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CITY OF CONDON
WORK SESSION AGENDA
FINANCE COMMITTEE
Thursday, October 29, 2020, 4:00 PM
CONDON CITY HALL

1. Call the Meeting to Order

Mayor Jim Hassing called the Finance Committee meeting to order at 4:02 p.m.

Present: Mayor Jim Hassing, Councilors Jan Stinchfield & Dawn Parm, City Administrator Kathryn Greiner

2. Discuss City of Condon draft Employee Handbook

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2.1. City of Condon Draft Employee Handbook

CA Greiner presented the Finance Committee members with a draft of the City's employee handbook and asked for clarification on leave for part-time and season employees. She suggested that the leave be the percentage of FTE of the employee with the administrative assistant position getting 80% (32 out of 40 hours per week); and seasonal golf/park at 58% (7 months of 40-hour weeks) of FTE. Leave discussed was holiday, vacation, sick and business days.

After discussion of the FTEs and different leave it was determined to recommend to the Council the following for leave for employees:

Any Employee over .5 FTE would have the following:

- Holidays - Employees that are seasonal would receive 8 hour holiday pay for the holidays that are earned during their employment. This would be Memorial Day, July 4 and Labor Day for golf & park employees.
- Vacation - Percentage of FTE of what is allowed for full-time employees.
- Sick Leave - will remain the same as calculated by State of Oregon - 1 hour sick leave per 30 hours worked.
- Business Leave - None will be offered to employees that work less than 75% FTE

Any Employee Working over 75% FTE but under 1.0 FTE:

- Holiday - Paid 8 Hours for holidays for months worked or all holidays noted in the employee handbook.
- Vacation - Percentage of FTE of what is allowed for full-time employees.
- Sick Leave - Percentage of FTE of what is allowed for full-time employees (8 Hours per month for 1.0 FTE)
- Business Leave - Percentage of FTE of what is allowed for full-time employees (24 hours per year)

The Committee also asked CA Greiner to determine if insurance could be offered to 12-month employees over 75% FTE. She stated that for 2021 it was filled out the same as it has been that you are not eligible for insurance unless you work 40 hours a week all year. Mayor Hassing suggested that employees over 75% pay the percentage of FTE.

Other issues in the handbook discussed was regarding the personal cell phone use and alcohol on City property. CA Greiner stated that the city owns one cell phone for Public Works and the rest of the employees use their personal cell phones. She has it in the handbook that the employees need to know that any city business conducted on their cell phones may be requested at some time and be public information. She added that she has told employees that if they are uncomfortable using their phones to use City phones.

CA Greiner noted that the next step is for the CIS attorney to review it with questions, comments and changes for leave for part-time and seasonal employees and will be back to the Council for approve at the December 2 meeting.

3. Review City of Condon Financial Statements

3.1. September 30, 2020 Financial Statements

CA Greiner noted that there was an issue with the financial statements attached to the packet and a new, corrected one had been attached. She stated that the City Hall construction project was at approximately $192,000 of the $250,000 budgeted with the final payments equaling approximately $45,000 to Kirby Nagelhaut Construction Company, $10,000 for new doors, which $8,000 can be reimbursed by the CARES Act funds, and funds to Hire Electric and Josh Hendricks for connection to the internet in the new space. There is a quote for a new light fixture above the window of the new space but she is going to wait until the final costs of the remodel come in before that is decided if necessary this fiscal year.

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4. Other

CA Greiner stated that the Memorial Hall had the stove and refrigerator go out and suggested that a new commercial stove and refrigerator be purchased. She said that there is $20,000 for improvements in the budget, and estimated that the two new appliances would cost approximately $12,000-$15,000. The stove would have to be plumbed to propane, which may not be too difficult since the furnace is propane in the Memorial Hall. Councilor Stinchfield stated that with the money spent to make the hall usable, she was in favor of fixing up the kitchen. CA Greiner will look into the cost of the propane connection and get some specific appliances for the Council to look at next week.

CA Greiner said that the school has refused to sign the lease for the pool so the Council will discuss at the November 4 meeting what are the next steps. She is suggesting that the Council get a group together to determine the interest in having a community pool before moving forward with spending more money on the pool. Gilliam County discussed at their meeting a week ago and they need to know the interest of the Council prior to another discussion of putting money toward more repairs.

5. Adjourn

Mayor Hassing adjourned the meeting at 5:16 p.m.