regarding exemption status.
10. The City Council may establish fees that are reasonably calculated to reimburse the City for its actual cost in making such records available. This fee may include the costs for summarizing, compiling, or tailoring a record, either in organization or media, to meet the person's request; a charge for time spent by the City staff in locating the requested records, reviewing the records in order to delete exempt material, supervising a person's

inspection of original documents in order to protect the records, coping records, certifying documents as true copies, or sending records by special methods such as express mail; and, a charge for attorney time reviewing and segregating records.

11. A written response must formally acknowledge the receipt of the request and include at least one of the following:

- A statement that the public body is not in possession of the requested records;
- A request from the public body clarifying the request;
- Copies of the requested records;
- A statement that the public body is in possession of at least some of the requested records, the amount of time the public body needs before the records will be available to the requestor and a cost estimate for providing the records;
- A statement that the public body is uncertain if it is in possession of the records and the amount of time the public body needs to search for the records; or
- A statement that the public records are exempted from public disclosure under state and federal law.

When appropriate citizens shall be informed about the document library.

Fees as established by Resolution No. 2005-04-03

Research Fee

A fee of \$25 per hour shall be charged for any public document request that requires more than minimal time for City Hall staff to locate the requested documents and/or produce copies. If the estimated time will exceed one hour, the individual making the request shall pre-pay up to \$100 of the estimated fee before the research is initiated. When the deposit has been used staff will contact applicant for authorization to continue the research. Upon completion of the research the individual shall pay any additional costs based on the actual time at the hourly rate. The City will refund any un-used portion of the pre-payment. Copy charges shall apply to any copies made.

Photocopies

Single-side, letter or legal size	15¢
Double side, letter or legal size	10¢ per side
Over-Size (11 x 14)	50¢
Color Copies	\$1.00

FAX

1-5 pages	\$2.50
each additional page	50¢

Transcription

Actual Cost - (hourly wage x hours)

~~Full set of address labels (w/s accounts) — \$20.00~~