

Vision

That all Oregonians live in thriving communities that are equitable, healthy, and safe.

Mission

The LOC is the essential and trusted partner for local, state, federal, and community leaders in developing policy and legislation to empower Oregon's cities through collaboration, advocacy, training, and sharing best practices.



League of Oregon Cities Board of Directors Meeting

October 14, 2026 | 9:00 a.m. – 1:00 p.m.

Salem Convention Center, 200 Commercial St SE, Salem, OR 97301

Virtual Zoom Option

<https://us02web.zoom.us/j/87420608539?pwd=EFXqO7jKhpb0zQd8Qf6n8SGCH3UbKg.1>

Webinar ID: 874 2060 8539 | Passcode: 992670

AGENDA

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**A portion of today's meeting expenses were generously covered by
LOC's longtime Business Partner and supporter, Comcast.**

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* Agenda items denoted with an asterisk indicate a motion is recommended. The sample motion will appear in the agenda item's associated materials.

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League of Oregon Cities Board of Directors Meeting

June 26, 2026 | 9:02 a.m. - 10:50 a.m.

La Pine City Hall, 16345 6th St, La Pine, OR 97739

Present –

Voting Board Members:

Carol MacInnes, President

Travis Stovall, Treasurer

Rochelle Anderson, Senior City Manager

Maria Duron, Director

Mark Shepard, Director (virtual)

CM Hall, Director (virtual)

McKennon McDonald, Director

Julie Hoy, Director (9:07 a.m.)

Robby Hammond, Director

Marilyn Smith, Director (virtual)

Tamie Kaufman, Director (virtual)

Non-Voting Board Members: Mayor Linda Wise, Sumpter; Councilor Michael Angeli; Klamath Falls

Ex-Officio Past Presidents: Councilor Keith Mays; Sherwood (virtual)

LOC Caucus Representative: Gladston Councilor Mindy Garlington, President of Women's Caucus (virtual); Denyse McGriff, President of POC Caucus (virtual)

LOC Staff Present: Angela Speier, Chief Operating Officer; Patty Mulvihill, Executive Director; Nicole Stingham, Legislative Director; Colette Tipper, Lobbyist; Charlie Conrad, Lobbyist; Kevin Toon, Communication and Business Development Director; Lisa Trevino, Member Engagement Director; Evelyn Schloss, Administrative Assistant

Others Present: City Manager Jordan Wheeler, Sisters; Mayor Jennifer Letz, Sisters

Excused Ex-Officio Past Presidents: Mayor Tanea Browning, Central Point, Councilor Timm Slater, North Bend; Councilor Greg Evens, Eugene.

Excused: Vice President Tim Rosener, Mayor Jessica Engelke, Director Olivia Clark, Director Melanie Kebler, Director Richard Mays

A. Welcome

President MacInnes greeted officers and called the meeting to order at 9:02 a.m.

B. Consent Calendar

- a. Minutes of April 22, 2026 Board Meeting*
- b. Financial Report*
- c. Intergovernmental Relations Department Report*
- d. Legal Research Department & Litigation Report*
- e. MASD Report*
- f. Operations Report*
- g. Personnel Update*
- h. LOC Foundation*
- i. Oregon Mayors Association (OMA)*
- j. Oregon City County Management Association (OCCMA)*
- k. Strategic Plan Update*
- l. Reappointment of City Manager Joe Samaniego to CIS Board of Trustees*
- m. Committees*
 - i. Conference Planning Committee*
 - ii. Diversity, Equity, Inclusion, & Accessibility Committee*
 - iii. Executive Committee*
 - iv. Finance*
 - v. Policy Committees*

Executive Director Patty Mulvihill announced a change to the original consent calendar under subsection l, with CIS Board Member Joe Samaniego term ending in 2030.

It was moved by Councilor Hall and seconded by Mayor Kaufman to approve the consent calendar as amended. There was no additional discussion, and the motion passed unanimously (11-0-0-5) [11 Yes; MacInnes, Duron, McDonald, Stovall, Anderson, Hoy, Hall, Hammond, Smith, Shepard, Kaufman (11 Yes; -0 No; -0 Abstain; and 5 Absent (Rosener, Engelke, Kebler, Mays, Clark)]

C. Items Pulled from the Consent Calendar

No items were pulled from the consent calendar.

D. Board Training- Defensible Space Codes

City Manager Jordan Wheeler and Mayor Jennifer Letz provided the board with a presentation on wildfires, including visuals depicting areas affected by large fires. They discussed wildfire concerns across central Oregon and Sisters, as well as wildfire mitigation efforts and opportunities to improve partnerships and city involvement. Mr. Wheeler also discussed defensible space, landscaping, and home protection, including the development of Sisters' defensible space code, which was modeled from the city of Ashland. Mr. Wheeler and Mayor Letz addressed the questions and spoke about next steps for Sisters and continued wildfire mitigation efforts.

[Defensible Space Codes Presentation](#)

E. Executive Director's Report

LOC Executive Director Patty Mulvihill provided an update on the development of the budget. She noted that the LOC is now fully staffed, including the lobbyist position following an interim period where she took on the general government policy committee. Ms. Mulvihill provided an update on legislative policy work. There was reorganization within the Intergovernmental Relations Department teams issue areas with Lobbyist Charlie Conrad taking the lead on the General Government and Policy Committee. Ms. Mulvihill discussed her and Legislative Director Nicole Stingham's work on drafting a letter to the Oregon Government Ethics Commission (OGEC) and communication with partner organizations. She provided an update on her work with the city of Lakeview. The city is in a transition period with a new city council and a new city manager who are working to renegotiate loan terms.

F. Fiscal Year 2026/27 Budget Adoption

Ms. Mulvihill provided an overview of the proposed budget adoption. The general fund is balanced, and LOC is using contingency dollars to pay for two special projects that were previously approved by the board. This budget includes funding for phase one and phase two of the revenue reform project assuming the success of phase one. The second use of contingency is for housing research; the LOC has been working with outside consultants from Arizona to better understand permitting issues. Ms. Mulvihill noted that the LOC is requesting \$30,000 dollars from contingency for a new vehicle to replace the Honda, which was totaled after an employee was rear-ended. The budget also includes money for a 4% cost of living adjustment. The 10-year financial forecast was not addressed in this year's budget. The forecast shows that in the next four to five years, the LOC will have to use money from its reserves to cover current programs and services. Chief Operating

Officer Angela Speier and Ms. Mulvihill plan to work on that this year with directions from the LOC Executive Committee.

It was moved by Mayor Kaufman and seconded by Mayor Stovall to adopt the Fiscal Year 2026/27 Budget as presented. There was no additional discussion, and the motion passed unanimously. (11-0-0-5) [11-Yes (MacInnes, Duron, McDonald, Stovall, Anderson, Hoy, Hall, Hammond, Smith, Shepard, Kaufman); 0-No; 0-Abstain; and 5-Absent (Rosener, Engelke, Kebler, Clark, Mays)].

G. Executive Directors Performance Review Process

President MacInnes discussed the proposed changes to the executive directors' performance review process. This process was presented to the LOC Executive Committee and approved unanimously.

It was moved by Rochelle Anderson and seconded by Councilor Duron to approve the proposed executive director's annual performance review policy. There was no additional discussion, and the motion passed unanimously. (11-0-0-5) [11-Yes (MacInnes, Duron, McDonald, Stovall, Anderson, Hoy, Hall, Hammond, Smith, Shepard, Kaufman); 0-No; 0-Abstain; and 5-Absent (Rosener, Engelke, Kebler, Clark, Mays)].

Councilor Hall asked where staff can provide feedback in the evaluation process. Ms. Mulvihill explained the policy would be to hire a third-party consultant who would gather staff feedback. The LOC Executive Committee will oversee the evaluation process and will present their report and/or recommendation to the LOC Board.

H. HB 1477 & State Agency Intergovernmental Relations

Executive Director Mulvihill provided a draft letter to the Oregon Government Ethics Commission (OGEC) ([Letter](#)). This letter expresses the LOC's concern that the OGEC has been engaged in disingenuous behavior. The letter reiterates the need for Governor Tina Kotek to call a special meeting with the OGEC. The Association of Oregon Counties, Special Districts Association of Oregon and the Oregon Community College Association stated they would be willing to sign on to the letter. LOC Legislative Director Nicole Stingham discussed working with the Legislature to address OGEC overreach. Ms. Stingham emphasized being sensitive about the legislative process and possibly bringing in Representative Nathan Sosa for assistance. The letter is to be sent out after the July 4th holiday to ensure it is received and tracked. Governor Kotek is aware this letter is forthcoming.

It was moved by Mayor Hoy and seconded by Mayor Kaufman to move staff to issue the letter as submitted and secure support from like entities. There was no additional discussion, and the motion passed unanimously. (11-0-0-5) [11-Yes (MacInnes, Duron, McDonald, Stovall, Anderson, Hoy, Hall, Hammond, Smith, Shepard, Kaufman); 0-No; 0-Abstain; and 5-Absent (Rosener, Engelke, Kebler, Clark, Mays)].

I. Exceptional Service Judges

It was moved by Mayor McDonald and seconded by Mark Shepard to approve the LOC Exceptional Award Judges as presented. There was no additional discussion, and the motion passed unanimously (11-0-0-5) [11 Yes (MacInnes, Duron, McDonald, Stovall, Anderson, Hoy, Hall, Hammond, Smith, Shepard, Kaufman);-0 No; 0 Abstain; and 5 -Absent (Rosener, Engelke, Kebler, Mays, Clark)]

J. NLC City Summit in Nashville

Executive Director Patty Mulvihill presented information on the upcoming National League of Cities Conference in Nashville. The LOC budget allocates three officers and three directors (voting or non-voting) to attend.

K. Caucuses

a. Local Government People of Color Caucus (POC)

Oregon City Mayor McGriff discussed improved attendance at caucus meetings and that they have been using topic-based discussions. The POC is working with the Women's Caucus on the joint session for the LOC Annual Conference. The POC is also working on updating their bylaws and setting up a listserv.

b. Women's Caucus

Councilor Garlington discussed current meetings and the caucuses' two-year work plan. There is a small committee working on new bylaw updates and the continuation of we-talks.

L. Other Business

Legislative Director Nicole Stingham introduced Colette Tipper and Charlie Conrad, who both joined the LOC as lobbyists earlier this month.

M. Adjournment

President MacInnes Adjourned the meeting at 10:50 a.m.

Respectfully Submitted by,

Evelyn Schloss, Administrative Assistant

MEMORANDUM

To: LOC Board of Directors
From: Angela Speier, Chief Operating Officer
Date: October 5, 2026
Re: Financial Report

This memorandum is intended to update the LOC Board of Directors about the organization's financial status, covering current reconciliations, the end-of-year closing process, the audit for Fiscal Year 2025/26, and collection of dues for Fiscal Year 2026/27.

Reconciliations Fiscal Year 2025/26

The LOC's books for FY 2025/26 have been reconciled and closed out through the end of the fiscal year. The LOC ended the year receiving more than 108% of its expected revenue, totaling \$6,728,802.23. This total was \$546,059.77 more than the budgeted revenue expectations. This was largely due to three reasons:

1. Interest income from the LGIP account;
2. Revenue from the National Purchasing Partners (Npp.gov); and
3. Higher revenue from the 100th LOC Annual Conference, both in registrations and sponsors/exhibitors.

The additional revenue received from these three sources equated to \$479,599.19.

The LOC expended \$5,276,034.34, which represents 86% of what was budgeted. The LOC ended up not spending about \$873,114.38 of what it budgeted. Staff budgeted more money in the Building & Equipment fund for improvements on the first floor of the Local Government Center as well as in the LOC Office Suite; these improvements did not occur during the last fiscal year. Staff are working with the Oregon School Boards Association (OSBA) to determine the scope of improvements on the first floor; once that amount is known, staff will then determine the cost for improvements on the second floor. Due to this, \$420,167.15 was not expended during this fiscal year. In addition, the revenue reform project was budgeted at \$150,000, but due to getting a later start on the project, only \$36,980.83 was expended. The remaining cost savings were reflected largely in personnel and benefits due to some staff turnover and benefit changes. The LOC also saw some modest savings in conference and board budgets.

Please see the attached FY 2025/2026 Budget-to-Actual spreadsheet for additional information.

Fiscal Year 2025/26 Audit

LOC staff have provided Umpqua Valley Financials with all necessary documents for their work on the FY 2025/26 audit. The audit team was at the LOC office on Wednesday, September 9, to review documents and had staff walk them through the reconciliation process.

Reconciliations Fiscal Year 2026/27

The LOC's books have been reconciled through September 2026 for FY 2026/27. The LOC has received approximately 75% of its expected revenue, totaling \$4,884,103.95, and has expended about 19% of its overall budgeted funds, amounting to \$1,249,852.10. As always, the LOC's major expense to date has been personnel and benefit costs.

A Budget vs. Actual analysis is attached to this staff report for additional information. In reviewing the Budget vs. Actual, some additional context to keep in mind during the review:

- All 241 member cities have paid their dues, generating over \$2.4 million in revenue.
- Of the 72 Associate Members, 69 have paid their dues, generating \$47,600 in revenue. Staff is working with the three remaining payments. One organization indicated it is likely to switch insurance companies and will no longer need its LOC membership. One has committed to paying, and the last organization is working towards disincorporation.
- Registration for the 101st LOC Annual Conference opened on July 22 and has generated \$652,380 in revenue from member registrations, sponsors, and exhibitors. The conference has raised \$55,380 above what was budgeted, primarily from exceeding revenue from sponsorships and exhibitors.
- Personnel expenses remain on track with the budget.

League of Oregon Cities
Budget vs. Actuals: FY 2025-2026
 July 2025 - June 2026

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
00 3300 Primary General Revenue Streams				
22 4050 Dues Member Cities	2,383,634.82	2,383,634.00	0.82	100.00%
22 4053 Dues Associate Members	48,530.00	47,250.00	1,280.00	102.71%
22 4054 Dues Business Partners	96,000.00	68,000.00	28,000.00	141.18%
22 4102 Affiliates OCCMA	46,149.00	46,149.00	0.00	100.00%
22 4105 Affiliates OMA	30,319.00	30,319.00	0.00	100.00%
22 4108 Affiliates OCAA	6,457.50	6,457.00	0.50	100.01%
22 4111 Affiliates OCPDA		5,000.00	-5,000.00	0.00%
22 4114 Affiliates OMEU	4,338.46	4,338.46	0.00	100.00%
22 4120 CIS Administration	1,391,466.00	1,391,466.00	0.00	100.00%
22 4255 Rent/Lease Space	10,164.72	8,800.00	1,364.72	115.51%
22 4258 Miscellaneous Income		1,000.00	-1,000.00	0.00%
22 4261 Job Ads	29,444.00	35,000.00	-5,556.00	84.13%
22 4264 Data Pulls	75.00	100.00	-25.00	75.00%
22 4267 American Legal Publishing	2,097.68	3,000.00	-902.32	69.92%
22 4290 Interest Income	335,289.68	152,000.00	183,289.68	220.59%
30 4411 Purchasing Partners	587,752.66	460,000.00	127,752.66	127.77%
30 4416 CIS City Training/Grant	117,279.00	117,279.00	0.00	100.00%
30 4421 Sale of Cottages	312,340.82	300,000.00	12,340.82	104.11%
Total 00 3300 Primary General Revenue Streams	\$ 5,401,338.34	\$ 5,059,792.46	\$ 341,545.88	106.75%
Events General Fund Revenue				
30 4400 Member Services				
30 4510 Workshops, Seminars & Classes	96,333.95	30,000.00	66,333.95	321.11%
Total 30 4400 Member Services	\$ 96,333.95	\$ 30,000.00	\$ 66,333.95	321.11%
33 4700 Annual Conference				
33 4701 Registration Income	279,995.00	250,000.00	29,995.00	112.00%
33 4702 Training Workshops	37,450.00	25,000.00	12,450.00	149.80%
33 4705 Exhibitors	113,875.00	60,000.00	53,875.00	189.79%
33 4708 Affiliate Workshops	7,400.00	17,000.00	-9,600.00	43.53%
33 47081 OMA Fall Workshop Registration	6,000.00		6,000.00	
Total 33 4708 Affiliate Workshops	\$ 13,400.00	\$ 17,000.00	-\$ 3,600.00	78.82%
33 4711 Conference Sponsors	295,836.85	220,000.00	75,836.85	134.47%
Total 33 4700 Annual Conference	\$ 740,556.85	\$ 572,000.00	\$ 168,556.85	129.47%
33 4714 Spring Conference				
33 4714 Spring Conference	83,335.80	55,000.00	28,335.80	151.52%
33 4712 SC- Exhibitors	26,900.00	12,950.00	13,950.00	207.72%
33 4713 SC- Affiliate Workshops	7,200.20	5,000.00	2,200.20	144.00%
33 4715 SC- Conference Sponsors	45,950.00	32,000.00	13,950.00	143.59%
Total 33 4714 Spring Conference	\$ 163,386.00	\$ 104,950.00	\$ 58,436.00	155.68%
Total Events General Fund Revenue	\$ 1,000,276.80	\$ 706,950.00	\$ 293,326.80	141.49%
Total General Fund Revenue	\$ 6,401,615.14	\$ 5,766,742.46	\$ 634,872.68	111.01%
70 4820 Program Revenue				
31 4901 Uniform Traffic Citations Revenue	117,187.09	81,000.00	36,187.09	144.68%
50 4700 STP Appropriation	210,000.00	185,000.00	25,000.00	113.51%
Total 70 4820 Program Revenue	\$ 327,187.09	\$ 266,000.00	\$ 61,187.09	123.00%
Transfer in from Contingency Reserves		\$ 150,000.00	-150,000.00	0.00%
Total Income	\$ 6,728,802.23	\$ 6,182,742.46	\$ 546,059.77	108.83%
Gross Profit	\$ 6,728,802.23	\$ 6,182,742.46	\$ 546,059.77	108.83%

Expenses				
23 5000 Personnel and Benefits				
23 5001 Administration	249,367.87	254,235.00	-4,867.13	98.09%
23 5002 Member/Administration Services	430,966.52	450,750.00	-19,783.48	95.61%
23 5004 Communications and Marketing	158,979.93	158,756.13	223.80	100.14%
23 5005 Operations Department	371,799.68	377,420.00	-5,620.32	98.51%
23 5006 Intergovernmental Relations	790,466.44	851,137.59	-60,671.15	92.87%
23 5008 Legal/Research	379,489.72	379,700.00	-210.28	99.94%
23 5010 Payroll Taxes	205,201.91	220,500.00	-15,298.09	93.06%
23 5011 PERS	726,843.67	665,000.00	61,843.67	109.30%
23 5020 Workers Compensation	1,952.08	5,000.00	-3,047.92	39.04%
23 5030 Employee Benefits	265,173.97	338,500.00	-73,326.03	78.34%
Total 23 5000 Personnel and Benefits	\$ 3,580,241.79	\$ 3,700,998.72	-\$ 120,756.93	96.74%
24 5000 Administration				
24 5512 Staff Training Development	8,993.74	10,000.00	-1,006.26	89.94%
24 5515 Staff Professional Development	1,343.00	2,000.00	-657.00	67.15%
24 6106 Contract Services	4,612.50	5,000.00	-387.50	92.25%
24 6301 Conferences & Workshops	14,489.91	27,500.00	-13,010.09	52.69%
24 6304 Staff Travel/ In-State	9,148.14	10,500.00	-1,351.86	87.13%
24 6406 NLC Membership	28,798.00	30,000.00	-1,202.00	95.99%
24 6409 Membership/Sponsorships of Other Orgs	10,700.00	12,000.00	-1,300.00	89.17%
24 6410 Uniform Traffic Citation	111,287.77	75,000.00	36,287.77	148.38%
24 6637 Books/Publications		500.00	-500.00	0.00%
24 6700 Miscellaneous	770.27	1,500.00	-729.73	51.35%
Total 24 5000 Administration	\$ 190,143.33	\$ 174,000.00	\$ 16,143.33	109.28%
25 5000 Board				
25 5620 Board Travel	13,956.37	27,000.00	-13,043.63	51.69%
25 5623 Board Meetings	45,462.16	60,000.00	-14,537.84	75.77%
25 5910 Conferences/Workshops	2,172.54	13,000.00	-10,827.46	16.71%
25 6700 Miscellaneous	2,577.15	2,500.00	77.15	103.09%
Total 25 5000 Board	\$ 64,168.22	\$ 102,500.00	-\$ 38,331.78	62.60%
26 5000 Technology, Equipment & Furniture				
24 6405 Telephone	13,192.39	15,000.00	-1,807.61	87.95%
26 6106 Contract Services	68,840.02	60,000.00	8,840.02	114.73%
26 6808 Building Technology	1,348.07	3,000.00	-1,651.93	44.94%
26 8105 Computer Hardware	26,430.57	40,000.00	-13,569.43	66.08%
26 8108 Furniture Equipment		2,000.00	-2,000.00	0.00%
26 8115 Computer Software	50,539.76	70,000.00	-19,460.24	72.20%
Total 26 5000 Technology, Equipment & Furniture	\$ 160,350.81	\$ 190,000.00	-\$ 29,649.19	84.40%
32 5600 Training				
32 5623 Meeting Rooms & Catering		3,000.00	-3,000.00	0.00%
32 5626 Training Contracts	21,847.39	25,000.00	-3,152.61	87.39%
32 5632 Elected Essentials Municipal Fundamentals	1,654.03	10,000.00	-8,345.97	16.54%
32 5634 Small City Program	4,866.13	7,500.00	-2,633.87	64.88%
32 5636 Regional Meetings	19,556.68	30,000.00	-10,443.32	65.19%
Total 32 5600 Training	\$ 47,924.23	\$ 75,500.00	-\$ 27,575.77	63.48%

33 5000 Conference				
33 5001 Annual Conference				
33 5620 Annual Conference Travel	9,763.28	15,000.00	-5,236.72	65.09%
33 5629 Annual Conference Affiliate Workshop	13,500.00	17,000.00	-3,500.00	79.41%
33 5920 Annual Conference Hotel-Banquet Services	295,041.88	260,000.00	35,041.88	113.48%
33 5923 Annual Conference Hotel-Lodging	14,691.27	17,500.00	-2,808.73	83.95%
33 5926 Annual Conference Speakers	18,008.80	25,000.00	-6,991.20	72.04%
33 5929 Annual Conference Decorator-Pipe & Drape	16,302.20	15,000.00	1,302.20	108.68%
33 5935 Annual Conference Signage	1,615.76	1,000.00	615.76	161.58%
33 5938 Annual Conference Awards	1,515.92	1,200.00	315.92	126.33%
33 5946 Annual Conference AV Equipment	70,571.50	68,000.00	2,571.50	103.78%
33 5948 Annual Conference AV Equipment-Hotel	24,380.90	22,000.00	2,380.90	110.82%
33 6106 Annual Conference Contract Services	34,064.55	33,000.00	1,064.55	103.23%
33 6222 Annual Conference Printing	101.50	200.00	-98.50	50.75%
33 6224 Annual Conference Recording Sessions	3,600.00	7,500.00	-3,900.00	48.00%
33 6226 Annual Conference Scholarships	13,507.95	50,000.00	-36,492.05	27.02%
Total 33 5001 Annual Conference	\$ 516,665.51	\$ 532,400.00	-\$ 15,734.49	97.04%
33 6300 Spring Conference				
33 6320 SC - Travel	4,254.24	5,000.00	-745.76	85.08%
33 6321 SC - Affiliate Workshops	7,200.00	5,000.00	2,200.00	144.00%
33 6322 SC - Banquet Services	31,801.61	40,000.00	-8,198.39	79.50%
33 6324 SC - Hotel Lodging	3,117.40	3,500.00	-382.60	89.07%
33 6326 SC - Speakers	4,750.00	5,000.00	-250.00	95.00%
33 6328 SC - Venue, A/V Equip - Other	9,611.01	8,500.00	1,111.01	113.07%
33 6330 SC- Scholarships	1,468.95	6,000.00	-4,531.05	24.48%
Total 33 6300 Spring Conference	\$ 62,203.21	\$ 73,000.00	-\$ 10,796.79	85.21%
33 6730 NLC Congressional Cities Conference				
33 6736 Delegation Meeting	2,722.46	4,000.00	-1,277.54	68.06%
33 6737 Printing/Shipping	165.20	750.00	-584.80	22.03%
33 6738 Reception	14,200.05	15,000.00	-799.95	94.67%
33 6739 Registration	3,885.00	8,000.00	-4,115.00	48.56%
33 6740 Transportation	7,792.51	10,500.00	-2,707.49	74.21%
33 6741 Lodging	13,797.07	18,000.00	-4,202.93	76.65%
33 6742 Meals	2,680.36	5,000.00	-2,319.64	53.61%
Total 33 6730 NLC Congressional Cities Conference	\$ 45,242.65	\$ 61,250.00	-\$ 16,007.35	73.87%
33 6920 NLC City Summit				
33 6940 Registration	5,425.00	8,000.00	-2,575.00	67.81%
33 6941 Transportation	4,791.07	6,000.00	-1,208.93	79.85%
33 6942 Lodging	9,575.47	12,000.00	-2,424.53	79.80%
33 6943 Meals	1,853.06	5,000.00	-3,146.94	37.06%
Total 33 6920 NLC City Summit	\$ 21,644.60	\$ 31,000.00	-\$ 9,355.40	69.82%
33 6930 General Office Expense				
33 6216 Supplies	1,623.01	2,500.00	-876.99	64.92%
Total 33 5000 Conference	\$ 647,378.98	\$ 700,150.00	-\$ 52,771.02	92.46%
34 5000 Communication & Marketing				
34 5910 Conferences & Workshops		4,000.00	-4,000.00	0.00%
34 6106 Contract Services	76,395.85	72,000.00	4,395.85	106.11%
34 6210 Sponsor & Vendor Development		3,500.00	-3,500.00	0.00%
34 6211 Postage	24.70	500.00	-475.30	4.94%
34 6219 Books/Publications	3,392.31	3,500.00	-107.69	96.92%
34 6222 Printing	377.68	1,000.00	-622.32	37.77%
34 6412 Marketing	17,134.79	20,000.00	-2,865.21	85.67%
34 6700 Miscellaneous	500.00	1,500.00	-1,000.00	33.33%
Total 34 5000 Communication & Marketing	\$ 97,825.33	\$ 106,000.00	-\$ 8,174.67	92.29%

35 5000 Operations				
24 5519 Internal Recruiting	1,945.69	2,000.00	-54.31	97.28%
24 6516 Maintenance - Local Gov Center	119,676.67	120,000.00	-323.33	99.73%
24 6519 Repair & Maintenance - Auto	1,788.65	5,000.00	-3,211.35	35.77%
24 6635 Insurance	18,970.33	20,000.00	-1,029.67	94.85%
24 6910 Office Expense			0.00	
24 6150 Bank/Credit Cards Fees	44,718.48	35,000.00	9,718.48	127.77%
24 6211 Postage	1,495.02	3,000.00	-1,504.98	49.83%
24 6216 Supplies	3,647.16	7,500.00	-3,852.84	48.63%
24 6219 Books/Publications	227.97	500.00	-272.03	45.59%
24 6225 Printing	3,427.74	8,000.00	-4,572.26	42.85%
Total 24 6910 Office Expense	\$ 53,516.37	\$ 54,000.00	-\$ 483.63	99.10%
35 5001 Staff Professional Membership	125.00	500.00	-375.00	25.00%
35 5002 Conferences/Workshops	6,358.04	10,000.00	-3,641.96	63.58%
35 5003 Contract Services	35,858.50	32,500.00	3,358.50	110.33%
35 5004 Subscription Services	99.00	500.00	-401.00	19.80%
35 6700 Miscellaneous	916.94	1,500.00	-583.06	61.13%
Total 35 5000 Operations	\$ 239,255.19	\$ 246,000.00	-\$ 6,744.81	97.26%
37 5000 Intergovernmental				
37 5515 Membership/Dues	4,225.00	5,000.00	-775.00	84.50%
37 5910 Conferences/Workshops	10,417.08	24,000.00	-13,582.92	43.40%
37 6106 Contract Services		5,000.00	-5,000.00	0.00%
37 6166 Grass Roots Program	146.45	5,000.00	-4,853.55	2.93%
37 6910 Office Expense			0.00	
37 6219 Books/Publications		500.00	-500.00	0.00%
37 6700 Miscellaneous	1,079.94	1,500.00	-420.06	72.00%
Total 37 5000 Intergovernmental	\$ 15,868.47	\$ 41,000.00	-\$ 25,131.53	38.70%
38 5000 Legal & Research				
38 5515 Staff Professional Memberships	2,110.00	3,000.00	-890.00	70.33%
38 5910 Conferences & Workshops	5,269.15	8,000.00	-2,730.85	65.86%
38 6106 Contract Services	93,501.25	130,000.00	-36,498.75	71.92%
38 6218 Subscription Services	9,919.96	10,000.00	-80.04	99.20%
38 6219 Books/Publications 38	62.00	500.00	-438.00	12.40%
38 6700 Miscellaneous	827.83	1,500.00	-672.17	55.19%
Total 38 5000 Legal & Research	\$ 111,690.19	\$ 153,000.00	-\$ 41,309.81	73.00%
39 5000 Special Project Expense				
39 5200 Revenue Consultant	36,980.83	150,000.00	-113,019.17	24.65%
39 5220 Centennial	26,263.12	30,000.00	-3,736.88	87.54%
39 5230 Communications Consultant	0.00		0.00	
39 5250 Housing Data Consultant	50,000.00	50,000.00	0.00	100.00%
Total 39 5000 Special Project Expense	\$ 113,243.95	\$ 230,000.00	-\$ 116,756.05	49.24%
39 6100 Contract Services - Limited Duration				
39 5104 Land use Attorney	3,111.00	5,000.00	-1,889.00	62.22%
Total 39 6100 Contract Services - Limited Duration	\$ 3,111.00	\$ 5,000.00	-\$ 1,889.00	62.22%
60 7000 Building & Equipment				
60 7001 Building & Equipment	4,832.85	400,000.00	-395,167.15	1.21%
60 7004 Technology Capital Projects		15,000.00	-15,000.00	0.00%
60 7005 Automobile Purchase		10,000.00	-10,000.00	0.00%
Total 60 7000 Building & Equipment	\$ 4,832.85	\$ 425,000.00	-\$ 420,167.15	1.14%
Total Expenses	\$ 5,276,034.34	\$ 6,149,148.72	-\$ 873,114.38	85.80%
Net Income	\$ 1,452,767.89	\$ 33,593.74	\$ 1,419,174.15	4324.52%

League of Oregon Cities

Budget vs. Actuals

July 2026 - June 2027

		Total		
	Actual	Budget	over Budget	% of Budget
Income				
00 3300 Primary General Revenue Streams				
22 4050 Dues Member Cities	2,479,816.88	2,479,816.95	-0.07	100.00%
22 4053 Dues Associate Members	47,600.00	48,960.00	-1,360.00	97.22%
22 4054 Dues Business Partners	2,500.00	71,000.00	-68,500.00	3.52%
22 4102 Affiliates OCCMA		47,533.00	-47,533.00	0.00%
22 4105 Affiliates OMA		31,835.00	-31,835.00	0.00%
22 4108 Affiliates OCAA		6,780.38	-6,780.38	0.00%
22 4111 Affiliates OCPDA		5,000.00	-5,000.00	0.00%
22 4114 Affiliates OMEU	4,490.31	4,338.46	151.85	103.50%
22 4120 CIS Administration	1,433,767.00	1,433,767.00	0.00	100.00%
22 4255 Rent/Lease Space	9,106.72	8,000.00	1,106.72	113.83%
22 4258 Miscellaneous Income		1,000.00	-1,000.00	0.00%
22 4261 Job Ads	7,000.00	30,000.00	-23,000.00	23.33%
22 4264 Data Pulls	50.00	50.00	0.00	100.00%
22 4267 American Legal Publishing	667.39	1,500.00	-832.61	44.49%
22 4290 Interest Income	96,551.05	180,000.00	-83,448.95	53.64%
30 4411 Purchasing Partners		500,000.00	-500,000.00	0.00%
30 4416 CIS City Training/Grant	120,844.00	120,844.00	0.00	100.00%
Total 00 3300 Primary General Revenue Streams	\$ 4,202,393.35	\$ 4,970,424.79	-\$ 768,031.44	84.55%
Events General Fund Revenue				
30 4400 Member Services				
30 4510 Workshops, Seminars & Classes	19,595.70	50,000.00	-30,404.30	39.19%
Total 30 4400 Member Services	\$ 19,595.70	\$ 50,000.00	-\$ 30,404.30	39.19%
33 4700 Annual Conference				
33 4701 Registration Income	234,705.00	245,000.00	-10,295.00	95.80%
33 4702 Training Workshops	18,600.00	25,000.00	-6,400.00	74.40%
33 4705 Exhibitors	122,425.00	85,000.00	37,425.00	144.03%
33 4708 Affiliate Workshops	6,900.00	7,000.00	-100.00	98.57%
33 47081 OMA Fall Workshop Registration	4,900.00		4,900.00	
Total 33 4708 Affiliate Workshops	\$ 11,800.00	\$ 7,000.00	\$ 4,800.00	168.57%
33 4711 Conference Sponsors	264,850.01	235,000.00	29,850.01	112.70%
Total 33 4700 Annual Conference	\$ 652,380.01	\$ 597,000.00	\$ 55,380.01	109.28%
33 4714 Spring Conference				
33 4712 SC- Exhibitors		60,000.00	-60,000.00	0.00%
33 4713 SC- Affiliate Workshops		17,500.00	-17,500.00	0.00%
33 4715 SC- Conference Sponsors		5,000.00	-5,000.00	0.00%
Total 33 4714 Spring Conference		\$ 122,500.00	-\$ 122,500.00	0.00%
33 4716 City Day at the Capital Registration		18,750.00	-18,750.00	0.00%
Total Events General Fund Revenue	\$ 671,975.71	\$ 788,250.00	-\$ 116,274.29	85.25%
Uncategorized Income				
39 47004 Transfer In- Special Projects		480,000.00	-480,000.00	0.00%
Total Uncategorized Income		\$ 480,000.00	-\$ 480,000.00	0.00%
Total 0000000 General Fund Revenue	\$ 4,874,369.06	\$ 6,238,674.79	-\$ 1,364,305.73	78.13%
70 4820 Program Revenue				
31 4901 Uniform Traffic Citations Revenue	9,734.89	90,000.00	-80,265.11	10.82%
50 4700 STP Appropriation		185,000.00	-185,000.00	0.00%
Total 70 4820 Program Revenue	\$ 9,734.89	\$ 275,000.00	-\$ 265,265.11	3.54%
Total Income	\$ 4,884,103.95	\$ 6,513,674.79	-\$ 1,629,570.84	74.98%
Gross Profit	\$ 4,884,103.95	\$ 6,513,674.79	-\$ 1,629,570.84	74.98%

Expenses				
23 5000 Personnel and Benefits				
23 5001 Administration	63,913.71	258,976.00	-195,062.29	24.68%
23 5002 Member/Administration Services	116,335.35	473,530.00	-357,194.65	24.57%
23 5004 Communications & Business Dev	40,740.22	165,070.00	-124,329.78	24.68%
23 5005 Operations Department	94,608.27	392,163.00	-297,554.73	24.12%
23 5006 Intergovernmental Relations	204,058.67	835,926.00	-631,867.33	24.41%
23 5008 Legal/Research	97,462.59	394,930.00	-297,467.41	24.68%
23 5010 Payroll Taxes	50,933.39	230,000.00	-179,066.61	22.14%
23 5011 PERS	188,991.50	750,000.00	-561,008.50	25.20%
23 5020 Workers Compensation	2,124.56	3,000.00	-875.44	70.82%
23 5030 Employee Benefits	74,383.92	356,000.00	-281,616.08	20.89%
Total 23 5000 Personnel and Benefits	\$ 933,552.18	\$ 3,859,595.00	-\$ 2,926,042.82	24.19%
24 5000 Administration				
24 5512 Staff Training Development	393.22	12,000.00	-11,606.78	3.28%
24 5515 Staff Professional Development		2,500.00	-2,500.00	0.00%
24 6106 Contract Services		25,000.00	-25,000.00	0.00%
24 6301 Conferences & Workshops	6,585.34	29,000.00	-22,414.66	22.71%
24 6304 Staff Travel/ In-State	1,556.96	18,000.00	-16,443.04	8.65%
24 6406 NLC Membership		31,000.00	-31,000.00	0.00%
24 6409 Membership/Sponsorships of Other Orgs	2,550.00	12,000.00	-9,450.00	21.25%
24 6410 Uniform Traffic Citation	5,416.70	87,000.00	-81,583.30	6.23%
24 6700 Miscellaneous	93.34	1,500.00	-1,406.66	6.22%
Total 24 5000 Administration	\$ 16,595.56	\$ 218,000.00	-\$ 201,404.44	7.61%
25 5000 Board				
25 5620 Board Travel		29,000.00	-29,000.00	0.00%
25 5623 Board Meetings		50,000.00	-50,000.00	0.00%
25 5910 Conferences/Workshops	790.75	7,000.00	-6,209.25	11.30%
25 6700 Miscellaneous	794.43	2,500.00	-1,705.57	31.78%
Total 25 5000 Board	\$ 1,585.18	\$ 88,500.00	-\$ 86,914.82	1.79%
26 5000 Technology, Equipment & Furniture				
24 6405 Telephone	2,764.76	15,000.00	-12,235.24	18.43%
26 6106 Contract Services	6,246.56	70,000.00	-63,753.44	8.92%
26 6808 Building Technology	470.78	4,000.00	-3,529.22	11.77%
26 8105 Computer Hardware	3,100.35	25,000.00	-21,899.65	12.40%
26 8108 Furniture Equipment		1,000.00	-1,000.00	0.00%
26 8115 Computer Software	15,979.90	70,000.00	-54,020.10	22.83%
Total 26 5000 Technology, Equipment & Furniture	\$ 28,562.35	\$ 185,000.00	-\$ 156,437.65	15.44%
32 5600 Training				
32 5623 Meeting Rooms & Catering		3,000.00	-3,000.00	0.00%
32 5626 Training Contracts	2,292.17	25,000.00	-22,707.83	9.17%
32 5632 Elected Essentials	671.10	30,000.00	-29,328.90	2.24%
32 5634 Small City Program	1,834.62	7,500.00	-5,665.38	24.46%
32 5636 Regional Meetings		23,000.00	-23,000.00	0.00%
32 5640 Future Deposits for Conferences	5,000.00	10,000.00	-5,000.00	50.00%
32 5642 Scholarships for Training Programs		6,000.00	-6,000.00	0.00%
Total 32 5600 Training	\$ 9,797.89	\$ 104,500.00	-\$ 94,702.11	9.38%
33 5000 Conference				
33 5001 Annual Conference				
33 5620 Annual Conference Travel		10,000.00	-10,000.00	0.00%
33 5629 Annual Conference Affiliate Workshop		12,500.00	-12,500.00	0.00%
33 5920 Annual Conference Hotel-Banquet Services		160,000.00	-160,000.00	0.00%
33 5923 Annual Conference Hotel-Lodging		7,500.00	-7,500.00	0.00%
33 5926 Annual Conference Speakers		30,000.00	-30,000.00	0.00%
33 5929 Annual Conference Decorator-Pipe & Drape		16,000.00	-16,000.00	0.00%
33 5935 Annual Conference Signage		2,000.00	-2,000.00	0.00%
33 5938 Annual Conference Awards		1,000.00	-1,000.00	0.00%
33 5946 Annual Conference AV Equipment		70,000.00	-70,000.00	0.00%
33 5948 Annual Conference AV Equipment-Hotel	150.00	15,000.00	-14,850.00	1.00%

33 6106 Annual Conference Contract Services	13,001.50	35,000.00	-21,998.50	37.15%
33 6222 Annual Conference Printing		200.00	-200.00	0.00%
33 6224 Annual Conference Recording Sessions		5,000.00	-5,000.00	0.00%
33 6226 Annual Conference Scholarships		20,000.00	-20,000.00	0.00%
Total 33 5001 Annual Conference	\$ 13,151.50	\$ 384,200.00	-\$ 371,048.50	3.42%
33 6300 Spring Conference				
33 6320 SC - Travel		5,000.00	-5,000.00	0.00%
33 6321 SC - Affiliate Workshops		5,000.00	-5,000.00	0.00%
33 6322 SC - Banquet Services		55,000.00	-55,000.00	0.00%
33 6324 SC - Hotel Lodging		7,500.00	-7,500.00	0.00%
33 6326 SC - Speakers		5,000.00	-5,000.00	0.00%
33 6328 SC - Venue, A/V Equip - Other		9,000.00	-9,000.00	0.00%
33 6330 SC- Scholarships		6,000.00	-6,000.00	0.00%
33 6332 SC - Awards		750.00	-750.00	0.00%
Total 33 6300 Spring Conference	\$ 0.00	\$ 93,250.00	-\$ 93,250.00	0.00%
33 6716 City Day at the Capitol Expense				
33 6718 CDC - Travel		3,000.00	-3,000.00	0.00%
33 6720 CDC - Banquet Services		25,000.00	-25,000.00	0.00%
33 6722 CDC - Venue, A/V Equip - Other	330.00	9,500.00	-9,170.00	3.47%
33 6724 CDC - Printing		1,000.00	-1,000.00	0.00%
33 6726 CDC - Scholarships		1,200.00	-1,200.00	0.00%
Total 33 6716 City Day at the Capitol Expense	\$ 330.00	\$ 39,700.00	-\$ 39,370.00	0.83%
33 6730 NLC Congressional Cities Conference				
33 6736 Delegation Meeting		4,000.00	-4,000.00	0.00%
33 6737 Printing/Shipping		750.00	-750.00	0.00%
33 6738 Reception		15,000.00	-15,000.00	0.00%
33 6739 Registration		7,000.00	-7,000.00	0.00%
33 6740 Transportation		10,000.00	-10,000.00	0.00%
33 6741 Lodging		18,000.00	-18,000.00	0.00%
33 6742 Meals		4,000.00	-4,000.00	0.00%
Total 33 6730 NLC Congressional Cities Conference	\$ 0.00	\$ 58,750.00	-\$ 58,750.00	0.00%
33 6920 NLC City Summit				
33 6940 Registration	6,125.00	6,000.00	125.00	102.08%
33 6941 Transportation	3,222.92	13,000.00	-9,777.08	24.79%
33 6942 Lodging		11,000.00	-11,000.00	0.00%
33 6943 Meals	413.17	4,000.00	-3,586.83	10.33%
Total 33 6920 NLC City Summit	\$ 9,761.09	\$ 34,000.00	-\$ 24,238.91	28.71%
33 6930 General Office Expense				
33 6216 Supplies	173.41	2,500.00	-2,326.59	6.94%
Total 33 5000 Conference	\$ 23,416.00	\$ 612,400.00	-\$ 588,984.00	3.82%
34 5000 Communication & Business Development				
34 5910 Conferences & Workshops		4,000.00	-4,000.00	0.00%
34 6106 Contract Services	15,360.00	90,000.00	-74,640.00	17.07%
34 6210 Sponsor & Vendor Development	39.20	3,500.00	-3,460.80	1.12%
34 6211 Postage	35.96	500.00	-464.04	7.19%
34 6219 Books/Publications	107.97	4,500.00	-4,392.03	2.40%
34 6222 Printing		1,000.00	-1,000.00	0.00%
34 6412 Marketing	4,707.63	25,000.00	-20,292.37	18.83%
34 6700 Miscellaneous		1,500.00	-1,500.00	0.00%
Total 34 5000 Communication & Business Development	\$ 20,250.76	\$ 130,000.00	-\$ 109,749.24	15.58%
35 5000 Operations				
24 5519 Internal Recruiting		2,000.00	-2,000.00	0.00%
24 6516 Maintenance - Local Gov Center	41,979.17	152,929.79	-110,950.62	27.45%
24 6519 Repair & Maintenance - Auto	30.00	5,000.00	-4,970.00	0.60%
24 6635 Insurance	17,000.50	20,000.00	-2,999.50	85.00%
24 6910 Office Expense		0.00	0.00	
24 6150 Bank/Credit Cards Fees	12,076.17	45,000.00	-32,923.83	26.84%
24 6211 Postage	71.60	3,000.00	-2,928.40	2.39%
24 6216 Supplies	576.83	7,500.00	-6,923.17	7.69%

24 6219 Books/Publications		500.00	-500.00	0.00%
24 6225 Printing	793.83	6,000.00	-5,206.17	13.23%
Total 24 6910 Office Expense	\$ 13,518.43	\$ 62,000.00	-\$ 48,481.57	21.80%
35 5001 Staff Professional Membership	125.00	500.00	-375.00	25.00%
35 5002 Conferences/Workshops	565.00	11,500.00	-10,935.00	4.91%
35 5003 Contract Services	7,500.00	32,000.00	-24,500.00	23.44%
35 5004 Subscription Services		250.00	-250.00	0.00%
35 6700 Miscellaneous		1,500.00	-1,500.00	0.00%
Total 35 5000 Operations	\$ 80,718.10	\$ 287,679.79	-\$ 206,961.69	28.06%
37 5000 Intergovernmental				
37 5515 Membership/Dues		5,000.00	-5,000.00	0.00%
37 5910 Conferences/Workshops	6,829.85	24,000.00	-17,170.15	28.46%
37 6106 Contract Services		5,000.00	-5,000.00	0.00%
37 6166 Grass Roots Program		5,000.00	-5,000.00	0.00%
37 6910 Office Expense		0.00	0.00	
37 6219 Books/Publications		500.00	-500.00	0.00%
37 6700 Miscellaneous	252.88	2,500.00	-2,247.12	10.12%
Total 37 5000 Intergovernmental	\$ 7,082.73	\$ 42,000.00	-\$ 34,917.27	16.86%
38 5000 Legal & Research				
38 5515 Staff Professional Memberships	209.00	3,000.00	-2,791.00	6.97%
38 5910 Conferences & Workshops	689.40	8,000.00	-7,310.60	8.62%
38 6106 Contract Services	8,620.00	165,000.00	-156,380.00	5.22%
38 6218 Subscription Services	1,104.88	12,000.00	-10,895.12	9.21%
38 6219 Books/Publications 38		500.00	-500.00	0.00%
38 6220 Records Management		1,000.00	-1,000.00	0.00%
38 6700 Miscellaneous	31.94	1,500.00	-1,468.06	2.13%
Total 38 5000 Legal & Research	\$ 10,655.22	\$ 191,000.00	-\$ 180,344.78	5.58%
39 5000 Special Project Expense				
39 5200 Revenue Consultant	77,350.00	325,000.00	-247,650.00	23.80%
39 5250 Housing Data Consultant	4,078.50	125,000.00	-120,921.50	3.26%
Total 39 5000 Special Project Expense	\$ 81,428.50	\$ 450,000.00	-\$ 368,571.50	18.10%
39 6100 Contract Services - Limited Duration				
39 5104 Land use Attorney		10,000.00	-10,000.00	0.00%
39 5105 Contract Lobbyist	2,933.33	80,000.00	-77,066.67	3.67%
Total 39 6100 Contract Services - Limited Duration	\$ 2,933.33	\$ 90,000.00	-\$ 87,066.67	3.26%
60 7000 Building & Equipment				
60 7001 Building & Equipment	1,599.01	200,000.00	-198,400.99	0.80%
60 7004 Technology Capital Projects		15,000.00	-15,000.00	0.00%
60 7005 Automobile Purchase	31,675.29	40,000.00	-8,324.71	79.19%
Total 60 7000 Building & Equipment	\$ 33,274.30	\$ 255,000.00	-\$ 221,725.70	13.05%
Total Expenses	\$ 1,249,852.10	\$ 6,513,674.79	-\$ 5,263,822.69	19.19%
Net Income	\$ 3,634,251.85	\$ 0.00	\$ 3,634,251.85	



MEMORANDUM

To: LOC Board of Directors
From: LOC Communications Department
Date: October 7, 2026
Re: Department Update

The following is an overview of the current work projects for the Communications Team:

LOC Conference Sponsorships

For its 101st Annual Conference, the LOC has achieved its second-highest level of sponsor participation and sponsorship revenue, with 64 companies pledging support and a revenue total of \$273,100. As with recent years, the availability of more substantive sponsorship opportunities attracted greater interest and impacted the bottom line. For the fourth consecutive year, Comcast pledged the highest single sponsorship the LOC has received for the conference in any year: \$25,000 for a package that includes exclusive sponsorship of the Thursday's breakout session on data centers and the Friday evening Awards Dinner. Of the 64 sponsors, 33 committed to the top-level opportunities (see list below). High-level sponsorship support also came from: CIS for the Annual Business Meeting (\$10,000); PGE, for sponsoring the Opening Keynote (\$12,500); and Airbnb, for sponsoring the Closing Keynote (\$7,500).

Premium Sponsors:



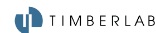
Workshop Sponsors:



Roundtable Sponsors:



Breakout Sessions and Tours:



Welcome Reception Sponsors:



Snack Break Sponsors:

CUMMING
GROUP

MILLER
NASH

Scholarship Sponsor:

Walmart org

Gold Sponsors:

PROTHMAN

Alaska
AIRLINES

WHA
INSURANCE

Regence 

Silver Sponsors:

AMERICAN
Trauma Insurance

Beery Elsner
& Hammond LLP

FFA
Architecture
+ Interiors

GMP
CONSULTANTS

HSC
Health Solutions Corporation

Mesirow

OREGON
ENERGY

TGM
TRANSPORTATION AND
CONSTRUCTION MANAGEMENT

Colonial Life

PIPER | SANDLER

Portland State
Hatfield School of Government

Portland State
Center for Public Service

NPCC

PACIFIC POWER
POWERING YOUR GREATNESS

orrick

JENSEN STRATEGIES

AT&T

Bronze Sponsors:

- Apex Technology Management
- Davis Wright Tremaine
- EMS Management & Consultants
- Foster Garvey PC
- Google
- Hunter Communications
- Northwest Playground Equipment
- Oregon SBC Network
- Praxis Political
- RH2 Engineering Inc.
- Social News Desk
- VSP Vision

LOC Conference Trade Show

The initial allotment of 70 exhibit spaces in this year's trade show sold out in mid-August, and nine additional spaces were added on the second floor of the Salem Conference Center and quickly sold out in early September. Record-high trade show venue was achieved this year at \$125,275. The previous record was \$115,900 last year in Portland. Again, this year, adjustments were made to the pricing structure for the trade show to keep pace with the current market and offset rising costs.

Below are the exhibitors for the 2026 LOC Conference trade show:

3J Consulting	Circular Action Alliance	FFA Architecture + Interiors, Inc
Accela	CIS	Flock Safety
Aetna	Civic Marketplace	Garage
Airbnb	Clearwater Financial	GMP Consultants
Allsteel Inc	Colonial Life	Government Capital Corporation
Ameresco	Comcast	Healthy Sustainable Communities
Anderson Perry & Associates, Inc.	Covenant Technology Solutions	HL Stearns
Arrive	Cumming Group	HomeServe USA
Braver Angels	David Evans & Associates	HR Answers
Brown & Brown	Deckard Technologies	ICC Innovation
Buell Recreation	Employer Support of the Guard & Reserve	JE Dunn Construction
Business Oregon	Energy Trust of Oregon	Johnson Controls, Inc.
CentralSquare Technologies	Espousal Strategies	Life-Assist
Christmas Décor	FCS, a Bowman company	LifeSpace/UtilityMate®

Mattress Recycling Council
Mesirow
MGT
Miracle Play Systems
MRC/GameTime
Netwatch
Northwest Playground
Equipment
NovoaGlobal, Inc.
NPPGov
OpenGov
Oregon Corrections Enterprises
Oregon Cybersecurity Center of
Excellence

Oregon Dept. of Forestry
Oregon Manufactured Housing
Association
Oregon Refuse & Recycling
Association
Orrick
Pacific Power
Peterson Power Systems
Portland State Univ. - Hatfield
School of Govt
Polimorphic
PowerFlex
Relay Resources
Ross Recreation Equipment

Scott Edwards Architecture
Simplicity by Hayden Homes
Singerlewak LLC
Timberlab
Transportation & Growth
Management Prog.
University of Oregon
UrbanForm
Verdantas
Volody Products
Wenaha Group
WHA Insurance Agency



MEMORANDUM

To: LOC Board of Directors
From: Nicole Stingh, Legislative Director
Date: October 05, 2026
Re: Intergovernmental Relations Department Report

The Intergovernmental Relations Department is in the thick of preparing for the 2027 legislative session. The September Legislative Days provided some initial insight into concepts likely to emerge next year. In total, lobbyists are currently tracking more than 80 concepts and additional investment requests. This is in addition to creating the discussion draft for the Oregon Municipal Policy, included on the October agenda, and supporting agency rulemaking. This memorandum also includes key federal updates.

Rulemaking Activity

Rulemaking at the state and federal level has been active this summer. Below is a brief summary of rulemaking activities. Please note this is not a comprehensive list of all rulemaking activity LOC lobbyists are engaged in.

- State Rulemaking
 - The LOC continues to engage with the Oregon Department of Land Conservation and Development (DLCD) on their MHOR homes rules. The LOC submitted a joint letter with the Association of Oregon Counties on the most recent draft of the rules, which while still problematic, are about 80% improved, with elements such as natural hazards, fire code and parking all being addressed. Final adoption will occur October 22.
 - The LOC filed comments with the Oregon Department of State Lands regarding its Undersea Easements rulemaking, focused on maintaining affordable Oregon's Territorial Sea easements for municipal outfall.
 - The Oregon Department of Environmental Quality is considering new Outstanding Water Resources designations in Southern Oregon that would provide the state's highest level of water quality protection and could constrain future municipal infrastructure, wastewater, and economic development activities in affected watersheds – with potential for broader statewide implications. The LOC is engaging with a coalition of local government partners.
 - DLCD initiated a Rules Advisory Committee (RAC) related to transportation planning to remove ambiguous reporting requirements and create clarity in the rules. The LOC served on the RAC with member cities.
 - The LOC will also sit on the DLCD Housing Choices RAC (HB 2138, 2025) that began earlier this month.
- Federal Rulemaking
 - The LOC filed comments opposing the Federal Communications Commission Notice of Proposed Rulemaking intended to preempt local government authority over the municipal Right-of-Way.

- The LOC filed comments regarding the Office of Management and Budget's proposed uniform guidance changes, supporting efforts to simplify the grant process while opposing changes that would increase administrative burdens on municipalities, create uncertainty for federal funding, and limit local authority.
- The LOC intends to file comments opposing the U.S. Census Bureau's proposed changes to the 2030 Census and future decennial censuses, which would restrict who is counted for apportionment and make other significant changes to residency, data collection and demographic information that could reduce census accuracy and affect federal and state funding. Initial analysis indicates this action will decrease federal funds that come to Oregon and cities. Comments are due November 2.

2027 Session Preparation

As legislators prepare for the next long session, LOC lobbyists have been asked to engage in a wide area of workgroups. Some are formally convened by the Legislature or a legislator, while others are convened by stakeholders.

This board is most closely tracking the Public Meetings Law (PML) Workgroup convened by Rep. Sosa (D-Hillsboro). This workgroup is in progress and anticipated to conclude in November. The group meets monthly, and during the three meetings to date, has discussed training and enforcement. Upcoming meetings will continue discussing enforcement and serial meetings. To support this work, the LOC has convened a local government workgroup to discuss, plan and coordinate. This workgroup meets before and after Rep. Sosa's workgroup and has consistently been aligned and united as we seek key changes, including:

- Having OGEC develop core training materials which can be customized by organizations providing the training;
- Creating "friction" in the complaint process to minimize frivolous and politically motivated complaints;
- Transferring the liability for violations from governing body members to the governing body itself;
- Redefining serial communications to include an intentionality standard; and
- Redefining decision-making process to delineate information gathering from discussion and deliberations.

Additionally, the LOC formed a small workgroup to work with OGEC to develop a new PML investigation process which is different and distinct from the ethics complaint process. The first meeting was held on September 29, and the group is cautiously optimistic that the new process will achieve several of the above identified goals and receive support from the broader workgroup and legislature.

The LOC is also engaged in a handful of other work groups, listed below. This is not an exhaustive list, but rather intended to provide a taste of what is to come when the Legislature gavels in for the 2027 session:

- The Joint Task Force on Municipal Solid Waste is working to identify long-term solid waste disposal solutions for the Willamette Valley around regional governance, infrastructure, funding and waste movement that could inform broader statewide solid waste policy (mandating flow control) and 2027 legislation affecting cities and local authority.
- The Water Caucus Stakeholder workgroup met over the summer to discuss the 2027 legislative session with a focus on drought impacts. Significant funding challenges mean cities won't see a level of investment like the bipartisan Drought Resilience and Water Security package (2023).

- The LOC continues to support the Rebuilding Our Transportation Future Workgroups and the subgroups creating recommendations and memos for the full group. This summer has included engaged discussions and scenario planning across the six subgroups, resulting in draft memos that the full group will review in November.
- The LOC is engaged with legislators in support of the Legislative Revenue Office's report on the current state of the property tax system and modernization options as directed by HB 2321 (2025).
- The LOC is working with business stakeholders as part of the Industrial Lands Working Group organized by the Oregon Business Council in support of a package to address the development needs of businesses, including efforts related to land use reform and wetlands.
- The LOC is participating in the Rural Housing workgroup hosted by Representatives Marsh (D-Ashland) and Breese-Iverson (R-Prineville) and focused on building more housing outside urban growth boundaries and changing urban reserve areas.
- The LOC is participating in the Energy Generation Within Oregon's Land Use System workgroup led by Rep. Mark Gamba (D-Milwaukie).
- The LOC is participating in the Carrier of Last Resort Statue Modernization workgroup led by Rep. Pam Marsh (D-Ashland).
- The LOC is also participating in the Oregon Law Commission workgroups to discuss the local court (justice or municipal) appeals process and a local court abolishment process.

Congressional Updates

Key federal transportation programs expired when Congress failed to reauthorize them by a September 30 deadline. Investments made through the Infrastructure Investment and Jobs Act supported key federal programs, including the Safe Streets and Roads for All program. Due to federal inaction, the [authorization for these programs has lapsed](#).

Congress, however, is [making progress on major federal water legislation](#) affecting drinking water, wastewater, and stormwater infrastructure. The U.S. Senate water package would reauthorize the Drinking Water State Revolving Fund (SRF) at an amount higher than the House. Congress is also considering broader water infrastructure for Army Corps projects and provisions through the Water Resources Development Act (WRDA), with final project authorization and policy differences still to be resolved between the chambers. Outcomes that could significantly affect federal financing available for Oregon water infrastructure projects.

To conclude this update, the LOC is eager to share the passage of the [21st Century ROAD to Housing Act \(PDF\)](#). Included in the LOC's advocacy in Washington DC this year, the ROAD to Housing Act is the first comprehensive housing package to pass Congress in decades. The bill, which passed with overwhelming bipartisan support in the Senate ([85-5](#)) and House ([358-32](#)), aims to boost housing supply through improvements to existing programs, unlocking private capital and reducing federal regulatory barriers. Just as importantly for local governments, the package represents an attempt from Congress to spur housing production with tools for local governments rather than preemptions, though there are some concerns around Community Development Block Grant funding formulas. More information can be found via NLC's [10 Things for Local Leaders to Know About the "21st Century ROAD to Housing Act](#).

MEMORANDUM

To: LOC Board of Directors
From: Jayme Pierce, General Counsel
Date: September 30, 2026
Re: Legal Research Department & Litigation Report

This memorandum provides a brief overview of what has transpired in the Legal Research Department (LRD) since the LOC Board met on June 26, 2026. The memorandum is not an exhaustive list of department activities; rather it highlights major accomplishments and projects.

LOC Litigation

Since the June board meeting, one matter has been resolved. On July 20, the Ninth Circuit Court of Appeals affirmed a lower court's ruling in favor of the city in the matter of *Panabaker v. Hood River*. The plaintiffs in this case own homes in Hood River but reside outside of Oregon. They claimed that the city's short-term rental ordinance violated the implied U.S. Constitution's Dormant Commerce Clause doctrine, which prohibits the government from passing laws that discriminate against, or unduly burden, interstate commerce, or in other words, out-of-state interests. The ordinance provides that "a dwelling in a residential zone may be rented on a short-term basis only if that dwelling is the primary residence of the property owner or of a tenant under a long-term lease." The court concluded that the city's ordinance was valid and did not violate the Dormant Commerce Clause. First, it concluded that the ordinance did not discriminate against out-of-state interests because the ordinance applied equally to the plaintiffs (out-of-state homeowners) and to Hood River resident homeowners. The court also concluded that the ordinance did not "prevent an out-of-state homeowner...from being able to extract economic value from the property." Lastly, the court did not find any evidence that the ordinance imposed a "substantial or significant burden on interstate commerce." Thus, the city's ordinance was constitutional.

In another matter, the Oregon Supreme Court granted a petition for review of the Oregon Court of Appeals decision in *PETA v. OHSU*, a case involving public records and attorney's fees. The LOC had previously filed an amicus brief when this matter was in front of the Court of Appeals. OHSU requested the LOC file another amicus brief during the appeal to the Supreme Court. The LOC drafted and filed a joint amicus curiae brief with the Special Districts Association of Oregon and Association of Oregon Counties.

The LOC is currently involved in six judicial proceedings. The LRD team also tracks 28 active cases at various stages of litigation and in front of several state and federal courts that could have significant impacts on municipal governance.

Member Inquiry Program

The LOC Member Inquiry Program is a long-standing program wherein any member city may call or email the LOC with questions and receive general guidance from LOC attorneys. This popular program generates on average, at least one—often more—inquiry every day. Guidance provided under this program is not legal advice, but still helpful in remedying a member city's question.

During the first three quarters of this year (January 1 through September 30), LOC attorneys fielded and answered more than 195 individual inquiries, invested more than 144 staff hours, and assisted 80 member cities and 11 other entities.

Direct Legal Advice Program

Under this program, eligible cities small cities in LOC regions 10, 11, and 12 may receive up to 15 hours of free legal advice from LRD attorneys each fiscal year. Eligible cities may participate in this program by signing a personal services agreement which is valid for three years.

Of the 54 eligible cities, 35 are current participants. During the 2025-2026 fiscal year, the LRD team provided more than 105 hours of free legal advice. So far during this current fiscal year, the LRD team has already provided more than 33 hours of advice. Assuming a conservative rate of \$200/hour for legal assistance, LRD staff saved participating cities in these regions more than \$21,000 in legal fees in the 2025-2026 fiscal year and have already provided \$6,600 worth of legal services in the 2026-2027 fiscal year.

LOC Trainings

The LRD offers year-round, city-specific training, in addition to the regularly scheduled training offerings, such as Elected Essentials and Municipal Fundamentals. Since the June board meeting, the LRD has provided the following trainings:

<u>Entity</u>	<u>Date</u>
City of Sweet Home	July 8, 2026
City of Ashland	July 17, 2026
City of Willamina	August 27, 2026

The LRD will take a pause on additional trainings between September 1, 2026, through March 1, 2027, to thoroughly prepare for and deliver the 2026-27 Elected Essentials program.

In addition to LOC-sponsored trainings, LOC General Counsel Jayme Pierce presented at the International Municipal Association's Annual Conference on September 25 on the topic of home rule. Assistant General Counsel Robin Klein is scheduled to guest teach at the University of Oregon's Local Government Law Class on October 20.

Research Projects

Each calendar year, the LOC works with an outside research consultant to complete various research projects and surveys. The following projects are scheduled for the remainder of this year:

- Water and Wastewater Service Provider Survey – October 2026;
- Municipal Court Fines Survey – October 2026;
- City Population Updates – December 2026;
- State Shared Revenue Report – January 2027; and
- 2026 Annual Research Summary – January 2027.

All current research data and reports may be accessed on [LOC's Research Hub](#).

MEMORANDUM

To: LOC Board of Directors
From: Jayme Pierce, General Counsel
Date: September 30, 2026
Re: Litigation Report

This is an informational staff report to inform the board on the status of the LOC's legal advocacy efforts. The last report provided to the board was on June 26. One case has been resolved since the last update and there are currently six active cases in which the LOC is participating as a party. All cases are at various stages of the judicial process.

Resolved Litigation Matter(s)

Panabaker v. City of Hood River

LOC's Status: Amicus Curiae.
Current Venue: Ninth Circuit Court of Appeals.
Attorney: City of Portland.
General Topic: Short Term Rental Ordinance requiring Residency Challenged Under Dormant Commerce Clause (US Constitution).
Current Status: *Lower court's ruling affirmed in favor of the city.*

This matter concerns the city of Hood River's short-term rental ordinance. The ordinance permits vacation home rentals only "when it is necessary to the existing and continued residential use of a dwelling as the primary residence of the property owner." The city then passed an ordinance which allowed a short-term rental permit applicant to use their voter registration, Oregon driver's license or tax return to prove residency.

A group of homeowners with residency in other states and countries who could not meet the requirements of the city's ordinance themselves sued the city, alleging the ordinance directly discriminates against out-of-state homeowners. Under the dormant Commerce Clause of the U.S. Constitution, states and their local governments cannot pass laws that discriminate against interstate commerce (transactions that take place across state lines or outside of states' borders).

Both parties moved for a summary judgement on this matter. The city of Hood River argued that the homeowner's argument is prefaced on a misunderstanding as the residency requirement can be met by someone other than the homeowner, such as a long-term tenant. This ordinance also serves a legitimate city interest – maintaining a supply of affordable housing in a city with a population growth rate of 1.9% a year. The district court agreed with the city, granting summary judgement in the city's favor and dismissing the case.

The homeowners appealed the matter to the Ninth Circuit Court of Appeals. Oral argument was held on July 7, 2026. On July 20, 2026, the Ninth Circuit Court of Appeals affirmed the lower court's ruling in favor of the city's motion for summary judgment. The court concluded that the city's ordinances were valid and did not violate the Dormant Commerce Clause. First, it

concluded that the ordinances did not discriminate against out-of-state interests because the ordinances applied equally to the plaintiffs (out-of-state homeowners) and to Hood River resident homeowners. The court also concluded that the ordinances did not “prevent an out-of-state homeowner...from being able to extract economic value from the property.” Lastly, the court did not find any evidence that the ordinances imposed a “substantial or significant burden on interstate commerce.” Thus, the city’s ordinances were constitutional.

New Litigation Matter(s)

Nones since the last update.

Pending Matters
(Listed Oldest to Newest)

People for the Ethical Treatment of Animals, Inc. v. Oregon Health and Science University

LOC’s Status: Amicus Curiae.
Current Venue: Oregon Supreme Court.
Attorney: LOC General Counsel.
General Topic: Oregon Public Records Law.
Current Status: *Oral argument scheduled for October 15, 2026.*

PETA sued OHSU over a public records case involving videos of scientific testing on voles (which are rodents similar to mice). OHSU believed, in good faith, that the videos had been deleted before the public records request was made, and timely responded to the requester, PETA, telling them as much. PETA sued over the public records request response. During litigation, a forensic expert examined the OHSU hard drives from which the videos had purportedly been deleted and located the requested videos. The videos were provided to PETA, which mooted PETA’s claim for disclosure of the records. PETA nonetheless pursued its other claims in the case, including a claim under ORS 192.407(3)(b) (which was enacted in 2019 as HB 2353) that OHSU had “responded to the request with undue delay.” PETA also sought sanctions against OHSU for discovery misconduct.

After a trial, the Multnomah County Circuit Court judge rejected most of PETA’s claims (i.e., the judge agreed with OHSU that PETA’s claim for disclosure of public records was moot, and the judge rejected PETA’s constitutional/damages claims) but did find that OHSU violated ORS 192.407(3)(b), because it had “responded to the request with undue delay,” and that discovery sanctions were appropriate. The trial court’s order conflates two issues: it says that OHSU’s nondisclosure of public records “extended into the duration of this case” and therefore became discovery misconduct. The trial court awarded two \$200 penalties under ORS 192.407(3)(b) and then awarded \$432,900 in attorneys’ fees to PETA as the prevailing party.

An award of attorneys’ fees is not available under ORS 192.407(3)(b). This is because when HB 2353 was adopted in 2019, the LOCs and other local government organizations lobbied against the availability of fees. The original version of HB 2353, as introduced, provided that fees could be awarded, but fees were amended out of the bill—which is apparent from the -1 amendment and the legislative history. Nonetheless, ORS 192.407(4) is confusing (if not ambiguous), and the trial court interpreted that provision to permit an award of attorneys’ fees on top of a \$200 penalty. The trial court used discovery sanctions as a “backdoor” way of awarding fees for the same conduct.

HB 2353's legislative history indicates that the \$200 penalty (for "respond[ing] to the request with undue delay") would be applicable only when the public body fails to "respond" to the request within the required 15-day period provided in ORS 192.329(5), by either providing the requested records or providing "a written statement that the public body is still processing the request and a reasonable estimated date by which the public body expects to complete its response based on the information currently available." But despite this legislative history, the trial court found that the \$200 penalty should apply when the requested records are not provided within a reasonable timeframe. This reading of the statute is not supported by legislative history.

The two issues in this case are: (1) Whether attorneys' fees are recoverable to the "prevailing party" when the statutory \$200 penalty is awarded under ORS 192.407(3)(b) (HB 2353); and (2) Whether the statutory \$200 penalty under ORS 192.407(3)(b) (HB 2353) for "respond[ing] to the request with undue delay" even applies when a public body has followed the deadlines for responding to a public records request in ORS 192.329(5).

The Oregon Court of Appeals approved the LOC to participate and the LOC filed its amicus curiae brief on October 24, 2023. On December 24, 2025, the Court of Appeals reversed and remanded the lower court decision in favor OHSU and agreed with OHSU and LOC that the award of attorneys fees was in error. PETA filed a petition for the Oregon Supreme Court to review, which the court granted on May 21, 2026. LOC files its amicus curiae brief on August 13, 2026. Oral argument is scheduled for October 15, 2026.

Roberts v. Cannon Beach

LOC's Status: Amicus Curiae.
Current Venue: Oregon Supreme Court.
Attorney: LOC General Counsel.
General Topic: Land Use.
Current Status: *Court opinion issued in favor of city – Petition for Reconsideration filed.*

This matter is semi-related to a previous case in which the LOC participated: *Roberts v. Cannon Beach* (2021). The case involves the same single-family housing development but via a different land use application. Property owners have been working on developing their land for a number of years. Specifically, this matter is the continued development of a private residence and the development of a private driveway.

While reviewing a prior decision on remand from the Oregon Land Use Board of Appeals ("LUBA"), the city discovered that the proposed development of the home and driveway did not meet the standards in the city's geologic hazard overlay zone. However, the city believed the proposed development was prohibited by ORS 197A.200, ORS 197A.400, and ORS 227.175 from applying the geologic hazard zone standards to the development because the application was for the development of housing. Those statutes provide that cities shall permit needed housing in overlay zones and may only adopt and apply certain clear and objective standards regulating the development of housing. Cities may not deny an application for a housing development located within the urban growth boundary if the development complies with clear and objective standards.

LUBA affirmed the city's determination, but upon appeal, the Oregon Court of Appeals held that the driveway development in the public right-of-way was not "housing" and reversed "for a determination of whether the application for developing on the right-of-way complies with the geologic hazard standard."

The applicant filed a petition for review with the Oregon Supreme Court. In addition to the application, two home builder associations filed amici in support of the applicants. The Oregon Supreme Court granted review on March 3, 2025. A motion for an extension of time to file briefs was filed on March 28, 2025. The LOC filed its amicus brief jointly with the Association of Oregon Counties on May 29, 2025. Oral argument was held on September 5, 2025. On July 16, 2026, the Court affirmed the lower court's decision in favor of the city. The applicant filed a petition for reconsideration which is currently pending.

ACLU of Oregon Inc. v. City of Portland

LOC's Status: Amicus Curiae.
Current Venue: Oregon Supreme Court.
Attorney: City of Medford.
General Topic: Whether the Portland Police Bureau's livestreaming of the 2020 protests collected or maintained information about any individual or group's political religious or social views, violating ORS 181A.250.
Current Status: *Awaiting Court Decision.*

This case involves the Portland Police Bureau's (PPB) livestreaming of the 2020 protests following the death of George Floyd. The PPB livestreamed the protests on YouTube, manually deleting the recordings, and then switched to livestreaming on Wowza, where they could select a no-recording option and not maintain recordings.

The ACLU and a protester sued the city of Portland, alleging that these livestreams violated ORS 181A.250. This statute prohibits law enforcement agencies from collecting or maintaining information about any individual or group's political, religious or social views without reasonable suspicion the subject was involved in criminal activity. The ACLU argued that the data caching of the video's data as part of livestream was the "collection" of information prohibited by the statute. The ACLU also alleged the PPB breached a contractual obligation to comply with ORS 181A.250, arguing a 1988 letter from the Portland city attorney to the ACLU was a binding contract. The ACLU and the protesters sought a declaratory judgement that would prohibit the PPB from livestreaming video or audio of protestors.

The Multnomah County Circuit Court judge rejected the ACLU's first claim, as the organizations' political, religious or social views were not shown in any of the livestreams. However, the judge ruled that the protesters' political views were collected by the livestreams and as the PPB did not reasonably suspect the protestor was involved in criminal activity, the PPB's livestream violated ORS 181A.250. The judge also ruled in favor of the ACLU as to the contractual claim. The judge found this letter was a valid contract that obligated the PPB to comply with ORS 181A.250, and that the PPB violated this contract with the livestreams.

Both parties appealed this judgement to the Oregon Court of Appeals. The city of Portland argued that the collection and maintenance of records described in ORS 181A.250 applied to gathering and maintaining intelligence and dossiers, not an immediately deleted livestream. The city also argued that this letter was not an enforceable contract. The ACLU argued that the legal observers at the protest were acting as the ACLU the potential for these legal observers to have been on the livestream establishes a violation of ORS 181A.250. The court rejected the city's first argument, concluding a livestream of a lawful protest collecting information about protestors political views, violated ORS 181A.250. The court also rejected the city's second argument, stating that this letter

was a binding contract. However, it disagreed with the trial court interpretation of the letter, stating the terms agreed to be an amendment of the PPB's internal policies, not an agreement to comply with ORS 181A.250. Finally, the court rejected the ACLU's argument, stating the ACLU must show a violation of ORS 181A.250 harmed the ACLU as an organization not merely its members. In its ruling, the Court of Appeals agreed that the PPB's livestream violated ORS 181A.250 as to the protestor's claim but did not violate ORS 181A.250 as to the ACLU's claim. The Court of Appeals overturned the trial court's ruling regarding ACLU's breach of contract claim.

The city of Portland filed a petition for review with the Oregon Supreme Court. The LOC filed a joint amicus brief with the city of Medford on June 16, 2025 and its brief is due November 27, 2025. Oral argument was held on May 7, 2026 and the matter is currently awaiting a court decision.

April Fonseca v. City of Medford

LOC's Status: Amicus Curiae.
Current Venue: Ninth Circuit Court of Appeals.
Attorney: Markowitz Herbold PC.
General Topic: First Amendment Press Rights.
Current Status: *Awaiting Court Decision.*

April Fonseca, a journalist with Jefferson Public Radio, sued the city of Medford for First Amendment violations after being arrested while reporting on the removal of campers from a public park. The city set up a media staging area for reporters in the park, in a location where the reporters would be able to interview people leaving the park. However, the district court rejected this location as an acceptable one because the journalist could not hear, see or record interactions between law enforcement and people in the park.

The district court applied strict scrutiny to this claim. Content restrictions of First Amendment protected activity, such as reporting in a public park (a traditional public forum), must be: (1) narrowly tailored to serve a significant government interest; and (2) leave ample alternative channels for communication.

In district court, the city of Medford moved for summary judgement for Fonseca's First Amendment claim. The city argued the Medford Police Department excluded reporters and observers from the park for safety reasons and a fear the clearance would be volatile. The city's closure order relied on the need to allow the park to be sanitized, cleaned and inspected as the city believed the park posed a general threat to health and safety. The district court denied summary judgement on this claim, as journalists, volunteers and social service agency representatives were in the park, Fonseca did not endanger anyone's safety with her presence, and the service call log does not show an increased number of incidents while the encampment was present. The court stated that this was not a narrowly tailored restriction to serve public safety.

The city of Medford has appealed the district court's opinion to the Ninth Circuit Court of Appeals. The LOC, in support of the city of Medford, and joined by the cities of Springfield and Klamath Falls, and the Oregon Association of Chiefs of Police, filed its amicus brief on August 7, 2025. Oral argument occurred on March 10, 2026. The matter is currently under advisement.

Derby v. Columbia County

LOC's Status: Amicus Curiae.
Current Venue: Oregon Supreme Court.
Attorney: Capitol Legal Services.
General Topic: Whether jails are legally responsible to the victims for the future crimes of offenders they previously housed.
Current Status: *Awaiting Court Decision.*

This matter originates from claims that the Columbia County Jail was negligent in its mental health training with allegedly caused an inmate to assault his mother 12 days after his required release from jail.

William Derby engaged in criminal conduct while struggling for mental illness and addiction for decades. During those 12 days after his release, Mr. Derby received mental health treatment by healthcare providers by three different facilities, including placement on a mental health hold and release by mental health providers. The victim sued the county claiming that the jail did not properly address Mr. Derby's mental health condition, causing it to worsen and creating a foreseeable danger that he would physically assault them at some point after his release from jail.

The jury at the trial court level held that the county was negligent on the basis that the jail did not adequately train staff regarding mental illness and that negligence caused the victim's injuries from the assault. The Oregon Court of Appeals affirmed the decision concluding that the victim's claim relating to third-party custodial care and bystander negligent infliction of emotional distress claims were properly decided by the jury based on general foreseeability principles. The county appealed requesting the Oregon Supreme Court to hold that:

- 1) The scope of a jail's custodial obligations to inmates does not extend to protect members of the public from physical harm by a former inmate after the inmate's required release from jail, absent the victim establishing a special relationship exists; and
- 2) Third-party bystander negligent infliction of emotional distress claims fail as a matter of law when emotional distress arises from witnessing someone other than the negligent actor physically injure a close relative.

The LOC joined various counties, the city of Springfield, and the Oregon State Sheriff's Association as amicus curiae in support of the county's appeal. The amicus brief was filed on June 26, 2025. Oral argument was held October 8, 2025. This case is currently awaiting a court decision.

Becker v. City of Eugene Police Department

LOC's Status: Amicus Curiae.
Current Venue: Oregon Court of Appeals.
Attorney: LOC Attorneys.
General Topic: Oregon Public Records Law – Reasonable Fee Waiver and Standard of Review.
Current Status: *Oral argument scheduled for December 2, 2026.*

This matter originates from Lane County Circuit Court. The city has filed an appeal of the general judgment that found in favor of the plaintiff on one of three claims for relief. The trial court declared that the plaintiff was a prevailing party, ordering the city to provide the requested records at no cost and awarding the plaintiff \$62,050.59 in attorney fees and costs.

The underlying facts of this case are fairly straightforward. The plaintiff submitted a public records request for documents that were related to an unsolved missing persons case, limiting their request to records more than 25 years old and submitted a public records fee waiver based on their affiliation with a non-profit organization. The city provided a cost estimate for staff time to collect the responsive records and to review and separate exempt from non-exempt materials. The city denied the fee waiver but provided a 25% fee reduction. The plaintiff failed to pay the required deposit and the city closed the request.

The plaintiff then appealed separately the fee assessment and the complete fee waiver denial to the Lane County District Attorney (DA). The DA denied both appeals. The plaintiff then filed a declaratory judgment action for the fee waiver denial review and the records request denial review in the Lane County Circuit Court. The plaintiffs alleged three claims for relief: (1) a declaration that the city's assessment of fees was unlawful in violation of the Oregon Public Records Act and an injunction compelling the city to provide the requested records at no cost; (2) a declaration that the city unlawfully denied the plaintiff's request for a complete fee waiver and an injunction compelling the city to waive any fees; and (3) a declaration that the city constructively withheld non-exempt records. After cross-motion summary judgments and a hearing, the trial court found in favor of the city on claims one and three but found in favor of the plaintiffs on claim two. Looking only at the city's initial fee waiver response, the court determined the city, "failed to carry its heavy burden to sustain its rejection of the fee waiver request." The trial court then ordered the city to provide the Beckers with the requested records at no cost and attorney fees and costs be paid for by the city.

There are two issues: (1) trial court erred in its interpretation of ORS 192.431(1) and misapplied the requisite standard of review at the trial court level; and (2) trial court erred in its interpretation of ORS 192.324(4)(5), which allows cities to establish reasonable public record fees and fee waivers.

The LOC signed on as amicus curiae joined by the Association of Oregon Counties. The joint amicus brief was filed on December 17, 2025. Oral arguments are scheduled for December 2, 2026.

MEMORANDUM

To: LOC Board of Directors
From: Lisa Trevino, Member Engagement Director
Date: September 29, 2026
Re: MASD Report

This memorandum provides a brief update from the LOC Member and Administrative Services Department (MASD) since its June 2026 report.

Current Projects

Below is a summary of some of the department's significant projects.

- **Affiliate Conferences:** The Oregon City County Managers Association (OCCMA) and Oregon Mayors Association (OMA) held their summer conferences at the Ashland Hills Hotel & Suites. LOC Affiliate Coordinator Claire Wilson and Conference Coordinator Jasmine Jones did an outstanding job coordinating and organizing these events. Their hard work and attention to detail contributed to the success of both conferences.

The OCCMA will host the Northwest Regional Managers Conference next year in Hood River, March 9-12. The OCCMA hosts the conference every three years in partnership with the city/county management associations from Washington and Alaska, giving managers across the region a chance to connect, share best practices, and learn from one another.

- **Training Calendar:** LOC Training Coordinator Heather Larson and Member Engagement Director Lisa Trevino continue to identify training opportunities relevant to city staff and elected officials, along with qualified trainers and speakers to lead those sessions.

Staff are currently developing a six-month training calendar that will launch in January. The calendar will include a combination of popular trainings offered in previous years, along with new topics identified through requests and suggestions from LOC staff, members, and partners. This approach will help ensure the training program continues to meet the membership's needs.

- **Committees and Affiliates:** MASD team members provide staff support to various affiliates and committees, including: the OMA and OCCMA; the DEIA Committee; Oregon Latinos in Local Government (OLLG); the LOC Annual Conference Planning Committees; the Local Government People of Color Caucus; and the Women's Caucus. Individual reports for these groups and committees are included in separate memos within this board packet.

Conferences

- **2027 City Day at the Capitol:** Planning is underway for City Day at the Capitol, scheduled for January 26, 2027. The event brings city leaders together to advocate for local priorities, engage

directly with legislators, and ensure the voices and perspectives of Oregon's cities are represented on issues affecting their communities.

Scholarship applications will open in early October, with event registration opening in early December. Staff will continue coordinating logistics and developing programming in preparation for the event.

- 2027 Spring Conference: The 2027 Local Government Spring Conference will be held at the Seaside Civic & Convention Center on April 1-2. To support the development of the conference agenda and program, LOC staff will host a meeting in Region 1. This meeting aims to foster dialogue and gather input on the key challenges facing cities. The listening tour is scheduled for Friday, November 6, in Seaside from 11 a.m. to 1 p.m.
- 2026 LOC Annual Conference: An individual report for this conference is included in a separate memo within this board packet, agenda item 9, *2026 Annual Conference Information*.
- Future Conferences: The LOC has been working diligently to secure contracts for upcoming conferences. Below are the confirmed dates and locations:
 - **2026**
 - Annual Conference: Salem Convention Center: October 15-17.
 - **2027**
 - Spring Conference: Seaside Convention Center: April 1-2.
 - Annual Conference: Riverhouse, Bend: October 7-9.
 - **2028**
 - Spring Conference: *To Be Determined*.
 - Annual Conference: The Graduate, Eugene: October 12-14.
 - **2029**
 - Spring Conference: *To Be Determined*.
 - Annual Conference: Riverhouse, Bend: October 11-13.
 - **2030**
 - Spring Conference: Seaside Convention Center: April 4-5.
 - Annual Conference: Salem Convention Center: October 17-19.

Training Program

The LOC offers members a range of training options, including Training-to-Go, Live Training, and On-Demand Training. Training-to-Go provides cost-effective, customizable sessions delivered by LOC staff, most often by the Legal Research Department (LRD). The Training-to-Go program is temporarily on hold while the LRD team teaches Elected Essentials across the state.

Elected Essentials

This year, the LOC will also offer 13 Elected Essentials trainings starting December 1 through February 25. The LOC's Elected Essentials program provides free training for newly elected officials, experienced elected officials, and city staff on Oregon's municipal governance basics. Topics include

Legal Powers & Impediments, Ethics, Home Rule, Civic and Parliamentary Basics, Public Meetings, Public Records, City Staff and Elected Officials Roles, and a networking lunch based on roles in local government. Registration is currently open.

REGION	LOCATION	DATE	TIME
Region 2	Wilsonville – CIS Collaboration Center	12/1/2026	8:00 a.m. – 4:45 p.m.
Region 3	Salem – Local Government Center	12/2/2026	8:00 a.m. – 4:45 p.m.
Region 4	Philomath Council Chambers	12/3/2026	8:00 a.m. – 4:45 p.m.
Region 7	Medford Police Department	12/4/2026	8:00 a.m. – 4:45 p.m.
Region 1	Seaside Convention Center	12/15/2026	8:00 a.m. – 4:45 p.m.
Region 5	Lincoln City Council Chambers	1/11/2027	8:00 a.m. – 4:45 p.m.
Region 6	Coos Bay Library	1/12/2027	8:00 a.m. – 4:45 p.m.
Region 12	Baker City – City Hall	1/29/2027	8:00 a.m. – 4:45 p.m.
Region 8	Condon Veterans Memorial Hall	2/8/2027	8:00 a.m. – 4:45 p.m.
Region 11	Hermiston – Harkenrider Senior Center	2/9/2027	8:00 a.m. – 4:45 p.m.
Region 9	Redmond City Hall	2/12/2027	8:00 a.m. – 4:45 p.m.
Region 10	Klamath Falls – Police Station	2/23/2027	8:00 a.m. – 4:45 p.m.
Catch-All	Virtual	2/25/2027	8:00 a.m. – 4:45 p.m.

Small Cities Program

Third quarter meetings ended September 18. The fourth quarter will begin on October 22 and feature a variety of speakers, including representatives from the Oregon State Fire Marshal's office, Rural Community Assistance Corporation (RCAC), and Portland General Electric (PGE).

REGION	PRESENTATION TOPIC	DATE
Northeast, Region 11	RCAC	October 22
Eastern, Region 12	TBD	October 23
North Coast, Region 1	Spring Conference Listening Tour	November 6
N Willamette Valley, Region 3	RCAC	November 12
S Willamette Valley, Region 4	TBD	November 13
Central Coast, Region 5	TBD	November 18
South Coast, Region 6	RCAC	November 19
South Valley, Region 7	WBCP	December 10
South Central, Region 10	Oregon State Fire Marshal	December 11
Metro, Region 2	Oregon State Fire Marshal	December 16
Columbia Gorge, Region 8	HAPO	December 17
Central, Region 9	Oregon State Fire Marshal	December 18

MEMORANDUM

To: LOC Board of Directors
From: Angela Speier, Chief Operating Officer
Date: October 5, 2026
Re: Operations Report

This memorandum provides a brief update from the LOC Operations Department since its June 2026 report.

Accounting

The beginning of the fiscal year is very busy in terms of accounting for the Operations Department. As noted in the Financial Report, the LOC has already collected nearly 75% of the anticipated revenue for the fiscal year. This is largely due to payments associated with the LOC membership dues and the Annual Conference. All LOC membership dues have been paid for FY 2026/27.

LOC Annual Conference Support

The Operations team serves on the Internal Conference Planning Committee and has been supporting the LOC Conference Coordinator with registration issues, changes, cancellations, speaker registration, etc. Administrative Assistant Brianna Jackson has also been working closely with the Communications & Business Development Director to invoice and register all conference sponsors and exhibitors. The team also assists with the LOC Board of Directors recruitment and voting delegate solicitation process.

OCAA & OSB Government Law Section Fall Conference

The Oregon City Attorney's Association and the Oregon State Bar (OSB) Government Law Section hosted their Fall Conference on September 11 at the OSB Bar Center in Tigard. Close to 100 people attended the one-day conference either in person or virtually. Administrative Assistant Meghyn Fahndrich provides administrative support to the OCAA and is integral to the success of the conference and OCAA as a whole. The total profit raised from the conference was \$14,131.30, which is split equally between OCAA and the OSB Government Law Section.

LOC Foundation

The Operations Department has taken the lead in bolstering fundraising efforts for the LOC Foundation. Meghyn, Brianna, and Evelyn Schloss have done an amazing job coming up with new ways to raise revenue to support the LOC scholarship program. The team will be staffing an LOC Foundation booth at the Annual Conference this year in an effort to raise awareness about the Foundation and what it does. In addition, staff will be selling the following: 50/50 raffle tickets, t-shirts, stickers, and tote bags. The team came up with the designs for each product and has agreed to provide a presentation about the Foundation during the Opening Ceremonies of the conference. I can't stress enough how proud I am of the work Meghyn, Brianna, and Evelyn have put into the booth, their fundraising ideas, and ways to raise awareness of the LOC Foundation. They have

really come together as a team to pull this off, and I encourage members of the LOC Board to visit the booth and help support the LOC Foundation!

Personnel Manual Update

During the October meeting, the LOC Board will be asked to approve an update to the LOC Personnel Manual. One of the updates staff is recommending is to move to a merit-based step increase process. The HR Administrator is working on updating the evaluation process to better gauge work performance standards. HR will work with department heads over the coming months to develop the evaluation tool and ensure evaluations are scheduled before the draft budget is developed.

MEMORANDUM

To: LOC Board of Directors
From: Angela Speier, Chief Operating Officer
Date: October 5, 2026
Re: Personnel Update

This memorandum provides a brief update on personnel matters since the last board meeting. Thankfully, there have been no changes to personnel since the June board meeting.

Team Building

In 2026, the LOC is continuing its commitment to team building and held its third quarterly social gathering on August 24, where staff were able to put their pickleball skills on display through a round-robin style tournament. The winning team was made up of LOC Assistant General Counsel Robin Klein and Administrative Assistant Evelyn Schloss.

The last team-building event of the year was held on Monday, October 5. Staff members carved pumpkins and connected with one another on a personal level.

MEMORANDUM

To: LOC Board of Directors

From: Angela Speier, Chief Operating Officer

Date: October 5, 2026

Re: Personnel Manual Update

The LOC's personnel manual is reviewed and updated as necessary on an annual basis to ensure it is up to date with changes to the law and/or desired changes in policy. The LOC Board of Directors must approve any amendment to the personnel manual.

Staff performed a thorough review of the document and have made several minor grammatical and formatting changes that are not highlighted in the document. Staff is recommending the LOC Board of Directors approve the following policy changes, including:

- Removing Oregon Family Leave Act (OFLA) coverage. Employers with 25 or more employees are required to offer OFLA. The LOC currently employs 18 employees and doesn't foresee increasing its workforce to 25 employees in the foreseeable future. In addition, most major leaves are now covered under Oregon Paid Leave (PLO). OFLA no longer covers parental bonding leave, serious health conditions (for employees or family members), or safe leave because those are exclusively managed by PLO. (See section VI(F), page 44).
- Allowing employees who would like to supplement their PLO benefit to utilize accrued sick leave before their accrued vacation leave. (See section VI(E)(5), page 43).
- Veterans' Preference was expanded to include current and former members of the Oregon National Guard. (See section IV(B), page 20).
- Moving towards a merit-based step-increase performance standard. In conjunction with this new policy, staff will be modifying the LOC's performance review process to give supervisors a better tool to determine performance standards. (See section V(M)(5), page 34).
- The use of sick time has been updated to reflect changes in Oregon Sick Leave Laws. (See section VI(D)(3), page 38).
- Treating earned holiday leave similar to compensatory time. Hours are capped at 100, and any hours in excess of 20 hours will be cashed out at the end of the fiscal year. Holiday time is earned when an employee has to work on an otherwise paid holiday. (See section VI(H)(6), page 46).
- The other changes were made to reflect current processes and CIS's model personnel manual.

Sample Motion:

I move to amend the LOC Personnel Manual as presented.



PERSONNEL MANUAL

**Revised
October 14, 2026**

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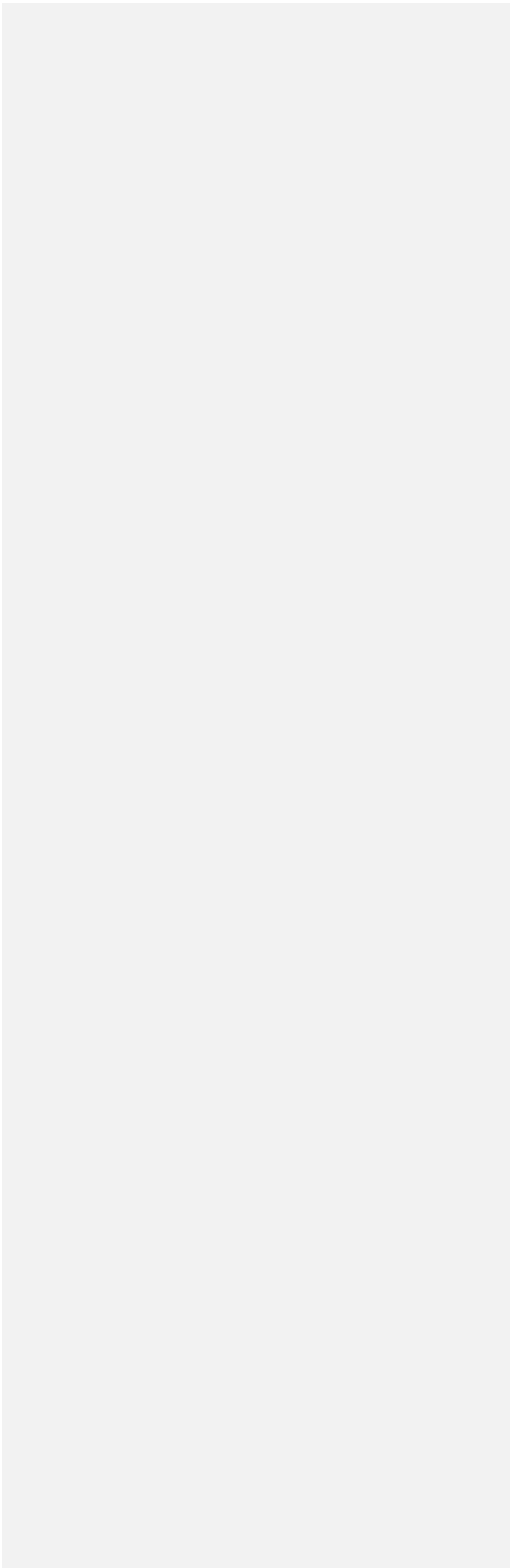
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WELCOME TO THE LEAGUE OF OREGON CITIES

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

The LOC was formed on January 24, 1925, when 32 city officials representing 25 Oregon cities met to create this voluntary organization. Currently, all the state's home rule charter cities are members of the LOC. The LOC's activities are directed by a Board of Directors composed of elected and appointed officials. Board members are elected at the LOC's annual business meeting. The LOC is administered by an Executive Director, who has ultimate responsibility for personnel matters and who reports directly to the Board of Directors.

This employee personnel manual describes, in summary, the personnel policies and procedures that govern the employment relationship between the LOC and its employees. The policies stated in this personnel manual are subject to change at any time at the sole discretion of the LOC with or without prior notice. This personnel manual supersedes any prior personnel manuals or written policies of the LOC that are inconsistent with its provisions.

This personnel manual does not create a contract of employment between the LOC and its employees. All employment at the LOC is "at will." That means that either you or the LOC may terminate this relationship at any time, for any reason, with or without cause or notice. No supervisor, manager, or representative of the LOC, other than the Executive Director, has the authority to enter into any agreement with you regarding the terms of your employment that changes the at-will relationship or deviates from the provisions in this personnel manual, unless the change or deviation is put in writing and is signed by the Executive Director. If the General Counsel enters into an agreement contrary to this at-will relationship, it cannot be altered except when in writing, signed by the Executive Director and approved by the Board.

The purpose of this personnel manual is to provide employees with an understanding of the policies, procedures, and benefits of LOC employment. It is not intended to include every situation that may arise but is to be used as a guide for operating and making decisions.

Some subjects described in this personnel manual, such as benefit plan information, are covered in detail in official insurance policy documents. Because this personnel manual provides summaries only, please refer to those documents for specific information. When discrepancies occur between benefit language in this personnel manual and in the official policy documents, the terms of the written insurance policies are controlling.

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

I. Definitions

The following words, terms, and phrases, when used in this personnel manual, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- A. Board.** Board means the Board of Directors of the LOC.
- B. Executive Director.** Executive Director means the Executive Director of the LOC, who has ultimate responsibility for personnel matters.
- C. Executive Committee.** Executive Committee means the officers of the Board of Directors, as identified in the LOC's Bylaws.
- D. Employee.** Employee means, generally, a person employed by the LOC.
 - 1. Regular Full-Time. A regular full-time employee means an employee who is hired for ongoing employment and has successfully completed the initial period of employment and who regularly and consistently works 40 hours per week, excluding authorized overtime.
 - 2. Regular Part-Time. A regular part-time employee means an employee who is hired for ongoing employment and has successfully completed the initial period of employment and who regularly and consistently works less than 40 hours per week, excluding authorized overtime.
 - 3. Temporary. A temporary employee means an employee who is hired for a fixed or limited term of employment or to fill in for regular employees during extended absences, to complete special projects, on a seasonal basis, or to assist during times of excessive workload. Temporary employees may be full- or part-time.
 - 4. Non-Exempt. A non-exempt employee means an employee who is covered by the overtime provisions of the Federal Fair Labor Standards Act (FLSA) or applicable state laws.
 - 5. Exempt. An exempt employee means an employee who is not covered by the overtime provisions of the Federal Fair Labor Standards Act (FLSA) or applicable state laws.
- E. LOC.** LOC means the League of Oregon Cities.

II. Equal Employment Opportunity (EEO) Policies

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

All employees are encouraged to discuss these EEO Policies with the Human Resources Administrator or their supervisor at any time if they have questions relating to the issues of harassment, discrimination, or bullying.

A. No-Discrimination, No-Retaliation Policy.

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

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

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

B. Statement Regarding Pay Equity.

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

C. No-Harassment Policy.

The LOC prohibits harassment and sexual assault in the workplace, or harassment and sexual assault outside of the workplace that violates its employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, the LOC prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation,

gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon or federal law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with the Human Resources Administrator, at any time if they have questions relating to the issues of discrimination or harassment.

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

Commented [A51]: Added the word events to better define the type of occurrence.

1. Sexual Harassment

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

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

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex. This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of conduct.

2. Other Forms of Prohibited Harassment

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

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

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on LOC property or during LOC-sponsored events;
- "Teasing" or mimicking the characteristics of someone with a physical or mental disability;
- Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status; or
- Negative comments or teasing a person about their natural hair, hair texture, hair type or hair style (see definition of "race" on page 8). Employees may not touch another employee's hair without permission to do so, even if the touch is extended out of curiosity or as a compliment.

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

3. Complaint Procedure

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

4. Investigation and Confidentiality

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

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

5. Allegations Against Executive Director

If the alleged harasser is the Executive Director, employees are expected, and should, bring the matter to the attention of either the Human Resources Administrator, the General Counsel, or the Board President. When the Human Resources Administrator, General Counsel, or the Board President receive a complaint of harassment against the Executive Director, they shall immediately confer with each other to determine the most responsible approach to take in determining if an investigation is needed, and if one is needed, who should be assigned or hired to conduct the investigation.

6. Protection Against Retaliation

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

Employees who believe they have been retaliated against in violation of this policy should immediately report it to the Human Resources Administrator or Executive Director or any supervisor or member of management. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

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

7. Other Resources Available to Employees

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

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

8. Other Employee Rights

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

The LOC is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the LOC to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the LOC regarding their experience and/or employment status, the employee should contact the Human Resources Administrator.

The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the LOC and employee do reach an agreement, the LOC will not require an employee to enter into a non-disclosure agreement (which would prohibit the employee from discussing or communicating about their experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about the LOC or making comments that would lower the LOC in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, non-disclosure and non-disparagement are terms that the LOC and the employee may agree to. The employee will have seven (7) days to revoke the agreement after signing it.

9. Bullying

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

- a. *Verbal Bullying*. Slandering, ridiculing, or maligning a person or their family; persistent name calling which is hurtful, insulting or humiliating; using a person as brunt of jokes; abusive and offensive remarks.
- b. *Physical Bullying*. Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- c. *Gesture Bullying*. Non-verbal threatening gestures, glances that can convey threatening messages.
- d. *Exclusion Bullying*. Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
- e. *Cyber Bullying*. Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on web sites for co-workers, managers or supervisors or elected officials.
- f. Employees who have experienced bullying in violation of this policy, who have witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of their supervisor or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred, the LOC will take prompt, appropriate action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

D. Disability Accommodation Policy. The LOC is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

1. Accommodations. The LOC will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the operation of the LOC.
2. Requesting an Accommodation. A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department (or, in some cases, the LOC) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

For example, a reasonable accommodation may include providing or modifying

equipment or devices, restructuring, allowing part-time or modified work schedules, reassigning individual, adjusting, or modifying examinations or training materials, providing readers and interpreters, or making the workplace readily accessible to and usable by people with disabilities.

- a. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position.
- b. All requests for accommodation should be made to the Human Resources Administrator or their supervisor and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation.
- c. In most cases, an employee will need to secure medical verification of their need for a reasonable accommodation.

E. Pregnancy Accommodation Policy. The LOC is committed to fully complying with the Pregnant Workers Fairness Act (PWFA), the Oregon Pregnancy Disability Act (OPDA) and anti-discrimination laws. Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact the Human Resources Administrator to discuss their options for continuing to work and, if necessary, leave of absence options. The LOC will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on the LOC's operations.

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

1. Requesting Pregnancy-Related Accommodation. Employees who are concerned that their pregnancy, childbirth, or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work.

All requests for accommodation should be made with the Human Resources Administrator and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the LOC and the employee find an effective accommodation, or to verify the employee's need for an accommodation. Both the LOC and employee must monitor the employee's accommodation situation and make adjustments as needed.

2. No Discrimination, No Retaliation. The LOC prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by the LOC; or (3) needed accommodation.

Employees who ask about, request, or use accommodations under this policy and

applicable Oregon law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation. Under Oregon law, an employer cannot require an employee to use PLO if a reasonable accommodation can be made that does not impose an undue hardship on the operations of the LOC. Also, no employee will be denied employment opportunities if the denial is based on the need of the LOC to make reasonable accommodations under this policy.

Commented [AS2]: Changed OFLA to PLO. The state of Oregon requires employers to offer OFLA when there are 25 or more employees. The LOC is recommending that OFLA coverage be removed from the Personnel Manual because there are 18 employees at the LOC.

3. Leave of Absence Options for Pregnant Employees. Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Oregon's sick leave law and Paid Leave Oregon (PLO).

Commented [AS3]: OFLA was removed from this sentence.

F. Reporting Improper or Unlawful Conduct — No Retaliation. Employees may report reasonable concerns about the LOC's compliance with any law, regulation, or policy, using one of the methods identified in this policy. The LOC will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules, or regulations by the LOC (including its employees);
- Mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health resulting from action of the LOC or one of its employees;
- A substantial and specific danger to public health and safety resulting from actions of the LOC or one of its employees; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

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

1. Employee Reporting Options. In addition to the LOC's Open-Door Policy (see section XIII(H)), employees who wish to report improper or unlawful conduct should first talk to their supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with the Human Resources Administrator or the Executive Director.
 - a. Supervisors and managers are required to inform both the Human Resources Administrator and the Executive Director about reports of improper or unlawful conduct they receive from employees.
 - b. If an employee's supervisor is the Executive Director, for purposes of this section,

the employee is encouraged to speak with the Human Resources Administrator, General Counsel, or the Board President. When the Human Resources Administrator, General Counsel, or the Board President receive a complaint pursuant to this section against the Executive Director, they shall immediately confer with each other to determine the most responsible approach to take in determining if an investigation is needed, and if one is needed, who should be assigned or hired to conduct the investigation.

- c. Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.
 - d. If the LOC were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.
2. Additional Protection for Reporting Employees. Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the LOC's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the employee's disclosure must relate to the conduct of their coworker or supervisor acting within the course and scope of their employment. The disclosure must have been made to:
- a. A state or federal regulatory agency;
 - b. A law enforcement agency;
 - c. A manager with the LOC; or
 - d. An Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.
3. Policy Against Retaliation. The LOC will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes they are disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in Oregon law or by LOC policy).

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

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

III. Employee Dating Policy

The LOC strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles and those with authority over others' terms and conditions of employment are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

While the LOC Board of Directors is not typically subject to the provisions of this Personnel Manual, the Employee Dating Policy is, in relevant part, applicable to Board members and their relationships with LOC employees—regardless of whether a Board member, or the full Board, has authority over an employee's terms and conditions of employment.

- A. No Preclusion.** This policy does not preclude or interfere with the rights of employees protected by any applicable statute concerning the employment relationship.
- B. Rules and Procedures — Generally.** The following rules and procedures are generally applicable to all employees.
 1. During working time and in working areas, employees and LOC Board members are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
 2. During nonworking time, such as lunches, breaks, and before and after work periods, employees and LOC Board members engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
 3. Employees and LOC Board members are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company premises, whether during working hours or not.

4. Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to the LOC's disciplinary policy. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
5. Employee and LOC Board members' off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates and/or Board members and employees.

C. Requirements for Supervisors, Managers, Executive Director, and Board Members.

Any supervisor, manager, executive, or other LOC official in a sensitive or influential position must disclose the existence of a romantic or sexual relationship with another co-worker. Any Board member must disclose the existence of a romantic or sexual relationship with a LOC employee. Disclosure may be made to the individual's immediate supervisor or the Executive Director. If the person making the disclosure is the Executive Director, they shall disclose the relationship to the Board President. The LOC will review the circumstances to determine whether any conflict of interest exists.

1. Conflict of Interest. When a conflict of interest or potential risk is identified due to a LOC official's relationship with a co-worker, the LOC will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, and financial transactions are examples of situations that may require reassignment of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one, or both parties, to other positions or departments. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.
2. Cooperation. Failure to cooperate with the LOC to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors, or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in disciplinary action up to and including termination.

IV. Recruiting and Hiring

- A. Recruitment and Selection.** Recruitment processes are developed and used to attract, evaluate, and select the most qualified candidates to fill vacancies for all regular and limited duration positions. The criteria used in these processes shall be based upon knowledge, skills, abilities, experience, and other characteristics needed for the effective performance of duties assigned to position(s) being recruited. Recruitment processes shall be job related and shall be developed and administered in accordance with federal, state, local and LOC governing laws and administrative rules.

1. Types of Recruitment Processes. A recruitment process may be Open, Internal, Promotional, or Continuous.
 - a. *Open Recruitment*. Recruitment open to all applicants (including applicants that are not currently LOC employees).
 - b. *Internal Recruitment*. A recruitment process open to applicants who are or have been temporary, limited duration, seasonal, or regular LOC employees within the timeframe specific on the announcement.
 - c. *Promotional Recruitment*. A recruitment open only to regularly appointed LOC employees who meet the announced requirements. Applicants for promotional recruitments may be restricted to all regularly appointed employees, employees within certain designated classes, or to employees with designated time in service, as determined by the Human Resources Administrator.
 - d. *Continuous Recruitment*. A recruitment without a closing date.
2. Recruitment Announcements. The announcements for each recruitment shall contain, but are not limited to information about the position, salary, and form(s) of competition which comprises the recruitment, qualifications, application procedures including the process for requesting disability accommodation or veterans' preference, the application filing location(s) and application deadline.
3. Applications. The number of applications accepted for a recruitment process may be limited by specifying the time period during which applications will be accepted and/or any other limiting criteria the Human Resources Administrator or designee determine to be appropriate.
4. Rejected Application. The Human Resources Administrator may reject the application of any person who:
 - a. Lacks the qualifications for the position;
 - b. Has made false statements of any material fact on the application;
 - c. Has been dismissed for cause from the LOC;
 - d. Has resigned in lieu of discipline or termination (including resigning during the disciplinary investigative process); or
 - e. Has provided unclear or incomplete information.

Prior to rejecting an application under (c) or (d) above, the Human Resources Administrator will determine whether there are any special circumstances or accommodations that should be considered.

5. Unsolicited Resumes. The LOC does not accept unsolicited resumes and letters of inquiry from persons seeking employment with LOC in lieu of a current recruitment process for that classification. When unsolicited applications are received, the Human Resources Administrator will return the original resume to the sender. The LOC does NOT maintain any copies of the resume.
 6. Disability Accommodations. Recruitment procedures may be modified to reasonably accommodate disabled individuals. Requests for a modification in procedure should be submitted to the Human Resources Administrator at the time an application is submitted.
 7. Vacancy in General Counsel Position. If a vacancy in the position of General Counsel exists, the Executive Director may appoint a person to fill the vacancy, but the appointment is subject to approval by the Board.
 8. Recruitment and Employment Incentives. The Executive Director has the authority to determine which regular or limited duration positions are key, or in need of special recruitment efforts and therefore merit recruitment and/or employment incentives. These positions must be identified as “key” before recruitment and examination efforts commence and may only be permitted to occur if it is determined that providing said incentives is compliant with the Oregon Equal Pay Act. The following recruitment and employment expenses are authorized under these conditions:
 - a. The LOC may pay reasonable travel expenses for those candidates asked to attend one or more interviews. Travel expenses may include but are not limited to the following: economy class round-trip airfare or its equivalent; appropriate ground transportation; and/or necessary lodging and meals.
 - b. The LOC may pay relocation expenses for new employees who incur relocation costs following their appointment to a budgeted position. Recipients of relocation expenses must repay the LOC a pro-rate amount for those expenses if employment with the LOC is terminated, for any reason, within one year of date of hire.
- B. Veterans’ Preference.** In accordance with ORS 408.230, the LOC grants a preference to qualifying veterans, disabled veterans, state service members, and former state service members who request the preference and submit proof of veteran status at the time an employment application is submitted.
- C. Hiring of Relatives.** Relatives of LOC employees or members of the employee’s household are eligible for employment at the LOC, provided such employment does not result in an employee having supervisory authority over a relative or otherwise creates a conflict of interest. A relative is defined as a spouse or domestic partner; a child, or the child’s spouse or domestic partner; a parent or the parent’s spouse or domestic partner; a sibling or stepsibling or the sibling’s or stepsiblings’ spouse or domestic partner; a grandparent or the grandparent’s spouse or domestic partner; a grandchild or the grandchild’s spouse or domestic partner.

Commented [A54]: SB 808 expanded veterans’ preference to include current and former members of the Oregon National Guard.

- D. Re-assignments.** Regular employees may request through either their immediate supervisor or the Executive Director a reassignment of duties. Employee-requested reassignments are at the sole discretion of the Executive Director, who may consider such factors as availability, cause, and documentation of need.
- E. Verification of Status.** To retain employment with the LOC, all employees must complete an employment eligibility (I-9) form as required by federal law.

V. Employment Status

- A. Initial Period of Employment.** All new employees, including current employees who are promoted or transferred within the LOC, are hired into an initial period of employment that generally lasts no less than 120 days. The initial period of employment is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by your manager. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be considered during the initial period of employment. This period gives you an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity to determine if your knowledge, skills and abilities and the requirements of the position match. It is also an opportunity for you to decide if the LOC meets your expectations of an employer.

1. Decision. At or before the end of the initial period of employment, a decision about your employment status will be made. The LOC will decide whether to:
 - a. Extend your initial period of employment;
 - b. Move you to regular, full-time, or regular, part-time status; or
 - c. Terminate your employment.

The initial period of employment of the General Counsel may only be extended by the Executive Director with the approval of the Board. The General Counsel may only be terminated by the Executive Director with the approval of the Board.

2. No Guarantee. Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and the LOC may terminate the employment relationship during the initial period of employment for any lawful reason. Further, completion of the initial employment period or continuation of employment after the initial employment period does not entitle you to remain employed by the LOC for any definite period of time. Both you and the LOC are free to terminate the employment relationship, at any time, with or without notice, and for any reason not prohibited by law.

- B. The Workweek.** The workweek is a seven-day work period beginning Sunday at 12:00

a.m. through Saturday at 11:59 p.m. Typically, business hours are from Monday through Friday 8:00 a.m. through 5:00 p.m. During times of peak workload, it may be necessary to work more than eight hours per day or 40 hours per week.

C. Meal Periods and Rest Breaks. Non-exempt employees are required to take certain paid uninterrupted breaks.

1. Four-Hour Segment Breaks. Non-exempt employees are required to take a paid, uninterrupted 10-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.
2. Six-Hour Segment Break. Non-exempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform their supervisor before the end of the shift so that the LOC may pay the employee for that work.
3. Mandatory. Meal periods and rest breaks are mandatory and are not optional.
4. Combining and/or Skipping Breaks. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" to come in late or leave early.
5. Violations of Policy. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.
6. Sample Break Schedules. Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available to them should contact the Human Resources Administrator or Executive Director.

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

D. Rest Breaks for Expression of Breast Milk. The LOC is committed to complying with the Oregon Rest Periods for Expression of Breast Milk and the federal Providing Urgent Maternal Protections for Nursing Mothers (PUMP) Act. The LOC will provide reasonable rest periods to accommodate an employee who needs to express milk for their child. If possible, the employee will take the rest periods to express milk at the same time as the

rest breaks or meal periods that are otherwise provided to the employee. If not possible, the employee is entitled to take reasonable time as needed to express breast milk.

1. Paid Rest Breaks. The LOC will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the LOC is required to provide as paid rest breaks and/or meal periods under applicable personnel rules.
 - a. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.
 - b. If an employee takes unpaid rest breaks, the LOC may, at the discretion of the employee's supervisor, allow the employee to work before or after their normal shift to make up the amount of time used during the unpaid rest periods.
 - c. The LOC will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this rule.
2. Location. The LOC will make a reasonable effort to provide the employee with a private location within proximity to the employee's work area to express milk. For purposes of this policy, "proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. A "private location" is a place, other than a public restroom or toilet stall, near the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public. If a private location is not within proximity to the employee's work area, the LOC will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as part of the employee's break period.
3. Notice. An employee who intends to express milk during work hours must give their supervisor, Human Resources Administrator, or Executive Director reasonable oral or written notice of their intention to do so to allow the LOC time to make any preparations necessary for compliance with this rule.
4. Storage. Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.
5. No Discrimination, No Retaliation. LOC prohibits discrimination and harassment against any employee who, under this policy, asked for information about or requested or used break time to express milk. Conduct that violates the LOC's no-harassment and no-discrimination policies will not be tolerated and may subject an employee to discipline, up to and including termination. Employees who have experienced discrimination or harassment or believe LOC is not compliant with federal or Oregon law regarding rest breaks to express milk, should discuss it with the Human Resources Administrator as soon as possible.

- E. Social Activities.** Participation in off-duty social or recreational activities such as a holiday party is entirely voluntary. Participation or non-participation will not affect employees' wages, hours, working conditions, or present or future employment opportunities.
- F. Compensation.** Employees, except for the Executive Director, are compensated in accordance with this policy. The Executive Director's compensation package is determined by the Board and is outlined in an employment contract between the Board and the Executive Director.
1. Step and Grade Schedule. Compensation is determined by a step and grade schedule, which includes grade assignments and minimum and maximum salary ranges for each classification. Employees do not move to a higher grade on the pay scale unless they assume higher level duties.
 2. Salaries. Salaries are determined by the Executive Director based on the current step and grade wage schedule for the classification of the position. Adjustments are based on the current step and grade schedule.
 3. Equal Pay. The LOC is committed to ensuring pay equity for all employees. To ensure pay equity, the LOC will take all steps necessary to comply with Oregon's Pay Equity Act and any other similarly situated state or federal law.
 4. Food and Beverage. Food, beverage, and other related items provided by the LOC to employees including any of their relatives or household members who are accompanying them during work-related events such as, but not limited to meetings, team building activities, and conferences, are provided as part of the employee's official compensation package.
 5. Longevity. A regular full-time employee hired before July 1, 2013, shall be eligible for longevity pay.
 - a. The following conditions must be met for longevity pay to be provided:
 - They have been employed continuously with the LOC in a full-time capacity for at least 10 years at the start of the current fiscal year (July 1st); and
 - Their most recent performance evaluation was satisfactory.
 - b. Longevity pay will be paid each pay period.
 - c. Longevity pay will be based on the employee's years of continuous service as of the start of the fiscal year.
 - d. For purposes of this policy, years of continuous service will be measured from July 1 following the first date of employment. For example, if an employee begins work on May 1, the measuring period for determining years of continuous service will

begin on the following July 1.

e. Longevity Schedule:

<u>Years of Continuous Service</u>	<u>Longevity Pay Per Pay Period</u>
10-14	\$50.00
15-19	\$70.00
20-24	\$90.00
25-29	\$110.00
30 or more	\$130.00

G. Overtime. Overtime will be paid according to this section, unless required otherwise by state or federal law.

1. Time-and-a-Half. The LOC pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 40 in any workweek.
2. Limitation on Overtime Pay. Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 40 per workweek required to receive overtime pay.
3. Assignment of Overtime Work. You may be required to work overtime.
4. Supervisor Authorization. No overtime may be worked by non-exempt employees unless specifically authorized in writing by a supervisor or management. Employees who work unauthorized overtime may be subject to discipline up to and including termination.
5. Compensatory (Comp) Time. Non-exempt employees may request to receive overtime either in pay or compensatory time off. Compensatory time is computed at the rate of 1.5 hours of compensation time for each hour of overtime worked.
 - a. The maximum number of compensatory hours that may be accrued is 120 (80 hours of overtime work equals 120 hours of compensatory time).
 - b. Overtime must be paid in cash when the 120-hour cap is reached.
 - c. Employees are encouraged to work with their manager/supervisor to schedule and use compensation time within 60 days of when it is accrued.
 - d. Any hours not taken in the fiscal year in which they were earned will be paid to the employee with the last payroll check in June of each year; except that an employee is permitted to carry over a maximum of 20 hours of compensatory time from one fiscal year to the next.
 - e. When an employee is separated from employment with the LOC, any remaining

compensation time will be paid to the employee at their current rate of pay or at the rate averaged over the last three years of LOC employment, whichever is higher.

H. Timekeeping Requirements. Time sheets show time worked for the various LOC programs and affiliates.

1. All Employees. All employees must accurately record time worked on a time sheet for payroll purposes.
2. Prohibited Actions. Filling out another employee's time sheet, allowing another employee to fill out your time sheet, or altering any time sheet will be grounds for discipline up to and including termination (supervisors and the payroll clerk may make changes to an employee's timesheet to ensure compliance with LOC policies, state law and federal law— employees will be required to acknowledge these changes). An employee who fails to record their time may be subjected to discipline as well.

I. Payroll Policies. You will be paid monthly.

1. Pay Period. The pay period begins on the 21st of each month and ends on the 20th of the following month. Employees will be paid no later than the fifth business day following the end of each pay period.
2. Automatic Payroll Deductions. Automatic payroll deductions include state and federal income tax, social security taxes (FICA), workers' compensation, PERS, the Oregon Transit Tax, and any other deductions required by federal, state, or local law.
3. Voluntary Payroll Deductions. Voluntary deductions may include premiums for health, dental and life insurance or other approved purposes or benefits, these deductions are made only upon written authorization from the employee.
4. Statement. A statement showing gross earnings, deductions, net salary and time off accruals (to include vacation time, holiday time, compensatory time and sick time) will accompany each paycheck or direct deposit.
5. Direct Deposit. Net pay will be directly deposited into the employee's bank account, unless the employee requests otherwise. If an employee requests to pick up their check from the LOC, only the employee named on the paycheck will be allowed to do so unless the employee provides written permission to the LOC for someone else to receive the check.
6. Advances. The LOC does not provide advance payments of salary or loans from salary to be earned.
7. Compliance with Laws. The LOC makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the LOC has made any improper deductions, has failed to pay you for all hours worked or for overtime, or has failed to properly calculate your wages or leave in any way, you must immediately

report the error to either the Human Resources Administrator, the LOC accountant, or your supervisor. The LOC will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination because they have reported any errors or complaints regarding the LOC's pay practices.

J. Personnel Records. Personnel records of all employees are confidential to the extent provided by law. The employee, employee's supervisor, Human Resources Administrator, and Executive Director may examine personnel files. Except as required/provided by law, personnel records will not be released to any other individual without the written consent of the employee. The LOC maintains employee medical information in compliance with applicable federal and Oregon law; employee medical information is generally confidential and will not be disclosed outside the parameters of federal and Oregon Law.

K. Reporting Changes to an Employee's Personal Data. Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current can be important to you regarding pay, deductions, benefits, and other matters. Employees may not intentionally withhold information from the LOC about the items listed above to continue to receive benefits or anything of value for themselves or anyone else. Upon request, the LOC may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

L. Telework Policy. The LOC encourages telework where it is a viable option that benefits the employee, the LOC, and LOC members. Telework, if used appropriately, promotes the health and safety of LOC employees; ensures high-quality work and optimal use of LOC resources; ensures cultural, equity and accessibility issues are addressed in a meaningful way; and supports flexibility and work-life balance for employees. It also offers the opportunity to be more flexible in interactions with the LOC members we serve and decreases the LOC's impact on the environment. Not all job positions at the LOC are appropriate for telework; for example, jobs requiring an on-site presence are generally ineligible for telework.

1. Definitions Applicable to Telework. The following definitions are applicable to this Telework Policy.
 - a. *Ad Hoc Telework.* Ad hoc telework is defined as short-term, temporary telework of no more than 24 days per calendar year. Ad hoc telework may be a suitable arrangement for employees who generally need to be in the office, but who sometimes have projects, assignments, or other circumstances that meet the telework eligibility criteria. Employees do not need to complete a Telework Agreement for ad hoc telework.
 - b. *Remote Work.* Work performed by an employee from any place other than those specifically identified herein:

- The Local Government Center;
 - The worksite identified in an approved Telework Agreement;
 - A location that an employee was required to visit or attend as part of their normal work functions (for example, an employee is directed to attend a Small Cities meeting in eastern Oregon and performs work from their hotel room); and/or
 - A site that is located within 30 miles of either the Local Government Center or the worksite identified in an approved Telework Agreement which has reliable internet and cellular service (for example, a coffee shop or communal workspace).
- c. *Routine Telework.* Routine telework is defined as telework which is a regular and reoccurring part of the employee's work schedule. Employees who routinely telework are required to complete a Telework Agreement.
- d. *Telework.* Telework is defined as a working arrangement in which the employee's workplace is located at an alternate worksite outside of the Local Government Center, such as an employee's residence.
2. Salary & Benefits. Employee's salary and benefit coverage do not change as a result of telework.
3. Telework Eligibility. Before approving a telework request, supervisors will use the following guidelines to evaluate positions and employees for telework eligibility.
- a. *Position Eligibility.* An employee's position may be suitable for telework when an employee's essential job duties:
- Include clear work objectives, clearly defined tasks, and measurable deliverables;
 - Are independent in nature and can be accomplished without detrimental impact on departmental productivity or customer service;
 - Allow for successful and productive communication with supervisors, colleagues, or members of the LOC through virtual means such as videoconference or phone calls;
 - Do not require the employee's ongoing, consistent presence at the Local Government Center to address unscheduled events, unless alternative arrangements for coverage are possible; and

- Are not essential to the management of the LOC office's workflow or business operations.
- b. *Employee Eligibility.* An employee may be eligible for telework if:
- The employee has adequate internet access in the alternate worksite to perform their assigned duties during teleworking;
 - The employee is committed to complying with all LOC rules, policies, practices, and instructions while teleworking, including provisions in their Telework Agreement;
 - The employee has the ability and willingness to preserve the confidentiality of sensitive LOC data and software which may be protected from disclosure by public records and/or copyright laws. This includes ensuring that all unauthorized individuals, including but not limited to the employee's family and friends, do not have access to confidential LOC data or software; and
 - The employee understands that their performance expectations must continue to be met while teleworking. Employees who are not upholding LOC obligations when teleworking, such as meeting performance or conduct expectations, may be subject to the disciplinary measures described in Section XIV of this Personnel Manual.
- c. *ADA Exceptions.* The LOC will make an exception to the eligibility requirements described in the above subsections (3)(a) and (b) when an employee with a "disability" under federal or Oregon law requests telework as a reasonable accommodation and provides verification from a health care provider of the employee's need for telework (subject to LOC's determination of whether providing telework as an accommodation would create an undue hardship on LOC operations).
4. Telework Approval Process. Generally, before a LOC employee begins teleworking, or a new hire begins working in a remote position or teleworking, they must complete the following steps.
- a. Talk with their supervisor to determine eligibility and potential telework schedule;
 - b. Complete and sign a Telework Agreement;
 - c. Complete any needed training prior to beginning telework; and
 - d. Receive supervisor's final approval, via signature on the Telework Agreement.

Ad hoc telework of no more than 24 days per calendar year is permissible with advance

authorization from the employee's supervisor and does not require a Telework Agreement. However, ad hoc telework requests and supervisor approval must be in writing, email will suffice.

5. Telework Conditions. Teleworking does not change the duties, obligations, responsibilities, or terms and conditions of LOC employment. Employees must still comply with all LOC rules, policies, practices, values, and instructions. Employee expectations regarding behavior and conduct continue to apply in virtual work settings, including online meetings in which employees participate through live videos or phone calls.
 - a. *Balance of Personal Needs*. Employees are expected to balance personal needs with work obligations and commitments. A telework arrangement is not to be viewed as a substitute for family care arrangements. There should be a designated person present to provide primary care during employee work hours if dependents are present in the household. The LOC expects that employees who telework will make family care arrangements as needed and that such obligations will not interfere with an employee's work obligations.
 - b. *Work Hours*. The number of hours worked per pay period by the employee will not change because of telework. As part of the telework approval process, employees will work with their supervisor to develop a standard telework schedule and expected work hours to meet the needs of the department and LOC.
 - Non-exempt employees (employees who are generally eligible for overtime pay) are not to work outside of their scheduled hours when teleworking. For example, non-exempt employees should not take phone calls or check emails outside of their regular working hours. Any changes to a telework schedule, including potential overtime, must have prior written approval (email will suffice) from the employee's supervisor.
 - Non-exempt employees are required to take scheduled breaks and lunches as usual.
 - Exempt employees are strongly encouraged to adhere to their telework schedule and limit work outside of their regular schedule. Exempt employees should work with their supervisor to develop expectations of availability outside of regularly scheduled work hours.
 - Occasional requests by employees to change their regularly scheduled telework days should be accommodated by the supervisor if possible. Employees must obtain prior written approval (email will suffice) from their supervisor to change a regularly scheduled telework day.
 - c. *Availability*. Employees will maintain availability via email, telephone, or as otherwise agreed to by their supervisor during standard work hours or designated specific core hours of availability.

- d. *Attendance at Meetings.* Employees are required to attend meetings at an assigned work location, which could include the Local Government Center, or another location identified by the employee's supervisor, as determined by the supervisor, even if such meetings occur on a day the employee is usually teleworking.
 - e. *Unexpected Inability to Telework.* Employees must contact their supervisor if equipment, connectivity, local power failures, or other supply problems prevent them from teleworking. Employees may be required to work at the Local Government Center or use vacation or other compensatory time.
 - f. *Work Site.* A designated workspace shall be maintained by the employee that is quiet, free of distractions, and kept in a clean, professional, and safe condition, with adequate lighting and ventilation.
 - To ensure that safe working conditions exist, or to ensure that the employee's designated workspace is suitable for telework, the LOC retains the right to make on-site inspections of the workspace, including a home workspace, at a mutually agreed-upon time.
 - The LOC is not responsible for operating costs, home maintenance, property or liability insurance, or other incidental expenses (utilities, internet service, cleaning services, etc.) associated with the use of employee's alternate workspace.
 - The LOC is not liable for damages to the employee's property that may result from participating in the telework program.
 - Employees are advised to contact their insurance agent and tax consultant for information regarding deductions/taxes associated with alternate work sites and coverage for equipment that is damaged, destroyed, or stolen. The LOC will not provide insurance or tax advice.
6. Supplies, Equipment, and Software Usage. At a minimum, employees must have access to a computer, internet, and telephone. Employees are responsible for ensuring they have adequate internet and telephone access at their alternate workspace.
- a. *LOC Equipment.* Equipment provided or purchased by LOC for employees to assist with telework will be maintained by the LOC. The LOC does not guarantee the purchase of equipment for a teleworking employee, specifically, the LOC will not provide employees with furniture necessary to perform duties outside of the Local Government Center.
 - All provided and purchased equipment must be returned to the LOC when the employee is no longer teleworking, or when employment has been terminated.

Commented [A55]: A section titled Remote Work Conditions was removed because the language was an exact duplicate of section L5 titled Telework Conditions.

- Employee is responsible for taking all necessary action to protect the LOC's equipment against damage or theft.
 - The LOC provides employees with no more than one computer (laptop or surface constitutes a computer for these purposes), one keyboard, one mouse, no more than two monitors, and ancillary enhancements that allow for the various devices to work together with one another. An employee who teleworks can decide where the computer, keyboard, mouse, monitors, and ancillary devices are located, in their alternate workspace or at the LOC offices.
 - Employee must adhere to all software copyright laws and may not make unauthorized copies of any LOC-owned software. Employees may not add hardware or software to LOC equipment without prior approval from their supervisor.
 - If necessary, the employee is responsible for bringing a LOC laptop or other LOC equipment to the Local Government Center for software and security updates and as otherwise required by their supervisor.
- b. *Employee Equipment.* Equipment supplied by the employee will be maintained by the employee.
- The LOC accepts no responsibility for damage or repairs to employee-owned equipment.
 - The LOC will not assist an employee in troubleshooting or identifying why employee-owned equipment is not working properly.
- c. *Supplies.* Supplies required to complete assigned work at the alternate work location should be obtained from the LOC office suite during the employee's in-office work periods. Out-of-pocket expenses incurred by an employee for materials and supplies, which are otherwise available from the LOC, will not be reimbursed. The cost of internet access, personal equipment (if being used), and non-standard office supplies or non-standard equipment will be borne by the employee.
7. Confidentiality & Security. Employees and their supervisors must identify any confidential, private, or personal information and records to be accessed remotely and ensure that appropriate safeguards are used to protect them. Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to LOC networks or databases to anyone who is not authorized to have access.
8. Work Product, Document Retention, and Public Records. Products, documents, and records used and/or developed while teleworking shall remain the property of the LOC and are subject to LOC rules regarding confidentiality and records retention

requirements which may make employee-owned computers, cell phones, and storage devices subject to public records, subpoenas, and other evidentiary requests. Accordingly, to the extent employees use their own devices to telework or remote work, they are encouraged to keep all documents and records in LOC-owned systems, such as cloud storage or VPN environments. Employees must comply with requests to search for public records and/or produce for inspection any employee-owned devices used for LOC work such as computers, cell phones, and storage devices to the extent such inspection is required to comply with public records requests, subpoenas, and other evidentiary requests.

9. Travel. Travel from an employee's home to the Local Government Center, even if the trip is to obtain the LOC vehicle for work-related travel, will be considered commuting mileage and will not be reimbursed. Additionally, travel from employee's home to the Local Government Center will not be counted as time worked.
10. Emergencies. During the course of employment with the LOC, emergencies may arise that require telework or remote work.
 - a. *Declared State of Emergency*. During a declared state of emergency, if the Executive Director, or their designee, directs that all eligible employees are required to telework or remote work, LOC supervisors must permit eligible employees to do so, regardless of whether the employee had a prior telework arrangement. Employees teleworking or remote working for more than 30 calendar days due to a state of emergency should complete a Telework Arrangement as soon as reasonably possible, but no later than 60 calendar days after they began teleworking.
 - b. *Damage to Local Government Center*. If the Local Government Center experiences a flood, fire, or is damaged due to some natural event or remodel, a supervisor may require employees to temporarily telework or remote work until the damage is repaired or the remodel work is completed. Employees teleworking or remote working for more than 30 calendar days due to damage to the Local Government Center should complete a Telework Arrangement as soon as reasonably possible, but no later than 60 calendar days after they began teleworking.
 - c. *Inclement Weather*. During periods of inclement weather, as described in Section XII of this Personnel Manual, when the Executive Director, or their designee, closes the LOC offices and directs that LOC employees will be paid for the day, employees who are scheduled to telework or remote work should continue to work as normal. Employees who would otherwise report to the LOC offices on that day are encouraged to perform their work assignments by teleworking.
11. Workers' Compensation. The LOC will process claims for work-related injury or occupational disease consistent with Oregon workers' compensation laws.
12. Discipline. If an employee violates any term of this Telework Policy or the Telework Agreement, the employee's telework, or remote work privileges may be immediately revoked and the employee may be subject to discipline, up to and including termination.

13. Discontinuation of Telework. A supervisor or the Executive Director may deny, end, or modify a Telework Agreement or the authorization to remote work at any time for any business-related reason, unless doing so conflicts with LOC-wide teleworking guidance given during a state of emergency or would violate the ADA. An employee may request to end or modify a Telework Agreement or remote work arrangement at any time, provided their request does not conflict with LOC-wide teleworking guidance given during a state of emergency.

M. Performance Reviews. All LOC employees will receive periodic performance reviews.

1. Purpose. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, retention, and discipline/termination. Any employee who fails to satisfactorily perform the duties of their position is subject to disciplinary action (including termination).
2. Review After Initial Period of Employment. The LOC's goal is to provide an employee with their first formal performance evaluation within six months after hire or promotion.
3. Annual Review. After the initial evaluation, the LOC will strive to provide a formal performance review on an annual basis to occur on the employee's hiring anniversary date.
4. Content of Review. Reviews will generally include the following:
 - a. An evaluation of the employee's quality and quantity of work;
 - b. A review of exceptional employee accomplishments;
 - c. Establishment of goals for career development and job enrichment;
 - d. A review of areas needing improvement;
 - e. Setting of performance goals for the employee for the following year; and
 - f. A determination of whether the employee meets, exceeds, or doesn't meet job expectations.
5. Merit Pay Increases. All employees are eligible for merit-based step increases that will be reflected on the first pay period in August, following a favorable annual review. Merit-based salary increases are not guaranteed and are subject to annual budgetary approvals.
 - a. Merit pay is based on the individual employee's job performance, and an annual review is required to support a merit pay increase.

- b. An employee must meet and/or exceed performance standards in all review categories to be eligible to receive a merit pay increase. If this standard is met, the employee may receive a step increase.
 - c. If an employee who meets and/or exceeds performance standards and is at the top of their pay scale, making them ineligible to receive a step increase, they may be issued up to a three percent one-time financial disbursement based on their annual salary in August.
 - d. If an employee does not meet performance standards in one or more review categories, they will not receive a step increase, and their supervisor will develop a written performance improvement plan.
6. Employee Response. Employees who disagree with a performance evaluation may submit a written response with reasons for their disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than 30 days following the date the performance evaluation was received.
7. Informal Reviews. The performance review process is intended to be participatory and equally involves the input of both the employee and the supervisor.
- a. Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.
 - b. Employees are encouraged to inquire about their performance periodically, accept additional responsibilities and show initiative, review opportunities for advancement within the LOC, ask for assistance in developing a goal-oriented path for advancement within a department or the LOC, and learn about training available to assist you in improving your skills or qualifying for a promotion or lateral transfer.

Commented [AS6]: New section added to reflect staff's recommendation to move towards merit-based step increases.

VI. Time Off and Leaves of Absence

- A. Attendance, Punctuality, and Reporting Absences.** Employees are expected to report to work as scheduled, on time and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for unpaid break periods or when required to leave on authorized LOC business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.
1. Notification of Absence. Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via a telephone call, text, or email as far in advance as possible, but no later than when they are regularly scheduled to begin working.

2. **Failure to Report.** Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter.

- a. The first instance of a no call/no show will result in a final written warning.
- b. The second separate offense may result in termination of employment with no additional disciplinary steps.

B. Vacation. It is the policy of the LOC to provide each full-time employee with vacation time on a periodic basis. The amount of vacation time to which an employee becomes entitled is determined by the employee's length of service as of their employment anniversary date.

1. **Regular Full-Time Employees.** Regular full-time employees shall accrue vacation credit based on their length of continuous and active service with the LOC, as measured from the first July 1 following the date of employment.
 - a. Regular full-time employees will begin to accrue vacation credit during the first full pay period following employment. If an employee begins working during an existing pay period, they shall have their vacation accrual prorated.
 - b. For purposes of measuring the length of continuous and active service with the LOC, the measurement will begin on the following July 1.
 - c. Vacation leave may not be used in the pay period in which it is accrued.
 - d. Vacation accrual for regular full-time employees hired prior to May 2005 is:

Length of Service (measured from July 1 following date of hire)	Vacation Accrual (per full pay period during employment)	Days per Year
0-23 months (0-2 years)	8 hours	12 days
24-59 months (3-5 years)	10 hours	17 days
60-119 months (6-9 years)	12 hours	20 days
120+ months (10+ years)	14 hours	21 days

- e. Vacation accrual for regular full-time employees hired on or after May 1, 2005 is:

Length of Service (measured from July 1 following date of hire)	Vacation Accrual (per full pay period during employment)	Days per Year
0-59 months (0-5 years)	9.33 hours	14 days
60-119 months (5-10 years)	13.33 hours	20 days
120 - 179 months (10-15 years)	14.33 hours	21.5 days
180+ months (15+ years)	15.33 hours	23 days

2. Regular Part-Time Employees. Regular part-time employees may accrue vacation leave on a pro-rata basis if approved by the Executive Director or may receive a pay differential as approved by the Executive Director.
3. Maximum Accrual. Vacation leave may be accrued up to an amount that does not exceed two times the annual accrual allotted to the employee. The maximum accruals are as follows:

Length of Service (measured from July 1 following date of hire)	Maximum Accrual
0-59 months (0-5 years)	224 hours
60-119 months (5-10 years)	320 hours
120 - 179 months (10-15 years)	344 hours
180+ months (15+ years)	368 hours

- a. Vacation time that is not used or carried over by December 31 will be forfeited without payment.
 - b. Under no circumstances will the LOC pay off more than 240 hours of vacation leave upon an employee's separation from employment.
4. Requests for Vacation Leave. Requests to use vacation leave must be approved by the employee's supervisor in advance. No vacation leave requests will be granted during the week of the LOC's annual conference unless the leave is protected by either state or federal law.
 5. Use of Vacation Leave. If an employee has been approved to use vacation leave in a given work week, the employee is only required to use the number of vacation hours needed to achieve a forty-hour work week. For example, if an employee is scheduled to take Thursday and Friday off work (seemingly needing to use 16 hours of vacation leave), but works 35 hours between Monday and Wednesday, the employee need only use five hours of vacation leave for the work week.
 6. Payment for Accrued Vacation Leave. Employees will be paid for accrued unused vacation upon resignation, retirement, or termination at their current hourly rate. If an employee's last day of work is during an existing pay period, they shall have their vacation accrual prorated and be entitled to payment for the prorated accrual.
 7. Unpaid Leave Status. Employees who are in an unpaid leave status do not accrue vacation leave.
- C. Executive Leave.** In order to recognize individual efforts, performance, and achievements, and to compensate for times when exempt employees spend more hours at work than normal due to special projects or increased workloads, the Executive Director, at their discretion,

may provide up to 40 hours of executive leave to any and all exempt employees.

The Executive Director shall report, by July 10 of each year, the number of hours of executive leave to be granted the following fiscal year to each exempt employee. The Human Resources Administrator shall be advised of the number of executive leave hours granted to each exempt employee so that the hours can be properly deposited into each respective employee's time bank.

Commented [A57]: Date changed from June 30 to July 10 to reflect current processes.

Executive leave shall not carry over from one fiscal year to the next, nor shall employees be paid for any accrued executive leave when their employment with LOC terminates, regardless of the reason.

D. Sick Leave. The LOC provides eligible employees with sick leave in accordance with, and in addition to, Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law. Employees with questions about this policy may contact the Human Resources Administrator. Please also refer to the Oregon Sick Leave Law poster that is posted in the main copy room and is incorporated here by reference.

1. Eligibility of Paid Sick Leave. Under Oregon's Paid Sick Leave Law and this policy, "employee" includes regular full-time, regular part-time, temporary, exempt, and non-exempt employees.
2. Accrual of Sick Leave. Employees begin to accrue paid sick leave on the first day of employment; employees are eligible to use sick time benefit during the first full pay period following employment with the LOC.
 - a. Regular full-time employees accrue sick time at the rate of eight hours per pay period. If an employee begins working during an existing pay period, they shall have their sick accrual prorated.
 - Exempt employees are presumed to work 40 hours in each workweek for purposes of their sick leave accrual unless their normal workweek is less than 40 hours, in which case sick leave is accrued based on the employee's normal workweek.
 - Sick leave accrual is capped at 640 hours.
 - b. Regular part-time and temporary full or part-time employees accrue sick time at the rate of .033333 per hour worked up to a maximum of 40 hours per calendar year. The Executive Director retains the discretion to allow sick time to accrue for certain designated temporary full-time employees at the rate of eight hours per pay period. Any temporary full-time employee who will receive the accrual rate of eight hours per pay period will be notified in writing by the Executive Director.
3. Use of Sick Time. Paid sick leave may be taken in increments of .25 hour. Accrued paid sick leave may be used for the following reasons:

- a. For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or their covered family member. "Family member" means:
 - Spouse or registered domestic partner;
 - Child or the child's spouse or registered domestic partner;
 - Parent or the parent's spouse or registered domestic partner;
 - Sibling or stepsibling or the sibling's or stepsibling's spouse or registered domestic partner;
 - Grandparent or the grandparent's spouse or registered domestic partner;
 - Grandchild or the grandchild's spouse or registered domestic partner; or
 - Any individual related by blood or affinity whose close association with the employee is equivalent of a family relationship.
- b. To care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child older than 18 years of age if the child is incapable of self-care because of mental or physical disability, completed within 12 months after birth or placement of the child.
- c. To recover from or seek treatment for a health condition that renders the employee unable to perform at least one essential function of the position.
- d. Absence associated with the death of a family member (attending funeral, making arrangements, grieving the death).
- e. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault, stalking, or bias crime as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272).
- f. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.
- g. Evacuation, air quality index, and other heat-related orders.
- h. Up to four (4) hours of sick leave each calendar year to donate blood. Blood donations must be made through a program accredited by the American Association of Blood Banks or the American Red Cross.

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

Commented [AS8]: This section has been updated to reflect Oregon Sick Leave Laws.

If an employee has been approved to use sick leave in a given work week, the employee is only required to use the number of sick leave hours needed to achieve a forty-hour work week. For example, if an employee is sick on Thursday and Friday (seemingly needing to use 16 hours of sick leave), but works 35 hours between Monday and Wednesday, the employee need only use five hours of sick leave for the work week.

4. Employee Notice of Need for Sick Leave.

- a. *Foreseeable Sick Leave.* If the need for sick leave is foreseeable, an employee must notify their supervisor as soon as practicable via email. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of the LOC. Employees must notify their supervisor of any change in the expected duration of sick leave as soon as is practicable.
- b. *Unforeseeable Sick Leave:* If the need for sick leave is unforeseeable, the employee must notify their supervisor as soon as practicable via a phone call, text message or email. Generally, an employee should notify their immediate supervisor of unforeseeable sick leave at least 30 minutes prior to the beginning of their shift, unless physically unable to do so, at which time notice should be given as soon as possible.
- c. An employee must contact their supervisor daily while on sick leave unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform their supervisor of any change in the duration of sick leave as soon as practicable.
- d. If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the organization and operations, the LOC may deny the use and legal protections of sick leave.

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

6. Pay Rate and Carryover. Paid sick leave will be paid at the employee's regular rate of pay.

- a. Generally, sick leave pay will be included in the paycheck for the next payroll period after sick leave is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined in the "Use of Sick Leave" section above.

b. Sick leave is meant to be used or carried over. If an employee leaves employment and is rehired within 180 days, the employee's sick leave balance will be restored.

c. Unused sick leave is not paid at termination.

7. Sick Leave Abuse. If the LOC suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, the LOC may require documentation from a healthcare provider on a more frequent basis to verify the employee's need for sick leave. Employees found to have abused sick leave as described here may be subject to discipline, up to and including termination.

8. Unpaid Leave Status. Employees who are in an unpaid leave status do not accrue sick leave.

E. Paid Leave Oregon. A poster with Paid Leave Oregon (PLO) information, including information about how to apply for benefits is in the copy room and should be cross-referenced while reviewing this policy.

1. Reasons for Leave and Leave Length. PLO is a state-run program, administered by the Oregon Employment Department (OED), that allows eligible employees to take up to 12-weeks of paid time off per benefit year, for the following reasons:

a. *Family Leave*. For an employee to care for an eligible family member with a serious illness or injury, to bond with a new child after birth, adoption, or foster care placement, or to effectuate the legal process required for placement of a foster child or the adoption of a child.

b. *Medical Leave*. For an employee experiencing their own serious health condition or disability due to pregnancy.

c. *Safe Leave*. For an employee or eligible child dependent experiencing issues related to sexual assault, domestic violence, harassment, bias crimes, or stalking.

The PLO program also allows employee to take an additional two (2) weeks of paid leave for pregnancy, childbirth, or related medical conditions.

2. Notification Requirements. Although the plan is administered by Paid Leave Oregon, LOC requires employees to notify LOC when they have applied for PLO leave.

a. *Foreseeable Leave*: If the need for PLO leave is foreseeable or planned, the employee is required to provide LOC at least 30 days' written notice before paid leave is to begin (see notice requirements below). Written notice should be submitted to the Human Resources Administrator.

b. *Unforeseeable*: If the need for PLO leave is unforeseeable or unplanned, an employee is required to provide oral notice to LOC within 24 hours of the start of the leave, and

Commented [AS9]: Added to reflect the state agency that runs the program.

the employee must also provide written notice within three (3) days after the start of the leave. Written notice should be submitted to the Human Resources Administrator.

Written notice must include the employee's first and last name, type of leave, explanation of the need for leave, and anticipated timing and duration of leave. Timing and duration of leave should include the employee's plan for taking leave on an intermittent basis or in one block of time.

If the employee's dates of scheduled leave change, are extended by PLO, or if the reason for leave becomes known and/or, if circumstances change during the leave and the leave period differs from the original request, the employee must notify LOC within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees are expected to comply with LOC's normal call-in procedures.

Under Oregon law, an employee who fails to follow these notification requirements may receive reduced PLO benefits; specifically, the first weekly benefit amount will be reduced by 25 percent (the penalty calculated for leaves that are taken in increments of less than a full work week differs). See OAR 471-070-1310(9) and (10).

3. Benefits While on Leave. If an employee is on a state approved PLO leave, LOC will continue the employee's medical, dental, life, disability, and all eligible voluntary coverage, on the same terms as if the employee had continued to work. An employee wishing to maintain coverage when on a state approved PLO leave, is responsible for paying their share of premiums, the same as when premiums were paid by the employee, prior to the PLO leave.
4. Job Protection (ORS 657.060). Employees who have worked for LOC for more than 90 consecutive calendar days prior to taking PLO leave will be reinstated to their former position if the position still exists. If the position has been eliminated, the employee will be reassigned to an available equivalent position for which the employee is qualified with equivalent employment benefits, pay and other terms and conditions of employment.

Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring PLO leave have been resolved. If an employee does not return to work at the end of a PLO leave, reinstatement may not be available unless the law requires otherwise.

Employees who work for other employers while taking PLO leave may be subject to discipline up to and including termination. Additionally, all employees who use PLO leave for reasons other than the reason for which leave had been granted may be subject to discipline up to and including termination.

5. Use of Accrued Leave to Supplement Paid Leave Oregon Benefit. Paid Leave Oregon benefits will not provide the majority of employees with 100% of their gross regular wages, so employees receiving PLO benefits, may choose to use other available paid leave concurrently to receiving their PLO benefits. If requesting to use accrued paid leave, employees shall exhaust their accrued leave in the following order: sick leave; executive leave (if eligible); compensatory time; floating holidays; and vacation leave.

Commented [A510]: Order changed to allow employees to utilize sick leave first while on paid leave.

6. Complaint Procedure. The LOC prohibits discrimination and harassment against an employee who takes protected paid leave. Conduct that violates the LOC's no-harassment and no-discrimination policies will not be tolerated and may subject an employee to discipline, up to and including termination.

Employees who have experienced discrimination or harassment, or have witnessed such behavior, should bring the matter to the attention of a supervisor or member of management as soon as possible.

7. Who to contact for more information. For more information about LOC's Paid Leave Oregon policy, contact the Human Resources Administrator.

For more information about the state's Paid Leave Oregon program, employees need to contact Paid Leave Oregon directly. Employee information and Paid Leave Oregon contact information is available at the following website:
<https://paidleave.oregon.gov/employees/overview.html>.

E. Paid Parental Leave. Recognizing the importance of a parent having time to bond and care for a newborn child or newly adopted child, the LOC provides employees with six weeks of paid parental leave.

1. Eligibility. All regular full-time, regular part-time and employees in their initial period of employment in budgeted positions are eligible for paid parental leave of a maximum of one continuous period not to exceed six weeks in a calendar year after 180 consecutive calendar days of employment.
 - a. Eligible employees may receive up to a maximum of one continuous period of paid parental leave, not to exceed six calendar weeks, per event.
 - b. An eligible employee may receive paid parental leave for one event per calendar year. The Executive Director may make an exception and allow additional paid parental leave if two qualifying events occur in the same calendar year, or when extenuating circumstances exist.
 - c. The birth, adoption, or foster care placement of multiple children that is part of the same event does not increase the length of paid parental leave granted (e.g., birth of twins or adoption or Foster Care placement of more than one child).
 - d. Unused paid parental leave from one event may not be carried over to a future event.

- e. The amount of paid parental leave taken for a new foster care placement of a child cannot exceed the duration of the placement. If the employee has another new foster care placement of a child in the same calendar year, the employee may request an exception from the Executive Director.
- 2. Requirements. Paid parental leave must be taken continuously following birth, adoption, or foster care placement.
 - a. Paid parental leave must be used within twelve calendar months following the birth, adoption, or foster care placement of a child.
 - b. Paid parental leave can only be used for leave post birth, adoption, or foster care placement of a child.
 - c. While on paid parental leave, employees shall not engage in any work activity for compensation, including job-related training, nor shall an employee perform service for the LOC for compensation in any other capacity.
 - d. Engaging in work activity or employment for compensation while on paid parental leave will be deemed an interruption of the continuous period of paid parental leave and any remaining paid parental leave approved for that event will be forfeited.
- 3. PLO. If an employee qualifies for PLO leave, paid parental leave must run concurrently with said leave and must be used during the approved PLO parental leave. An employee who exhausts all available PLO entitlement for a different reason will still be eligible to take paid parental leave.
- F. **Statement of No FMLA/OFLA Coverage.** LOC employees are not eligible for leaves of absence under the Oregon Family Leave Act (OFLA) or the federal Medical Leave Act (FMLA) due to the entity's small size.

Commented [AS11]: Staff is recommending removing OFLA Coverage, because we do not have 25 employees.

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

- G. **Paid Bereavement Leave.** The LOC provides its employees with paid bereavement leave, which is in addition to any vacation, sick or holiday leave they may accrue.

- 1. Length of Leave. Up to five days of paid bereavement leave will be granted to regular

full-time employees who have worked for the LOC for 90 or more days. This leave is provided to employees who have experienced the death of a family member. "Family Member" means: (1) the employee's spouse, domestic partner, sibling/step-sibling, parent, grandparent, child, or grandchild; (2) the employee's spouse's/domestic partner's child, sibling/step-sibling, parent, grandparent, or grandchild; or (3) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

2. Permitted Use of Leave. Paid bereavement leave may be used to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.
3. When Leave Used. The five days of paid bereavement leave must be taken in the 60-day period following notice of the death of a family member and will be deducted from the employee's available leave time under PLO.
4. Notice. Employees who wish to take paid bereavement leave must inform the LOC as soon as possible after receiving notification of a family member's death. Although prior notice is not required, oral notice must be provided within 24 hours of beginning leave. Written notice must be provided to the employer within three days of returning to work.
5. Use of Accrued Leave. Any available vacation leave, floating holiday, holiday leave, sick time, executive leave, or compensatory time may be used for bereavement time approved beyond the provided five days. Employees on leave shall exhaust their accrued leave in the following order: compensatory time; floating holidays; vacation leave; sick leave; and executive leave.

Commented [A512]: Changed OFLA to PLO.

H. Holidays. The LOC recognizes 12 holidays each year. All regular full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion that their normally scheduled number of hours equals 40 hours per week.

1. Celebrated Holidays. The holidays celebrated are:

New Year's Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
President's Day	The day after Thanksgiving
Memorial Day	The workday before Christmas holiday is observed
Juneteenth	Christmas Day
Independence Day	Labor Day

2. Weekend Holiday. If a holiday occurs on Sunday, the following Monday is observed. If the holiday falls on Saturday, it is observed the preceding Friday.
3. Holiday Pay Eligibility. To be eligible for holiday pay, an employee must have worked

their regularly scheduled hours the workday before and the workday after the holiday or have been on an approved vacation day or any other excused absence under the LOC's policy. If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday and will be granted an alternate day of vacation at a later date.

4. Non-Exempt Employee Working Holiday. Any hourly, non-exempt employee required by their supervisor to work on a holiday will receive double-time payment for the hours worked. If a supervisor requires an employee to work on a holiday, the employee must be notified in writing, with a copy of the written notice being provided to the Human Resources Administrator.
5. Exempt Employees Working Holiday. Exempt employees required to work a holiday, for example if an employee is required to work on a holiday due to the legislature being in session, will receive a floating holiday to be used at another time.
6. Maximum Accrual. Holiday leave may be accrued to a maximum of 100 hours.
 - a. Holiday hours must be paid in cash when the 100-hour cap is reached.
 - b. Employees are encouraged to work with their manager/supervisor to schedule and use holiday time within 60 days of when it is accrued.
 - c. Any hours not taken in the fiscal year in which they are earned will be paid to the employee with the last payroll in June of each year; except that an employee is permitted to carry over a maximum of 20 hours of earned holiday time from one fiscal year to the next.
 - d. Any unused holidays are paid upon termination at the current hourly rate.
7. Temporary Employees. Temporary employees are not eligible to receive holidays off with pay.
8. Closure by Executive Director. In the event the Executive Director uses their discretion to close the LOC offices early or open the office late, any employee who must work during the "closed hours" will accrue holiday leave.
- I. Floating Holidays.** Employees may select one additional day off with pay (known as a "floating holiday") during a calendar year. Floating holidays may only be used in full-day increments; partial days are not allowed. Employees must coordinate requests for use of their floating holiday with their manager. Floating holidays not used by December 31 of any year shall be paid out to the employee on the first paycheck issued during the next calendar year
- J. Jury and Witness Duty.** Employees are entitled to leave for either jury or witness duty in accordance with the provisions of this section.
 1. Jury Duty. The LOC encourages all employees to perform jury duty if called. An

Commented [A513]: This section has been added to treat earned holiday hours similarly to comp time.

employee on jury duty continues to receive the regular salary, less payment from the court (excluding travel cost reimbursement). The jury duty certification states the period of time served and the total reimbursement amount must be submitted to the Chief Operating Officer. If released from jury duty during a normal workday, non-exempt employees are expected to report for work to complete the day or to use vacation leave. In exceptional circumstances, the Executive Director may support an employee's request for deferment of jury duty because of job requirements.

2. **Witness Duty.** Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to their supervisor upon receipt. Except for employee absences covered under the LOC's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee's absences may be unexcused and may subject the employee to discipline, up to and including termination. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

K. Religious Observances Leave and Accommodation Policy. The LOC respects the religious beliefs and practices of all employees. The LOC will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the LOC's business. Any available vacation leave, floating holiday, holiday leave, sick time, administrative leave, or compensatory time may be used for religious holy days or to participate in a religious observance or practice. Employees on leave shall exhaust their accrued leave in the following order: compensatory time; floating holidays; vacation leave; sick leave; and executive leave. If accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made to the Human Resources Administrator or the employee's supervisor.

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

1. **Immediate Family Member Defined.** "Immediate family member" includes a spouse, registered domestic partner, father, mother, sibling, child, stepchild, or grandparent of the employee.
2. **Requirements to Use Leave.** Employees who are eligible for crime victim leave must:
 - a. Use any accrued vacation leave, floating holiday, holiday leave, sick time, executive leave, or compensatory time. Employees on leave shall exhaust their accrued leave

in the following order: compensatory time; floating holidays; vacation leave; sick leave; and executive leave during the leave period.

- b. Provide as much notice as is practicable of their intention to take leave (unless giving notice is not feasible); and
 - c. Submit a request for the leave in writing to the Human Resources Administrator or Executive Director as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.
3. Certification. In all circumstances, the LOC may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

M. Domestic Violence Leave and Accommodation Policy. All employees are eligible for reasonable unpaid leave to address domestic violence or the crimes of harassment, sexual assault, bias or stalking (either the employee or the employee's minor dependents).

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

1. Requirements to Use Leave. Employees who are eligible for domestic violence leave must:
 - a. Leave is generally unpaid, but the employee may use accrued leave if available. Employees choosing to use accrued leave must exhaust their accrued leave in the following order: compensatory time; floating holidays; vacation leave; sick leave; and executive leave during their leave period. Employees should also determine whether Paid Leave Oregon may provide pay during this type of leave. See the "Paid Leave Oregon" policy for more information.
 - b. Provide as much notice as is practicable of their intention to take leave, unless giving notice is not feasible. If more leave than originally authorized needs to be taken, the employee should give the LOC notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give verbal or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.
 - c. Provide a notice of need to take leave by submitting a request for leave in writing to the employee's supervisor as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The LOC will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation

from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

2. Reasonable Safety Accommodation. Employees who are victims of domestic violence, harassment, sexual assault, bias crimes or stalking may be entitled to a “reasonable safety accommodation” that will allow the employee to more safely continue work, unless such an accommodation would impose an “undue hardship” on the LOC. Please contact the Human Resources Administrator immediately with requests for reasonable safety accommodations.

Commented [A514]: Section added per CIS.

- N. **Military Leave.** Employees who wish to serve in the military and take military leave should contact the Human Resources Administrator or their supervisor for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

All employees who are members of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service are entitled to a paid leave of absence from duties for a period not exceeding 21 work days in any federal fiscal year (October 1st through September 30th) for training, provided the employee is employed at least six months prior to the leave. Employees who have not worked for the LOC for six months will also receive up to 21 work days in any federal fiscal year for the same purposes, but such leave will not be paid. Employees are not required to take their leave in one block of time but may use the paid leave allowed under this rule over the course of the federal fiscal year. The actual number of paid work hours allowed is dependent on the employee’s standard work schedule, but must be consistent with the intent of this rule. Employees may use military leave for active duty or inactive duty for training, state active duty, and duty under Title 10 or 32 of the United States Code.

The total number of paid days for both training and active duty shall not exceed the total amount allowed above in any federal fiscal year.

Absences incurred for additional active duty or inactive duty for training, state active duty, and duty under Title 10 or 32 of the United States Code may be charged to accrued paid time off such as vacation or compensatory time or taken as unpaid leave.

Commented [A515]: Added per CIS.

- O. **Leaves of Absence.** In addition to Oregon and federal leave requirements, the Executive Director may grant leaves of absence to employees. Such leaves may be paid or unpaid at the Executive Director’s discretion.

1. Extension of Initial Period of Employment. An employee’s initial period of employment will be extended by the length of any leave of absence taken during the initial period of employment.
2. Factors Considered. Requests for leaves of absence are considered based on the employee’s length of service, performance, responsibility level, the reason for the

request, and the LOC's ability to obtain a satisfactory replacement during the time the employee would be away from work.

3. Vacation and Sick Accruals. Vacation and sick leave will not accrue during a leave of absence.
4. Payment of Benefits. The employee shall coordinate payment of benefits with the LOC accountant.
5. Failure to Return. If an employee, other than the General Counsel, fails to return to work on the next regularly scheduled workday following the expiration of the approved leave of absence without a reason considered acceptable by the Executive Director, employment will be considered voluntarily terminated. If the General Counsel fails to return to work on the next regularly scheduled workday following the expiration of the approved leave of absence without a reason considered acceptable by both the Executive Director and the Board of Directors, employment will be considered voluntarily terminated.

VII. Insurance & Retirement Programs

The LOC recognizes the influence employment benefits have on employees' economic and personal welfare. Paid in various forms on your behalf, the total cost of providing the benefit program described in this personnel manual and other documents is a significant supplement to your pay and should be viewed as additional compensation.

A. Health Insurance. The LOC provides access to group health insurance benefits to regular full-time and regular part-time employees working 20 or more hours per week unless otherwise established by law. Benefits may be prorated for employees working less than 40 hours per week.

1. Subject to Change. Benefit offerings and plans are subject to change at the LOC's discretion or due to changes in the law. Employees will be notified prior to any such change.
2. Eligibility. Regular full-time and regular part-time employees establish eligibility to participate on the first day of the month following 30 days of employment and continue to be eligible for the LOC's contribution until the last day in the month they resign, retire, are laid off or discharged, go on unpaid leave of absence, or otherwise stop receiving compensation from the LOC or as required by law.
3. Coverage Levels. Coverage levels and any LOC contribution toward the provision of health insurance coverage for all regular full-time and regular part-time employees will be set by the Board annually through the budget approval process.
4. Continuation of Benefits. Benefits will be continued as required by law. Employees who are on leave of absence without pay, or otherwise cease to be covered, may elect to continue coverage by self-paying the premium in accordance with applicable law.

Commented [A516]: Added language to reflect current practice.

5. Assistance and Information. Questions regarding insurance coverage, enrollment procedures, etc. should be directed to the Human Resources Administrator or Executive Director.

B. Group Life and Accidental Death & Dismemberment Insurance. Regular full-time and regular part-time employees are also eligible to participate in life and accidental death and dismemberment insurance for themselves, their spouses, and their dependents. Eligibility for coverage begins on the first day of the month following completion of 30 days of employment and continues until the day the employee resigns, retires, is laid off or discharged, goes on a leave of absence without pay, or otherwise stops receiving compensation from the LOC.

C. Disability Salary Continuation Plan. Regular full-time and regular part-time employees who work 20 or more hours per week are eligible for the salary continuation plan on the first day of the month after 30 days of employment. This plan provides for salary continuation after a 90-day elimination period, in the event of a total disability that prevents employment. An employee must use all sick leave before benefits are payable. The premium of this plan is paid by the LOC.

D. Pre-Tax Flexible Spending Account — IRS Section 125 Plan. For those employees who wish to participate, the LOC provides the opportunity to withhold payroll dollars in a pre-tax account for use in paying either medical or childcare costs. If an employee is required to pay a portion of their medical insurance premium, this plan can be used to make that payment before taxes are calculated.

E. Deferred Compensation. LOC may also provide employees the opportunity to voluntarily participate in a deferred compensation plan.

F. Voluntary Employee Benefit Plan. The LOC offers its employees a health reimbursement arrangement through a Voluntary Employee Benefit Association (VEBA). A VEBA is a tax-exempt trust authorized by the Internal Revenue Service and is a tax-free health savings account that is funded by the LOC for an employee's and qualified dependents' current and future out-of-pocket medical and retiree health and insurance expenses, including dental and vision.

1. Eligibility. Only regular full-time employees are eligible for the VEBA benefit.
2. Benefit. VEBA benefits begin concurrent with health insurance benefits, on the first day of the month following 30 days of employment. VEBA benefits continue until the last day in the month the employee resigns, retires, is laid off or discharged, goes on unpaid leave of absence, or otherwise stops receiving compensation from the LOC or as required by law.

G. Employee Assistance Program. This free, confidential service is provided by Canopy and is available to all employees and dependents covered on a CIS Regence, Surest, or Kaiser medical plan. The EAP can be used to assist employees and eligible family members with any personal problems, large or small.

Commented [A517]: LOC added Surest as a medical plan in 2026.

Each covered employee and eligible family members can receive up to five (5) personal counseling sessions per situation per year. Sessions can be face to face, over the phone, or online for concerns such as marital conflict, conflict at work, depressions, stress management, family relationships, anxiety, alcohol or drug abuse, grieving a loss, and career development services.

Canopy also provides educational tools as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and gym membership discounts. More information regarding this service can be obtained by contacting CIS or you can contact Canopy directly at 1-800-433-2320, or at www.canopywell.com.

H. Workers' Compensation and Safety on the Job. Employees are protected by workers' compensation insurance under Oregon law. This insurance covers employees in case of occupational injury or illness by providing, among other things, medical care, and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

1. Steps to Take if You are Injured on the Job. If you are injured on the job, the LOC wants to know about it and expects to learn about it no later than 24 hours after your injury (report all work-related injuries to your supervisor). If you seek treatment for your work-related injury and want to apply for workers' compensation benefits, you must do all the following:
 - a. Report any work-related injury to your supervisor. You must report the injury no later than 24 hours after injury.
 - b. Seek medical treatment and follow-up care if required.
 - c. Promptly complete a written Employee's Claim Form (Form 801) and return it to the Human Resources Administrator or your supervisor.

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

2. Return to Work. If you require workers' compensation leave, the LOC will strive to re-employ you in the most suitable vacant position available at the end of that leave. However, you must first submit documentation from a health care provider who is familiar with your condition certifying your ability to return to work and perform the essential functions of the position. When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples of reinstatement/reemployment decisions. The LOC does not discriminate against employees who suffer a workplace injury or illness.
3. Early Return-to-Work Program. The LOC's Return-to-Work program provides

guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss.

- a. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.
 - b. The Return-to-Work program for job-related injuries consists of a team effort by the LOC, injured employees and their treating physicians, and the LOC's workers' compensation insurance carrier claims staff. The goal is to return LOC employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.
 - c. If your doctor determines that you can perform modified work, the LOC will attempt to provide you with a temporary job assignment for a reasonable period until you can resume your regular duties (except where provided as an accommodation for a disability).
 - d. If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with the LOC. While you are on modified or transitional work, you are still subject to all other LOC rules and procedures.
4. Overlap with Other Laws. The LOC will account for other leave and disability laws that might also apply to your situation, such as the Americans with Disabilities Act (ADA) and Paid Leave Oregon. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.
- I. Retirement Plan.** The LOC is a participating employer of the Oregon Public Employees Retirement System (PERS). The LOC pays for the employee contribution required by PERS.

VIII. Alcohol/Drug Use, Abuse, and Testing

The LOC intends to help provide a safe and drug-free work environment for our employees and members.

- A. Prohibited Conduct.** The following conduct is strictly prohibited and will result in disciplinary action up to and including termination:
1. Possession, sale and/or use of drugs on LOC's premises, while in LOC-provided clothes,

while on LOC or work-related travel, or while on LOC business.

2. Failure to notify LOC of an arrest or conviction under any criminal drug or alcohol statute within five days of the arrest or conviction.
 3. Consumption of alcoholic beverages to the point of intoxication during work hours, while in LOC-provided clothes or on LOC premises, while operating a LOC vehicle (or while operating a personal vehicle in connection with the performance of LOC business), or while performing job functions.
 4. Being under the influence of drugs while on duty, on LOC premises, on LOC work time, while in LOC-provided clothes, while on LOC business, or while operating a LOC vehicle (or while operating a personal vehicle in connection with the performance of LOC business).
 5. With the exception of medical marijuana, nothing in this rule is intended to prohibit the use of a drug taken under supervision by a licensed health care professional, where its use does not present a safety hazard or otherwise adversely impact an employee's performance or operations.
- B. Drug.** As used in this section, "drug" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon or any other state's law.
- C. Prescription Medication, Medical Marijuana, and Safely Performing the Job.** An employee who uses prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or that may affect the safety or well-being of others, must notify their supervisor of such use immediately before starting or resuming work. The LOC may reassign the employee using the prescription drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication.

Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (An employee is not required to provide LOC with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required). Employees who use medical marijuana in connection with a disability should discuss with their supervisor other means of accommodating the disability in the workplace, as the LOC will not agree to allow an employee to use medical marijuana as an accommodation.

D. Testing. LOC reserves the right to:

1. Subject applicants who are given a conditional offer of employment in a safety-sensitive position to a drug and/or alcohol test;
2. Test employees reasonably suspected of using drugs or alcohol in violation of this policy;
3. Discipline or discharge employees who test positive or otherwise violate this policy;

and

4. Test employees when they: (1) cause or contribute to accidents that seriously damage a LOC vehicle, machinery, equipment, or property; (2) result in an injury to themselves or another requiring offsite medical attention; or (3) when LOC reasonably suspects that the accident or injury may have been caused by drug or alcohol use.

E. Reasonable Suspicion. The phrase “reasonable suspicion” (or in any variation) used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining “reasonable suspicion” may include, but are not limited to the following:

1. A pattern of abnormal or erratic behavior;
2. Information provided by a reliable and credible source;
3. A work-related accident;
4. Direct observation of drug or alcohol use;
5. Presence of the physical symptoms of drug or alcohol use (*i.e.*, glassy, or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
6. Unexplained significant deterioration in individual job performance;
7. Unexplained or suspicious absenteeism or tardiness;
8. Employee admissions regarding drug or alcohol use; or
9. Unexplained absences from normal work areas where there is reason to suspect drug or alcohol-related activity.

F. Supervisor Responsibility. Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. This documentation shall be forwarded to the Human Resources Administrator. Whenever possible, supervisors should locate a second employee or witness to corroborate their “reasonable suspicion” findings.

G. Secondary Testing. An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by the Human Resources Administrator. The letter of notification

shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.

H. Search of Property. When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on LOC property or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, the LOC may search furniture, equipment or other property provided to the employee by the LOC, including but not limited to the following: clothes (uniforms), locker, toolbox, and desk. Employees should have no expectation of privacy in any property, equipment or supplies provided by the LOC to the employee.

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

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

J. Crimes Involving Drugs and/or Alcohol. Employees shall report the following:

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

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

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

1. An employee who believes that they have a problem involving the use of alcohol or drugs should ask a supervisor or the Human Resources Administrator for assistance.
2. The LOC will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem.

3. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and the LOC to the extent its existing benefits package covers some or all of the program costs.
4. Although the LOC recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action.
5. Once a violation of LOC policy is discovered, the employee's willingness to seek the LOC or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

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

IX. LOC Property and Services

According to state law, all LOC employees are public officials and are subject to the state ethics laws, including but not limited to those contained in ORS Chapter 244. This means that as a LOC employee, you are held to a higher ethical standard than other non-governmental personnel.

For example, you may not use LOC property for personal gain, such as running a private business. If you do so, you may be subject to an enforcement action brought against you by the Oregon Government Ethics Commission, the Secretary of State's Office, the Attorney General's Office, or the District Attorney's Office. Please see your supervisor or the LOC's legal counsel for further information about the laws that govern your conduct as a government employee.

Except as provided for below, employees may not use LOC property and services for personal reasons. For the purpose of this policy, "LOC property and services" means computers (including laptops, Surfaces, and similar devices); tape and digital recorders; projectors; easels/chart packs; facsimile machines; copy machines; printers; cellular telephones; automobiles; LOC credit cards; and any other item or service that has been purchased by the LOC, regardless of the source of funds used for its purchase. Violation of this policy may result in disciplinary action up to and including immediate dismissal.

- A. Ownership.** All information and communications in any format, stored by any means on or received via the LOC's electronic equipment, facilities, or services is the sole property of the LOC.
- B. Use.** All the LOC's electronic equipment, facilities, and services are provided and intended for LOC business purposes only and not for personal matters, communications, or

entertainment. Access to the Internet, websites and other electronic services paid for by the LOC are to be used primarily for LOC business.

1. Prohibited Use. This means, for example, that employees may not use the LOC-provided Internet, or LOC electronic equipment, facilities, and services to:
 - a. Display or store any sexually explicit images or documents, or any images or documents that would violate the LOC's no-harassment, no-discrimination or bullying policies;
 - b. Play games (including social media games) or to use apps of any kind in a manner that, using a reasonable person standard, will be deleterious to the efficient operations of the LOC;
 - c. Engage in any activity that violates the rights of any person or the LOC, and that is protected by copyright, trade secrets, patent, or other intellectual property (or similar laws or regulations);
 - d. Engage in any activity that violates the rights to privacy of protected healthcare information or other LOC-specific confidential information;
 - e. Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses);
 - f. Download or view streaming video for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, provided it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work; and/or
 - g. Use LOC-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). The LOC email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor.
2. Occasional Personal Use. Occasional and minimal use of LOC computers, email, phones, and Internet services on an employee's own time is permitted. For purposes of this policy, an employee's own time includes lunch and break periods.
 - a. Employees may not use LOC property or service to avoid purchasing the property or services themselves.
 - b. Use of the LOC resources to avoid a financial detriment is specifically prohibited by law and is therefore not permitted by this policy.
 - c. Excessive use of the LOC resources for personal use is prohibited.
3. Violations. Violations of this policy, including abuse of the privilege of LOC-facilitated

access to email and the Internet, may result in disciplinary action up to and including termination.

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

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

D. Personal Hardware and Software. Employees may not install personal hardware or software on the LOC's computer systems without approval from the Executive Director. All software installed on the computer systems must be licensed. Copying or transferring of LOC-owned software may be done only with the written authorization of the Executive Director.

E. Unauthorized Access. Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by LOC management. No employee can examine, change, or use another person's files, output or username unless they have explicit authorization from the Executive Director to do so.

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

G. Inappropriate Web Sites. The LOC's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful, or other objectionable materials, or that would otherwise violate the LOC's policies on harassment and discrimination.

H. Credit Cards. LOC credit cards provided to employees may only be used for LOC purchases.

1. **Purpose.** The purpose for having LOC credit cards is to eliminate reimbursable costs on personal credit cards or on a cash basis. Employees are required to use their LOC credit card, instead of a personal credit card, whenever possible if making a purchase related to LOC - business.
 2. **Receipts.** Whenever an employee makes a purchase using their LOC credit card, a receipt is required and must be submitted to the LOC's accountant in accordance with any internal purchasing policies.
- I. Parking.** Parking is provided to employees and guests of the Local Government Center (LGC) in the LGC parking lots if available. The LOC is not responsible for vehicles or their contents.

X. Driving While on Business

Employees of the LOC will regularly be called upon to drive their personal vehicle, LOC vehicle, or a vehicle rented from a third party.

- A. Policy.** Safe and legal operation of motor vehicles by the LOC employees driving on the LOC business is important to maintaining a safe and trustworthy work environment. Therefore, employees who drive on the LOC business are expected to maintain a valid state driver's license and a current certificate of insurance for the vehicle being driven. Driving on the LOC business means driving for which the LOC will pay mileage costs.
- B. Documentation.** To ensure that an employee's driving performance is consistent with maintaining a safe working environment, the LOC reserves the right to see proof of a valid driver's license from each LOC employee at least once every six months.
- C. Employee Reporting Requirements.** An employee who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of their driver's license, whether or not the offense occurs while driving on LOC business, must notify their supervisor of the offense within five days following the incident.
 1. **Conviction of Offense.** Conviction of an offense resulting in the loss of an employee's driving privileges may be grounds for disciplinary action, up to and including termination.
 - a. If an employee, whose job requires driving as a major work component, has their license suspended or revoked, then the employee may not be able to work until the license has been reinstated.
 - b. Employees may use any accrued vacation leave, floating holiday, holiday leave, administrative leave, or compensatory time. Employees on leave shall exhaust their accrued leave in the following order: compensatory time; floating holidays; vacation leave; and executive leave during the leave period.

- c. If the driver's license suspension exceeds 30 calendar days, then the LOC may choose to terminate employment, without waiting 30 days, or the LOC may choose to terminate employment after the initial 30-day suspension period.
 - 2. Accident While on LOC Business. An employee who is involved in an accident while driving on LOC business is required to notify their supervisor no later than 24 hours after the accident, unless prevented from doing so by circumstances beyond the employee's control. In addition, employees are responsible for following the state of Oregon's auto accident reporting requirements.
 - a. Failure to provide this notice may be grounds for disciplinary action.
 - b. Employees are expected to provide updates on the ultimate disposition of the accident (*i.e.*, employee fault or not).
 - 3. Citations While on LOC Business. Employees who are issued citations for any offense while driving on LOC business must notify their supervisor as soon as possible, but not later than five days after the citation was issued.
 - a. Failure to provide this notice may be grounds for disciplinary action.
 - b. Employees are expected to provide updates on the ultimate disposition of the citation (*i.e.*, whether upheld or dismissed).
 - c. Employees are required to pay any fines associated with a citation they received that was related to their negligence or fault.
 - 4. Insurance. The LOC requires employees who drive on the LOC business to maintain a current certificate of insurance for the vehicle being driven. An employee's personal auto insurance usually is the first payor, should an employee be involved in an incident while driving on LOC business.
- D. LOC Vehicle, Rental Car, and/or Mileage Reimbursement.** The LOC has established this policy to minimize costs while establishing a standard for authorized business expenses. It is the LOC's policy to reimburse employees for allowable mileage or to pay rental car expenses when the LOC vehicle is not available for use.
- 1. LOC Vehicle. LOC has invested in vehicles for use by its employees. When a LOC vehicle is available for use, and the employee would not have to travel more than 30 miles out of their way to obtain the vehicle, a LOC vehicle shall be used for work-related travel. A LOC vehicle should not be used to transport employees to a location where it will be stored in long-term parking for more than three days, for example the airport, unless approval by the Executive Director is given for this use.
 - 2. Personal Vehicle. If a LOC vehicle is unavailable, or if the employee would have to

travel more than 30 miles out of their way to obtain the vehicle, and the employee needs to travel in-state 150 miles or less, employees are to use their own vehicles, assuming they own one, and seek mileage reimbursement in accordance with the LOC's Travel Expense Policy. If a vehicle will be left in a long-term parking at an airport for more than three days, an employee's personal vehicle or a LOC vehicle shall be used.

3. Rental Cars. If a LOC vehicle is unavailable, or if the employee would have to travel more than 30 miles out of their way to obtain a vehicle, and the employee needs to travel out-of-state or travel in-state travel for 151 miles or more, employee should use a rental car through the LOC's cooperative purchasing program contract or any other provider who guarantees comparable rates. In no instance shall rental cars be used in a way that requires them to be stored in long-term parking (if a long-term parking is needed, personal vehicles should be used instead of obtaining a rental car).
4. Questions. If an employee has questions about whether to use a LOC vehicle, their personal vehicle or rent a car, they should speak with their supervisor before traveling.

E. Personal Travel While on LOC Business. LOC vehicles and vehicles rented for LOC business may only be used for business travel purposes - de minimis personal use is permitted. If an employee plans to include personal travel while driving on LOC business, the employee must either use their personal vehicle or rent a car at a non-cooperative purchasing program rate for the days of personal travel. The LOC will not reimburse employees for miles driven for personal travel.

F. Safety. While on LOC business, employees are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions.

1. Obey Traffic Laws. Employees are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated.
2. Seatbelts. Seatbelts are to be used in all vehicles while on business.
3. Medications, Alcohol and Drugs. Employees are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited.

XI. Travel Expense Policy

When traveling on authorized LOC business, employees may be reimbursed for meals, lodging, transportation, and other necessary travel expenses in accordance with this policy.

A. Prior Approval. An employee's supervisor must approve any in-state travel prior to travel arrangements being made and expenses being incurred. The Executive Director must approve any travel outside the state of Oregon prior to travel arrangements being made and

expenses being incurred.

- B. Hours Compensated When Traveling on Official Business.** Except as otherwise provided herein, all hours spent in travel status for official LOC business shall be construed as hours worked and compensated in the same manner as other hours worked for employees in question. For purposes of this section, “hours spent in travel status,” shall include travel time (time spent in transit to and from the location of the event). Travel time does not include travel between the employee’s home and the LOC’s office.
- C. Travel-Related Expenses.** The LOC employees who travel for the LOC business shall have their lodging, meals, transportation, and tips paid for by the LOC in accordance with this section. The LOC will not pay any travel expenses related to an employee’s family member, fines, and parking tickets, traffic violation fines, and expenses associated with the towing of a personal vehicle unless the vehicle was towed for weather-related reasons while on LOC business.
1. LOC Credit Card. If an employee possesses a LOC credit card, the employee should utilize their LOC credit card, instead of their own personal credit card, for purchases associated with LOC travel expenses.
 2. Lodging and Transportation. The LOC will pay for the lodging and transportation costs incurred by an employee in the course of their LOC duties, provided the employee has, where available, used the LOC’s cooperative purchasing program or any other provider who guarantees comparable rates, obtained a discounted government rate, or is utilizing a rate that is associated with the conference, training or meeting the employee is attending.
 3. Meals. The LOC will pay for the actual expense incurred for meals consumed by LOC employees in the course of their official duties, except that in no instance will the LOC cover meal costs which exceed the per diem rate established by the United States General Services Administration in effect at the time the expense was incurred. Employees are expected to work with their supervisor to identify the relevant per diem meal rate prior to purchasing any meals. If a meal is provided as part of a conference, event, or included with a lodging stay, the LOC will not pay for an employee to eat elsewhere.

Note – this requirement is not applicable to those situations where a LOC employee is actively performing business during the meal and the employee may not have control over the restaurant location (or its meal prices).

4. Tips. The LOC will pay for tips incurred by employees in the course of their official duties, provided the tip does not exceed 20%.
5. Reimbursement Rate for Mileage. Employees using their own vehicle for transportation on LOC travel will be reimbursed at the current IRS rate. Mileage is calculated from the employee’s personal residence or the LOC offices (if an employee has been approved to utilize a different location as their primary office, instead of using the LOC office,

they shall use their approved primary office), whichever is closer to the end destination.

6. **Nursing Mothers.** During the first year after giving birth, if an employee, who is also a nursing mother, travels for LOC business, the LOC shall reimburse the employee for costs incurred in shipping expressed milk home to their child.
 - a. The employee is responsible for shipping the expressed milk home to their child – LOC shall not contract with any service to provide this benefit, nor shall it assist in determining how the milk can be shipped home.
 - b. If an employee utilizes this benefit, the employee is required to submit a receipt for the expense to their supervisor. LOC shall reimburse the employee within 45 days of the receipt being submitted.
 - c. The maximum amount an employee may be reimbursed for shipping expressed milk home is \$75.00. The \$75.00 is an aggregate maximum for the one-year applicable period. If the employee incurs expenses in excess of \$75.00, those expenses are the sole responsibility of the employee.
 7. **Companions.** The LOC will not pay for or reimburse the costs incurred by a spouse, registered domestic partner or travel companion who accompanies the employee on LOC-approved travel.
 8. **Documentation.** Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred or the employee risks forfeiting their payment or reimbursement. Some examples of actual and reasonable business-related expenses that the LOC will reimburse/pay for are the following: conferences or workshops; education; meals; ride sharing costs, and/or mileage and parking.
- D. Travel Rewards.** As part of each employee's official compensation package, employees may retain any travel benefit program rewards such as frequent flier miles for the employee's own personal use. If the employee receives such travel benefit awards for their personal use, the employee may need to report the value of such rewards for income tax purposes. If an employee receives compensation from a carrier for delay or cancellation of travel, or similar situation, the employee may retain such compensation for delay or cancellation provided there was no increased cost to the LOC. Any vouchers for unused transportation or lodging paid for by the LOC are the property of the LOC.
- E. Credit Card.** The use of the LOC credit card is subject to these policies regarding reasonableness of expenses incurred. An employee who unreasonably used the LOC credit card may be responsible for paying the LOC back for the charges and/or receive discipline up to and including termination of employment.

XII. Bad Weather Policy

LOC is typically open for business on Mondays through Fridays during normal business hours. If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make our office location inaccessible for all or part of a regularly scheduled workday, the Executive Director (or their designee) will decide whether to and to what extent the LOC will close.

- A. Notification.** If the Executive Director, or their designee, closes the office due to inclement weather, each employee will be notified via text message or email.
- B. Safety is the Priority.** In the event of extreme bad weather, we recognize that each employee's ability to safely reach work may be different. If you cannot safely report to work in such circumstances, you should contact your manager. If staff cannot reach the office and are able to serve the LOC from home, staff should do so subject to approval by their manager or supervisor. Safety and a trustworthy approach are your guides.
- C. Compensation Guidelines.** In the event adverse weather conditions hamper or prevent travel, the following compensation guidelines will apply to all regular full-time and regular part-time employees:

<i>If...the employee did not work from home and....</i>	<i>Compensation will be....</i>
a. Employee arrives late to work because of weather.	Absence is charged, in this order of availability: compensatory time; vacation time; holiday time; and sick time.
b. Employee cannot arrive to work.	Absence is charged, in this order of availability: compensatory time; vacation time; holiday time; and sick time.
c. Supervisor approves employee's request to leave early.	Remaining hours are charged, in this order of availability: compensatory time; vacation time; holiday time; and sick time.
d. Employee is sent home early due to weather by supervisor, under the direction of the Executive Director or their designee.	Employee is paid for the remainder of the workday; no charge to leave accrual (time sheet shows "inclement weather").
e. LOC offices are closed due to adverse weather, under the direction of the Executive Director or their designee.	Employee is paid for the entire workday; no charge to leave accrual (time sheet shows "inclement weather").
f. LOC offices open late, at a set time, due to adverse weather, under the direction of the Executive Director or their designee.	Employee is paid the portion of the workday that the office is closed; no charge to leave accrual (time sheet shows "inclement weather").

If an exempt employee is absent for a partial or full day off due to any of the reasons set forth in section a, b, or c of the above chart, the absence is charged to vacation leave, if any. If there is no vacation leave available, the exempt employee is paid their regular salary. There is no charge to leave accrual for an exempt employee when the employee's absence

results from any of the reasons described in sections d, e, or f of the above chart.

- D. Scheduled Leave.** In the event paid time off due to inclement weather is authorized and an employee is already absent due to a scheduled vacation or other paid leave, that employee will continue to have their absence charged against such leave accrual.

XIII. Miscellaneous LOC Policies

- A. Cellular Devices.** This policy applies to employee use of cell phones, smart phones (including iPhones, “smartphones” and similar devices), tablets and similar devices, all of which are referred to as “cellular devices” in the Cellular Devices Policy.

1. Cell Phones and Cellular Devices in General. Employees may bring personal cell phones and cellular devices to work with them.
 - a. Employees who use personal cell phones/cellular devices may not violate the LOC’s policies against harassment and discrimination. Thus, employees who use a personal cell phone/cellular device to send a text or instant message to another employee (or to a citizen or someone not employed by the LOC) that is harassing or otherwise in violation of the LOC’s no-harassment and no-discrimination policies will be subject to discipline up to and including termination.
 - b. Non-exempt employees may not use their personal cell phone/cellular device for work purposes outside of their normal work schedule without written authorization in advance from their supervisor or the Executive Director. This includes, but is not limited to, reviewing, sending, and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination.
2. Employee Use of LOC-Provided Cellular Devices. Cellular devices are made available to all LOC employees. Employees must agree to not use the cellular device for personal use except in emergency situations and must abide by all aspects of the Cellular Device Policy.
 - a. Employees must acknowledge and understand that because the mobile device is paid for and provided by the LOC any communications (including text messages) received or sent from cellular device may be subject to inspection and review if the LOC has reasonable grounds to believe that the employee’s use of the cell phone violates any aspect of the Cellular Device Policy or any other LOC policy.
 - b. Employees should have no reasonable expectation of privacy in an LOC-provided cellular device.
 - c. Family and friends may not use an employee’s LOC-issued cellular device.
3. Employee Use of Cell Phones/Cellular Devices with Cameras. Cameras of any type, including cell phones or cellular devices with built-in cameras and video photography

Commented [AS18]: This section replaced a section regarding cell phone stipends. The LOC provides employees with work cell phones and no longer offers cell phone stipends.

options, may not be used during working hours, or at any LOC sponsored function unless authorized to do so by an employee's supervisor.

4. Cell Phones/Cellular Devices and Public Records. LOC-related business conducted on personal and LOC issued cell phones/cellular devices may be subject to disclosure and production under Oregon's Public Records laws or in connection with litigation filed against the LOC.
5. Cell Phone/Cellular Device Use While Driving. The use of a cell phone or cellular device while driving may present a hazard to the driver, other employees, and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of handheld cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of LOC vehicles and the operation of private vehicles while an employee is on work time.
 - a. Employees are prohibited from using handheld cell phones for any purpose while driving on LOC-authorized or LOC-related business. This policy also prohibits employees from using a cell phone or other cellular device to send or receive text or "instant" messages while driving on LOC business.
 - b. Should an employee need to make a business call while driving or send a text, the employee must locate a lawfully designated area to park and make the call or text, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls or texts should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device.
 - c. Violation of this policy will subject the employee to discipline, up to and including termination.

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

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

1. Prohibited Postings. Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate any LOC

policies, including the LOC's no-harassment and no-discrimination and workplace violence policies. Similarly, postings that include threats of violence, that are physically threatening or intimidating, bullying, or harassing, will not be tolerated and may subject an employee to discipline, up to and including termination.

- a. Never represent yourself as a spokesperson for the LOC, unless you are authorized by your supervisor to do so.
 - b. If the LOC is a subject of the content you are creating, be clear and open about the fact that you are a LOC employee and make it clear that your views do not represent those of the LOC or its employees or elected officials.
2. Encouraged Conduct. Always be fair and courteous to co-workers, the members we serve, the LOC's employees and elected officials, and suppliers or other third parties who do business with the LOC.
- a. Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, or by utilizing the LOC's Open-Door Policy, than by posting complaints to a social media outlet.
 - b. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, LOC employees or elected officials, that might constitute harassment or bullying, and/or that violate the LOC's policies. Examples of such conduct might include offensive posts that a reasonable person would perceive as calculated to intentionally harm an individual's personal or professional reputation, posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or LOC policy.
 - c. Maintain the confidentiality of the LOC's confidential information. Do not post internal reports, policies, procedures or other internal, LOC-related confidential communications or information. (See "Confidential LOC Information" policy below).
 - d. Nothing in this policy is meant to prevent an employee from exercising their right to make a complaint of discrimination or other workplace misconduct, or to express an opinion on a matter of public concern that does not unduly disrupt LOC operations. Employees are free to express themselves as private citizens on social media sites, but an employee's exercise of expression is balanced against the LOC's interest in the effective and efficient fulfillment of its responsibilities to the public.
3. Request for Employee Social Media Passwords. The LOC supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee's or applicant's username and password, password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a username and

password that would otherwise allow a supervisor to access a private email account not provided by the LOC. Nothing in this policy prohibits the LOC from requiring an employee to produce content from their social media or internet account in connection with a LOC-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

C. Confidential LOC Information. Employees must not access, use, or disclose sensitive or confidential information or data except in accordance with LOC policies, practices and procedures, and as authorized by state or federal laws or regulations.

1. Duty to Protect and Maintain. Employees with access to confidential information, including but not limited to customer or employee financial, medical, or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of the LOC), may be removed from our premises without permission from the Executive Director.
2. LOC Property. Materials developed by LOC employees in the performance of their jobs and the property of the LOC may not be used for personal or financial gain.
3. Disclosure. The contents of records or information otherwise obtained regarding the LOC's business may not be disclosed to anyone, except where required for a business purpose or when required by law.
4. Violations. Employees who access, use, or disclose confidential information contrary to Oregon or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

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

1. Prohibition. An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action. Employees may not accept outside employment that involves activities described herein.
 - a. The use of LOC time (including the employee's work time), LOC facilities, equipment and supplies, or the prestige or influence of the employee's position with the LOC is prohibited. In other words, the employee may not engage in private business interests or other employment activities on the LOC's time or using the LOC's property.

- b. The performance of an act that may later be subject to control, inspection, review, or audit by the department for whom the employee works (or by a State agency).
 - c. Receipt of money or anything of value for performance of duties that the employee is required to perform for the LOC.
2. Reporting. The LOC requires employees to report outside employment to their supervisor, in writing, before the outside employment begins. Thereafter, an employee must provide an update to their supervisor on an annual basis, or sooner if any changes in outside employment occurs.
 3. Violations. Employees who accept outside employment in violation of this policy may be subject to discipline, up to and including termination.

E. Criminal Arrests and Convictions.

1. Reporting Requirements. Employees must promptly and fully disclose to their supervisor on the next working day certain arrests and convictions.
 - a. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas, or diversions that result from conduct which occurred while on duty, on the LOC's property, or in a LOC vehicle (see "Alcohol/Drug Use, Abuse and Testing" policy) must be reported to a supervisor.
 - b. All arrests, citations, convictions, guilty pleas, or no contest pleas that result from crimes involving the theft or misappropriation of property, including money, must be reported to a supervisor.
 - c. If you are arrested, cited, or convicted of a violation of any law that will prevent you from performing the essential functions of your position, you must advise your supervisor of the occurrence.
2. LOC Response. Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis. Employees who are unavailable to report for work because they have been sent to jail or prison may not use any accrued leave time to cover the absence, and may be subject to disciplinary action, including termination.

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

1. Be required to give money or services to aid any political committee or any political campaign.
2. Solicit money or services (including signatures) to aid or oppose any political

committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of the LOC's employees to express their personal political views); or

3. Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

G. Smoke-Free Workplace. The LOC provides a tobacco-free environment for all employees and visitors.

1. Definition of Tobacco. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars, and e-cigarettes), and the use of oral tobacco products or "chew/spit" tobacco. Marijuana is also prohibited under this policy.
2. Applicability. This policy applies to employees, volunteers, and any visitors to the LOC property, vehicles, or facilities/buildings.
3. Prohibition. The buildings and vehicles are tobacco, and marijuana, free areas. Tobacco/marijuana use is prohibited during working hours. Further, the LOC prohibits tobacco/marijuana use in or around LOC vehicles and equipment or machinery.
4. Permitted Areas. If you wish to smoke tobacco, you must do so outside of the LOC's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances. Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows.

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

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

1. Employee Obligations. All employees have an obligation to report any incidents that

pose a real or potential risk of harm to employees or others associated with the LOC, or that threaten the safety, security or financial interests of the LOC. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer, or elected official. Employees should make such reports directly to their supervisor.

2. Discretionary Investigation. The LOC also may investigate a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. (See below policy on "Workplace Inspections.")

J. Workplace Inspections. This policy applies to inspections and investigations conducted by the LOC pursuant to policy or law unless otherwise modified by a different policy in this personnel manual.

1. Employee Investigation. An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voicemail systems and computer systems.

Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the LOC—these areas are not private.

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

K. Employee Development. Employees may be eligible to participate in training opportunities such as seminars, workshops, or conferences.

1. Requests. A request for training or educational courses, or to attend a seminar, workshop, or conference, shall be made to the supervisor in advance. If the supervisor believes the request is necessary or beneficial to job performance and does not interfere with office workload, the request may be granted by the employee's supervisor if the Department's training budget allows for the expenditure.
2. Costs. All or part of the cost for training and educational courses may be allowed at LOC expense on a reimbursable basis, at the discretion of the employee's supervisor if the Department's training budget allows for the expenditure. In general, LOC will pay for the required registration, travel, meals, and workshop costs.

XIV. Standards of Conduct

The LOC has established standards of conduct which, together with observing other proper and professional behaviors, employees are expected to follow.

A. Workplace Rules. Any failure to comply with established workplace rules may result in discipline, up to and including termination. The below list of workplace rules is illustrative only.

1. All employees shall maintain a positive, respectful, and cooperative working relationship with co-workers, other staff, LOC members and any others who do business with the LOC.
2. Employees shall work and complete assignments that meet job standards.
3. Employees shall not neglect their job duties or responsibilities, nor refuse any assigned work, which is within or related to their job responsibilities.
4. Employees must fulfill their responsibilities to the LOC. No willful action which detracts from the quality or quantity of work, service, safety and health or public image will be acceptable.
5. An employee must be available for work as scheduled. Normally, the schedule will not be changed except in case of emergency.
6. Employees are expected to be at their workstations at their scheduled starting time and comply with scheduled times for break and meal periods. Employees will not leave their scheduled workday early unless authorized by their supervisor.
7. Employees shall be responsible for all LOC property that has been placed in their custody.
8. Employees must immediately report all work-related injuries, accidents or illnesses to their supervisor or other authorized personnel.
9. Employees are expected to comply with the established personal grooming and appropriate dress code.

B. Prohibited Conduct. Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only. Other types of conduct injurious to security, personal safety, employee welfare, and the LOC's operations, some of which are described elsewhere in this personnel manual, may also be grounds for discipline, up to and including termination.

1. Falsification of employment or other LOC records.
2. Recording of work time of another employee or allowing any other employee to record your work time or allowing falsification of any time sheets (your own or another employee's).
3. Theft or the deliberate or careless damage or destruction of any LOC property, or the property of any other employee, citizen, vendor or third party.

4. Unauthorized use of the LOC's equipment, materials, or facilities.
5. Provoking a fight or fighting during work hours or on LOC property.
6. Carrying firearms or any other dangerous weapon on LOC premises at any time.
7. Engaging in criminal conduct while at work.
8. Causing, creating, or participating in a significant or substantial disruption of work during working hours on LOC property.
9. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another LOC employee, customer, or vender.
10. Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
11. Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
12. Sleeping or malingering on the job.
13. Excessive personal telephone calls during working hours.
14. Unprofessional appearance during normal business hours.
15. Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the LOC.
16. Misrepresentation of LOC policies, practices, procedures, or your status or authority to enter into agreements on behalf of the LOC. Employees may not use the LOC's name, logo, likeness, facilities, assets, or other resources of the LOC for personal gain or private interests.
17. Violations of Oregon's Ethics laws.
18. Violation of any safety, health, security or LOC policy, rule, or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by LOC or outside regulatory or legislative bodies.
19. Harassment or discrimination that violates the LOC's policy.
20. Unsatisfactory job performance.
21. Being rude or otherwise uncooperative in dealing with co-workers, supervisors,

business associates, or LOC members.

22. Dishonesty of any type.

23. Physical or verbal abuse of a citizen, vendor, or other employee or any other individual.

This statement of prohibited conduct does not alter the LOC's policy of at-will employment. The LOC remains free to terminate the employment relationship at any time, with or without cause or notice.

C. Prohibition of Secret Recordings in the Workplace. Employees may not record the whole or any part of a conversation with a co-worker, supervisor or manager, a LOC member's employee, or a LOC Board Member using a cellular device or other equipment unless and until everyone who will be recorded: (1) Is told, before the conversation is recorded, that a recording is going to be made; and (2) Gives permission to be recorded.

This rule applies to recordings of conversations made during work hours, while at work-related functions, or in connection with work. Nothing in this policy prohibits or restricts an employee's right under the federal and Oregon constitutions to make recordings outside of working hours or while not representing or working on behalf of the LOC.

D. Corrective Action/Discipline Policy. Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet the LOC's standards, the LOC will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

1. In Lieu of Termination. In lieu of terminating the employment of an employee for serious violations of the LOC's policies, procedures, and rules and for other inappropriate behavior or conduct, the LOC may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. The LOC may also choose to send the employee to a training or an education opportunity.
2. LOC Discretion. In all cases, the LOC will determine the nature and extent of any discipline based upon the circumstances of each individual case. The LOC may proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when the LOC deems such action appropriate. The LOC retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment). Note that the General Counsel can only be terminated with the consent of the Board of Directors.

- E. Complaints.** It is important that the Executive Director learns of any condition or situation that may cause problems for LOC's employees or that may be detrimental to its operation. Such conditions are often best known by the employees. Employees are encouraged to bring complaints to the attention of a supervisor, Human Resources Administrator, or the Executive Director.

XV. Separation from Employment

Separation from employment with the LOC occurs when the employee voluntarily resigns, is laid off, or is terminated by the LOC.

- A. Resignation/Retirement.** An employee is requested to give their supervisor written notice at least two weeks prior to their resignation/retirement that identifies the last day of work. If the employee's decision to resign/retire is based on a situation that could be corrected, the employee is encouraged to discuss it with the Executive Director before making a final decision. The General Counsel should advise both the Executive Director and the Board President of their intention to resign/retire. A resignation/retirement may not be withdrawn unless approved in writing by the Executive Director.
- B. Layoff.** A layoff or reduction in work hours may occur when, due to lack of work or budget constraints, a reduction in force is necessary.
1. Recall. Employees with satisfactory job performance who must be laid off will be placed on a layoff list and will be given first option for recall for six months following the date of the layoff.
 2. Notice. When possible, a two-week notice of a layoff is given.
- C. Termination.** An employee may be terminated due to failure to perform job duties, failure to meet expected standards of conduct, violations of the personnel manual, or for other reasons at the discretion of the Executive Director. The General Counsel may not be terminated without the approval of the Board of Directors.
- D. Return of Property.** Employees must return all LOC property, including, but not limited to, cell phones, computers, identification cards, credit cards, keys, and manuals, to their supervisor on or before their last day of work.
- E. References.** All requests for references or recommendations must be directed to the Human Resources Administrator. No manager, supervisor, or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.
- F. Employment History Disclosure.** By policy, the LOC discloses only the dates of employment and position(s) held of former employees. Former employees who authorize

additional disclosures must make a request to do so in writing.

Acknowledgement of Receipt

I acknowledge that I have received a copy of the Personnel Manual (Manual) of the League of Oregon Cities (LOC), which is effective October 14, 2026, and I am covered by this Manual. I acknowledge that it is my responsibility to read and understand the information in the Manual, and to ask my supervisor for clarification as necessary.

I understand that the LOC reserves all rights necessary for the efficient and orderly management of its business. The Manual is intended to be a guideline to its practices, **not** a contract. It may become necessary for the LOC to change this Manual and its policies from time to time as it deems necessary for the management of its business.

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

I recognize my employment is "at will" and can be terminated with or without notice, at any time, at the discretion of either the LOC or myself.

I also understand that no one other than the Executive Director has any authority to enter into any agreement for employment for any specified period of time, to assure me of any future position, benefits or terms or conditions of employment, or to make any promises contrary or in addition to this Manual. Any past or future promises contrary or in any way different from this Manual, including my right and the right of the LOC to terminate our relationship at our individual discretion, must be in writing, signed and dated by the Executive Director.

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

Employee Signature

Date

Employee's Name (print name)

Please return this completed form to the Human Resources Administrator or your supervisor within two weeks of receiving this Manual.

MEMORANDUM

To: LOC Board of Directors
From: Patty Mulvihill, Executive Director
Date: October 5, 2026
Re: LOC Foundation Update

The LOC Foundation Board of Directors has met once this calendar year, during the month of June. During this meeting, the board adopted its annual budget and learned that members of the LOC Operations Team were designing new ideas on how to generate more donations and sponsorships of the Foundation.

As noted in the Operations Report, agenda item 2(g), the department has taken the lead in bolstering fundraising efforts for the LOC Foundation. Meghyn Fahndrich, Brianna Jackson, and Evelyn Schloss have come up with new ways to raise revenue to support the LOC scholarship program, and the first ideas will be rolled out during the annual conference. The team will be staffing an LOC Foundation booth at the conference in an effort to raise awareness about the foundation and what it does. In addition, staff will be selling the following: 50/50 raffle tickets, t-shirts, stickers, and tote bags – all proceeds will go to the LOC Foundation. The team came up with the designs for each product and has agreed to provide a presentation about the foundation during the opening ceremonies of the conference.

The Operations Team has identified several other ideas that are still under consideration and evaluation, but more work and more programming is expected in calendar year 2027.

MEMORANDUM

To: LOC Board of Directors
From: Claire Wilson, Project & Affiliates Coordinator
Date: September 29, 2026
Re: Oregon Mayors Association (OMA) Update

The Oregon Mayors Association (OMA) was established in 1972 as a voluntary association of persons who hold the office of mayor in Oregon. It is a recognized affiliate of the LOC, with a mission of convening, networking, training, and empowering mayors.

OMA Summer Conference

The OMA held its Summer Conference in Ashland, August 6-8. There were more than 80 attendees. Through their silent auction and 50/50 raffle, the mayors raised \$9,050 for next year's scholarship fund. This year, the association provided five full and partial scholarships for mayors who would not have been able to attend the conference otherwise.

Each year, mayors are presented with the Mayors Leadership Award during the closing banquet of the conference. This year, awards were provided to mayors representing small, medium, and large cities. One mayor received the *Award of Merit* for their dynamic leadership in their community and at the state and federal levels, where they elevated the needs of the OMA and provided guidance and support to other mayors from across the state.

The *Mayors Leadership Award* and the *Award of Merit* recognize the invaluable contributions made by Oregon mayors in their communities. Mayors who receive these awards meet the following criteria: showing considerable involvement in community affairs and intergovernmental relations; demonstrating exceptional skill in helping to facilitate productive relationships between their city council and city employees; and helping other Oregon mayors reach their full potential as community leaders.

The mayors receiving the OMA's 2026 Mayors Leadership Award include:

- Small City category: Reedsport Mayor, Linda McCollum;
- Medium City category: Oregon City Mayor, Denyse McGriff;
- Large City category: Gresham Mayor, Travis Stovall; and
- Award of Merit: The Dalles Mayor, Rich Mays.

If I Were Mayor Student Contest

The 2026-27 OMA Student Contest kicked off last month and runs until April 16, 2027. Mayors are encouraged to design and execute a local program and then submit a winner from each category (poster, essay, digital media) to the LOC for entry into the statewide contest. New this year, with Comcast's sponsorship, OMA will provide Dell laptops to the three first-place winners and continue cash prizes for the second- and third-place winners in each category. The OMA thanks Comcast for their continued partnership!

MEMORANDUM

To: LOC Board of Directors

From: Claire Wilson, Project & Affiliates Coordinator

Date: September 29, 2026

Re: Oregon City County Management Association (OCCMA) Update

The Oregon City County Management Association (OCCMA) was formed to do the following:

- Support professional local government management by increasing the knowledge and ability of administrators and managers;
- Promote the exchange of information between members;
- Offer personal support to members; and
- Sustain the functions, principles, and goals of the International City/County Management Association (ICMA).

The OCCMA is governed by a 12-member board of directors. Board members serve as chairs and liaisons to the board's 12 committees. Below is a brief update on some of the board's initiatives for 2026.

OCCMA Summer Conference

The OCCMA Summer Conference was held in Ashland at the Ashland Hills Hotel & Suites, July 7-10, with more than 170 people in attendance. The OCCMA Summer Conference Planning Committee secured 25 sponsorships totaling \$54,500, surpassing their goal of raising \$40,000. Overall, the feedback received from the membership was very positive.

Scholarship Committee

The OCCMA Scholarship Committee meets quarterly to review applications and determine award amounts. Since January, the committee has funded 14 individuals to attend the following professional development conferences:

- **NW Regional Managers Conference**
Covered the lodging and registration fees for two OCCMA members to attend.
- **LOC Spring Conference**
Covered the lodging and registration fees for three OCCMA members to attend.
- **OCCMA Summer Conference**
Covered the lodging and registration fees for two OCCMA members to attend.
Covered the lodging and registration fees for five students to attend.
- **LOC Annual Conference**
Will reimburse two OCCMA members up to \$800 to cover their cost to attend.

Oregon Latinos in Local Government (OLLG)

The OLLG Board of Directors will hold their fourth strategic planning session on December 1. During this meeting, the board will develop another 12-month work plan. The board is holding their seventh in-person conference on October 23. The conference theme is, “resilience and empowerment – breaking barriers, pathways to empowerment, wellbeing and leadership.”

Northwest Women’s Leadership Academy (NWWLA)

The NW Women’s Leadership Academy is proud to kick off its ninth cohort this fall. Interest in the academy continues to outpace available spaces. This year, the academy received 47 nominees for 27 available spaces.

The NW Women’s Leadership Academy (NWWLA), founded in 2018, is a program designed to advance, connect, inspire, and empower women from a variety of backgrounds in local government. The first cohort kicked off in February of 2018, and the ninth cohort will begin in October 2026. More than 180 women throughout Oregon have graduated from the program.

Nominating Committee

The OCCMA Nominating Committee received 12 applications for service on the OCCMA Board of Directors and two applications for the LOC Board of Directors. The committee interviewed every candidate and made their recommendation to the OCCMA Board of Directors on August 28. The board forwarded their recommendation to the membership which will vote on the slate of candidates during their annual membership meeting on October 15.

MEMORANDUM

To: LOC Board of Directors

From: Angela Speier, Chief Operating Officer

Date: October 5, 2026

Re: Strategic Plan Update

The LOC Strategic Plan calls for a series of initiatives to be completed over a five-year period, with all initiatives achieved by the end of calendar year 2027. Initiatives were divided into three groupings: (1) completion by 2023; (2) completion by 2025; and (3) completion by 2027. All initiatives identified for completion in 2023 and 2025 have been completed and/or are ongoing, including:

- Self-advocacy training;
- Welcome packet for newly elected officials;
- Member-focused communication strategy;
- Internal communication plan;
- Board and staff dinner/retreat;
- Evaluation of core services;
- Training accessibility;
- Partnering with caucuses; and
- DEI training program.

Below is a brief update on efforts undertaken on the 2027 initiatives since the June LOC Board of Directors meeting.

Oregon Municipal Policy

The LOC Board of Directors will be reviewing the first draft of the updated Oregon Municipal Policy (OMP) at the October meeting (see agenda item 7). This draft incorporates the feedback received during the President's Regional Meetings and from the LOC Policy Committees. Staff are seeking the board's feedback, which will be incorporated in the draft that will be shared with the membership during the 2027 President's Regional Meetings. This draft will also be reviewed by the LOC Policy Committees and then eventually adopted by the membership at the Annual Business Meeting in 2027.

DEIA Toolkit

Progress has started on the DEIA Toolkit but has been delayed due to other competing priorities. Work is underway, and staff anticipate completing the toolkit by the end of January.

Board Member Training

Sisters Mayor Jennifer Letz and City Manager Jordan Wheeler presented on the city's defensible space ordinance as it relates to wildfire prevention during the June LOC Board of Directors meeting. The next training will be a new board member orientation at the December meeting.

MEMORANDUM

To: LOC Board of Directors
From: Lisa Trevino, Member Engagement Director
Date: September 29, 2026
Re: Conference Planning Committee

The LOC Conference Planning Committee has completed its work in preparation for this year's annual conference. The committee met three times virtually to review and help determine the session topics for this year's program.

Prior to the committee's meetings, LOC staff solicited conference ideas from members, staff, and partners. More than 160 session proposals were submitted. Working in conjunction with the Internal Conference Planning Committee, the committee reviewed the proposals and helped select 19 sessions for this year's program, along with eight tours and two additional workshops.

This year, the LOC will have about six fewer breakout sessions than last year because of the smaller conference venue. To help accommodate this change and provide additional opportunities for attendees, two additional tours will be offered on Thursday.

The LOC extends its sincere thanks to all members of the Conference Planning Committee for their time, thoughtful input, and commitment to the planning process. Their work and contributions have helped shape a strong and engaging conference program for this year's attendees.



MEMORANDUM

To: LOC Board of Directors

From: Lisa Trevino, Member Engagement Director

Date: September 29, 2026

Re: Diversity, Equity, Inclusion and Accessibility Committee

The LOC Diversity, Equity, Inclusion, and Accessibility (DEIA) Committee has not met since the June LOC Board meeting.

Next Steps

The DEIA Committee has given final approval to the DEIA Toolkit, which staff will next publish on the LOC website. The DEIA Committee will convene once the DEIA Toolkit is ready for final review before publication.



MEMORANDUM

To: LOC Board of Directors
From: Patty Mulvihill, Executive Director
Date: October 5, 2026
Re: Executive committee

The LOC Executive Committee has met once since the last LOC Board meeting, on September 16, During this meeting, the committee received verbal updates on three things: comments the LOC will be filing with the state's Data Center Advisory Committee; what to expect from Espousal Strategies presentation on the Revenue Reform Project during the October board meeting; and what to expect from the revised executive director performance review process. A financial report was included in the consent calendar as well.

MEMORANDUM

To: LOC Board of Directors
From: Patty Mulvihill, Executive Director
Date: October 5, 2026
Re: Finance committee

LOC's Finance Committee has met three times since the LOC Board's June meeting. Below please find a summary of what transpired at each meeting.

July 13 Meeting

The committee received a financial update on where LOC finances stood for both Fiscal Year 2025/26 and 2026/27, as well as the statutes of the audit for Fiscal Year 2025/26.

August 13 Meeting

During the August meeting, the committee received an updated financial report (same topics as presented in July, but with updated information), provided guidance to staff on what to do with recruitments for the 2027 committee vacancies, and discussed a workplan going forward.

In terms of the recruitment process, two members of the committee – Hermiston City Manager Byron Smith and Central Point City Manager Chris Clayton – have terms expiring this December. They are both term limited. The Finance Committee directed staff to identify potential replacements and determine if those replacements would be interested in serving on the committee.

For the workplan, the committee reviewed work it had completed over the last few years (Revenue Reform Project, 10-year financial forecast, revisions to contingency reserve policy, sale of the cottages and planned updates to the LOC building, and the recommended dues rate setting for two fiscal years) and discussed if there were other major projects to tackle in calendar year 2027. At this point, the committee declined to identify new projects to undertake, choosing to continue its focus on the Revenue Reform Project and how to respond to the 10-year financial forecast.

The committee further decided to move its meetings to every other month instead of holding them monthly.

September 10 Meeting

At this meeting, the committee received an updated financial report (same topics as presented in July, but with updated information) and appointed City Manager Smith's and City Manager Clayton's replacements to the committee with an effective date of January 1, 2027. The committee selected Baker City City Manager Barry Murphy and Florence Assistant City Manager Megan Messmer.



MEMORANDUM

To: LOC Board of Directors
From: Nicole Stingh, Legislative Director
Date: October 05, 2026
Re: Policy Committees

LOC Policy Committees have met a number of times, detailed below, since the June board meeting. The committees will be convened again in late fall to review the Oregon Municipal Policy (OMP) discussion draft and provide feedback.

- Energy and Environment met on July 15 for the purpose of considering a League position on a legislative proposal to study nuclear energy generation.
- Broadband, Cybersecurity, Artificial Intelligence, and Telecommunications met on June 29 to discuss the Oregon Cybersecurity Center of Excellence and OMP updates.
- Finance, Taxation, and Economic Development met on June 18 to approve legislative ballot language and discuss OMP updates.
- General Government met on June 16 to discuss and finalize legislative priorities and again on July 1 to discuss the OMP updates.
- Transportation met twice. On June 11, the committee met to finalize recommendations for the legislative ballot and review concepts from other policy committees. The July 16 meeting included discussions regarding the OMP updates, updates from the National League of Cities on the Congressional process for reauthorizing key transportation program, and updates on the process to develop the 2027 transportation package.
- Housing, Land Use and Community Development met on August 4 to discuss OMP updates.



MEMORANDUM

To: LOC Board of Directors
From: Patty Mulvihill, Executive Director
Date: October 05, 2026
Re: Recognition & Appreciation of Comcast

The LOC recognizes and appreciates Comcast's generous support for the October 14 board meeting. Comcast has provided funds to help offset the cost of the food purchased during the meeting and any venue rental costs.



MEMORANDUM

To: LOC Board of Directors

From: Nicole Stingh, Legislative Director

Colette Tipper, Lobbyist

Date: October 05, 2026

Re: Revenue Reform Project Update with Espousal Strategies

The LOC Board identified comprehensive revenue reform as an organizational priority, with an initial focus on educating members and building a shared understanding of Oregon's property tax system, the challenges it creates for cities, and potential pathways for reform. As part of this work, the LOC has engaged Espousal Strategies to develop a communications and member engagement strategy informed by statewide public opinion research conducted by DHM Research.

Espousal Strategies will present an update on the revenue reform project and preview the materials developed for the LOC's member education and engagement campaign. The presentation will include:

- A high-level overview of how Oregon's property tax system currently operates and the challenges it creates for local jurisdictions, providing context for the broader education effort;
- Key findings from DHM Research's statewide survey and six focus groups, including how Oregonians understand the property tax system and what messages about reform resonate most strongly; and
- An overview of the educational materials developed to help LOC members better understand and communicate about Oregon's property tax system and the need for reform.

Following the board presentation, Espousal Strategies will introduce these materials to LOC members through several opportunities at the Annual Conference, including two conference sessions and the Ask LOC booth, where the team will be available to answer member questions and discuss the project. The LOC will also host a webinar in November to provide an additional opportunity for members to learn about the research, educational materials, and broader revenue reform effort.

These activities are intended to build a common foundation of understanding among LOC members before the organization moves further into discussions about specific revenue reform strategies or policy proposals.



MEMORANDUM

To: LOC Board of Directors
From: Patty Mulvihill, Executive Director
Date: October 05, 2026
Re: Providing CIS Members Access to the Same Hospital Pricing Tools Available to OEBC/PEBC*

CIS has retained the assistance of an outside lobbying firm to help provide its members access to the same hospital pricing tools currently available to members of the Oregon Educators Benefits Board (OEBB) and the Public Employees' Benefit Board (PEBB).

CIS's Executive Director and General Counsel, in consultation with their outside lobbyists, have provided a memorandum, which is attached to explain the problem, their solution, and how they would like the LOC to assist.



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cisoregon.org

October 5, 2026

To: LOC Board of Directors

Fr: Patrick Priest, CIS Executive Director
Tamara Russell, CIS General Counsel
Rachael Wiggins Emory, Thorn Run Partners
Tyler Janzen, Thorn Run Partners

Subject: Providing Local Governments Access to the Same Hospital Pricing Tools
Available to Oregon Government Employees (OEBB/PEBB)

Action Requested

CIS Trust seeks the LOC Board of Directors' support of a city and county priority that CIS is helping advance. Specifically, CIS requests that the LOC Board designate hospital cost-containment parity for local government employee health plans as a 2027 LOC legislative priority.

Executive Summary

Hospital costs continue to drive significant health insurance cost increases for Oregon cities. Every additional dollar spent on employee health care is a dollar unavailable for police services, fire protection, parks, streets, utility operations, housing initiatives and other local priorities.

Oregon law currently gives state employee and educator benefit plans access to a Medicare-based hospital reimbursement methodology that is not available to health benefit plans administered through CIS. See ORS 243.256, attached as Exhibit A.

Oregon cities and their employees should have access to the same cost-containment tool. CIS seeks legislation that would extend ORS 243.256, or establish a parallel provision, so the Medicare-based reimbursement methodology applies to CIS-administered local government employee benefit plans.

The Local Government Problem

For the 2027 plan year, pooled medical rates for CIS city members increased 13.64%, even after CIS used reserves and adopted plan and cost-containment changes to reduce the full impact of projected medical claim costs. These increases occur while cities operate within property tax constraints established by Measures 5 and 50 and face competing demands for essential local services.

CIS currently operates within the traditional negotiated-rate model. Hospital reimbursement depends on rates negotiated between carriers and providers. CIS plans do not have the statutory Medicare-based reimbursement ceiling available to PEBB plans.

A membership service of:



The Existing State Solution

ORS 243.256 limits reimbursement for covered inpatient and outpatient hospital services under PEBB plans to 200% of Medicare for in-network hospitals and 185% of Medicare for out-of-network hospitals. The statute also restricts balance billing beyond authorized cost sharing and preserves exemptions for specified rural, critical-access, and other hospitals.

CIS' proposal would preserve the policy framework already adopted by Oregon while extending comparable treatment to CIS-administered local government health plans. It is not a request to reduce reimbursement to Medicare rates. The existing framework permits reimbursement at up to twice the Medicare rate for in-network hospital services. Further, although the proposed legislative solution would not guarantee that CIS premiums or benefits would be identical to OEBB or PEBB, it would give CIS plans access to the same hospital pricing mechanism and, in turn, more advantageous rate bargaining power.

Legislative Strategy and Why LOC Support Matters

Representative Rob Nosse (D-SE Portland), Chair of the House Health Care Committee, has agreed to request and introduce legislation for the 2027 session. CIS and Thorn Run will continue building bipartisan and bicameral support, with particular attention to legislators who understand local government budgets and services. Yet legislative feedback to CIS and Thorn Run indicates that meaningful progress is unlikely without active support from LOC and AOC.

Hospitals have historically opposed reimbursement caps because of their effect on hospital revenue. Active support from LOC and AOC will be important to demonstrate that this is a genuine local government affordability issue, not solely a CIS initiative. LOC support would strengthen the proposal by connecting rising hospital costs directly to city budgets, city employees, and services delivered to Oregon communities.

The Ask

CIS requests that the LOC Board:

- Designate hospital cost-containment parity for local government employee health plans as a 2027 LOC legislative priority; and
- Support the proposal in legislative meetings and communications as appropriate.

CIS staff and Thorn Run representatives will attend the October 14, 2026, LOC Board meeting to discuss this issue and answer questions.

Exhibit A – ORS 243.256

243.256 Reimbursement methodology for payment to hospitals. (1) A carrier that contracts with the Public Employees' Benefit Board to provide to eligible employees and their dependents a benefit plan that reimburses the cost of inpatient or outpatient hospital services or supplies shall reimburse a claim for the cost of a hospital service or supply that is covered by, or is similar to a service or supply that is covered by, the Medicare program in an amount that does not exceed:

(a) For claims submitted by in-network hospitals, 200 percent of the amount paid by Medicare for the service or supply; or

(b) For claims submitted by out-of-network hospitals, 185 percent of the amount paid by Medicare for the service or supply.

(2) A self-insurance program administered by a third party administrator that is offered by the board to eligible employees and their dependents and that reimburses the cost of inpatient or outpatient hospital services or supplies shall reimburse a claim for the cost of a hospital service or supply that is covered by, or is similar to a service or supply that is covered by, the Medicare program in an amount that does not exceed:

(a) For claims submitted by in-network hospitals, 200 percent of the amount paid by Medicare for the service or supply; or

(b) For claims submitted by out-of-network hospitals, 185 percent of the amount paid by Medicare for the service or supply.

(3) A provider who is reimbursed in accordance with subsection (1) or (2) of this section may not charge to or collect from the patient or a person who is financially responsible for the patient an amount in addition to the reimbursement paid under subsection (1) or (2) of this section other than cost sharing amounts authorized by the terms of the health benefit plan.

(4) If a carrier or third party administrator does not reimburse claims on a fee-for-service basis, the payment method used must take into account the limits specified in subsections (1) and (2) of this section. Such payment methods include, but are not limited to:

(a) Value-based payments;

(b) Capitation payments; and

(c) Bundled payments.

(5) This section does not apply to reimbursements paid by a carrier or third party administrator to:

(a) A type A or type B hospital as described in ORS 442.470;

(b) A rural critical access hospital as defined in ORS 315.613;

(c) A hospital:

(A) Located in a county with a population of less than 70,000 on August 15, 2017;

(B) Classified as a sole community hospital by the Centers for Medicare and Medicaid

Services; and

(C) With Medicare payments composing at least 40 percent of the hospital's total annual patient revenue; or

(d) A hospital located outside of this state.

(6) This section does not require a health benefit plan offered by the board to reimburse claims using a fee-for-service payment method. [2011 c.418 §6; 2017 c.746 §29; 2019 c.484 §5]

MEMORANDUM

To: LOC Board of Directors
From: Nicole Stingh, Legislative Director
Date: October 05, 2026
Re: Legislative Priorities Adoption – 2027/28 Legislative Sessions*

Every two years, the LOC Board of Directors sets forth an ambitious legislative agenda to advance solutions to the largest challenges faced by cities. During the October board meeting, LOC staff will propose an agenda that codifies solutions identified by policy committees and ranked by member cities. This agenda will guide the work of LOC lobbyists for the next two years. The adopted agenda will be the focus of the Intergovernmental Relations Department, and lobbyists will continue to work on matters that impact cities above and beyond the agenda.

Policy Committee Process

The LOC's legislative priority setting process begins with the seven subject matter policy committees working with relevant LOC staff to bring forward issues within identified portfolios. LOC members were appointed to the committees in late 2025 and met numerous times over the course of spring 2026 to develop 27 priorities.

Ballot Results

These priorities were advanced to the membership on the 2027-28 Legislative Priorities Ballot, released June 22 and open to responses through September 25. Each city had the opportunity to vote on their top five priorities. Nearly 120 responses to the survey were received by September 29 (ballot was kept open at the request of a city). A table with member responses is included as an attachment.

Creating the Proposed Thriving Communities Agenda

The Intergovernmental Relations Department reviewed ballot results and discussed legislative strategy to improve outcomes for member cities. The proposed "Thriving Communities Agenda" includes an organizational pillar, five legislative priorities, and additional areas of focus. Along with this legislative agenda, staff are requesting the board to endorse all policy recommendations from the policy committees as well as re-affirming organizational principles (as included in the Oregon Municipal Policy discussion draft). This agenda is inclusive of the defensive work LOC lobbyists engage in to achieve organizational goals.

There are key changes to note. First, the top five legislative priorities include the top six legislative priorities as voted on by member cities. As recommended by staff, the "Land Availability and Land Use Streamlining" priority has been broken apart to fit into the priorities on economic development and housing. In addition, staff are amending an areas of focus, community disaster resiliency, and adding an area of focus on revenue reform. Additional information is included in

the attachments to this memorandum. During the October board meeting, staff will share additional insights that led to these recommendations

The Thriving Communities Agenda Summary

The LOC supports cities in creating thriving communities, and state action (and inaction) impacts member cities' ability to create community prosperity. Below is a summary of the legislative agenda, with additional detail to follow after the proposed motions.

- **Organizational pillar:** Staunch support for partnerships over preemption in state policies and investments.
- **Legislative Priorities**
 1. Infrastructure Investment
 2. 2027 Transportation Package
 3. Public Meeting Law Reform
 4. Economic Opportunity
 5. Housing Availability
- **Areas of Focus**
 1. Community Disaster Resiliency¹
 2. Funding and Coordination for Shelter and Homeless Response
 3. Ratepayer Assistance
 4. Maintain Local Control of a Safe, Modern Right-of-Way
 5. Targeted Prevailing Wage Changes
 6. Water Workforce Development
 7. Administrative Procedures Act Reform
 8. Seize Opportunities to Advance Revenue Reform²
- **Organizational Principles**
 1. Defending Home Rule
 2. Preventing Unfunded Mandates
 3. Advancing Partnerships
 4. Representing all Members' Needs

Staff Recommendations

LOC staff asks the board to take the following two actions:

1. Adopt the Thriving Communities Agenda as set forth in the attachments through the resolutions referenced in 'Proposed Motion Number 1'
2. Endorse the recommendations from the seven LOC policy committees as set forth in the attachments through the resolutions referenced in 'Proposed Motion Number 2'

¹ This item was amended; additional details are included in the Thriving Communities Agenda (attachment 1).

² This item was added and was not part of the 2027-28 ballot; additional details are included in the Thriving Communities Agenda (attachment 1).

ATTACHMENTS

1. The Thriving Communities Agenda
2. 27 Policy Committee Recommendations
3. Final City Ballot Results dated 9/27/2024
4. Resolution 26-02, Establishing the Thriving Communities Agenda for 2027 and 2028 Legislative Sessions
5. Resolution 26-03, Endorsing Policy Committee Recommendations for 2027 and 2028 Legislative Sessions

Proposed Motion Number 1 I moved to adopt the Resolution Establishing the Thriving Communities Agenda for the 2027 and 2028 Legislative Sessions.

Proposed Motion Number 2 I moved to adopt the Resolution Endorsing Policy Committee Recommendations for the 2027 and 2028 Legislative Sessions.



THE THRIVING COMMUNITIES LEGISLATIVE AGENDA

This attachment details the LOC's Legislative Agenda. LOC lobbyists will seek opportunities to advance these priorities and will use the organizational pillar and principles to engage with legislators and stakeholders throughout the 2027 and 2028 legislative sessions. The language used in the agenda may shift strategically to advance LOC advocacy efforts.

Organizational Pillar: Staunch support for partnerships over preemption in state policies and investments.

Legislative Priorities:

1. Infrastructure Funding

The League of Oregon Cities proposed 2027 legislative priorities include a significant package of investments in Business Oregon programs that provide cities with critical financing for public infrastructure, housing production, and economic development and community resilience. Business Oregon has identified many of these programs as priorities in its 2027-29 Agency Request Budget, and the LOC agrees with that direction but believes the scale of investment must be greater to meet the needs of Oregon communities. The LOC is seeking \$125 million for the Special Public Works Fund, \$55 million for the Housing Infrastructure Financing Program, \$55 million for the Industrial Site Loan Fund, \$155 million for the Seismic Rehabilitation Grant Program, and \$10 million for the Regional Infrastructure Fund.

These programs provide complementary tools for addressing infrastructure needs across the state. The Special Public Works Fund provides flexible financing for essential public infrastructure, including drinking water, and wastewater systems; the Housing Infrastructure Financing Program helps communities finance infrastructure necessary to enable housing development; and the Industrial Site Loan Fund supports infrastructure needed to prepare employment lands for development. Investments in seismic rehabilitation strengthen critical public facilities and community resilience. LOC is also seeking \$10 million for the Regional Infrastructure Fund, which was not included in Business Oregon's 2027-29 Agency Request Budget but received a \$10 million General Fund investment from the Legislature in 2026. Continuing that investment will preserve an important funding source for infrastructure projects.

Together, the LOC's requests total \$400 million in proposed state investment. LOC's requests are intended to build upon the Business Oregon's Agency Request Budget and reflect significant demand cities continue to experience in funding infrastructure projects. LOC will work in partnership with Business Oregon, Governor Kotek's Office, and legislators to pursue additional capitalization of these programs and ensure that state

infrastructure investments are sufficient to help communities address essential service, housing, economic development, and resilience needs.

2. 2027 Transportation Package

The LOC supports a robust transportation package that supports Oregon's multi-jurisdictional, multi-modal, and safety-oriented transportation system. Recognizing that Oregonians don't always know who owns what route they rely on, any revenue should support the shared transportation system. The LOC believes this is most effective through a statewide revenue source rather than more administratively burdensome and inequitable local revenue methods that are unable to ensure that all users pay their fair share (including through user fees).

Cities and locally owned transportation systems rely on a strong state partner to meet our shared goals of a system that moves people from "point a to point b" safely and effectively. In addition, the conditions of state and county routes impact cities by both directing additional traffic on city streets and affecting how residents get to where they need to go safely. This requires system expansion to be secondary to restoring funds in grant programs and transit services, protecting existing programs, and an overall focus on operation and maintenance.

3. Public Meeting Law Clarity

The LOC will advocate for a comprehensive statutory reset of the Oregon Public Meetings Law to restore operational functionality and practicality for local governments while protecting public transparency. This priority includes the following provisions:

- Establishing an Intentionality Requirement: Limit serial meeting violations strictly to actions taken "knowingly and intentionally" to protect volunteer elected officials from penalties for good-faith, inadvertent errors.
- Streamlining Complaint Enforcement: Authorize the Oregon Government Ethics Commission (OGEC) to immediately dismiss incomplete, trivial, or bad-faith complaints.
- Holding the Right Entity Accountable: Shift personal liability for purely administrative errors—such as delayed meeting notices—away from individual elected officials and onto the public body as an institution.
- Expanding the "Cure" Process: Provide flexible, accessible avenues for local governments to address and correct procedural complaints, including decision rescission or public acknowledgement with a corrective action plan.
- Right-Sizing Training Requirements: Reform mandatory compliance training to occur once per elected term rather than annually, while allowing incoming officials to complete the requirement prior to being sworn in

4. Economic Opportunity

The LOC will support efforts to modernize and strengthen Oregon's existing economic development programs while advocating to maintain local flexibility and autonomy over

local revenues. The LOC's advocacy includes strengthening and increasing funding for current state programs like Enterprise Zones, Long Term Rural Enterprise Zone, the Strategic Investment Program, the Industrial Site Loan Fund, Brownfield programs, infrastructure programs, wetlands mitigation bank changes, and land availability reform, as well as new efforts to support a healthy economy.

The LOC will also support efforts to strengthen Oregon's workforce development initiatives that help to meet critical workforce shortages experienced by public and private employers throughout the state. The LOC will advocate for policies and investments that strengthen local talent pipelines, expand access to workforce education and training, and help communities recruit and retain the skilled workforce needed to support and grow a healthy economy.

5. Housing Availability

The LOC will seek opportunities to address structural barriers to production of different housing options at the regional and state level. This includes:

- Streamlining state agency programs, directives, funding metrics, and grant timelines that impact development, including Urban Growth Boundary expansion and swaps;
- Accurate tracking of units produced on the ground, rather than units unlocked;
- Aligning state programs with local capital improvement and budget timelines;
- Increasing connections between affordable housing resources at Oregon Housing and Community Services with the land use directives in the Oregon Housing Needs Analysis and Climate Friendly and Equitable Communities programs at the Oregon Department of Land Conservation and Development;
- Mitigating capacity challenges through technical assistance for code audits and new ordinance or code needs due to changes in state statute; and
- Addressing land supply challenges through streamlining of land use regulations and clarification surrounding wetlands in buildable lands inventories and mitigation.

Additionally, the LOC will advocate maintaining and increasing state investments to support the development and preservation of a range of needed housing types and affordability, including publicly supported affordable housing and related services, affordable homeownership, permanent supportive housing, affordable modular and manufactured housing, middle housing types, and moderate-income workforce housing development.

Areas of Focus:

1. **Community Disaster Resiliency:** The LOC will engage in efforts to provide planning resources, technical assistance and funding to cities preparing to withstand, respond and recover from disasters. Partnering with counties, state agencies, developing resiliency networks, and supporting community recovery organizations position cities to address and mitigate natural disasters. When combined with replacing and modernizing infrastructure,

including resources for energy efficiency and/or local energy generation like biomass, solar, hydro, biogas, and generators, cities and their communities can increase their energy resilience.

This item was amended from the ballot to include a broader focus on community resiliency based on the needs of member cities. Originally stemming from the Energy and Environment Committee, the focus was initially limited.

2. Funding and Coordination for Shelter and Homeless Response: The LOC opposes cuts to the state shelter system funding and supports continued state investments in a comprehensive homeless response system to fund eviction prevention, shelter, and rehousing. These investments should include:

- Strengthening our coordinated regional homeless response;
- Funding a range of shelter types in cities across the state, including alternative shelter models, safe parking programs;
- Funding eviction prevention, rapid rehousing, outreach, case management, staffing and administrative support, and other related services; and
- Supporting policies that allow cities to have better liability protection, resources and flexibility to regulate public spaces in a way that supports all members of their community.

3. Ratepayer Assistance: The LOC will advocate for improved affordability for drinking water and wastewater customers while maintaining the financial stability necessary to operate, maintain, and improve local utility systems. This includes state-supported water and wastewater ratepayer assistance programs, and policies that consider affordability impacts on residents.

4. Maintain Local Control of a Safe, Modern Right-of-Way: The LOC will oppose any legislation seeking to preempt local control of municipal rights-of-way (ROW). The LOC will also support legislation aimed at codifying home rule management of the local ROW and the revenue derived from use of the ROW, while encouraging ROW users to timely upgrade and replace their infrastructure lost to natural disaster.

5. Targeted Prevailing Wage Changes: The LOC will advocate for targeted changes to prevailing wage requirements that: recognize urgent needs for Oregon communities; consider the impact of inflation; and maintain the original intent of Oregon's prevailing wage law. This includes supporting reoccurring legislation to exempt publicly financed facilities aimed at addressing the housing crisis (affordable housing, shelters, day centers) and the lack of childcare, as well as efforts to address mounting infrastructure needs impacting housing and economic development. The LOC will support additional clarity around split determination issues that are impacting growth, ensuring cities can proactively prepare for growth without impacting future, private developments.

6. **Water Workforce Development:** The LOC will advocate for investments in workforce development programs that support the recruitment, training, certification, and retention of drinking water and wastewater professionals. This includes: support for operator-in-training and apprenticeship programs; certification and reciprocity improvements; regional training opportunities; and funding that helps communities develop and maintain a qualified water workforce.
7. **Administrative Procedures Act Reform:** The LOC will advocate for the comprehensive modernization of the Oregon Administrative Procedures Act to restore regulatory transparency, strict alignment with legislative intent, and meaningful public accountability across all state agencies. This advocacy should include:
 - Standardizing the rulemaking process across all state agencies to eliminate regulatory fragmentation;
 - Strengthening public and expert participation in all rulemaking and workgroup processes;
 - Establishing independent oversight and auditing of fiscal impact statements;
 - Limiting and restricting the use of emergency rulemaking to actual crises; and
 - Reforming judicial deference standards to ensure state agencies remain answerable to elected leaders and voters.
8. **Seize Opportunities to Advance Revenue Reform:** The LOC will continue to support discussions to modernize Oregon's local revenue system. This includes engaging with legislative proposals affecting local revenues, advocating for approaches that address structural limitations in the current system, and advancing efforts to develop a long-term, collaborative approach to revenue reform that reflects the needs and perspectives of Oregon's cities.

This item was added to ensure that LOC is poised to support efforts related to comprehensive revenue reform. The board's revenue reform project will inform the LOC's advocacy priorities and guide the LOC's response to legislative proposals as they emerge.

Organizational Principles:

Defending Home Rule

Democracy functions best when decisions are made as close to the people as possible. The wisdom of this idea was enshrined in Article XI, Section 2 of the Oregon Constitution. It is also an expectation of Oregonians; city government is frequently the first place community members turn to advance their community vision or address challenges they face. The LOC will oppose efforts that undermine home rule authority.

Preventing Unfunded Mandates

Programs and regulations mandated by the state or federal government stretch the already limited financial resources of cities. These costs, if not compensated by the state or federal government,

prevent cities from addressing needs and priorities. The LOC will oppose unfunded mandates and seek cost recovery or reimbursements for expanded requirements.

Advancing Partnerships

Communities are best served when officials of federal, state and local government (including municipalities, counties, special districts and school districts) respect the essential roles of each entity and work toward common solutions. The LOC is invested in building and maintaining collaborative working relationships among cities, other local governments, tribes, state government, and federal government. This means the LOC actively and constructively engages with stakeholders to discuss and develop policies addressing matters of regional, statewide, and national concern. The LOC works to ensure that all cities, regardless of size, resources, or geography, are treated as equal partners in formulating policy and funding decisions that impact them.

Representing all Members' Needs

The LOC exists to advance the collective strength, viability, and authority of its member cities. Guided by objective and informed analysis, the LOC must engage in thoughtful, balanced decision-making that considers every region of the state. In taking policy positions, legislative stances, or public advocacy, the LOC will refrain from actions that target, penalize, or directly impair the essential governance or fiscal health of any individual member city. If a policy has divergent impacts on cities, the LOC will weigh the net impact on municipal governance as a whole, striving to maximize collective strength while minimizing targeted detriment. An organizational stance never precludes an individual member city from expressing its own distinct position, nor will any member be penalized for advocating its unique municipal interests. In every policy position, the LOC will consider the needs of all Oregon cities.



Policy Committee Recommendations: 2027-28 Legislative Priorities

Broadband, Cybersecurity, Artificial Intelligence (AI), and Telecommunications Committee

LOC Contact: Greg Miller, gmliller@orcities.org

PROMOTE THE EQUITABLE DEVELOPMENT OF SUSTAINABLE TELECOM INFRASTRUCTURE

RECOMMENDATION: The LOC recognizes and has prioritized broadband access, and telecom infrastructure more broadly, as an “essential service” and will advocate for affordable, safe, reliable, high-speed infrastructure development and access in every city. This includes but is not limited to: supporting expansion of service options for municipalities; increasing rural cellular infrastructure; and maintaining open access to networks that provide choice to community members.

Background: Advancements in telecommunications technology have ushered in unprecedented investments in infrastructure development aimed at providing broadband access and other communication modalities to all. Deploying infrastructure in Oregon must be done equitably across the state’s diverse landscape and focus on addressing current coverage gaps as well as statewide infrastructure that serves all.

MAINTAIN LOCAL CONTROL OF A SAFE, MODERN RIGHT OF WAY

RECOMMENDATION: The LOC will oppose any legislation seeking to preempt local control of municipal rights-of-way (ROW). The LOC will also support legislation aimed at codifying home rule management of the local ROW and the revenue derived from use of the ROW, while encouraging ROW users to timely upgrade and replace their infrastructure lost to natural disaster.

Background: Home rule authority and local ROW management allow local governments to safely manage ROW issues that arise after work is complete, and when the ROW work-related permit may no longer be in effect. It ensures that utilities installing facilities in the ROW have financial protections like insurance in place, which help protect the public using the ROW and other entities whose infrastructure may be damaged during utility work. It ensures that local taxpayers will not have to pay costs associated with utilities’ use of the ROW. It also ensures accountability through a variety of enforcement mechanisms.

SUPPORT EQUITABLE ACCESS TO TECHNOLOGY

RECOMMENDATION: The LOC will support policies such as the Oregon Lifeline Program to ensure digital inclusion. The LOC will also continue to monitor implementation of the U.S. Department of Justice’s website accessibility rule implementation and support municipal resource opportunities for accessibility. Finally, the LOC will support funding for programs that increase digital skills, equity, and adoption.

Background: All individuals regardless of physical, financial, or any other barrier have a right to access advancements in telecom technology.

SUPPORT RESPONSIBLE MUNICIPAL USE OF TECHNOLOGY

RECOMMENDATION: The LOC will support legislation that acknowledges forward-thinking regulations, taking into account the rapid evolution of telecom systems. The LOC may also support agency policy options that include municipal telecom resilience and concepts such as municipal AI assessments, and an “AI Sandbox” to further understanding of AI risks and other technological advancements in a controlled environment. In this work, the LOC will work to prevent unfunded mandates.

Background: Advancements in technology, including but not limited to AI, have demonstrated operational efficiencies, yet those come with risks if not implemented correctly and used safely. The LOC is cautiously optimistic about the use of AI and other tools that increase service and operational efficiency, but recognizes that some regulation may be necessary to define appropriate municipal uses and foster an atmosphere of responsibility and data safety.

SUPPORT MUNICIPAL CYBERSECURITY PROFICIENCY

RECOMMENDATION: The LOC opposes unfunded mandates and will advocate for technical support and funding to give all cities access to innovative technology, enhanced state programs, cybersecurity notification resources and assistance protecting critical infrastructure and data during cyber-attacks.

Background: Cybercriminals target municipalities as vulnerable systems holding valuable personal data and financial records. Historical underfunding of cybersecurity, antiquated system architecture, and lack of cybersecurity training contribute to the increasing trend in municipal cyberattacks. Cyberattacks can impact services with dire consequences for residents. Hackers typically look for the easiest entry path, and local governments often lack the resources to respond.

General Government Committee

LOC Contact: Charlie Conrad, cconrad@orcities.org

ADMINISTRATIVE PROCEDURES ACT REFORM

RECOMMENDATION: The LOC will advocate for the comprehensive modernization of the Oregon Administrative Procedures Act (APA) to restore regulatory transparency, strict alignment with legislative intent, and meaningful public accountability across all state agencies. This advocacy should include:

- Standardizing the rulemaking process across all state agencies to eliminate regulatory fragmentation;
- Strengthening public and expert participation in all rulemaking and workgroup processes;
- Establishing independent oversight and auditing of fiscal impact statements;
- Limiting and restricting the use of emergency rulemaking to actual crises; and
- Reforming judicial deference standards to ensure state agencies remain answerable to elected

leaders and voters.

Background: Established in 1971, the Oregon APA is the legal framework that dictates how state agencies create regulations. However, the system has not seen a major update in decades, resulting in an unpredictable regulatory environment. Because there is no single standard for all agencies, different departments often pass conflicting rules that make compliance incredibly difficult for organizations on the ground. Furthermore, many key agencies report to independent boards rather than the governor, which creates an accountability vacuum. Recent state court decisions have compounded the issue by granting agencies broad leeway, ruling that their regulations do not strictly have to align with the original legislative intent.

This regulatory breakdown directly impacts local governments. When uncoordinated state agencies issue overlapping or conflicting rules, cities are left trapped in the middle—forced to navigate a maze of contradictory mandates that drain municipal staff time and stretch city budgets. Furthermore, because recent court rulings have stripped away traditional checks on administrative reach, cities have lost the ability to challenge flawed, 'one-size-fits-all' state regulations that ignore local realities. This loss of local control and financial stability necessitates reform. Protecting municipal home rule, ensuring local voices are actually heard during the rulemaking process, and restoring a sense of predictability and fairness to how state policies are implemented on the ground is necessary.

PUBLIC MEETINGS LAW CLARITY

RECOMMENDATION: The LOC will advocate for a comprehensive statutory reset of the Oregon Public Meetings Law to restore operational functionality and practicality for local governments while protecting public transparency. This priority includes the following provisions:

- Establishing an Intentionality Requirement: Limit serial meeting violations strictly to actions taken "knowingly and intentionally" to protect volunteer elected officials from penalties for good-faith, inadvertent errors.
- Streamlining Complaint Enforcement: Authorize the Oregon Government Ethics Commission (OGEC) to immediately dismiss incomplete, trivial, or bad-faith complaints.
- Holding the Right Entity Accountable: Shift personal liability for purely administrative errors—such as delayed meeting notices—away from individual elected officials and onto the public body as an institution.
- Expanding the "Cure" Process: Provide flexible, accessible avenues for local governments to address and correct procedural complaints, including decision rescission or public acknowledgement with a corrective action plan.
- Right-Sizing Training Requirements: Reform mandatory compliance training to occur once per elected term rather than annually, while allowing incoming officials to complete the requirement prior to being sworn in.

Background: Oregon's Public Meetings Law prohibits local elected officials from deliberating in private, a rule that includes a ban on "serial meetings," where separate, smaller discussions are held over time that may add up to a quorum. Recent Oregon Government Ethics Commission (OGEC) rules and training on this topic have created widespread confusion, leaving public officials deeply uncertain about how they can communicate with each other, their residents, or the media. A diverse work group of local leaders and legislators spent months negotiating a bipartisan fix during the 2026 legislative session, but Governor Kotek ultimately vetoed the bill, calling for stakeholders to return to the drawing

board for the 2027 session. Today, the interpretation of this law remains highly contentious, and ongoing discrepancies create massive structural ambiguities and political tensions, making it incredibly difficult for local leaders to effectively govern.

To make the public meetings law workable, several practical fixes are urgently needed to save taxpayer resources and provide clarity to local officials. The current system: forces volunteer leaders to face personal liability for minor staff mistakes like late meeting notices; offers no clear way for cities to self-correct simple procedural errors; and requires repetitive annual training. To keep local governments functioning, the state must shield individual officials from administrative liability, allow the OGC's staff to quickly dismiss trivial or bad-faith complaints, create a clear path for cities to self-correct honest mistakes, and right-size compliance training to once per elected term.

Housing, Land Use, and Community Development Committee

LOC Contact: Alexandra Ring, aring@orcities.org

FUNDING AND COORDINATION FOR SHELTER AND HOMELESS RESPONSE

RECOMMENDATION: The LOC opposes cuts to the state shelter system funding and supports continued state investments in a comprehensive homeless response system to fund eviction prevention, shelter, and rehousing. These investments should include:

- Strengthening our coordinated regional homeless response;
- Funding a range of shelter types in cities across the state, including alternative shelter models, safe parking programs; and
- Funding eviction prevention, rapid rehousing, outreach, case management, staffing and administrative support, and other related services.

Background: The LOC recognizes that to end homelessness, a cross-sector coordinated approach to delivering services, housing, and programs is needed. Cities are not social service providers and largely do not have the additional revenue sources to fund new services outside their core services, amid ongoing budget cuts. Despite historic legislative investments in recent years, communities continue to struggle to support and rehouse Oregonians experiencing homelessness. In 2025, the Legislature passed HB 3644, which created the Statewide Shelter Program, a comprehensive funding program for state supported local shelters based in regional coordination. In addition to the statutory framework, the Legislature passed a funding package of \$204 million to support sheltering efforts in the 2025-2027 biennium, with \$102 million as the new baseline level of funding for all biennium through 2034. In a tight budget environment, the Legislature's ability and interest in continuing these investments is unclear.

As Oregon continues to face increasing rates of unsheltered homelessness, the LOC is committed to strengthening a regionally based, state-supported homeless response system to ensure all Oregonians can equitably access stable housing and maintain secure, thriving communities. Regional coordination is key to the system's success, and the state, cities, and counties must be part of the solution together.

FULL FUNDING AND STREAMLINING FOR HOUSING PRODUCTION

RECOMMENDATION: The LOC will seek opportunities to address structural barriers to production of different housing options at the regional and state level. This includes:

- Streamlining state agency programs, directives, funding metrics, and grant timelines that impact development;
- Accurate tracking of units produced on the ground, rather than units unlocked;
- Aligning state programs with local capital improvement and budget timelines; and
- Increasing connections between affordable housing resources at Oregon Housing and Community Services (OHCS) with the land use directives in the Oregon Housing Needs Analysis (OHNA) and Climate Friendly and Equitable Communities (CFEC) programs at the Oregon Department of Land Conservation and Development (DLCD).

Additionally, the LOC will advocate maintaining and increasing state investments to support the development and preservation of a range of needed housing types and affordability, including:

- Publicly supported affordable housing and related services;
- Affordable homeownership;
- Permanent supportive housing;
- Affordable modular and manufactured housing;
- Middle housing types; and
- Moderate-income workforce housing development.

Background: Recent legislation and executive orders have made significant changes to the state's land use planning process, including new housing production directives for cities and counties. And yet, housing production levels remain below our state's current needs. The state should prioritize implementation, funding, and coordination of existing programs in the 2027-2028 legislative sessions before considering any new policies, including direct funding for housing production to address the underlying economic challenges that prevent production.

LAND AVAILABILITY AND LAND USE STREAMLINING

RECOMMENDATION: The LOC supports updates and streamlining statutes to better support good land use planning and land availability for all needs. This includes:

- Refining land use statutes to provide more clarity and legal certainty for cities;
- Clarifying wetland statutes and inventories to allow efficient and orderly urbanization of land within urban growth boundaries (UGBs);
- Streamlining UGB expansion and swap processes for residential, commercial, and industrial land;
- Improving urban reserves process and land prioritization; and
- Funding for technical assistance for code audits and updates to comply with new state statutes.

Background: Oregon's land use system has undergone substantial change over the past decade, without revisions to the underlying structure. Years of layering legislation with different requirements and new interpretations of existing law have increased regulatory complexity that cities must navigate to be compliant within Oregon's land use system. Complying with state land use laws has become expensive, time-consuming and confusing, and prevents cities from having sufficient land for all needs

(housing, industrial, and commercial). This has created challenges for ensuring that communities have sufficient supplies of land for all types of development, impacting other the housing and economic development priorities of the state.

Energy and Environment Committee
 LOC Contact: Greg Miller, gmliller@orcities.org

INVEST IN COMMUNITY ENERGY RESILIENCE/DISASTER PLANNING

RECOMMENDATION: The LOC will engage in efforts to provide planning resources, technical assistance and funding to cities preparing to withstand, maintain and recover their energy needs in the event of a disaster. This includes resources for energy efficiency and/or local energy generation like biomass, solar, hydro, biogas, and generators. It also includes virtual power plants, microgrids, energy storage, and other solutions that help cities and their communities increase energy resilience.

Background: Frequency and severity of natural disasters and growing regional energy shortages have demonstrated the potential to cripple Oregon communities during an emergency. Intentional disaster planning and community energy resource development can be costly, but will contribute to Oregon cities' resilience and ongoing viability during floods, seismic events, drought, wildfires, and energy brown/blackouts.

SUPPORT EXPEDITED LOCAL RENEWABLE ENERGY GENERATION

RECOMMENDATION: The LOC will continue to support traditional large renewable energy development and transmission projects while mitigating impacts on local control. To support Oregon clean/renewable energy targets and increased capacity, the LOC also supports local initiatives to develop alternative/renewable energy sources that fit the needs of each city.

Background: Recent studies of projected Pacific Northwest energy load growth in the next five years show a projected shortfall of 3GW (3,000,000kw) by 2030. That shortfall compounds by 2035. Viability of Oregon cities depends upon increased reliable energy generation.

SUPPORT INCREASED ENERGY TRANSMISSION CAPACITY

RECOMMENDATION: The LOC will explore and support initiatives that increase renewable energy transmission while mitigating impacts on local control.

Background: Large scale renewable energy is largely produced east of the Cascade divide. Maximizing current transmission and developing new capacity to make renewable energy available to all regions is an important factor in achieving equitable community energy resilience while meeting Oregon decarbonization and climate goals.

MAINTAIN AFFORDABLE ENERGY WHILE SUPPORTING GRID HARDENING AND MODERNIZATION

RECOMMENDATION: The LOC will support initiatives that balance necessary grid modernization against manageable rate increases for cities and residents.

Background: Growing and modernizing Oregon’s aging electric grid is necessary. However, upgrades and increased capacity are challenging. Utilities are not insulated from recent inflation and face unprecedented increases in equipment and infrastructure costs. Customers are also seeing increased rates due to rising utility infrastructure costs and spending on wildfire mitigation.

RESOURCE PROGRAMS FOR ENERGY EFFICIENCY PLANNING AND PROJECT DEVELOPMENT

RECOMMENDATION: The LOC will support legislation that further supports Community Renewable Energy Programs, Green Bank Concepts, Home Energy Rebates, Solar and Storage Rebates, Electrification Incentives.

Background: Oregon’s 241 incorporated cities are at the forefront of delivering on Oregon’s climate and energy goals: building decarbonization, energy efficiency and renewable energy generation. These mandates, while important, fall largely upon local governments that are perpetually constrained financially. Continued legislative allocations to support climate/energy programs and local governments will be paramount to continue taking the incremental steps necessary to achieve the state’s 2030 greenhouse gas reduction targets and 2040 emissions elimination goals.

SUPPORT ADMINISTRATIVE CAPACITY

RECOMMENDATION: The LOC will support state budgets that increase targeted agency capacity needed to adequately and efficiently provide technical assistance, permitting and resources to municipalities related to state and federal energy and climate goals. This includes fully funded and staffed local programs dedicated to implementation of state climate and decarbonization initiatives, especially those related to guidance derived from federal agencies.

Background: Looming large in the Pacific Northwest are concerns about federal energy policies and utility capabilities to meet Oregon’s clean energy targets. Additional capacity at the state level will support communities that are navigating changing guidance and requirements.

Finance, Taxation, and Economic Development Committee

LOC Contact: Colette Tipper, ctipper@orcities.org

TARGETED PREVAILING WAGE CHANGES

RECOMMENDATION: The LOC will advocate for targeted changes to prevailing wage requirements that: recognize urgent needs for Oregon communities; consider the impact of inflation; and maintain the original intent of Oregon’s prevailing wage law. This includes supporting reoccurring legislation to exempt publicly financed facilities aimed at addressing the housing crisis (affordable housing, shelters, day centers) and the lack of childcare, as well as efforts to address mounting

infrastructure needs impacting housing and economic development. The LOC will support additional clarity around split determination issues that are impacting growth, ensuring cities can proactively prepare for growth without impacting future, private developments.

Background: Prevailing wage rates are minimum hourly rates a contractor must pay its employees under public works contracts; and while there are federal and state prevailing wage rates, the recommendation above impacts state prevailing wage laws. The wage rates vary by occupation and region, with the rates being set by the Oregon Bureau of Labor & Industries (BOLI). Oregon law requires prevailing wages to be paid on a project if it hits one of two specific triggers: the public agency trigger or the public funding trigger:

1. Public Agency Trigger - If a project meets the definition of a “public works” under ORS 2798C.800(6)(a) and the total cost of the project is \$50,000 or more. Examples of qualifying projects include roads, buildings, and improvements – whether it’s new construction, renovation, painting, demolition, or the removal of hazardous waste. The \$50,000 threshold was set in 2005. If adjusted for inflation, the threshold would be roughly \$86,000.
2. Public Funding Trigger - A project might be private, but it uses \$750,000 or more of taxpayer money. The same types of projects qualify for the public funding trigger. Note: there are very specific exceptions of public money being used that do not trigger prevailing wages (see ORS 279C.810(1)(a) and OAR 839-025-0004(11)(b)). The \$750,000 threshold was set in 2007. If adjusted for inflation, the threshold would be roughly \$1.2 million.

Additionally, Oregon law states that in the case of public-private partnerships, BOLI shall divide the project to separate the private and public aspects of the project. The public aspects of the project will be subject to prevailing wage, while the private aspects will not. [This recently impacted developments in the Willamette Valley](#). Developable lots with publicly funded infrastructure should not mean that private projects automatically prevail.

ALCOHOL REVENUE MODERNIZATION

RECOMMENDATION: The LOC will advocate for alcohol tax revenue modernization that generates increased shared revenues for cities. This includes support for recommendations from the HB 3610 Task Force on Alcohol Pricing to increase beer and wine taxes while preserving the existing 34% revenue-sharing distribution to cities. This may also include legislation removing the preemption on local alcohol taxes.

Background: Cities have significant public safety costs related to alcohol consumption and must receive revenue commensurate to the cost of providing services related to alcohol. In considering an increase, the LOC will balance the economic and consumer pressures impacting breweries across the state.

Oregon is a control state and the Oregon Liquor and Cannabis Commission (OLCC, formerly known as the Oregon Liquor Control Commission) acts as the sole importer and distributor of liquor. Cities and other local governments are preempted from imposing alcohol taxes. In exchange, cities receive approximately 34% share of net state alcohol revenues. The OLCC has also imposed a 50-cent surcharge per bottle of liquor since the 2009-2011 biennium, which is directed towards the state’s general fund. Oregon’s beer tax has not increased since 1978 and is \$2.60 per barrel, which equates to

about 8.4 cents per gallon, or less than 5 cents on a six-pack. Oregon's wine tax is 67 cents per gallon and 77 cents per gallon on dessert wines. Oregon has one of the lowest beer taxes in the country ([source](#)) and the wine tax is closer to national average ([source](#)).

EMERGENCY COMMUNICATION SYSTEM RESOURCES

RECOMMENDATION: The LOC will support legislation enhancing the effectiveness of the state's emergency communications system through an increase in the 9-1-1 tax. Inflationary factors have lessened the impact of the [emergency communications tax](#). State estimates indicate that this revenue covered 40% of dispatch center costs, but that figure is inaccurate, with some communities receiving as little as 20-25%.

Background: Oregon's 9-1-1 tax was increased to \$1.00 per line or prepaid transaction effective January 1, 2020, and further increased to \$1.25 effective January 1, 2021. Before this change from 2019's HB 2449, the rate had been 75 cents since 1995. The new tax increase on 9-1-1 expires January 1, 2030. Most cities will not receive this state shared revenue directly, as the city share is directed to the public safety answering point (PSAP) provider connected to the statewide network, and most of these are managed by counties or a regional entity, rather than a city. The PSAPs are only partially funded through the state's Emergency Communications Tax, with the balance of operating costs coming primarily from property taxes. Local governments receive approximately 60% of 9-1-1 taxes, but the taxes generally covered less than 25% of the costs of total PSAP operations before the recent rate increases. Ratios of individual PSAP costs to taxes received vary. The local government share of the state tax is distributed 1% to each county, with the remainder distributed per capita.

STRENGTHENING ECONOMIC AND WORKFORCE DEVELOPMENT

RECOMMENDATION: The LOC will support efforts to modernize and strengthen Oregon's existing economic development programs while advocating to maintain local flexibility and autonomy over local revenues. The LOC's advocacy includes strengthening and increasing funding for current state programs like Enterprise Zones (EZ), Long Term Rural Enterprise Zone (LTREZ), the Strategic Investment Program (SIP), the Industrial Site Loan Fund, Brownfield programs, and infrastructure programs, as well as new efforts to support a healthy economy.

The LOC will also support efforts to strengthen Oregon's workforce development initiatives that help to meet critical workforce shortages experienced by public and private employers throughout the state. The LOC will advocate for policies and investments that strengthen local talent pipelines, expand access to workforce education and training, and help communities recruit and retain the skilled workforce needed to support and grow a healthy economy.

Background: Communities across the state have leveraged local economic development incentive programs (Enterprise Zones (EZ), Long Term Rural Enterprise Zone (LTREZ), Strategic Investment Program (SIP), etc.) to support strong local economies, community investment, and long-term economic growth. These programs are intentionally designed to provide local governments with flexibility to attract and retain industries that align with local economic priorities, infrastructure capacity, and workforce needs. The EZ and LTREZ programs provide local governments the option to offer a temporary full exemption from property taxes new business investment, while the SIP program allows local governments to offer a 15-year partial exemption on the value of new property exceeding a specified investment threshold.

These incentive programs are critical tools for maintaining Oregon's national competitiveness and generating substantial long-term benefits through job creation, enhanced economic activity, infrastructure investment, and increased tax revenues. Local governments absorb the primary impact of temporary property tax exemptions and provide the infrastructure and public services necessary to support development, while the state realizes significant revenue gains through increased income tax collections and broader economic activity generated by these investments. As the state increasingly benefits from local economic development efforts, it should also be a stronger financial partner in supporting and sustaining these programs. Preserving local discretion, predictability, and flexibility within economic development programs remains essential to ensuring communities can effectively compete for and support major economic development opportunities.

Public and private employers across the state are having trouble filling critical workforce needs. As an example, Oregon respondents to the [2025 Associated General Contractors of America Workforce Survey](#) indicate that 56% expect to hire new employees and 54% have increased headcount in the last year. However, 52% of respondents report trouble hiring due to a lack of qualified and credentialed candidates. This challenge rings true for cities. Cities have reported trouble filling wastewater treatment positions due to lack of qualified candidates, while community colleges are neglecting to start programs because of the high cost of running them.

Transportation Committee

LOC Contact: Nicole Stingham, nstingh@orcities.org

2027 TRANSPORTATION PACKAGE

RECOMMENDATION: The LOC supports a robust transportation package that supports Oregon's multi-jurisdictional, multi-modal, and safety-oriented transportation system. Recognizing that Oregonians don't always know who owns what route they rely on, any revenue should support our shared transportation system. The LOC believes this is most effective through a statewide revenue source rather than more administratively burdensome and inequitable local revenue methods that are unable to ensure that all users pay their fair share (including through user fees).

Cities and locally owned transportation systems rely on a strong state partner to meet our shared goals of a system that moves people from "point a to point b" safely and effectively. In addition, the conditions of state and county routes impact cities by both directing additional traffic on city streets and affecting how residents get to where they need to go safely. This requires system expansion to be secondary to restoring funds in grant programs and transit services, protecting existing programs, and an overall focus on operation and maintenance.

Background: After a failed package in 2025, efforts are underway on a 2027 package to address the known need for state, county, and city infrastructure. The State Highway Fund (SHF) is the primary revenue source for the state's transportation infrastructure, and comes from various sources, including gas and diesel tax, weight mile tax, vehicle registration fees, vehicle title fees, and driver's license fees. These funds are distributed using a 50-30-20 formula, with 50% going to the state, 30% to counties, and 20% to cities. Continued investment in transportation infrastructure is critical for public safety objectives such as the Safe Routes to Schools and the Great Streets programs. In addition to those grant programs, local communities rely on the Statewide Transportation Improvement Fund and Oregon Community Paths resources. These programs are essential in cities to support efficient, convenient, safe, cost-effective transportation systems that are open to all members of our communities.

CAUTIOUS ADOPTION OF AUTONOMOUS VEHICLES

RECOMMENDATION: The LOC will advocate for necessary tools to support communities as autonomous vehicles (AVs) come to Oregon, particularly for private for-hire AVs. Cities are proactively and cautiously preparing for new technology, like autonomous vehicles, and it's crucial to get the regulations right to ensure proper coordination, alignment between all stakeholders, and flexibility as the technology is evolving rapidly.

AVs will impact city goals and requirements, ultimately impacting their transportation system plans. Cities must not be preempted in their ability to permit (as it relates to private for-hire AVs) and regulate the use of this new technology on city infrastructure. Cities should have the ability to:

- Ensure AVs follow the rules of the road and can receive traffic violations like human drivers, and that law enforcement officials are trained on ways to disengage an AV;
- Require geofenced areas to have operational standards based on the local needs or goals (like limiting 0 passenger trips), to accommodate special events, or to address infrastructure challenges that prevent safe deployment of technology;
- Allow revenue generation to offset costs for training law enforcement and first responders; and
- Limit the number of AVs that are allowed to operate in a city, potentially scaling up as predetermined performance benchmarks are reached.

At the same time, the LOC supports federal authority to determine if and when an AV is street ready. In addition, the state should determine cyber safety standards, insurance requirements, vehicle registration, and other activities.

Background: With new technologies comes new and unforeseen challenges and opportunities. AVs offer the ability to improve traffic safety by limiting human error, as industry data shows. AVs could also promote other economic activity and create access to our transportation system. At the same time, there are key risks to mitigate as we learn lessons from cities across the nation that have operated with AVs. One lesson – a slow rollout will help companies identify and address issues as they arise. From navigating weather to power outages, San Francisco transportation officials have learned a lot and shared that with the LOC's Transportation Policy Committee. Despite AVs being in operation for years, the California Department of Motor Vehicles recently created rules around traffic citations for AVs nearly two years after their state legislature passed authorizing legislation. Oregon would benefit from waiting until the technology has advanced, being a fast follower rather than an early adapter. In addition, Oregon should balance support for industry and competition with public trust and public good.

In addition, for more than 40 years, the state of Oregon has recognized that for-hire services like taxis and other vehicles for-hire are a necessary part of the transportation system and has left regulation to local authorities (see ORS 221.485, ORS 221.495). Private for-hire AVs should have higher standards for city regulation versus privately owned vehicles.

CITY SUPPORTED STREET SIGN TRADITIONS

RECOMMENDATION: The LOC will advocate to allow cities to support community activities and fundraisers through signs on light poles. Many cities hang signs on street light poles to recognize

holidays, and in some cases these signs are sold as a fundraiser to support chambers, downtown organizations, or other community causes (examples include Mother's Day flowers and Christmas ornaments). State statute prevents this if the sign is visible from a state highway. The LOC will work to create flexibility for cities to support these fundraisers even if they are visible from a state highway.

Background: State statute prevents "advertising signs" within view of state highways, even if they are not on state right-of-way. The state considers advertising to be any exchange of compensation, regardless of its intended purpose. While this is a long-standing statute that is not actively consistently enforced, it has recently prevented one community from supporting a fundraiser for their downtown association. The LOC Transportation Policy Committee is flexible on the solutions and has directed staff to work with the Oregon Department of Transportation on bill language to address this in the least administratively burdensome manner, which will likely include a waiver for fundraising efforts that are endorsed by a city.

Water and Wastewater Committee

LOC Contact: Michael Martin, mmartin@orcities.org

INFRASTRUCTURE FUNDING

RECOMMENDATION: The LOC will advocate for increased and sustained investments in drinking water, wastewater, stormwater, and water reuse infrastructure needed to support housing production, economic development, public health, and environmental protection. This includes: expanding flexible, low-cost financing tools that reduce ratepayer burden; supporting infrastructure capacity needed for housing and economic development; investing in aquifer storage and recovery projects; protecting system development charge authority; and sustaining infrastructure financing programs, including the Special Public Works Fund, which help communities address critical infrastructure needs. The LOC will advocate for policies that recognize the increasing costs associated with regulatory compliance, environmental protection, and workforce needs.

Background: Water infrastructure (drinking water, wastewater, stormwater, and reuse) is essential to supporting housing production, economic development, public health, and environmental protection in communities across Oregon. Cities own and operate drinking water, wastewater, stormwater, and water reuse systems that require ongoing investment to maintain reliability, comply with state and federal regulations, and serve existing and future residents.

The 2024 LOC Infrastructure Survey identified approximately \$6.4 billion in water infrastructure needs statewide. Cities continue to face increasing costs associated with aging infrastructure, regulatory compliance, environmental requirements, workforce challenges, and inflationary factors. Without adequate infrastructure capacity, communities may struggle to accommodate needed housing development and economic growth. State investments should support direct infrastructure projects and proven financing programs that help communities plan, construct, and upgrade critical facilities. State programs like the Special Public Works Fund play an important role in helping communities address critical infrastructure needs.

WATER REUSE

RECOMMENDATION: The LOC will advocate for policies and investments that support the development and expansion of water reuse projects throughout Oregon. This includes: funding for planning, design, and construction; clear and predictable regulatory pathways; and technical assistance for local governments. The LOC will support maintaining local flexibility to implement community-specific reuse solutions that protect public health and environmental quality.

Background: The Legislature has recognized the value of water reuse through [House Bill 2169 \(2025\)](#). Despite growing interest in water reuse, many communities face financial, technical, and regulatory barriers that limit the development of water reuse. Cities need funding, technical assistance, and regulatory certainty to evaluate and implement reuse projects that meet local needs. As Oregon continues to invest in water infrastructure and community resilience, water reuse should be recognized as an important tool that complements existing water management strategies and helps communities achieve long-term sustainability goals.

RATEPAYER ASSISTANCE

RECOMMENDATION: The LOC will advocate for improved affordability for drinking water and wastewater customers while maintaining the financial stability necessary to operate, maintain, and improve local utility systems. This includes state-supported water and wastewater ratepayer assistance programs, and policies that consider affordability impacts on residents.

Background: Cities face the challenge of balancing affordability for residents with the investments necessary to maintain safe and reliable utility systems. State-supported ratepayer assistance programs and increased participating in infrastructure funding can help reduce financial burdens on households while preserving the financial sustainability of local utilities and ensuring continued access to essential water services. In 2025, the Legislature introduced [House Bill 3527](#), which requested \$11 million to continue funding the program, but the bill did not advance out of the budget committee.

WATER WORKFORCE DEVELOPMENT

RECOMMENDATION: The LOC will advocate for investments in workforce development programs that support the recruitment, training, certification, and retention of drinking water and wastewater professionals. This includes: support for operator-in-training and apprenticeship programs; certification and reciprocity improvements; regional training opportunities; and funding that helps communities develop and maintain a qualified water workforce.

Background: Oregon cities depend on certified operators and other utility professionals to provide safe drinking water, protect water quality, maintain regulatory compliance, and operate increasingly complex infrastructure systems. Water utilities across the state face growing challenges of recruiting, training, and retaining qualified personnel.

Investments in workforce development, training infrastructure, and career pathways will help ensure communities have the skilled workforce necessary to operate and maintain critical water infrastructure systems. The Legislature recently recognized the importance of this workforce with [House Bill 4007 \(2026\)](#), which established a “Water Professionals Appreciation Week” annually in October.



LOC 2027-28 Legislative Priority Ballot Results

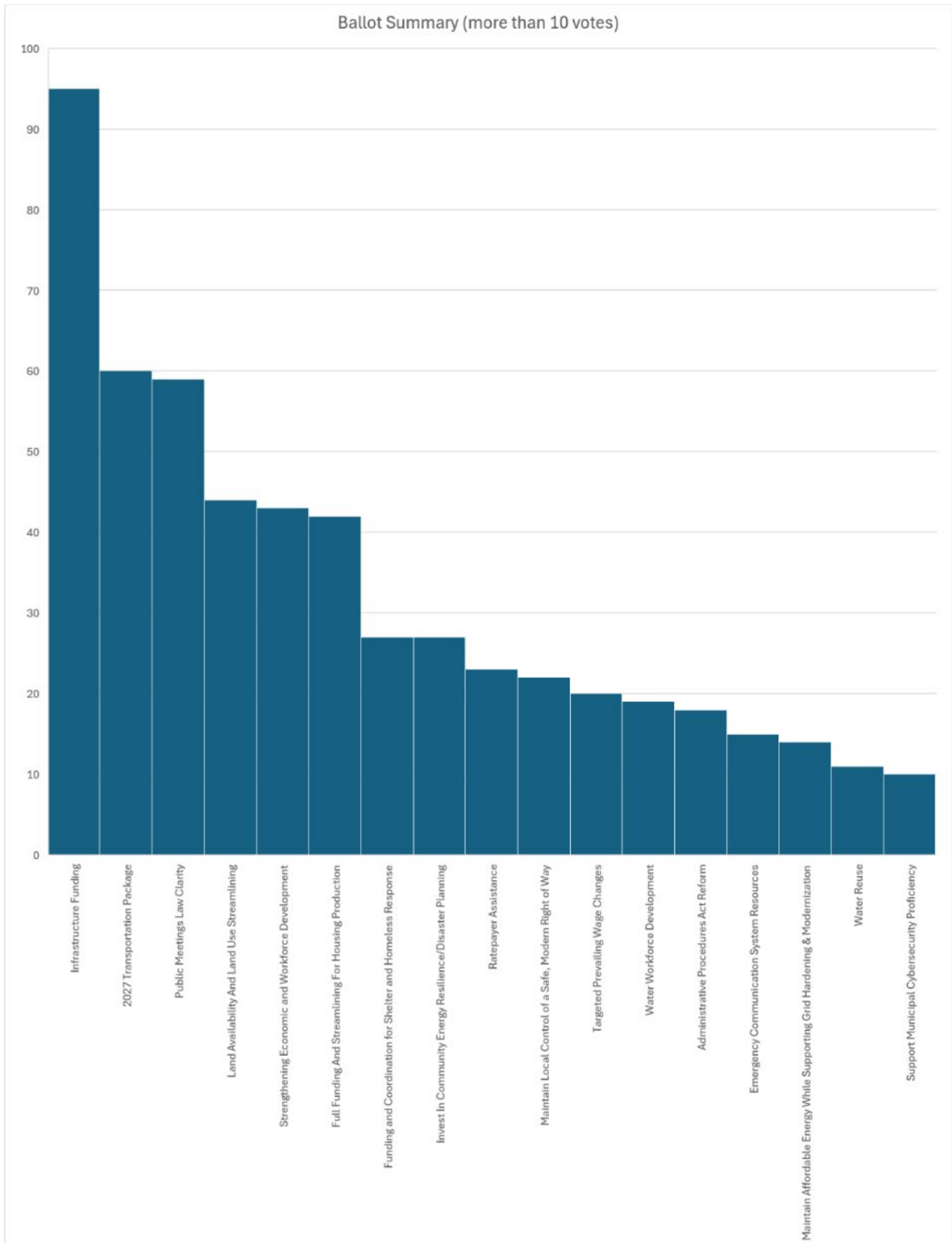
Priority	Rank
Infrastructure Funding	1
2027 Transportation Package	2
Public Meeting Law Clarity	3
Land Availability and Land Use Streamlining	4*
Strengthening Economic and Workforce Development	5
Full Funding and Streamlining for Housing Production	6
Funding and Coordination for Shelter and Homeless Response	7
~~Invest In Community Energy Resilience/Disaster Planning~~	8
Community Disaster Resiliency**	
Ratepayer Assistance	9
Maintain Local Control of a Safe, Modern Right of Way	10
Targeted Prevailing Wage Changes	11
Water Workforce Development	12
Administrative Procedures Act Reform	13
Revenue reform was mentioned in a number of comments from cities.	N/A

**This item was amended into two priorities, 'Strengthening Economic and Workforce Development' and 'Full Funding and Streamlining for Housing Production' as it impacts goals in each of those recommendations.*

***This item was expanded beyond energy resiliency based on the needs of cities.*

****This item was added by LOC staff to ensure lobbyists can advance opportunities in alignment with the Board's investment for revenue reform.*

See table on next page for visualization with vote counts for additional policy committee items advanced to the LOC membership.



**LEAGUE OF OREGON CITIES
RESOLUTION 26-02**

**A RESOLUTION OF THE LEAGUE OF OREGON CITIES ESTABLISHING
THE THRIVING COMMUNITIES AGENDA FOR THE 2027 AND 2028
LEGISLATIVE SESSIONS**

- WHEREAS, the League of Oregon Cities’ (LOC) seven policy committees have spent many hours in discussion and research to develop proposed policies to guide LOC’s legislative efforts; and
- WHEREAS, the LOC’s seven policy committees have proposed 27 policy recommendations that were submitted to member cities for prioritization; and
- WHEREAS, the LOC membership were engaged to help rank the priorities to determine five top recommendations for each member city; and
- WHEREAS, the LOC board wishes to strategically prioritize the work of LOC staff in the upcoming 2027 and 2028 legislative sessions; and
- WHEREAS, the LOC board sets an organizational pillar to advance “*Staunch support for partnerships over preemption in state policies and investments*”; and
- WHEREAS, the LOC board sets the following five items as top priorities in the 2027 and 2028 legislative sessions: infrastructure funding, advancing a transportation package, reforming public meeting law, creating economic opportunity, and supporting housing development; and
- WHEREAS, the LOC board sets the following additional areas of focus for advocacy: community disaster resiliency, funding and coordination for shelter and homeless response, funding for ratepayer assistance, policies to maintain local control of a safe, modern right-of-way, targeted prevailing wage changes, water workforce development strategies, Administrative Procedures Act reform, and seizing opportunities to advance revenue reform; and
- WHEREAS, the LOC board sets organizational principles to defend home rule, prevent unfunded mandates, advance partnerships, and represent the needs of all member cities.

NOW, THEREFORE, BE IT RESOLVED by the LOC Board of Directors that the above pillar, priorities, areas of focus, and organizational principles for the 2027 and 2028 legislative sessions be adopted.

This Resolution was approved and declared adopted at a regular meeting of the LOC Board of Directors held on the 14th day of October 2026.

ATTEST:

Patricia M. Mulvihill, Executive Director
League of Oregon Cities

Carol MacInnes, President
League of Oregon Cities

**LEAGUE OF OREGON CITIES
RESOLUTION 26-03**

**A RESOLUTION OF THE LEAGUE OF OREGON CITIES ENDORSING POLICY
COMMITTEE RECOMMENDATIONS FOR THE 2027 AND 2028 LEGISLATIVE
SESSIONS**

WHEREAS, the League of Oregon Cities' (LOC) seven policy committees have spent many hours in discussion and research to develop proposed policies to guide LOC's legislative efforts; and

WHEREAS, the LOC's seven policy committees have proposed 27 policy recommendations that were submitted to member cities for prioritization; and

WHEREAS, the LOC board finds that the 27 recommendations from the seven policy committees provide an excellent framework to guide the LOC's efforts during the upcoming 2027 and 2028 legislative sessions.

NOW, THEREFORE, THE BOARD OF DIRECTORS FOR THE LEAGUE OF OREGON CITIES RESOLVES AS FOLLOWS:

Section 1. The Board of Directors adopts the LOC Policy Committees' Legislative Recommendations, attached herein as Exhibit A, and will serve as a guide for the LOC's legislative activities during the 2027 and 2028 sessions.

Section 2. The LOC Board of Directors commends and thanks the seven policy committees and LOC staff for their hard work and dedication in developing these policies.

This resolution was approved and declared adopted at a regular meeting of the LOC Board of Directors held on the 14th day of October 2026.

ATTEST:

Patricia M. Mulvihill, Executive Director
League of Oregon Cities

Carol MacInnes, President
League of Oregon Cities

EXHIBIT A

Broadband, Cybersecurity, AI, and Telecommunications Committee

1. Promote the Equitable Development of Sustainable Telecom Infrastructure
2. Maintain Local Control of a Safe, Modern Right of Way
3. Support Equitable Access to Technology
4. Support Responsible Municipal Use of Technology
5. Support Municipal Cybersecurity Proficiency

General Government Committee

6. Administrative Procedures Act Reform
7. Public Meetings Law Clarity

Housing, Land Use, and Community Development Committee

8. Funding and Coordination for Shelter and Homeless Response
9. Full Funding and Streamlining for Housing Production
10. Land Availability and Land Use Streamlining

Energy and Environment Committee

11. Invest In Community Energy Resilience/Disaster Planning
12. Support Expedited Local Renewable Energy Generation
13. Support Increased Energy Transmission Capacity
14. Maintain Affordable Energy While Supporting Grid Hardening and Modernization
15. Resource Programs for Energy Efficiency Planning and Project Development
16. Support Administrative Capacity

Finance, Taxation, and Economic Development Committee

17. Targeted Prevailing Wage Changes
18. Alcohol Revenue Modernization
19. Emergency Communication System Resources
20. Strengthening Economic and Workforce Development

Transportation Committee

21. 2027 Transportation Package
22. Cautious Adoption of Autonomous Vehicles
23. City Supported Street Sign Traditions

Water and Wastewater Committee

24. Infrastructure Funding
25. Water Reuse
26. Ratepayer Assistance
27. Water Workforce Development



MEMORANDUM

To: Board of Directors
From: Nicole Stingh, Legislative Director
Alexandra Ring, Lobbyist
Date: October 05, 2026
Re: Time, Place, Manner & Immunity Provisions

The LOC continues to engage with stakeholders on necessary liability protections for cities regarding time, place, and manner (TPM) requirements created through HB 3115 (2021). TPM policies regulate camping in public spaces and limit how communities can manage homelessness in said spaces. Staff will verbally report on discussions with homeless service advocates to garner support for amendments to reduce municipal liability risks, including through the creation of safe harbors.

MEMORANDUM

To: LOC Board of Directors
From: Patty Mulvihill, Executive Director
Date: October 6, 2026
Re: Executive Director's Report

This memorandum is intended to update the board on major happenings since its last update in August. It is not intended to be an exhaustive explanation of what has occurred, or to duplicate any of the programs, services, or work product discussed in other agenda items included with this packet.

Legislative and Policy Priorities

OGEC & Serial Meeting Concerns

In August, the LOC, the Association of Oregon Counties (AOC), the Special Districts Association of Oregon (SDAO) and the Oregon Community Colleges Association (OCCA) met with the Oregon Government Ethics Commission (OGEC) during its regularly scheduled public meeting. After discussing concerns surrounding the OGEC's administrative rules related to serial meetings, the commission agreed to continue meeting with all of the local government associations to find common ground.

The first of these continued meetings occurred on October 5, when LOC staff met with staff from the OGEC and its partner municipal organizations. All participating entities—including the OGEC—agreed that current application and interpretation regarding the information-gathering component of serial meetings under the public meetings law has created significant confusion and requires statutory clarification, preferably before the legislative session in 2027 concludes. The current problem is one that is created by an administrative rule, not a statute – the discussion was mainly rooted in how an administrative solution can be achieved. While specific administrative rule language remains under discussion, all parties shared aligned broad goals and a mutual understanding of the underlying operational challenges. A follow-up meeting between the commission and the presidents of the four local government associations is scheduled for early November.

Housing Research

The LOC has engaged an outside consultant to conduct a deep-dive analysis into housing approval and construction data across cities in various counties and regions statewide. This initiative addresses a critical information gap at the state level, where baseline data regarding local housing permits and actual construction progress remains incomplete, despite municipalities being criticized for missed housing production targets.

Initial draft reports were delivered to LOC staff on October 1 for review. Staff will meet with the consultant during the week of the annual conference to provide feedback and refine the analysis.

While a few requested cities have not yet fully submitted their data, staff is actively assisting them to ensure complete representation. Finalized reports are expected by early November and will be shared with impacted cities for review and input before being deployed during the 2027 legislative session.

Organizational Operations & Governance

Local Government Center Remodel/Refresh

The Local Government Center, where the LOC offices are located, is jointly owned by the LOC and the Oregon School Boards Association (OSBA). The LOC owns one-third of the first floor and the entirety of the second floor; the remainder of the building is owned by OSBA.

In response to state compliance requirements, the LOC and OSBA evaluated options for installing a gender-neutral restroom on the shared first floor. Initial proposals gathered by the OSBA from architects included expanding existing conference rooms, reconfiguring lower-level meeting space, and executing a full floor modernization, with estimated project costs starting at \$1 million (\$333,000+ minimum obligation for LOC).

After thorough evaluation, LOC and OSBA staff concluded that this expenditure offered an insufficient return on investment given underutilized market meeting spaces and the reopening of the renovated state Capitol. Both entities agreed to pivot to a simplified, targeted installation of a gender-neutral restroom on the first floor. The OSBA is currently obtaining updated pricing, anticipated before the end of the calendar year.

Once first-floor commitments are finalized, the LOC will assess remaining proceeds from last year's cottage sale (with proceeds from the sale being used to cover LOC's portion of the gender-neutral bathroom installation). The LOC plans to dedicate the remaining funds to a needed refresh of its second-floor space (new carpeting, paint, ceiling tiles, technology upgrades, and updated board/meeting room furniture). The second floor has the same carpeting and paint it had when the building was constructed over two decades ago, with the same furniture and technology. The floor has extensive wear and tear, the furniture is not usable for large meeting gatherings, and the technology is not conducive for hybrid meetings.

CIS Board Governance Document Review

In my capacity as the LOC Executive Director, I serve on the CIS Board of Trustees. This summer, the CIS Board initiated a comprehensive review of its core governance documents, which define the operational relationship and oversight responsibilities between the board and the CIS Executive Director. The review was authorized as the existing governance documents are more than 20 years old and have never undergone a comprehensive review.

A special committee was established to lead this initiative, consisting of me, the executive director of the AOC, one county administrator, and two elected city officials (Mayor Tanea Browning of Central Point and Councilor CM Hall of Newport). At the committee's inaugural meeting, the committee directed the CIS General Counsel to identify comparative governance models from peer organizations and to provide guidance on best practices. A second meeting has not yet been scheduled but it is likely to be held in late November or early December. This project will continue into 2027.

Western Municipal Association (WMA)

The Western Municipal Association (WMA) is an entity that brings together western state leagues for the purpose of sharing ideas, concerns, and collaborating on issues that impact municipalities in the west. For the past four to five years, the LOC has served as the lead for this organization, with Mayor Taneea Browning of Central Point serving as its President for four years, and with the LOC serving as the de facto administrative lead.

Over the last two years, the executive directors of the participating state leagues have identified that the bylaws for the WMA no longer reflect the operational practice of the organization, nor do they serve the members needs. I was tasked with drafting updated WMA bylaws, which received unanimous approval from state league directors and will be presented to the full membership for formal adoption at the NLC City Summit in Nashville this November. The revised bylaws transition the organization's governance from an elected board structure to an executive committee composed of participating state league executive directors, while maintaining current dues structures and regional events.

While management of the WMA in the coming years has not been fully agreed upon by the state league directors, it is expected to transition away from the LOC to the executive director of the Utah League of Cities and Towns in 2027. The revised bylaws will require an annual transition of leadership from one executive director to the next – equitably sharing the responsibility of the management of the WMA.

Strategic Partnerships & Outreach

Meeting with Ford Family Foundation

In September, I met with the executive director of the Ford Family Foundation to explore prospective alignment and joint initiatives. While formal agreements have not been executed, we established three primary areas for ongoing exploration:

- Financial or grant support to expand educational programs and training resources tailored for rural elected and appointed municipal leaders;
- Collaborative programming to promote civic education, municipal civility, and local leadership development; and
- Utilizing the Ford Family Foundation as a neutral third-party convener to engage non-municipal stakeholders on the structural revenue and fiscal challenges facing local governments.

External Presentations

Over the past month, I represented the LOC in two major presentation and panel roles:

- Infrastructure Summit (Salem): I served as a panelist alongside representatives from SDAO and AOC, facilitated by Business Oregon, at the Infrastructure Summit. The discussion focused on local government infrastructure needs, declining federal cost-share arrangements, state capital investment needs, and private sector contributions. I

emphasized that statewide economic development and housing production goals cannot be realized without prior investment in foundational municipal infrastructure.

- Oregon Association of Municipal Records (OAMR): I presented to the OAMR membership during its annual conference in Lincoln City on the distinct legal roles, governance boundaries, and administrative responsibilities of municipal leaders. The session transitioned into a discussion on public meetings law challenges and how city recorders can effectively support the LOC's legislative advocacy strategy during the upcoming legislative session.



MEMORANDUM

To: LOC Board of Directors
From: Nicole Stingsh, Legislative Director
Date: October 05, 2026
Re: Oregon Municipal Policy Update – Staff’s Proposed Update/Revision to OMP

In October, the LOC released the Oregon Municipal Policy (OMP) discussion draft for member feedback. After a year of regional meetings focused on the OMP and hours of policy committee conversations, this draft reflects a modernized OMP reflective of members' needs while providing a north star to LOC staff. Member cities will be engaged over the next six months to provide feedback on the discussion draft in preparation for an October 2027 OMP adoption.

Background

The LOC Board of Directors has included a review and update of the OMP as part of its current strategic plan, as it has not been updated in nearly 20 years. The OMP guides the LOC’s efforts to provide cities with what they need to build thriving communities, through advocacy, training and information. The OMP serves as a guiding light to LOC staff and lobbyists as they analyze legislation and advocate on behalf of all 241 Oregon cities. The document is intended to be a broad policy document that grounds the LOC’s positions on specific pieces of legislation or administrative rules at the federal and state level.

The OMP is intended to be high level and evergreen; it is not intended to be a set of specific legislative positions or priorities. Rather, it is the foundational document by which specific legislative positions and priorities are based upon. Legislative priorities and positions are intended to be specific and detailed; the OMP is intended to be a 50,000-foot policy view document. The OMP should also describe how emerging or evolving policy matters are addressed by the LOC. In addition, the OMP should speak to issues within the nexus of city authority, roles, and/or responsibilities.

Discussion Draft

The OMP was first released in 1979 and last updated in 2008. The discussion draft aims to address challenges in utilizing the current OMP. This draft adds core principles that guide staff in its work, supporting non-partisan analysis and decision making. The discussion draft also includes structural changes, including a table of contents, introduction with a detailed explanation of the purpose and its use, similar formatting and level of detail throughout each section, and process instructions on how the LOC takes positions in alignment with its board of directors, legislative committee, and policy committees. The full discussion draft is included following this memo.

What’s Next?

The discussion draft is the topic of the 2027 President's Regional Meetings for the first part of 2027 and will be discussed during special policy committee meetings convened in the late fall 2026. Member cities are also welcome to email LOC staff feedback by emailing mfahndrich@orcities.org with 'Oregon Municipal Policy' in the subject line. To ensure comments are considered in the next draft, LOC asks cities to email feedback by March 30, 2027.

As the LOC gathers member city feedback, staff will prepare an updated draft that considers member input. That draft will be reviewed by the LOC Board for finalization and advancement to the 2027 membership meeting. The LOC anticipates the board forwarding the final draft in June 2027 ahead of the October 2027 meeting. It's important to note that the OMP must go before the full LOC membership for amendment.



Oregon Municipal Policy

Discussion Draft October 2026

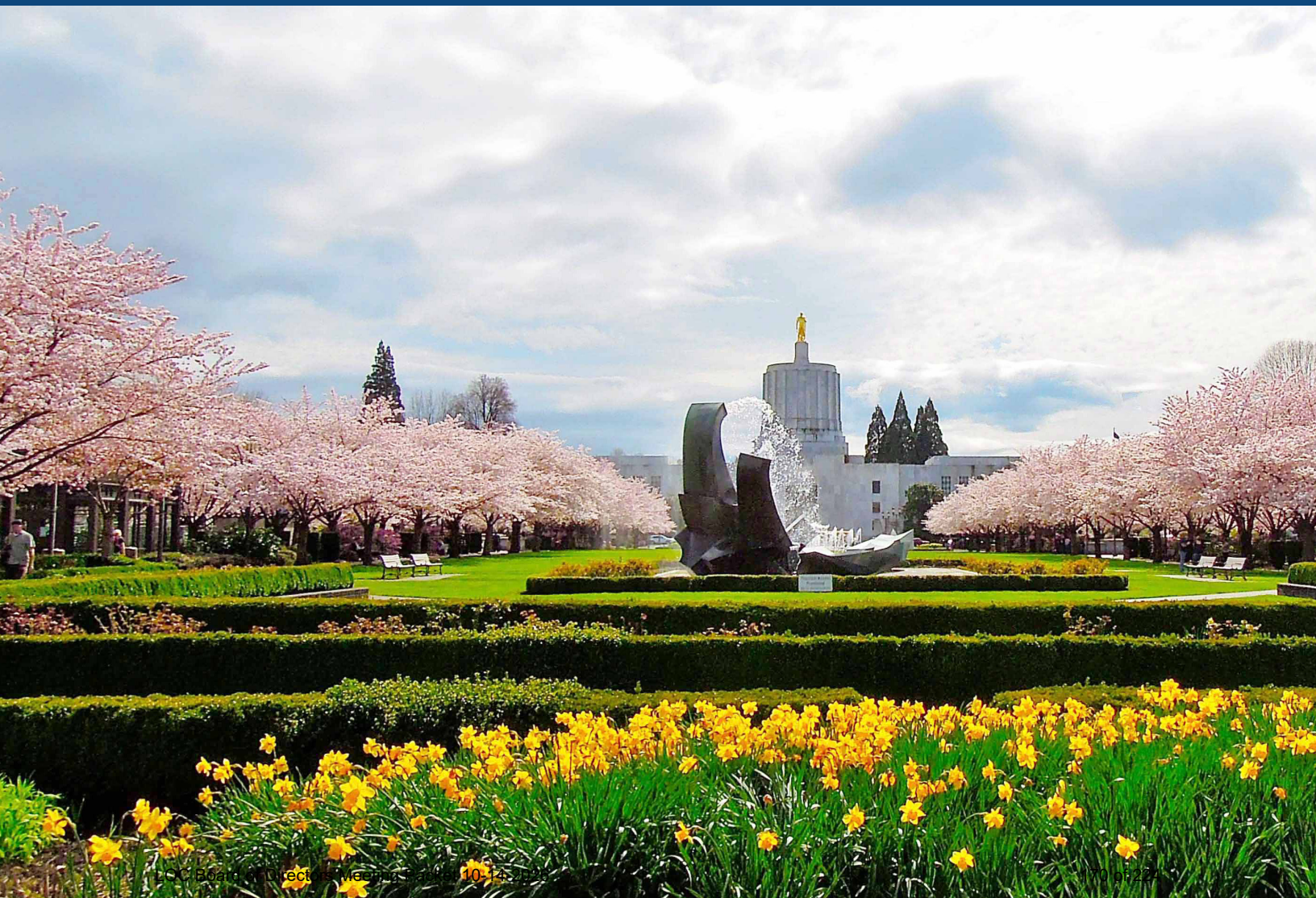


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About the League

The League of Oregon Cities (LOC) is the essential and trusted partner for local, state, federal, and community leaders in developing policy and legislation to empower Oregon's cities through collaboration, advocacy, training, and sharing best practices. The LOC supports its 241 member cities in creating thriving communities that are equitable, healthy, and safe.

As the government closest to the people, cities have the best understanding of the needs of Oregonians. Cities strive to meet those needs through community-based decision-making with collaborative partnerships with the state and other local governments. Actions of federal and state governments impact cities' ability to create thriving communities.

The Oregon Municipal Policy defines how the LOC advances the goals of cities and protects the local authority and resources that cities rely on to best serve their residents. This document is a north star for the LOC's advocacy efforts, following core principles that underscore how the LOC takes policy positions – at the federal and state level, with legislation and administrative rulemaking and actions. This document outlines values and understanding of specific policy areas and describes the LOC's process in taking positions and prioritizing advocacy efforts.



CORE PRINCIPLES

Defending Home Rule

Democracy functions best when decisions are made as close to the people as possible. The wisdom of this idea was enshrined in Article XI, Section 2 of the Oregon Constitution. It is also an expectation of Oregonians; city government is frequently the first place community members turn to advance their community vision or address challenges they face. The LOC will oppose efforts that undermine home rule authority.

Preventing Unfunded Mandates

Programs and regulations mandated by the state or federal government stretch the already limited financial resources of cities. These costs, if not compensated by the state or federal government, prevent cities from addressing needs and priorities. The LOC will oppose unfunded mandates and seek cost recovery or reimbursements for expanded requirements.

Advancing Partnerships

Communities are best served when officials of federal, state and local government (including municipalities, counties, special districts and school districts) respect the essential roles of each entity and work toward common solutions. The LOC is invested in building and maintaining collaborative working relationships among cities, other local governments, tribes, state government, and federal government. This means the LOC actively and constructively engages with stakeholders to discuss and develop policies addressing matters of regional, statewide, and national concern. The LOC works to ensure that all cities, regardless of size, resources, or geography, are treated as equal partners in formulating policy and funding decisions that impact them.

Representing all Members' Needs

The LOC exists to advance the collective strength, viability, and authority of its member cities. Guided by objective and informed analysis, the LOC must engage in thoughtful, balanced decision-making that considers every region of the state. In taking policy positions, legislative stances, or public advocacy, the LOC will refrain from actions that target, penalize, or directly impair the essential governance or fiscal health of any individual member city. If a policy has divergent impacts on cities, the LOC will weigh the net impact on municipal governance as a whole, striving to maximize collective strength while minimizing targeted detriment. An organizational stance never precludes an individual member city from expressing its own distinct position, nor will any member be penalized for advocating its unique municipal interests. In every policy position, the LOC will consider the needs of all Oregon cities.



Policy Statements

GENERAL GOVERNMENT

Cities serve their communities through open, accountable, and transparent governance. To serve their communities effectively, cities require the local authority, flexibility, and balanced financial resources to manage operations, raise revenue, and deliver services. Responsible stewardship relies on modern accounting and human resource practices to mitigate risk and liability, paired with fair, competitive public contracting laws that balance equity with administrative efficiency.

The LOC will:

Access & Transparency

- Support state public meeting laws that foster transparency and community trust while ensuring regulations are practical, preserve elected officials' ability to engage residents, and keep administrative burdens on city organizations rather than volunteer leaders.
- Limit regulatory and reporting burdens while taking advantage of opportunities to reduce existing burdens.
- Champion clear, practical ethics regulations that promote transparency, accountability, and public integrity while ensuring compliance remains accessible and administratively feasible for local governments.
- Streamline the state and federal rulemaking processes to ensure involvement and influence for cities.
- Support efforts to provide access to public records without increasing city administrative burden.

Finance

- Advocate for a sustainable municipal finance system that provides cities with stable, adequate, and flexible resources to deliver essential services, maintain critical infrastructure, and meet the needs of their constituents.
- Oppose actions that reduce, redistribute, restrict, or otherwise undermine financial resources cities rely on to provide essential services and meet community needs.
- Support reforms that address structural cost pressures that threaten the long-term sustainability of city budgets.
- Support state and federal investments in cities that recognize local governments as essential partners in achieving shared policy goals and provide resources commensurate with the costs borne by local governments.
- Promote funding programs, grants, financing tools, and administrative requirements that reflect the differing fiscal, operational, and staffing capacities of Oregon's cities.
- Support policies that limit higher insurance premiums and reduce city liability.

Good Governance

- Encourage participation in the election system.

Information Technology

- Support policies and resources to maintain resilient and secure technology systems that protect sensitive information, ensure continuity of operations and provide efficient access to public services.

Human Resources

- Consistently emphasize the need for both fairness and cost containment with new labor or employment law standards.
- Ensure cities retain control over hiring, retaining, disciplining, and dismissing employees, including autonomy on setting pay, benefits, and work conditions that fit their city's unique needs.
- Seek equal consideration of interests during the grievance and arbitration process.
- Support a public retirement system that provides good benefits to employees, helping them attract and keep workers while ensuring the system is affordable and simple to manage.

Public Contracting

- Advocate for policies that preserve and restore municipal local control, flexibility and decision-making authority.
- Support the simplification of state requirements to ensure procurement processes are accessible, transparent, and efficient to execute.

Taxation

- Protect local fiscal autonomy by ensuring local revenues remain accountable to local communities and preserving cities' ability to raise, retain, and utilize revenues needed to provide services, maintain infrastructure, and support economically vibrant communities.
- Support tax policies that recognize the differing needs, priorities, service levels, and fiscal capacities of Oregon's cities.
- Support reforms to Oregon's property tax system that improve the long-term sustainability, stability, and adequacy of local government revenues.
- Ensure that state-created tax exemptions, limitations, and other tax policy decisions do not disproportionately shift costs to local governments or undermine local service delivery.
- Protect and preserve state shared revenues as vital city resources that must be fully maintained and never reduced, eliminated, or redirected to the state or other governmental entities.



INFRASTRUCTURE & PUBLIC WORKS

Cities must have the capacity and resources to plan, finance, build, operate, maintain, and provide equitable access to essential infrastructure that delivers a high quality of life to all community members. Reliable infrastructure and public works are fundamental to public health, safety, economic vitality, environmental protection, and community livability. The LOC supports policies that will build safe, climate-resilient infrastructure and invest in sustainable cost-effective technologies that will serve cities into the future. This capacity strengthens resilience, provides economic opportunity, and supports thriving communities. Cities rely on ongoing, predictable state and federal investments to help meet essential infrastructure needs and maintain authority over these public assets, ensuring high-quality services are delivered as efficiently as possible.

The LOC will:

Drinking Water, Wastewater & Stormwater

- Support sustained federal and state funding for water, wastewater and stormwater infrastructure, including grants, principal forgiveness, low-cost financing, technical assistance, and ratepayer assistance.
- Ensure mandates consider cumulative compliance costs, household affordability, and the capacity of small and rural systems.
- Defend city authority to establish rates, fees, system development charges, and other

financing methods necessary for reliable service.

- Apply the polluter pays principle to contaminants to prevent cost shifting to local ratepayers.
- Recognize that infrastructure investments protect public health and the environment while enabling housing, economic development, and community growth.

Drinking Water

- Protect municipal water rights and provide long-term certainty for cities to meet public safety (fire suppression) and future water and wastewater needs.
- Support water conservation, monitoring, forecasting, and supply planning.
- Support water reuse, storage, and other water supply strategies that improve reliability, resilience, and efficient use of existing water resources.

Wastewater & Stormwater

- Support cost-effective, science-based regulatory approaches, objective criteria, and best management practices when evaluating municipal environmental impacts.
- Develop policies with affected cities, accounting for point and nonpoint pollution sources, and using integrated watershed approaches.

Energy

- Advocate for energy policies that strengthen local energy resilience, advance energy efficiency, and optimize resource use to lower operational costs and environmental impacts.
- Support initiatives that expand resources for cities to plan for and implement energy resilience strategies, including, but not limited to, microgrids and battery storage systems.
- Support new energy generation and transmission capacity but not at the expense of local control over land use application review and siting processes.
- Ensure statewide energy policies consider city needs and limitations with technical resources and funding.
- Support state and local programs that provide technical assistance to help cities navigate funding opportunities for energy efficiency, local power generation, and community resilience.
- Protect local land-use and zoning authority to ensure energy generation and transmission projects align with community plans and local impacts.



Right of Ways (ROW)

- Support continued comprehensive municipal authority to manage ROW issues locally with innovative solutions.
- Oppose any legislation, mandate, policy or guidance that is intended to, or unintentionally, preempt municipal authority over the ROW.
- Protect cities' ability to charge franchise fees and establish agreements to support the management of their ROWs.
- Recognize the importance of municipal ROW to promote safe public access to sidewalks, streets and parks, efficient infrastructure management, fiscal responsibility, and accountability for those installing essential infrastructure.

Solid Waste & Recycling

- Preserve local authority and flexibility to manage services, rates, franchises, and service standards.
- Ensure state mandates and Recycling Modernization Act responsibilities are fully funded without shifting producer obligations or system costs to cities and ratepayers.
- Support efforts to require producers to reduce waste and bear the lifecycle costs of collecting, processing, and responsibly manage their products and packaging.
- Advocate for state programs that provide equitable funding, practical standards, and stable markets for recovered materials.
- Support safe, accessible, and adequately funded hazardous waste collection and disposal to protect public health, municipal employees, and local environments.

Telecommunications

- Support legislation providing affordable access for all to reliable high-speed broadband, telecommunication and information services.
- Advance federal and state initiatives that grow telecommunications infrastructure, particularly in unserved and underserved regions of Oregon, and enhance services across the state.
- Ensure local governments retain the ability to develop or acquire their own broadband or telecommunications infrastructure.
- Oppose federal or state preemption over municipal franchising, regulatory and taxing authority over telecommunications service providers.

Transportation

- Prioritize safety in Oregon's transportation system, whether it's a city street, county road, state highway, or some other path.
- Protect and expand city revenue and funding options, including shared revenue from the State Highway Fund, to ensure cities have

resources to meet their needs now and into the future.

- Strengthen Oregon's multi-modal transportation system to meet the needs of all whether they travel or move goods by car, bike, rail, or some other mode of travel – including expanding pedestrian, bike, and transit options, recognizing the environmental and health impact for Oregonians and their communities.
- Ensure local control of the management of city streets, including protecting a city's ability to manage right of ways, rides for hire, and emerging technology and trends.
- Apply a practical, cost cautious lens that considers the impact of deferred maintenance.
- Recognize that the movement of people and goods, generally, is vital to a healthy local and statewide economy.
- Enhance partnerships with federal and state governments to improve project delivery and program administration.



COMMUNITY DEVELOPMENT

Cities are the engines of Oregon's prosperity, responsible for creating the conditions that allow communities to thrive, grow, and succeed. Through economic development, strategic land use planning, and investment in public amenities, cities help build vibrant, resilient communities where residents and businesses can flourish. Across Oregon, cities drive economic opportunity by attracting new businesses, supporting the expansion of existing employers, creating jobs, and fostering innovation. They also play a vital role in managing growth, ensuring development occurs in a way that is orderly, sustainable, and responsive to local needs. By balancing economic growth, housing, infrastructure, and quality of life, cities help create strong communities that are prepared for the opportunities and challenges of the future.

The LOC will:

Economic Development

- Protect the ability of cities to pursue locally determined economic development strategies that reflect their unique economic opportunities, community character, workforce needs, and long-term vision.
- Advocate for economic development tools, incentives, financing programs, and funding opportunities that are flexible, scalable, and responsive to the varying needs and capacities of Oregon's cities.
- Support the ability of cities to leverage local assets, industries, and regional strengths to promote local economic opportunity.
- Advocate for regulatory and permitting systems that are efficient, coordinated, predictable, and transparent, while reducing unnecessary

barriers to local economic investment, expansion, redevelopment, and job creation.

- Support investments in public infrastructure that enable business growth, workforce development, freight movement, downtown revitalization, and long-term economic competitiveness.
- Encourage policies that facilitate effective public-private partnerships and remove unnecessary barriers that increase the cost, complexity, or uncertainty of economic development projects.
- Ensure local governments have meaningful involvement in state economic development decision-making processes and are recognized as essential partners in Oregon's economic success.

Land Use

- Protect local authority and decision making in the land use process, including urban growth boundary expansion, annexation, and zoning authority.
- Enhance flexible land use tools and funding that allow cities to best plan for their communities' needs and implement land use changes.
- Balance the range of needs across the land use system including housing, economic development, public infrastructure, transportation, natural space, environmental needs, and public engagement.
- Advocate for data-driven and common-sense statutory changes that reduce the burden on cities while applying a practical lens to opposing land use changes.

Housing

- Support policies and resources that create sufficient, quality, and housing for diverse constituents (e.g., workforce, low income, seniors, disabled, and homeless).
- Support state policies that recognize the municipal role in planning, zoning, and permitting housing, while acknowledging that housing construction and financing are driven by private sector development, state and federal capital investment, and broader market and banking conditions.



PUBLIC SAFETY & CRIMINAL JUSTICE

Cities must retain the flexibility and capacity to respond to community members in distress as an essential component of public safety. Livability, economic development, and a thriving civic life are hampered if people and businesses don't feel safe, requiring a public safety system that can respond to crime, fire, and other emergencies. Justice and accountability are threads that keep civil society, civil, and require cities to operate a public safety system which meets local needs and holds criminals accountable.

The LOC will:

Police

- Support resources that enable cities to hire, train, and retain the best officers for their communities, including full funding for the Oregon Public Safety Academy.
- Encourage programs that build positive community relationships with police, particularly in diverse communities.
- Support funding necessary upgrades and replacements for inadequate essential public safety infrastructure, including 9-1-1 and interoperability.

Fire

- Support innovations to efficiently and cost-effectively provide fire and emergency medical services to communities, including the use of technology and interlocal cooperation.
- Support investments in necessary infrastructure to conduct firefighting activities, including resources to recruit, hire, train, and retain qualified fire fighters and paramedics in sufficient numbers to respond to the local volumes for calls for service.

Courts

- Advocate for an accessible civil and criminal court system.
- Support court operations funding and retain the appropriate share of court fines and fees.
- Protect cities' ability to enforce city codes and ordinances that meet local needs



EMERGENCY MANAGEMENT & COMMUNITY RESILIENCY

Cities of all sizes and in all geographic regions are vulnerable to various types of natural disasters which result in significant personal, economic, and environmental destruction. All-hazards emergency management requires building and retrofitting communities to be resilient to damage resulting directly from a natural disaster, as well from secondary impacts such as smoke. Recovery is a long process which requires cooperation from federal, state, local, business, and non-profit partners. Preparing to recover begins with implementing resilience plans, training and positioning first responders at critical points to minimize damages and developing regional partnerships which focus on implementing local response/recovery plans, supported by regional, state, and federal resources.

The LOC will:

- Support technical assistance and resources for community sustainability and resilience planning and implementation, including resources to identify, plan and build infrastructure hardening.
- Ensure cities can improve defensible space in and around the wildland urban interface, as well as the ability to expand building code requirements that create resiliency.
- Support programs focused on addressing the immediate post-disaster needs of people and businesses with minimal administrative burden.



COMMUNITY NEEDS

Cities are at the forefront of meeting community needs and addressing crises that their communities face, which includes providing resources like open space in the form of parks, community access and education in the form of libraries, and resources for those in crisis like behavioral health services, shelter, and rehousing. While cities may choose to step up to fill critical community health needs, these non-traditional municipal services must remain locally driven choices rather than unfunded state mandates.

The LOC will:

Behavioral Health

- Support resources for cities that voluntarily choose to provide behavioral health programs and services or partner with local public safety agencies to address the community impacts of a strained system.
- Recognize that behavioral health care is a foundational, historic responsibility of counties and the state; support a strong, county-led statewide system while ensuring cities receive assistance when stepping in to fill local service gaps.

Homelessness

- Advocate to maintain and increase available resources to support sheltering efforts, safe parking, emergency shelter, transitional shelter, behavioral health beds, and permanent supportive housing.
- Support policies that allow cities to have the resources and flexibility to regulate public spaces in a way that supports all members of their community.

Libraries

- Support funding and programs that enable libraries to remain open and accessible to serve their community.
- Recognize libraries as vital community resources to support social and economic benefits, including as a key resource to connect community members to anti-poverty resources.

Parks & Recreation

- Support funding for affordable and accessible parks and recreation facilities, programs, and services which meet local needs.
- Advance policies and regulations which maintain or strengthen recreational immunity protections.



POLICY & PRIORITY SETTING PROCESS

Processes that Support the OMP

The Oregon Municipal Policy (OMP) provides an overview of key principles and policies that guide the LOC's advocacy work. As a static document, the OMP is not intended to be the only guidance from LOC members to LOC staff. The processes outlined below, coupled with LOC bylaws, augment the OMP.

Priority Setting

The LOC must set legislative priorities to strategically advance solutions for Oregon's cities. This work is led by the LOC policy committees on a biennial basis.

The LOC policy committees support a portfolio of issues and use the information in the OMP, coupled with the understanding of the political

landscape and current needs for cities, to identify a targeted set of priorities to advance to the LOC membership. The LOC membership participates in setting LOC priorities by voting on their city's top priorities coming out of all LOC policy committees.

Once all cities have had the opportunity to vote, the LOC staff prepare recommendations on priorities to the LOC Board of Directors. The board reviews the recommended priorities, including an opportunity to amend, and ultimately adopts the LOC legislative priorities. These efforts are purposefully timed to align with Oregon's long legislative session. The LOC Board may amend priorities, as needed, over the next two years prior to setting the next set of priorities.



Policy Review

As a high-level guiding document, the OMP may not address specific or emerging issues. The LOC may need to engage in issues that are not defined by the OMP but will use one of the pathways below.

Policy Committee Pathway: If LOC staff are aware of policy matters that do not rise to the level of a priority for a policy committee, staff may seek a policy statement to be endorsed by the relevant committee. In those cases, provided the issue is not time-sensitive, the LOC Board will have the opportunity to approve the recommended statement from a policy committee. That statement will then guide how the LOC engages on that matter. If the issue is time-sensitive, staff will instead utilize the process outlined in the time-sensitive pathway.

LOC Staff Pathway: There may be times when the relevant policy committee has not engaged on a specific issue. In those instances, staff may still draft a policy statement and follow the pathway above without engagement from a policy committee.

Time-Sensitive Pathway: Responsiveness is key to political strength. On rare occasions – typically during fast-moving legislative sessions – the LOC must react to policy proposals within days. To navigate these time-sensitive matters, staff convenes an advisory legislative committee to offer counsel to the LOC Executive Director and Legislative Director.

Appointed by the LOC Executive Director, this committee includes the LOC Board President, representation from policy committee leadership, the Oregon Mayors Association, the Oregon City/County Management Association (city manager), all recognized caucuses, and any additional members chosen at the executive director's discretion. As the committee is purely advisory in nature, the executive director makes the final decision on the pathway forward after reviewing the input provided by staff and committee members.





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MEMORANDUM

To: LOC Board of Directors
From: Patty Mulvihill, Executive Director
Date: July 16, 2026
Re: 2026 Presidential Regional Meetings – Discussion on Revisions

During the 2026 Presidential Regional Meetings, President MacInnes sought feedback on the current Oregon Municipal Policy (OMP), as well as what changes members would like to see in the forthcoming update of the document. Due to the technical nature of the OMP, there were often instances during meetings when the framework for how the feedback would be sought was adjusted. At the heart of each meeting, President MacInnes worked to gain a meaningful understanding of the policy viewpoints of the members in attendance. This memorandum does two things: (1) identifies ways in which the OMP can be redesigned to improve its current functionality; and (2) summarizes key concepts discussed at each meeting.

Improvements to Functionality

The current OMP is structurally deficient in how it is organized, lacking the basic components of a table of contents, introduction or explanation of how the document was created, its overall purpose, and what it means for the organization. Throughout the various Presidential Regional Meetings, suggestions from meeting attendees were compiled that staff believe may make a revised OMP more functional.

1. Organizational Improvements. The document should be organized in a manner that includes a table of contents, forward or introduction, detailed explanation of the purpose and its use, instructions on how the OMP is to be used (Board of Directors, Legislative Committee, Policy Committees, and staff), and similar formatting throughout each section.
2. Broad Policy Document. The document is intended to be a broad policy document that grounds the LOC's positions on specific pieces of legislation or administrative rules – it is not intended to be a document which establishes a specific position on a legislative concept.
3. Explanation of Policy Setting Process. The document should include an explanation of how the LOC develops its policy setting process and policy priorities – from Policy Committees to the Legislative Committee. With the roles of each person involved in the process explained, the matrix for decision-making processes outlined, and with the goal of explaining how the LOC reaches any policy level decisions before it acts. At least one region, Region 5, went a step further and noted that the policy setting process or the bill positioning process should be rooted in core values; suggestions included taking a position that does no harm, that maintains a city's home rule authority, etc.
4. Explanation of Bill Positions & LOC Decisions on Positions. The document should explain the various positions the LOC takes on bills or administrative rules. This should include an

explanation of how LOC staff determines which positions to take, and the actions LOC takes when a decision cannot be rooted in the OMP or a board adopted legislative priority. The decision-making lenses used by the LOC should be thoroughly explained.

5. Understanding of Political Capital. The concept of political capital is not widely understood by all members, nor is the idea that saying no all the time is not a viable strategy. A baseline understanding of the concept of political capital and the nuances of opposition should be included in the OMP.
6. Mandatory Review. The revised OMP should identify a hard deadline for mandatory reviews, and if necessary updates – the purpose of which is to ensure that the policy positions taken by the LOC remain consistent with the will of the membership.
7. Carve Outs. Are there instances where carve outs for certain types of cities – population sizes, county of residence, etc. – that should allow for the LOC to seek carve out exceptions to requirements or exemptions from a state law or administrative rule. Much like the LOC uses an Equity Lens as it makes major decisions, should it consider using certain lenses in the legislative context that allow for a practical understanding of the nuanced positions of cities on some issues.
8. Partnerships. There were several meetings where members expressed a desire for the LOC to position itself strongly as an advocate for partnerships, meaning that cities should be seen as equal partners with other governmental entities, including the federal government, state government, counties, and special districts (while schools were not specifically mentioned, one can assume they may also need to be included). The idea from several meetings was that the foundational policy position of the LOC should be one that recognizes the interconnected nature of governments in this state, and that partnership between all levels should be a core component of the LOC's work.
9. Administrative Rulemaking Needs Focused Attention. Given the number of regulations imposed on cities from administrative agencies, there seems to be strong consensus that the OMP needs to specifically focus on or highlight that its applicability is not just to statutory issues, but also to administrative issues. There is a particular desire to see a strong focus on limiting administrative overreach and adherence to the concept that the Legislature makes the law and agencies enforce it (not that agencies make laws).
10. Do No Harm Positions. After several meetings in southern Oregon – be it the southern Oregon coast or the Rogue Valley, it seems as though there is a trend that the LOC should position itself to take a supporting role on bills that only help some members, provided the bill will not harm any member. References were made to TLT (not impactful to all cities) and the lower grant matching requirement bill for cities under 20,000. The theme was support any bill that provides a benefit, provided it does not harm to other members.

Region 1 – North Coast

Date: February 6, 2026	Location: Seaside	Attendee Count: 25
Cities: Astoria, Bay City, Cannon Beach, Garibaldi, Ranier, Rockaway Beach, Seaside, Tillamook, Warrenton, and Wheeler		
Guests: 211 Info and Regional Solutions		

While there was seldom an instance or issue discussed that resulted in 100% agreement, broad consensus around several issues occurred. There were no issues discussed that resulted in contention or broadscale disagreement. Of note, this region was particularly interested in understanding LOC policy positioning, the processes used to make decisions - there seemed to be some genuine misunderstanding of how LOC reached policy decisions and even on the bill positions taken by the LOC. There was some posturing that LOC should focus more on smaller cities as larger cities have their own lobbyists, other elected officials in the room pushed back strongly noting that larger cities subsidize smaller cities and that assistance needs to be respected.

1. Separation of Water, Wastewater, and Stormwater. There was clear agreement among this group that treating water, wastewater, and stormwater as one combined policy area is not a reflection of how they are regulated by the state. The concern is that the regulations are so different and processes involved are also different, that treating them similarly could result in mistakes and unintended missed opportunities.
2. Funding. Overall, the group agreed that LOC should take positive positions on continuing or increasing funding from both the federal and state governments, particularly in areas related to infrastructure investments. However, all in attendance were clear that the OMP, or other policy documents, need to take a nuanced approach recognizing that increased funding cannot come with unworkable or untenable conditions. Examples of problems included interest rates that are too high on state loans, resulting in the city not being able to take on the debt because it is now not affordable, or the recent change in the Small City Allotment application process.
3. Consistency & Partnership. A large amount of time was spent focusing on the need to secure consistency among state agency rules and interpretations, tied closely with the need for all levels of government to partner with one another (and for state agencies to partner with each other). The consensus of the group was that LOC's policy positions should be grounded in partnership, not preemption; while simultaneously seeking assurances that all new statutes, administrative rules, or interpretations are consistent with ones already in existence (regardless of which agency is impacted by the new rules).
4. Administrative Overreach. Most in the region believe administrative overreach has become untenable in two ways. First, there was consistent agreement that administrative rulemaking exceeds the authority given to such agencies by the Legislature. Second, that the amount of rulemaking is too much, and at times more burdensome than anything the Legislature creates.
5. Land Use. The overall concern is that local land use authority is continuously being whittled away each year, be it by the Legislature or DLCD. The concern is that there is no staff to keep up the pace of the constant change, that there is no information or evidence to suggest all the changes are working, and that there are real barriers to needed development (including housing development). One particular suggestion for the OMP was that there should be some sense that land use decisions should include intentionally designed economic priorities of communities, if a city has designed its land use process in the past to create a certain aesthetic, which has resulted in a particular type of economy in the city, that aesthetic should not be ignored because it's "only aesthetics" when it is clearly tied to the economic success of the community. Additionally, there was some conversation around positioning the LOC and OMP around a positive position on housing – meaning that the

LOC's position to secure needed housing was focused on the message that cities plan for housing, they don't build housing (and then focusing on securing funding, changes to banking regulations, supply chain issues, etc.). Essentially, shift the narrative to the real cause of housing deficits.

6. Short Session. This meeting group spent time talking about the Short Legislative Session no longer serving its intended purpose, it was sold to the voters as one thing and is now just another session that results in too many policy actions that were not vetted. There was conversation around the LOC positioning itself to root itself in the intent of the voters, particularly as it relates to the purpose of the short session.
7. Compromise vs. Oppose. There was an active discussion on when or if the LOC should compromise on a bill or oppose at all costs, examples like HB 3115 or land use matters were discussed at length. This was an area where the group did not coalesce around a solid agreement. While most tended to believe compromise was better than losing all political capital (burning bridges), but there were multiple strong voices in the room who felt the LOC had already comprised too much, has been too nice, and has done so to the detriment of the cities.
8. Infrastructure. All agreed that any opportunity to secure funding for city infrastructure needs should be sought. That said, there was consistent agreement that part of the increased cost for infrastructure improvements was related to things the state can control: (1) excessive permitting or regulatory requirements – think environmental standards; (2) complicated and costly public procurement rules; and (3) prevailing wage requirements. Cost reduction should be part of the LOC's policy positions, not just securing more funding from the state when it comes to infrastructure improvements.
9. Prioritization. There was universal support in LOC identifying three to five major bills each session to fight, taking an all-hands-on deck approach for internal lobbyists. With the smaller bills being managed by the members. Several noted that they feel under utilized and that a broader grassroots base of members should be built, trained, and activated to allow the professional lobbyists to focus on the bills most detrimental or important to cities. It was noted that building this type of expectation into the OMP, a document approved by the members themselves, would set the expectations the LOC has of its own members.

Region 2 – Metro

Two meetings were offered in the region, both were in Tigard, one occurred during the early afternoon and a second occurred during evening hours to accommodate those members who could not miss work. A summation of each of the meetings is provided individually to ensure transparency around the separate conversations.

Date: June 17, 2026	Location: Tualatin (Afternoon)	Attendee Count: 20
Cities: Beaverton, Estacada, Gladstone, Gresham, Happy Valley, Hillsboro, Lake Oswego, North Plains, Oregon City, Portland, Tigard, and West Linn		
Guests: None		

Most cities in attendance agreed on the answers to the questions posed. All seemed to be familiar and engaged with the legislative process and the LOC.

1. Looking at the last few years of legislative sessions, does the State government feel like a partner helping you solve local problems, or an obstacle to manage?

The meeting participants felt that the state government has mostly been an obstacle to them. They noted that even when the legislature tried to help cities with the OGEC issue, the Governor turned around and vetoed the bill. They would like to see the LOC's quarterly meetings with the Governor start up again. The legislature as a whole needs to understand Home Rule and why it's important for them not to preempt cities. The city of Tigard noted that they feel like they are losing control of how they regulate housing, and there are too many requirements. Gresham said they have a good relationship with their own legislators, but working with the entire legislative body has been frustrating. The group discussed the unfunded mandates that were passed down through the Climate Friendly Equitable Communities legislation. Beaverton said they have been lucky to secure funding for infrastructure projects through the Christmas Tree bill. But they also noted that the state takes too big a percentage of municipal court revenue. Happy Valley noted that they have had a hard time dealing with land use changes regarding the shot clock and reduction limits. The layers of regulation are a major burden for small cities to navigate and implement.

The group was appreciative of being able to receive direct allocations and low-interest loans for infrastructure projects. It was also noted that while the state took away voter-approved annexation, which impacts local control, it has also been helpful to cities that wouldn't have been able to annex property into their city limits otherwise, because it wouldn't pass voter approval.

2. When a bill that hurts cities is guaranteed to pass, should your LOC lobbyists go down swinging (total opposition) or should we "come to the table" to shrink the damage?

Should go down swinging on any pieces of legislation that preempts cities from raising their own revenue, unfunded mandates, and items that would limit home rule authority.

The attendees would like to see the LOC work with bill sponsors to make a bad piece of legislation more feasible. It was also stressed that sometimes, if the LOC doesn't take a stance on a bill, then our silence is seen as approval. The LOC needs to be weighing in on bills that might not rise to a high level, but would still have an impact, to try to make them better for cities.

3. What is your 'Red Line'? What specific local power is so sacred that you'd want the LOC to fight to the bitter end, even if it hurts the LOC and cities' reputations with the Legislature?

Preventing cities from being able to raise their own revenue. The 50-30-20 split, as it relates to transportation funding, was also mentioned.

4. When it comes to growing your local economy, when is the state a partner and when is it a hurdle or barrier to overcome?

An example was given of the state requirement for certain janitorial services. While it is a well-intentioned policy, it impedes a city's ability to hire firms of its choosing. Cities around the table felt that the state has too many barriers in terms of economic development and that cities are losing businesses due to state overregulation. Officials in the room have heard from businesses that there are too many challenges to expansion and business investment in the state.

5. Are unfunded mandates ever acceptable, meaning are there any unfunded mandates that we should accept regardless of the cost?

No, unfunded mandates are not acceptable. The attendees discussed times when cities might not want to take the political hit, but if the state is mandating something that cities need to do, then it needs to come with funding for cities. They felt the state can be tone deaf at times, because they

claim they are struggling financially, but don't want to acknowledge that cities are also struggling to balance their budgets. It was stressed that cities don't have the funds to implement some of the requirements that are passed down from the state.

6. When is a difference of opinion between members so deep that taking a side hurts the LOC more than the bill itself?

The attendees said the LOC should look for compensation for the city or cities that could be impacted by the legislation. There was also discussion about defining population impact versus the number of cities impacted and how that should be weighed at the LOC. Rural cities will always outnumber the metro cities, but the metro cities serve a greater population. It was noted that this is a hard subject to wrestle with, and there will likely need to be further discussion about when the LOC chooses to engage, but they should always be present at the table. The LOC can help elevate voices that might not have a seat at the table and will be able to present both sides of an issue. The state needs to stop looking at cities as one size fits all. It was also suggested that the LOC research how other state leagues handle this type of conflict.

7. What is the one thing you want to do for your residents and businesses that the state, through its statutes or rules, currently makes it illegal or practically impossible for you to implement?

There was pushback on notice requirements regarding land use applications. Cities are only required to notify property owners if their property is touching the property with the application. Some at the meeting felt that this goes against Goal 1, and the notice boundary requirements should be broader. The attendees also discussed the impacts of Measures 5/50 and ODOT regulations on local speed limits. ODOT still has to approve your speed change, and the process is very onerous. There was also discussion on water rights, and how if a city doesn't have a senior water right, its growth is very restricted. The attendees felt the state needs to focus on a long-term strategy when it comes to water rights. It was also noted that HOAs should not be allowed to dictate natural resources.

8. What state laws or rules make it hardest for you to pass a stable and future forward budget?

Prevailing wage, the LOC should review the prevailing wage kick-in requirements and make them higher so that smaller contractors can still bid on projects.

Measures 5/50, capping of property taxes.

PERS.

Striking employees are now able to collect unemployment benefits.

Medical Benefits and Paid Leave Oregon.

9. Is it better for the LOC to fight 50 bills halfway or pick the top three biggest issues and put 100% of our power into fighting those three issues, even if it means letting smaller 'bad' bills pass?

Little bills can add up to big problems, death by 1,000 cuts.

10. Should the LOC only lobby for policies that benefit ALL cities equally, or is it acceptable to lobby for carve-outs, special exceptions that only benefit a single city or a small group of members?

With the recognition that one size doesn't fit all, the attendees felt like the LOC should be able to lobby for carve-outs. It was also suggested that some cities would be willing to serve as "pilots" to implement new regulations. The cities felt like state agencies don't always trust local governments, and they would like to see that change. There seems to be a lack of understanding about what cities do and how cities should be the state's best ally. It was suggested that the LOC build its own task

force that can help the lobbyist accomplish the board's top priorities, and by doing so, it might help to build trust between the two levels of government.

Date: June 17, 2026	Location: Tualatin (Evening)	Attendee Count: 8
Cities: Estacada, Gladstone, Happy Valley, River Grove, Sherwood, Tigard, and Tualatin		
Guests: None		

For the most part those in attendance were generally in alignment, except for two noticeable deviations. River Grove's representative expressed a stronger willingness to tolerate certain state preemptions as they feel some cities will not do what is needed to provide transparent and appropriate services without state oversight, and at least one representative from Tualatin felt that given the country as a whole, the state's actions were more positive than negative – particularly in comparison to cities in other states where preemption is more extreme.

1. State as a Partner. Generally, most believe the state has truly only been a partner in its funding of city infrastructure projects. Most noted that state policies make their jobs at the local level harder. There were strong negative feelings surrounding consistent land use preemptions, with multiple cities noting their residents do not understand that city policies are being mandated at the state level.
2. Compromise or Fight. There was solid discussion on this point, for the most part, attendees believe it's always better to seek compromise and maintain a seat at the table. There was one notable exception – anything that threatens city funding streams, particularly state shared revenue is a hard line for cities, it is a fight to the death regardless of the political capital that burned. One attendee noted that there should be a closer look at state agency passthrough fees, at some point these passthrough fees are taking away from the actual intent of the funding for a particular project, which results in higher costs for local governments. A close second was land use preemptions, the general consensus seems to be that there have been too many preemptions and that city councils are no longer able to address their residents and businesses concerns and needs because the state prohibits it.
3. Economic Success & Partnership. On the whole most felt that the state has taken performative actions when it comes to economic development in Oregon. There is too much red tap, too much regulation, and not enough financial incentives to truly draw businesses to the state. At the core, most believe the only real economic development tool is tax abatement, which costs the state nothing but directly financially impacts local governments at a time when they have limited financial strength.
4. Unfunded Mandates. While attendees did not expressly state that this is a red line for cities, most were quite clear that they have no more money to give for any new program or service. It was universally agreed that no matter how important the program, how necessary the service is, there is no more local government to pay for it and unfunded mandates must stop.
5. State's Impact on Local Budgets. Universally all attendees agreed its four things: Measures 5 & 50, PERS, Prevailing Wage, and the constant uncertainty around the stability of state shared revenue.
6. General Lobbying Principles. The consensus from attendees is that the LOC's position on bills should generally be to do no harm to any city, if that policy allows for their carve outs

on bills for cities of certain populations or in certain regions, that is acceptable. There was recognition that there are too many bills being introduced at the state level, and all noted it is hard for LOC lobbyists to manage all those bills. While no one was in favor of letting small bills get buy, all were seemingly supportive of doing the best that the LOC can on the largest priorities.

Region 3 – North Willamette Valley

Two meetings were offered in the region: (1) Turner, and (2) Salem. A summation of each of the meetings is provided individually below to ensure transparency around the separate conversations.

Date: February 12, 2026	Location: Turner	Attendee Count: 20
Cities: Amity, Dallas, Hubbard, Independence, Monmouth, Rivergrove, Salem, Stayton, Sublimity, and Turner		
Guests: CityCounty Insurance Services (CIS)		

Those in attendance did not have strong disagreements on most issues, although there were subtle differences in enough areas to create some interesting conversations. The differences were enough to reiterate the need for an overarching OMP to be highly nuanced.

1. State Agencies are Barriers. What was perhaps most interesting was the strong feeling, unprompted by LOC staff, that one of the largest barriers to city success are state agencies. Universally, in this region there is a feeling that state agencies are in the business of saying no instead of working to get everyone to yes, and that state agencies do not talk to each other, with their lack of communication and non-unified direction being real barriers to successfully meeting the needs of Oregonians.

All agreed that despite the Legislature and Governor saying they want housing to be built, and that housing production is a top priority, their state agencies have created administrative rules or made interpretations of those rules that prevent housing (DEQ, DSL, DLCDD, and ODFW). For example, requirements that limit UGB expansion, make annexation virtually impossible, limit or prohibit development in floodplains, or require the constant exhaustion of limited dollars and staff time on updating development codes instead of focusing on infrastructure development all work together to create foundational barriers to housing production in communities.

There was also consensus around the difficulties posed by ODOT, in two manners. First, there are state roads that are major thoroughfares in cities, some serving as the city's main street. Simple projects like restriping or adding turn lanes to improve the safety of traffic corridors are mired in red tape and take years to see changes. It was consistently noted that ODOT seemingly wants something to be perfect, instead of modest solutions that will at least improve safety in some manner (ODOT wants the touchdown in one play with a 90-yard throw, the cities would find getting to the endzone in five or six plays over the entire quarter and making incremental progress). Second, ODOT and the State's refusal to address the conditions unhoused Oregonians live in on state property is shameful, particularly as it seems hypocritical given the efforts cities and counties take to address the concerns on property they own.

Note, everyone agreed that Business Oregon is the only agency that is interested in collaboration and focused on results, this agency does not get lost in the process of achieving the results.

Lastly, two things were clear from the attendees. First, there needs to be a substantial overhaul of the Administrative Procedures Act, and it should be an immediate and key priority for the LOC. Second, that the LOC should make it a priority to insist statutes require a LOC and AOC representative on each state oversight committee or commission – city and county voices need to be guaranteed at every decision-making table.

2. Land Use. There was a strong consensus that cities have already lost too much ground on land use preemptions. The attendees acknowledged that keeping the preemptions at bay has been difficult, and that compromise has usually served cities well; but the years of compromises that cities have had to swallow at this point all combine into almost total capitulation of their home rule authority. It was described by a thousand cuts – the first cut was tolerable, the second cut was tolerable, the fiftieth cut may have been tolerable, but when taken as a whole, there is little left of home rule land use authority. While it was not explicitly stated so bluntly, the consensus seemed to be that land use preemptions may need to be a red line going forward.
3. Comprise or Oppose. Generally, all agreed that compromise is always better than continuing to fight an unwinnable fight. That said, there was equally universal agreement that the starting position should always be a strong opposition, and that the LOC begrudgingly should move itself to middle ground. Of note, as stated above, this collective seems to be more willing than other regions to make fighting land use preemptions a hill to die on – a red line the LOC can't cross. There was also particular fury around preemptions that obliterate language in a city's charter – particularly charter language that has been present for decades (city of Corvallis's annexation issue from several years ago).
4. Economic Development. It was generally believed that the only helpful economic development tools that exist now are enterprise zones and urban renewal. There were several city managers who opined that the state's land use system limits economic development activities to the land least suitable for such development. How do you recruit businesses to a community and not offer them the best possible land? There was also considerable discussion on the state's overall lack of business friendliness – if the state is seen as unfriendly business, cities themselves have limited tools to fight that perception.
5. Unfunded Mandates. No, always no. There was no discussion, just universal agreement that unfunded mandates must be strongly opposed.
6. Securing Stable City Budgets. Securing stable budgets is not possible within the current state regulatory framework. Unless Measures 5 and 50 are fixed, cities will not be able to meet baseline needs. It was additionally noted that compounding that problem are things like the public procurement statutes and prevailing wage – both make city projects more expensive and make public-private projects more expensive. When a city already has a finite and insufficient funding source, making projects more expensive only ensures that there is less city money for other critical service needs. Additionally, every dollar a city has to spend on updating its codes or policies because of a new state law, is a dollar it's cutting from another city priority – or a staff position.

7. Grassroots Efforts. Collectively, those in attendance agreed that cities close to Salem could and should be better used by the LOC to help lobby bills – particularly those that don't require as much technical knowledge. It was noted that LOC lobbyists have too much on their plate, and their focus should be on the bills that will have the biggest impacts, require the savviest of negotiations, or be the most technical in nature. Whereas smaller but still important bills could be funneled to trained city officials to carry the proverbial lobbying water. It was suggested that time and money should be invested in raising a strong and durable team of city officials to assist LOC lobbyists on a grassroots level.

Date: February 12, 2026	Location: Salem	Attendee Count: 5
Cities: Keizer, Molalla, Monmouth, and Salem		
Guests: None		

Those in attendance did not have strong disagreements on the issues. This was a smaller group, and it met during the evening hours. The composition and timing of the meeting led it to be more conversational in nature, where attendees really delved into deeper discussions with one another instead of simply sharing information or opinions. One interesting discussion point was that this group really believes that cities with large percentages of state-owned properties in their jurisdiction create a unique and untenable economic disadvantage. Both Salem and Monmouth indicated that while Measures 5 and 50 hurt all cities, cities with copious amounts of state-owned property are even more severely hampered in their revenue generation abilities.

1. PERS. All agreed that unless something is done to address PERS, cities will be forced to cut critical and life safety programs and personnel. For example, the city of Salem noted that their total GF expenditures are expected to be \$184 million, with their PERS payment at \$35 million – which amounts to 19% of the city's total GF budget. The attendees noted that the LOC and cities regularly talk about needing to fix Measures 5 and 50 to fix budget problems, but PERS needs to be equally part of the conversation. It was noted that the last time the Supreme Court ruled on the matter, it seems like everyone gave up on reform and cities are now just expected to keep hemorrhaging dollars on PERS.
2. Local Taxes. Any tax that is local, including property tax, should never be permitted to be changed or used by the state. Limits on local taxes – be they property taxes, transient lodging taxes, or marijuana taxes – should be issues the LOC strenuously opposes. There was considerable discussion about changing the narrative on local taxes; would it be possible to create a message that local taxes are the way the state doesn't have to fund city services.

There was also an interesting discussion on Measures 5 and 50, as well as revenue challenges generally. Those in attendance believe that until the state is more transparent with its own revenue and expenditure habits, residents will have a hard time supporting any increases to city revenue streams. At some point, Oregonians are just too highly taxed and there were questions among those in attendance that these residents will differentiate between state and local taxes when they are generally tight on cash.

3. Land Use. Like the morning meeting in this region, all seemed to agree that land use preemptions are out of control and that cities have reached the breaking point. It seems like most agree its time to perhaps stop compromising. Several cities noted that they now employ land use planners to do nothing but code updates instead of strategically working with city

officials and the community on how to build and expand better communities – there is no longer any forward planning for city planners to do, they just become people who consistently amend code. It was also noted that for cities to be economic drivers they need to be allowed to design their communities in ways that are friendly towards economic development, the constant restrictions from the state are ensuring total statewide uniformity in look and feel.

4. Economic Development. Most in attendance did not find the state to be an entity that is interested in economic development, and that the tools it gives itself and to cities are small and generally not helpful. Overall, there was a sense that Oregon is just not business friendly. Key problems for city economic development include prevailing wage, public procurement processes, BOLI's ever-changing goal posts and interpretations, and the lack of streamlined and efficient permitting process within state government and between state and local governments. The only positives noted were enterprise zones and state-provided infrastructure funding, although it was noted that these two tools are not universally available on an equitable playing field for all cities.
5. Unfunded Mandates. They should always be opposed, but the attendees also focused attention on the unseen unfunded mandates. For example, the state funds the startup costs for a new program or initiative, but maintenance is left to the cities. Those maintenance costs are still unfunded mandates. There is no more city money available for anything new the state creates, any new state requirement means a city service, project, or employee gets cut.
6. Split Within Membership. The transportation package from 2025 was heavily discussed and used as an example of when there was a split in the membership. It was collectively agreed that there are going to be splits in the membership, but those in attendance noted that the LOC could improve its response to this split in two ways. First, the LOC could do a better job of explaining how it reaches its positions and explaining when it stays neutral or out of a fight. Second, the LOC should better communicate historical understandings of issues, how positions were taken, and what it means for all cities. There was a sense that the LOC's communication during the Transportation Package fight was too limited and that some of the discontent could have been avoided with a different communication strategy.

Grassroots Advocacy. Like their counterparts from Turner, this group would like to be more involved in a grassroots advocacy coalition led by the LOC. The attendees believe that given their proximity to the Capitol they could be of service to the LOC. It was suggested that there could be a way for cities to sign up for alerts on topics they find most meaningful to them – similar to what you do when downloading a news app.

Use of Salem. It was noted that it is probably not appropriate to refer to the Legislature or Capitol as "Salem" given that the city of Salem is a separate entity, who is part of the LOC. The two councilors from Salem seemed genuinely interested in convincing people to use a different name than the city's name.

Region 4 – South Willamette Valley

Date: February 13, 2026	Location: Albany	Attendee Count: 30
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Cities: Adair Village, Albany, Coburg, Corvallis, Halsey, Harrisburg, Millersburg, Philomath, Tangent, and Veneta

Guests: 211 Info and Business Oregon

Most cities in attendance agreed on the answers to the questions posed. All seemed to be familiar and engaged with the legislative process and the LOC. The group discussed topics they think should be added to the new version of the OMP, including: wetlands, zoning, land use, and WWTP permitting.

Attendees stressed the need for better coordination between state agencies during the rulemaking process. They would also like there to be better oversight of the rulemaking process. In no instance should there be conflicting rules coming out of state agencies.

1. Looking at the last few years of legislative sessions, does the State government feel like a partner helping you solve local problems, or an obstacle to manage? There was clear agreement that, overall, the state government is viewed as an obstacle to cities in the region. The cities in attendance voiced their frustration over unfunded mandates and stressed that they want to work on implementing their own strategic plans, which can prove difficult when the state issues mandates without any funding to implement them. The cities also voiced concerns over the middle housing requirements placed on cities that have a population over 2,500, passed in 2023. In addition, the participants felt like Home Rule is under attack, and while Goal 1 is a requirement for cities, it's clearly not happening at the state level. There was also concern voiced about DEQ and wastewater treatment requirements.

There were few times attendees felt the state was a partner. First, when the legislature provides a direct allocation of funding for a city's infrastructure project. Second was housing funds, specifically for Veteran housing.

2. When a bill that hurts cities is guaranteed to pass, should your LOC lobbyists go down swinging (total opposition) or should we "come to the table" to shrink the damage? The group said it depends on the issue. Homelessness issues and shelter funding were largely seen as a collaborative issue that the LOC needs to stay engaged in to try to make it better for cities. However, if there are any proposed changes to the transportation split (50-30-20), that was an area that cities said the LOC should go down swinging. They also said any prohibitions on Home Rule authority, such as how cities should be able to spend their tax dollars, should also be totally opposed. There was discussion about ORLA and the current TLT bill; ORLA was viewed as having too much power, and the cities stressed the need for more flexibility when it comes to spending TLT dollars. They said in instances where the impact could be devastating, the LOC should go down swinging; in instances where there is minimal impact, there can be more negotiations. The bottom line was that any unfunded mandates need to come with time and money. Cities need as much time as possible to be able to navigate any mandates from the state.
3. What is your 'Red Line'? What specific local power is so sacred that you'd want the LOC to fight to the bitter end, even if it hurts the LOC and cities' reputations with the Legislature? Upholding cities' Home Rule authority. Transportation funding split (50-30-20). Any preemption against a city's ability to raise local revenue sources. Further restrictions on a city's ability to build and/or approve building plans on land within its UGB. The cities discussed their struggle with DEQ regarding wetland mitigation.

4. When it comes to growing your local economy, when is the state a partner and when is it a hurdle or barrier to overcome? Industrial land support is important to development and supporting that designation helps economic development. In addition, enterprise zones are a key tool to cities, and some would like to see support in creating Tax Increment Finance for development. On the other hand, public procurement rules are a hindrance. Prevailing wage doubles the costs for all construction projects.
5. Are unfunded mandates ever acceptable, meaning are there any unfunded mandates that we should accept regardless of the cost? No, it's essentially taxation without representation because residents are not able to vote on the mandates. The penalties that cities receive if they are unable to comply with the mandates are also hard to manage.
6. When is a difference of opinion between members so deep that taking a side hurts the LOC more than the bill itself? The cities discussed the urban-rural divide in the state and how the LOC should not do anything to further the divide. The members felt that in these situations, the LOC should put themselves in an educational role that can help both sides come to a compromise. Efforts to address challenges with HB 3115 was given as an example of cities feeling differently about which solution is the best for their community. The members in attendance weren't opposed to looking at exemptions on case-to-case basis, especially for potentially negatively impacted cities.
7. What is the one thing you want to do for your residents and businesses that the state, through its statutes or rules, currently makes it illegal or practically impossible for you to implement? Rent control and the current wetland mitigation process. The attendees stressed the need for a more streamlined wetland mitigation process.
8. What state laws or rules make it hardest for you to pass a stable and future forward budget? Measures 5/50 – need more general fund generating revenue. PERS. Prevailing wage.
9. Is it better for the LOC to fight 50 bills halfway or pick the top three biggest issues and put 100% of our power into fighting those three issues, even if it means letting smaller 'bad' bills pass? The group felt the LOC could do a better job getting cities to testify in groups or blocks on highly important bills. They weren't opposed to the LOC focusing on the top issues that come out of the policy committee process. They seemed open to the idea that cities need to be more engaged in issues that aren't of statewide importance. They said emails, the Friday calls, and having a live spreadsheet with updated bill information were the best ways for them to stay on top of what is happening at the legislative session.
10. Should the LOC only lobby for policies that benefit ALL cities equally, or is it acceptable to lobby for carve-outs, special exceptions that only benefit a single city or a small group of members? The cities were hesitant to make exceptions because it could create factions within the membership and weaken the impact of one voice for cities. There was consensus that there could be an exception for emergencies, such as when a city needs to rebuild after a fire, for example, allowing for a faster permitting process for residential housing. They would be okay with it if it were for the right reason.

Region 5 – Central Coast

Date: February 18, 2026	Location: Salem	Attendee Count: 15
Cities: Lincoln City, Newport, Toledo, and Waldport		
Guests: Regional Solutions & Business Oregon		

There was no real disagreement amongst the group. Some members were passionate about individual topics, but there was generally a feeling of consensus on the issues. One thing that stood out was the group's consistent use of the word "interconnected", be it the interconnection between cities, the interconnection between cities and counties, or the interconnection between local governments and the state. Overall, the region really seemed to focus on this being a goal to strive for and obtain – perhaps it's a word that can or should be used in part of the OMP as it speaks to collaboration and cooperation in a different manner.

1. Agency Unreasonableness. This group discussed, at length, that the state agencies are unreasonable in their adoption of rules and interpretation. It seems to these cities that the state is not interested in incremental improvements – it's either all or nothing. Examples were given that included ODOT and DEQ. Cities could point to specific examples where improvements to a state-owned highway could have made the road safer, but ODOT refused b/c the improvement would not fully comply with state agency rules or achieve the full goal. DEQ's new rules, while implemented for public health, will make it so that other critical services are shuttered because of the cost of improvements. At what point is a DEQ regulation that makes modest improvements to water quality allowed to trump the necessity of funding public safety officials.
2. Compromise or Oppose. Overall, the attendees felt that compromise is always better than ending up with a worse bill. The group did generally lean into compromises related to land use regulations and there was widespread agreement that too many compromises had already been made. Additionally, they noted that not all compromises are workable and implementable on the ground. What happens when a new state law or DLCD rule conflicts with the Fire Code – what does a city do? What happens when a new state law around land use requires a code update that cannot be paid for – who is to blame. Ultimately the compromise itself is problematic if it cannot be implemented on the ground.
3. Economic Development. This was lightly discussed by this region. Mostly because the cities noted that their businesses are all small businesses, and the state does not focus on those entities. There was also consensus that the state is seen as being unfriendly towards business.
4. Unfunded Mandates. There was a lot of talk around unfunded mandates. They should be strongly opposed. Two things stood out. First, the group universally agreed there may need to be a new judicial angle taken to change the foundational understanding of what is and what is not an unfunded mandate – from the cities' perspectives most of what the state imposes is an unfunded mandate because it costs them money they don't have to spend, yet somehow it's not legally an unfunded mandate. Second, there were a few ideas that the LOC and its cities needs to reshape the narrative around unfunded mandates, to come up with some type of slogan or bumper sticker that is easy to understand and catchy.

The concept for the second suggestion – a bumper sticker like slogan – was around Newport's mayors quote, "When the state creates an unfunded mandate, it lays off a city employee or cuts a city service." As a side note, a quick AI request to turn that quote into a talking point included things like:

- Unfunded Mandates = Local Layoffs.
 - Stop the Mandate, Save the Service.
 - Keep the State's Hands Out of City Pockets.
 - Statewide Orders = City-Wide Cuts.
5. Difference Between Small and Large Cities. This region doesn't have a city larger than 10,500, and it considers itself rural. There was considerable discussion about how to create a better understanding of what small and large cities face and bridge the urban and rural divide. A lot of time was devoted to explaining that larger cities may appear to have more money, but they also have bigger expenses. The members were not hostile to big or urban cities, but all agreed there needs to be a better education among all members on what the lived experience in each community is, and what it means when it comes to state intervention and state funding.
 6. City Budgets. City budgets can't be balanced until three things occur. First, there must be changes and fixes to Measure 5 and 50. And while reset at sale may help cities in the urban area, there are changes that can help cities with heavy tourist populations as well – for example, there should be a different taxing structure for second and third homes, or homes used primarily for commercial purposes (short-term rentals). Second, the state needs to stop limiting or restricting local taxes. Whether it's transient lodging tax dollars or local sin taxes, let the local governments fund themselves as they and their constituents deem appropriate. Third, the true cost of state regulations needs to be recognized and halted. DEQ, DLCDD, and BOLI have such stringent regulations that it exacerbates the cost of cities' doing business, at a time when there is no money to spare. If the regulations do not subside, or become more reasonable, primary essentially city services will cease.

Region 6 – South Coast

Two meetings were offered in the region: (1) Reedsport, and (2) Coos Bay. A summation of each of the meetings is provided individually below to ensure transparency around the separate conversations.

Date: February 19, 2026	Location: Reedsport	Attendee Count: 10
Cities: Bandon, Brookings, Coos Bay, Gold Beach, Lakeside, and Reedsport		
Guests: None		

This meeting was one with a lot of consensuses, but also one with a lot of education on LOC's current processes for identifying its legislative positioning, how compromises are reached, and the realities of limited staffing and differing city viewpoints. The attendees were genuinely interested in discussing legislative realities and learning about different city perspectives. A key takeaway was the need to ensure a revised OMP contains baseline information and understandings of how the LOC works, how compromises between members are reached, and what it means to burn political capital. Grassroots advocacy efforts by those in attendance were discussed, but generally they agreed their region is comprised of city officials who do not have the time or resources to be of much assistance during a legislative session.

1. Land Use. Land use preemptions dominated the conversation in this region, for three reasons. First, the attendees generally believe the geographic composition of their communities make it impossible to grow given state land use constrictions – there is

nowhere to go if you border an ocean and everything is a floodplain. Second, attendees believe that land use is the greatest tool available to localities for economic development. When the state, by preemption, designs where businesses can go, instead of the locals working with businesses to identify where they want to go, it hinders economic revitalization of communities. Third, universally all agree that how a city looks, and is designed – is how the city keeps its character, uniqueness, and authenticity. Every new land use preemption takes away from a city's character. While no one suggested that every land use preemption should result in a fight to the death – many agreed there have been too many compromises and perhaps a new way of communicating city concerns regarding these preemptions should be considered.

2. Property Taxes. The meeting's second biggest discussion point centered on property taxes. This was predominately led by Lakeview, which has a zero percent tax rate that cannot be increased under Measures 5 and 50. Despite Lakeview leading the conversation, they agreed that their revenue streams will never be stable under the current tax structure. They all noted though, that residents are cash-strapped, and that assuming a fix to Measures 5 and 50 will not result in financial hardships for residents ignores the reality of the experiences along the south coast. Yes, cities need more money, but also yes to the fact that residents may not have the money to pay higher taxes.
3. Economic Development. All cities in attendance indicate a desire to grow their local economies but noted their ability to do is hamstrung by a variety of factors. First, land use processes and systems are barriers on the south coast – specific examples include the inability to expand UGBs, the FEMA BiOp and the constant threat and difficulty of LUBA appeals. Second, grants and loans from the state are tied to the income level of a community's residents, which is not reflective of city revenues – and since it's the city who needs to take out the loan or grant and pay it back, it should be city revenues used as the basis for state and federal lending or gifting decisions. Third, counties can hinder economic development and have too much power over what cities try to do within their own jurisdictions, urban renewal expansions or establishments were noted as an example. Fourth, opportunities for public/private partnerships are diminished because of prevailing wage – the willingness of private entities to partner with local governments on economic development (and even housing) projects are lessened when the project costs must increase because of prevailing wage (Coos Bay alleges the cost increase can be as much as 20-40% in their region).
4. Carve Outs. The attendees were respectful and cognizant that carving out certain types of cities makes LOC's job harder and may seem unfair to some. But they noted that they are going to be necessary. The best example was HB 3115 (how cities regulate public spaces in relation to people experiencing homelessness). Cities noted that they simply are in a different situation than urban counterparts and being held to the same standard was not logical.

Date: February 19, 2026	Location: Coos Bay	Attendee Count: 5
Cities: Gold Beach, Myrtle Point, and North Bend		
Guests: 211 Info		

This was a smaller group, and one that was less conversational on specific questions that were asked. The meeting was one with larger ideas being discussed and feelings being shared. There was no real disagreement with ideas being discussed.

1. Budget. City revenues and expenditures consumed the bulk of the discussion in this region. The consensus is that city revenues are not sufficient to meet existing needs, and that even when the state tries to be helpful, it is not. First, it seems like urbanized areas are prioritized for major funding issues. For example, urban areas got hundreds of millions of dollars for homelessness services to the total exclusion of rural communities who also have a homelessness crisis. Second, Measures 5 and 50 are a foundational challenge that unless fixed will ensure that cities start to fail in the next few years. Third, the state has and continues to impose regulatory requirements – particularly in the housing and environmental sector – that are too expensive for cities to meet, and then insult is added to injury when cities are fined for not meeting the regulations when the city had not money to achieve compliance. Fourth, grants are competitive, complicated, and require staffing levels to manage that small cities cannot provide. Fifth, Christmas Tree like direct allocations are competitive, pitting cities against one another.
2. Partnerships. There was a sustained discussion on the state not truly partnering with its cities. Examples of noncooperation with ODOT, DEQ, and DLCD were mentioned. Those in attendance felt that the state and its cities are all working for the same constituents, and a better sense of and agreement to partnership needs to occur.
3. Grassroots. Universally it was agreed that the south coast will be limited in its ability to help the LOC lobby during session. That said, there was universal agreement that perhaps local governments should be pushing for a constitutional amendment to limit the number of bills that can be introduced during a session; lessening the city's work and the ability for the state to damage localities by limiting the number of laws they consider.
4. Carve Outs. It was acknowledged that carve-outs in bills can add to their complexity and the time involved in securing them. That said, all agreed that there are just valid and real differences between cities and regions, and that carve-outs may better align cities and keep them from fighting over values and goals.

Region 7 – Southern Oregon

Date: March 12, 2026	Location: Central Point	Attendee Count: 18
Cities: Ashland, Canyonville, Central Point, Glendale, Medford, Rogue River, and Yoncalla		
Guests: Energy Trust		

The meeting was interesting in that larger urban cities, suburban cities, and rural cities were all in attendance. There were no strong disagreements amongst attendees, but two issues took up a considerable amount of discussion: (1) the financial and staffing impacts of Paid Leave Oregon as it relates to public safety positions, and (2) the need for the LOC to champion bills that help even some cities (not city-specific projects) provided the bills do not harm other cities – taking a do no harm approach.

1. Compromise vs. Red Lines. Overwhelming all in attendance agreed that compromising to make bills less harmful is the key to a long-term success, with one noticeable difference. There was a strong belief that there should be no compromises on issues directly related to city revenue streams – any attacks on state shared revenue distributions, city taxing or fee assessing authority, etc. Given the budget picture cities find themselves facing, compromises on anything that further reduces city budgets should not be made, regardless of the political capital that is exhausted.
2. Economic Development. Like other regions, most cities expressed concern about growing their local economies when the state, as a whole, is seen as anti-development and anti-business. Ultimately, it was noted that while enterprise zones and infrastructure funding are helpful, until Oregon can be seen, nationally, as a state to do large-scale business in, there is nothing a city can do to attract big or small businesses. It was also noted that prevailing wage continues to be a challenge when public-private partnerships have the potential positively impact local economies. Additionally, the regulatory frameworks put in place by DLCD and the Department of State Lands make it nearly impossible for businesses to find attractive and available land to build local economies.
3. Unfunded Mandates. Universally these are opposed. Most cities noted that any new unfunded mandate is pushing cities to cut positions and programs – there is no new money to spare. If the state requires funding of something new, even a code update or change, the city will be forced to make layoffs or cancel programs. There were very strong feelings about fining cities for noncompliance with mandates when the noncompliance is directly tied to local funding shortages – they feel like it's the state punching down on the poorest communities. Additionally, there were some discussions that the unfunded mandates are going to create anarchy within local governments, where the state finds itself in the position of cities and counties just refusing to comply; they will not update systems for new environmental standards if it means laying off police officers (for example).
4. Property Taxes. Most agreed the system needs change, but universal agreement that a full overhaul is unlikely. There was a strong consensus for the LOC to focus on seeking changes that will allow for special levies to become permanent.

Region 8 – The Gorge

Date: March 19, 2026	Location: The Dalles	Attendee Count: 12
Cities: Cascade Locks, Maupin, Morro, Mosier, and the Dalles		
Guests: Regional Solutions		

The group was in alignment on most matters; three things rose to the top in this region. First, several of the cities in the region are hampered by restrictions from the Gorge Commission, which makes any type of development difficult, hampering needed services and housing. Second, most expressed a lack of understanding of LOC's existing processes and practices when it comes to legislative and lobbying decisions, reinforcing a need to have any updated OMP include sections that explain the overall process. Third, through each question asked there was an underlying yet strong belief that cities have no more funds to spare, any new programs, new requirements, or burdens will result in the elimination of existing projects and programs (new mandatory code

updates that require outside consultants is not affordable, updates due to environmental regulations are not affordable, etc.).

1. Compromise vs. Red Lines. Overall, the consensus is that compromise is always better. That said, there was universal agreement that the LOC should take a red line approach and position on anything that is an unfunded mandate, whether the mandate meets the court's understanding of that phrase or the general understanding of an unfunded mandate. And while not universally agreed upon, there was a strong show of support that any regulations that seek to restrict or prohibit how a city manages its own properties and rights of way is an issue the LOC should take a strong no position on, with compromise being potentially off the table; examples provided were HB 3115 and franchise fees. Those in attendance understand the climate surrounding land use and housing, but all collectively feel that their home rule authority has been stripped in tiny pieces each legislative session and the consistent desire and recommendation to compromise session by session, has been, when all sessions are considered together, a death blow.
2. State Relationship. Unlike many regions, this area was quick to say that the state has been a favorable partner with funding opportunities. The region did not there is room for improvement, citing three examples. First, that the current process for state money allocated to cities through grants or loans takes too long, with too many hurdles, which results in higher cost projects than budgeted. Second, when there is a disaster, like the Rowena wildfire, there should be some type of state action that covers the gap between when the federal government will assist. Third, prevailing wage requirements are making public improvement projects too expensive, and the funding that does come from the state does not cover this added cost.
3. Data Centers. This region is concerned that data centers, which have been an economic boom for many cities in the area (or have the potential to have an economic boom in the area) are becoming flashpoints at the state level. There was concern that decisions about economic growth in region 8 will be determined by people not living in the region, and that this could become an area of strong disagreement among LOC members.
4. Funding Needs. Some cities in the region, due to investments from companies like Amazon, are not necessarily facing the same fiscal constraints as other cities. That said, all agreed that long-term stabilized funding will not be achieved without reforms to Measure 5 and 50; there was also though, universal agreement, that it is unlikely their residents will support any constitutional amendments to those measures. Other funding restrictions are caused by prevailing wages, unreasonable OSHA requirements, and enhanced DEQ requirements that are not obtainable with limited funds.

Region 9 – Central Oregon

Because Region 9 covers such an extensive territory, two meetings were offered in the region: (1) Fossil, and (2) Redmond. A summation of both meetings is provided individually below to ensure transparency around the separate conversations.

Date: March 20, 2026	Location: Fossil	Attendee Count: 6
Cities: Fossil, Mitchell, Sisters, and Spray		
Guests: None		

The regional meeting in Fossil offered a unique and valuable departure from the standard agenda, allowing for a focused dialogue that prioritized local operational realities and needs over broader legislative maneuvering. President MacInnes tailored the approach to capture specific, ground-level insights that often get lost in more policy-heavy discussions. By shifting the lens towards practical needs, the LOC was able to gather a more comprehensive view of the challenges facing members in some of the most rural parts of the state. The cities in attendance were some of the state's smallest in terms of population, and some of the most rural – this meeting focused its discussion on their specialized needs.

1. Funding. The meeting focused heavily on the barriers that small, rural communities face in seeking federal and state funding to help assist with infrastructure projects, or even the provision of daily services. Specific problems discussed include:
 - Grant matching requirements of any kind are not manageable, period. When every single dollar is already earmarked for a necessary service or program, there are no more dollars to meet a match requirement. While all appreciated the sliding scale adjustment to state grants that recently passed, there was universal agreement that the sliding scale will still be impossible to meet.
 - Applying for and managing grants is not the same for the smallest of the small cities. Mitchell is staffed by a part-time employee, and while Spray and Fossil have a full-time employee, it was noted that applying for and managing grants is only possible when elected officials take on the task. The one employee of the city simply does not have time to even apply for grants, much less manage them – and the city has no overtime budget to allow the employee to work longer to take on grant work.
 - The amount of money those small cities need is often a huge dollar amount for them but is not large enough to gather the attention of state or federal lawmakers, or at a threshold high enough to meet grant or loan requirements. While a \$50,000 grant may not seem impressive to legislators, it's a number impossible for small cities to secure. There was a robust discussion about creating a pathway whereby many small cities could pull their various smaller project needs together into one larger grant request.
 - Zero percent loans are needed for loans to be sought by rural frontier communities; even low percentage loans make taking out the loan impossible for cities on the brink of financial ruin.
 - Any changes to state shared revenue or franchise fees must be vigorously defended by the LOC, regardless of the political capital burned. These funds are, in a very real sense, keeping small cities afloat. If they go away, so do the cities.
2. Infrastructure. Like all cities, this region has massive infrastructure needs, and no internal funding to build out as required. There were two things of note discussed on this issue. First, cities were quick to mention that infrastructure replacement and upgrades in rural areas are more expensive: mileage rates are higher, and personnel costs are often higher because people must stay away from their homes requiring overnight accommodation. Additionally, some cities have experienced bids coming in 20% or so higher simply because companies don't really want the work because it's too rural, so they really need a larger financial incentive to even consider doing the work. These factors should be considered in grant awards and funding packages by the state. Second, prevailing wage for city infrastructure projects is a death blow. The prevailing wage requirements for truck drivers on paving projects have increased paving costs so much the overall projects can no longer be completed due to lack of funds.

3. Wildfire. Wildfires are a huge risk in this region, and there needs to be a larger base of operations and larger pool of state resources to call upon when they occur. As draught approaches and a potentially bad wildfire season approaches, all cities were cognizant that there are not enough resources, and the cities themselves cannot supply them.

Region 10 – South Central Oregon

Date: March 13, 2026	Location: Bonanza	Attendee Count: 12
Cities: Bonanza, Chiloquin, Klamath Falls, Malin, and Paisley		
Guests: Klamath County Commissioner and District Attorney		

This group was not as talkative as other groups, that said there was no major disagreement amongst any of the attendees. If there was a theme that developed, it seemed to align around two concepts: (1) less state regulation is needed overall, for cities and for their residents, and (2) that rural Oregon is not properly factored into decisions being made by legislators or the governor, a strong sense that lawmakers in the Valley are putting out one-size fits all concepts that are not only disliked in rural Oregon, but also practically impossible to implement.

1. Infrastructure Funding (Grants or Loans). All agreed that infrastructure funding from the state is helpful and needed. That said, the state processes for securing those funds are too cumbersome and too long in duration resulting in projects that were designed to cost \$4 million becoming \$8 million projects before a shovel is put in the ground. Streamlined processes, all state agencies working in concert instead of in silos, and expedited parameters are needed.
2. DEQ Regulations. There was strong consensus that DEQ regulations have become impossible to meet. All agreed they want safe drinking water and safe sewer systems. That said, their current water and sewer infrastructure systems are outdated and need major repairs or replacements (with Klamath County alone requiring \$300 million in funding to maintain what is needed now), and the constant changes and tweaks to regulatory requirements by DEQ just make this already impossible upgrades more unlikely to ever be made. If cities can't afford to create and maintain systems that meet existing DEQ standards, there is no way they can meet more stringent DEQ standards.
3. Compromise and Red Line. Overall, there was universal agreement that compromise to make bad bills less bad is always the priority, with one exception. This region felt very strongly that it is acceptable to burn all political capital to maintain existing city revenue sources, be they state shared revenue or property tax dollars. If any dollar is lost, cities will face closure and ruin.
4. Economic Development. Universally, all agreed that economic development is hampered by three things: (1) lack of required infrastructure to bring in new business – and no funding to install that infrastructure (some noted electric infrastructure is a big hurdle and that is presently a private enterprise), (2) an unfriendly state business climate makes it unlikely businesses of any type want to relocate to Oregon, and (3) prevailing wage makes public private partnerships too expensive to implement.

5. Reciprocity. This region focused on a need to implement better reciprocity requirements across all trades and professions from other states. If Oregon doesn't have enough home-grown talent it needs to recruit from other states, and the current licensing requirements and lack of reciprocity readiness from Oregon hampers those recruitment efforts.
6. PERS. PERS remains a major financial hurdle to cities being able to properly balance and manage their general fund dollars. While all understood the legal limitations on PERS reform, all equally agreed that without PERS reform, general fund dollars will never be sufficient to meet other needs.
7. Carve Outs & Do No Harm. Universal agreement that the LOC should have authority to lobby for carve outs for bills that only make sense for cities of certain populations or within certain regions. Additionally, all agreed that the LOC should feel comfortable lobbying for bills that only help some members, provided no member is harmed.

Region 11 – Northeast Oregon

Date: January 14, 2026	Location: Hermiston	Attendee Count: 19
Cities: Boardman, Hermiston, Irrigon, Pendleton, Stanfield, Umatilla, and Union		
Guests: 211 Info, Arch Design, and Energy Trust		

While there was seldom an instance or issue discussed that resulted in 100% agreement, broad consensus around several issues occurred. There were no issues discussed that resulted in contention or broadscale disagreement.

1. Compromise vs. Oppose. There was an active discussion on when or if the LOC should compromise on a bill or oppose at all costs, examples like HB 3115 or land use matters were discussed at length. All in attendance acknowledged that if the lobbyists believe that it is compromise or lose a seat at the table, compromise should be sought. However, it is equally true that there was a stronger sense from those in this region that the LOC's positions on land use preemptions have not been strong enough, and that compromising too often has allowed home rule in the land use context to be severely damaged. Suggestions were raised that if a preemption is coming that will severely harm core home rule principles, especially in the land use area, discussions with the Board of Directors or Executive Committee may need to occur.
2. Administrative Overreach. Most in the region believe administrative overreach has become untenable in two ways. First, there was fairly consistent agreement that administrative rulemaking exceeds the authority given to such agencies by the Legislature (note, there was a discussion that if the courts are not recognizing the overreach, the LOC should seek clearer language in the Administrative Procedures Act to make administrative overreach more likely to be seen by the courts). Second, that the amount of rulemaking is too much, and at times more burdensome than anything the Legislature creates.
3. Land Use. The overall concern is that local land use authority is continuously being whittled away each year, be it by the Legislature or DLCD. The concern is that there is no staff to keep up the pace of the constant change, that there is no information or evidence to suggest all the changes are working, and that there are real barriers to needed development (including housing development). Restrictions on UGB expansion, prohibition of

involuntary annexation, and the definition of buildable land being too limited and unrealistic were some of the specific concerns noted.

4. Unfunded Mandates. This was a lively topic that peppered the conversation throughout the meeting. Overall, the concern seemed to be that most of the new requirements from the state are unfunded mandates, even if the court disagrees. If there was a position that seemed to come from this meeting it was that the LOC should not longer rely upon its unfunded mandate arguments being focused on existing law or legal interpretations, but on trying to change the existing law and legal interpretations to get the state to a place where a more accurate understanding of unfunded mandate occurs. The conversation was that “we all know things are unfunded mandates, the theoretical law just doesn’t get us there.”
5. Infrastructure. All agreed that any opportunity to secure funding for city infrastructure needs should be sought. That said, there was consistent agreement, particularly among the city managers in attendance, that part of the increased cost for infrastructure improvements were related to things the state can control: (1) excessive permitting or regulatory requirements – think environmental standards; (2) complicated and costly public procurement rules; and (3) prevailing wage requirements. Cost reduction should be part of the LOC’s policy positions, not just securing more funding from the state when it comes to infrastructure improvements.

Region 12 – Eastern Oregon

Because Region 12 covers such an extensive territory, three meetings were offered in the region: (1) Baker City, (2) Canyon City, and (3) Burns. A summation of each of the three meetings is provided individually below to ensure transparency around the separate conversations.

Date: January 15, 2026	Location: Baker City	Attendee Count: 5
Cities: Baker City, Elgin, Sumpter, and Vale		
Guests: Eastern Oregon Visitor’s Bureau		

While there was seldom an instance or issue discussed that resulted in 100% agreement, broad consensus around several issues occurred. There were no issues discussed that resulted in contention or broadscale disagreement.

1. Compromise vs. Oppose. This discussion was light, mostly because everyone in attendance readily agreed that compromising is always the better approach if it guarantees two things: (1) a seat at the table, and (2) keeps the LOC in a position to not exhaust needed political capital. Burning bridges were not seen as productive.
2. Funding Thresholds. There was considerable discussion around funding needs. Those in attendance acknowledged that all cities need funding, specifically for infrastructure projects and capitol improvements. However, they noted that at both the federal and state level, the funding requirements for small and rural cities are too cumbersome, with dollar thresholds too high to truly be available to these small cities. The discussion was clear that those in attendance do not know how to relate this to a policy position within the OMP, but it was clear that a position of simply securing federal and state funding was not going to be sufficient to solve the barriers facing small communities.

3. Natural Resource Decisions. There was a robust discussion on natural resource decisions being made without considering the local impact of those decisions. The feeling was that those in urban areas are making decisions about natural resources in rural areas, taking no account as to how those living in the rural areas will be impacted (closure of mills, logging less trees on state owned land, wolves, etc.). From a policy perspective as it relates to the OMP, the ideas discussed were that the LOC should position itself to make sure that natural resource decisions are to include input from localities directly adjacent to the lands, and to consider the economic impact of the decision on adjacent localities.
4. Economic Development & Housing. There was a general belief that the state focuses its economic development priorities and housing goals in the urban areas, particularly along the I-5 corridor. In rural eastern Oregon, there are several older and more historic structures in downtown areas that could be revitalized and remodeled to have housing on the second and third floors. However, the cost for any private owner or local government to do so is too cost prohibitive, state initiatives that would prioritize this type of economic redevelopment would put eastern Oregon on similar footing as urban Oregon. It could also help alleviate these rural communities' housing deficiencies.
5. Infrastructure. All agreed that any opportunity to secure funding for city infrastructure needs should be sought. That said, there was consistent agreement that part of the increased cost for infrastructure improvements were related to things the state can control: (1) excessive permitting or regulatory requirements – think environmental standards; (2) complicated and costly public procurement rules; and (3) prevailing wage requirements. Cost reduction should be part of the LOC's policy positions, not just securing more funding from the state when it comes to infrastructure improvements.

Date: January 16, 2026	Location: Canyon City	Attendee Count: 15
Cities: Burns, Canyon City, John Day, Mt. Vernon and Seneca		
Guests: 211 Info and Echo Engineers		

While there was seldom an instance or issue discussed that resulted in 100% agreement, broad consensus around several issues occurred. There were no issues discussed that resulted in contention or broadscale disagreement.

1. Equality vs. Equity. There was considerable discussion that the Legislature focuses on equality and not equity. The example provided was related to funding, particularly as it relates to the Christmas Tree bill or the short session's limit on two bills per legislator. They noted that while eastern Oregon has small cities, they are more populous in nature – limiting legislators to a certain number of bills or Christmas Tree asks inherently limits opportunities in eastern Oregon. While the two limit may be equal, it is not equitable.
2. Overregulation in Permitting. The largest area of concern noted was the overregulation of permitting, particularly as it relates to the Department of State Lands, DEQ, and OWRD, and ODFW. Across the board the consensus was that these state agencies have conflicting regulations, and too many regulations – all of which make it difficult, if not impossible, for the cities to meet the needs of their constituents. Economic development, housing development, and infrastructure upgrades are impossible because of these regulations - everything takes too long, is too costly, and the ROI is not shown or known. A strong and consistent concern is that floodplain regulations have gone too far and have prohibited

development in most cities in the region. The consensus seemed to be that the LOC, as it revises the OMP, should include a robust section on administrative overreach.

3. Compromise vs. Oppose. This discussion was light, mostly because everyone in attendance readily agreed that compromising is always the better approach if it guarantees two things: (1) a seat at the table, and (2) keeps the LOC in a position to not exhaust needed political capital. Burning bridges were not seen as productive.
4. Infrastructure. All agreed that any opportunity to secure funding for city infrastructure needs should be sought. That said, there was consistent agreement that part of the increased cost for infrastructure improvements were related to things the state can control: (1) excessive permitting or regulatory requirements – think environmental standards; (2) complicated and costly public procurement rules; and (3) prevailing wage requirements. Cost reduction should be part of the LOC’s policy positions, not just securing more funding from the state when it comes to infrastructure improvements.

Statewide Virtual Meeting

Upon the conclusion of all in-person meetings, LOC hosted a virtual regional meeting to provide members one last opportunity to provide feedback on proposed revisions to the OMP.

Date: June 29, 2026	Location: Virtual	Attendee Count: 15
Cities: Albany, Beaverton, Cascade Locks, Clatskanie, Columbia City, Forest Grove, Gearhart, Heppner, and Yachats		
Guests: No		

This meeting was the least robust of all the meetings, in many instances there were no comments or feedback provides when questions were asked – even if the President follow up with different questions or examples of her own. The meeting was short and little useful feedback was provided, what was helpful is noted below for reference.

1. Land Use Concerns. While all were opposed to further preemptions, most seemed to accept that more were likely to occur. That said, they did not that cities cannot keep up with the pace of the changes being made or the cost of having to hire consultants to assist with those changes. At a minimum, all indicated more time for implementation is needed.
2. Funding Challenges Must Be Addressed. Each city noted there is no more money to give out of city coffers. Unfunded mandates must be opposed at all costs, state share revenue protection is a firm red line, and new state mandated programs that do not qualify as an unfunded mandate but do in fact require a city to spend money must stop. Cities noted there is nothing left for them to cut, and any new expense imposed by the state, or any loss of existing revenue streams, will result in key city services being cut or reduced to levels that are not safe.
3. LOC Lobbying Efforts. The general consensus was that LOC positions should never harm a city, that compromise is better unless it impacts city funding streams or bottom lines, and that it is acceptable for the LOC to pursue or support legislation that carves out exemptions for cities of certain sizes or regions provided the carve outs do not harm other cities.

MEMORANDUM

To: LOC Board of Directors
From: Patty Mulvihill, Executive Director
Date: October 5, 2026
Re: Intergovernmental Agreement Between LOC & OMEU*

For many years, the League of Oregon Cities (LOC) has provided administrative support to the Oregon Municipal Electric Utilities Association (OMEU), an organization representing 11 municipally owned and operated electric utilities across Oregon.

The LOC's support includes managing financial records, assisting with dues collection, coordinating the annual membership meeting, and providing other ancillary administrative services. The majority of this work focuses on financial management, for which the OMEU compensates the LOC. Because both organizations are governmental entities, these services are formalized through an intergovernmental agreement, which requires approval from both governing boards.

The current agreement expires at the end of this calendar year. Attached to this memorandum is a proposed two-year extension under which OMEU will compensate the LOC at an annual rate of \$5,500.00. For context, the previous agreement spanned three years at an annual rate of \$4,191.75.

Staff recommend a two-year extension rather than three as the LOC evaluates and addresses the implications of its recent 10-year financial forecast. While the OMEU's workload is not overly burdensome, staff remains mindful that future adjustments to the LOC's service delivery model may impact external service contracts. Because the LOC Finance Committee and staff are committed to finalizing a strategic response to the forecast by the end of 2027, a two-year term aligns best with that timeline.

The annual compensation increased at the LOC's request. The OMEU undergoes an annual audit, and the staff time required to assist with that audit was not fully captured in previous agreements. The revised fee accurately reflects the true cost of LOC staff time during the audit process.

Proposed Motion: I move adoption of the Intergovernmental Agreement Between LOC & OMEU as presented.

INTERGOVERNMENTAL AGREEMENT FOR FINANCIAL AND ADMINISTRATIVE SERVICES

This Intergovernmental Agreement (IGA) is entered into by and between the **Oregon Municipal Electric Utilities Association (OMEU)**, an Oregon intergovernmental entity, and the **League of Oregon Cities (LOC)**, an Oregon intergovernmental entity.

RECITALS

WHEREAS, OMEU composed of Oregon municipalities operating electric utilities, requires certain financial and administrative services;

WHEREAS, LOC has the ability and capacity to provide financial and administrative services for organizations such as OMEU;

WHEREAS, ORS 190.110 allows OMEU and LOC as units of local government to contract with each other for the performance of any function or activity that either party to the agreement have authority to perform; and

WHEREAS, OMEU desires to contract with LOC for financial and other services, as further set forth in this Agreement, and LOC desires to provide financial and other services to OMEU on the terms and conditions provided for in this Agreement;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

Section 1. Scope of Services:

Section 1.1. Financial Services: LOC agrees to provide the following financial services to OMEU, which shall obtain such services solely from LOC during the term of this Agreement:

- 1.1.1. Maintain OMEU's financial records in accordance with the practices and procedures set out by OMEU and its auditors, provided the accounting software used by OMEU shall be the same software the LOC uses to maintain its own financial records. In the event the LOC wishes to change its software, it will allow OMEU to continue using its current software through the duration of this Agreement, unless OMEU, at its sole discretion, agrees to transition to LOC's newly selected software.
- 1.1.2. Assist as necessary OMEU's designated auditors in the preparation of the annual audited financial statements.
- 1.1.3. Provide monthly financial statements including cash balance statements, detailed check registry reports, and any investment statements.
- 1.1.4. Manage OMEU's accounts payable in a system and through a process that works

with the LOC's own financial accounting software and processes.

1.1.5. Manage OMEU's accounts receivable.

1.1.6. Assist the OMEU Director in preparing and filing required tax forms.

Section 1.2. Membership Dues Assistance. Assist the OMEU Director in preparing and processing annual membership dues. The assistance is limited to taking a letter prepared by the Director and including the same with a dues invoice created by the LOC that the LOC will then mail to OMEU members (using a list of members provided by the OMEU Director) in quarter one of each year. In April, no later than the 15th, the LOC will advise the OMEU Director of any unpaid invoices and the OMEU Director will be responsible for securing payment on any unpaid invoices.

Section 1.3. Annual Membership Meeting. The OMEU hosts an Annual Membership Meeting in the fall of each year, typically in or around the month of October. The LOC will provide OMEU with the following services in preparation and delivery of this Annual Membership Meeting.

1.3.1 Process registrations and payments for the Meeting.

1.3.2 Print name badges and name tents for the Meeting.

1.3.3. Assist in identifying which members have special dietary restrictions.

Section 1.4. Use of LOC Equipment. The LOC will provide the OMEU access to its copy machine. OMEU's Director will work with LOC staff to coordinate any major print jobs in advance so as not to unintentionally interfere with normal LOC operations.

Section 1.5. Other Services. Subject to available resources, LOC may render additional association support services to OMEU on a non-exclusive fee for service basis, with the fees being as described in Exhibit A. Such services include: graphic design, document production, and meeting planning. The OMEU Director should direct requests for additional services to the LOC Executive Director. Prior to LOC commencing any fee for service, the OMEU Director and the LOC Executive Director shall agree in writing to a project description, timeline, and estimated total costs to include both time and materials.

Section 2. Compensation

Section 2.1. Services. OMEU shall pay to LOC a total fee of \$ \$5,500.00 annually for the services described in Section 1.1 through Section 1.5. The fee shall be paid annually, which will be billed to OMEU during the first quarter of any calendar year covered by this Agreement.

Section 2.2. Payment for Other Services. Exhibit A contains a table of LOC services and fees for each service. LOC shall invoice OMEU in arrears on a monthly basis for time and materials spent providing other services. OMEU shall make payment within 30 days of receipt of invoice.

Section 2.3. Automatic price increase. For each new calendar year covered by this Agreement, the fee described in Section 2.1 shall be increased by 3.5%, the purpose of which is to account for any increases in LOC personnel expenses and increases in goods and services the OMEU uses that are owned or managed by the LOC.

Section 3. General Terms and Conditions:

Section 3.1. Neither party is, by virtue of this Agreement, a partner or joint venture in connection with activities conducted under this Agreement and shall have no obligation with respect to the other party's debts or any other liability or obligation of the other party of whatever kind or nature except as set forth in Paragraph 3.2 of this Agreement.

Section 3.2. OMEU agrees to hold harmless, indemnify, and defend LOC, and its officers and employees from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or related to the acts or omissions of OMEU or its officers, employees, subcontractors, or agents resulting from the event, or any connection to this Agreement. LOC agrees to hold harmless, indemnify, and defend OMEU and its officers and employees from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from, arising out of, or related to the acts or omissions of LOC or its officers, employees, subcontractors, or agents resulting from the event, or any connection to this Agreement.

Section 3.3. Either party may terminate this Agreement upon (1) a material breach by the other party, or (2) by a majority vote of its Board of Directors and upon 120 days written notice to the other party. OMEU shall continue to be responsible for any unsatisfied contingent liabilities after termination of this Agreement, including but not limited to payments required under Section 2 or defense, indemnification and hold harmless requirements under Section 3.2.

Section 3.4. This Agreement shall be governed and construed in accordance with the laws of the State of Oregon. The parties hereby submit to jurisdiction in Marion County, Oregon and agree that any and all disputes arising out of or related to this Agreement shall be litigated exclusively in the Circuit Court for Marion County, Oregon and in no federal court or court of another county or state.

Section 3.5. This written Agreement embodies the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained in this Agreement. This Agreement shall supersede all prior communications, representations, or agreements, either oral or written, between the parties. This Agreement shall not be amended except in writing, signed by both parties.

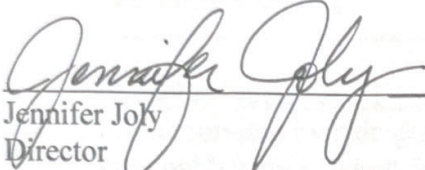
Section 3.6. The persons signing this Agreement represent and warrant that such persons have the requisite power and authority to enter into, execute, and deliver the Agreement and that the Agreement is a valid and legally binding obligation of each respective party.

Section 3.7. As a condition precedent to LOC's performance under this Agreement,

OMEU shall maintain its status as an intergovernmental entity under ORS Chapter 190 and an associate membership with LOC. Nothing in this Agreement shall relieve OMEU for the cost of such associate membership.

Section 3.8. This Agreement shall be effective as of January 1, 2027, and shall be in effect until December 31, 2028, unless sooner terminated by the parties as provided for in this Agreement.

**OREGON MUNICIPAL ELECTRIC
UTILITIES ASSOCIATION**



Jennifer Joly
Director

7-16-26
Date

LEAGUE OF OREGON CITIES

Patricia M. Mulvihill
Executive Director

Date

Exhibit A

**LEAGUE OF OREGON CITIES
FEE FOR SERVICE SCHEDULE**

Service	Fee
<u>Meeting Planning</u> : these services include conference call set up, meeting room reservation, attendance verification, meal, and beverage ordering.	\$60.00/hour +costs
<u>Graphic Design and Document Production</u> : these services include graphic design and desktop publishing services for stationary, logo design, brochures, and related documents.	\$60.00/hour +costs

MEMORANDUM

To: LOC Board of Directors
From: Jasmine Jones, Conference Coordinator
Date: October 2, 2026
Re: 2026 Annual Conference Information

This memorandum outlines what members of the LOC Board of Directors can expect from the 2026 Annual Conference in Salem.

Host Duties and Board Expectations

LOC staff appreciate board members who have volunteered to host sessions during this year's LOC Annual Conference. A host's role involves welcoming attendees to the session and introducing and thanking the session's sponsors and/or speakers. Please be aware that not all sessions have sponsors, and the script provided will indicate whether it is sponsored or not.

Evelyn Schloss has emailed all board members with their session assignments and details, and she will follow up with a final script. LOC staff will also provide copies of each script at the board meeting and have extra copies available at each session.

Please arrive 15 minutes early for your session. Upon arrival, an LOC staff member will greet you and introduce you to the sponsor and/or speakers.

We ask that all board members make an effort to attend all major conference events and receptions, engaging with members whom you may not typically have the opportunity to interact with during the year. It is essential for all members to feel welcomed and valued, and with the support of board members, the LOC can make that possible.

Additionally, when given the chance, staff asks board members to thank the sponsors and exhibitors for supporting the LOC. As time permits, staff encourage board members to explore the trade show and engage with vendors. The financial support of sponsors and vendors is vital to the success of the conference.

Most importantly, staff want board members to have FUN!

Facilitator/Moderation Training

Staff appreciate board members who have volunteered to moderate panel discussions during this year's conference. The LOC Annual Conference is tightly planned, with a lot of content to be covered in a short amount of time. To help board members serving as panel moderators, staff is providing the following tips on how to moderate a panel discussion:

1. Familiarize yourself with the topic you are moderating in advance of the panel.

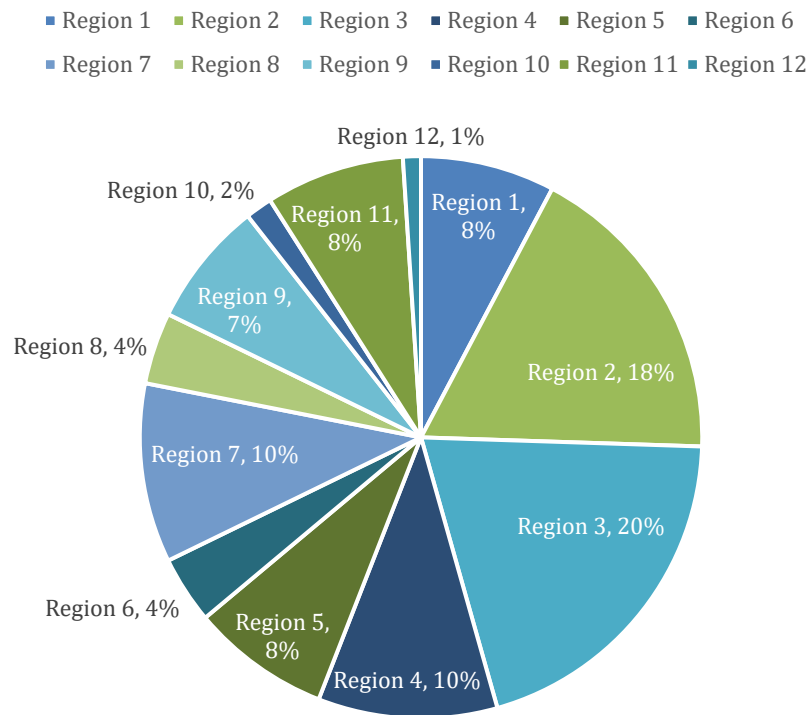
2. Meet the speakers before the panel begins.
3. Manage time effectively. Start on time and finish on time.
4. Be neutral. Do not take sides or express your own opinions if you are acting solely as a panel moderator. It's the panelists' job to provide and shape arguments, your job as moderator is to ensure the panel discussion flows and the audience is getting the most out of it.
5. Mix in audience questions throughout the debate (if the panelists are comfortable with this approach). What makes a breakout session dynamic are questions from the audience, they are the reason the panel has been brought together.
6. Do not be afraid to cut off panelists, or members of the audience. Panelists and the audience can easily get too absorbed in the conversation and may monopolize the discussion. If this happens, tactfully cut them off in order to keep the session moving.
7. Wrap up the session upon its conclusion, and please make sure to thank everyone who participated and who attended.

Attendee Stats

This year's conference will have more than 750 attendees, 388 of whom are LOC members representing 137 cities. Below are statistics on our member attendees.

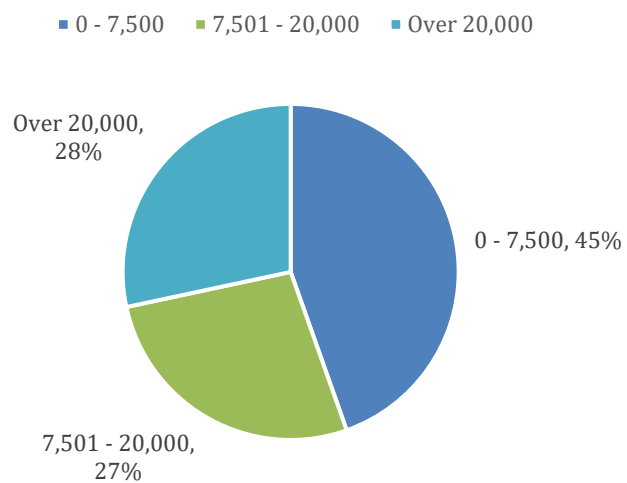
MEMBER ATTENDANCE BY REGION OVER THE PAST 10 YEARS											
REGION	2016 Salem	2017 Portland	2018 Eugene	2019 Bend	2020 Virtual	2021 Bend	2022 Bend	2023 Eugene	2024 Bend	2025 Portland	2026 Salem
Region 1	43	56	54	56	29	35	31	36	26	47	30
Region 2	96	118	93	107	90	76	80	72	76	108	69
Region 3	86	63	66	62	70	48	58	68	53	61	78
Region 4	42	51	70	54	28	25	40	47	28	36	40
Region 5	18	17	27	29	23	33	38	30	37	41	31
Region 6	33	30	34	31	24	21	19	28	22	20	15
Region 7	50	50	55	63	32	39	39	44	45	52	40
Region 8	7	14	7	9	12	3	8	14	14	8	16
Region 9	24	33	29	49	11	22	34	30	35	26	28
Region 10	4	7	4	5	8	2	9	7	6	12	6
Region 11	29	37	35	28	26	33	18	14	32	33	31
Region 12	11	10	9	8	7	9	10	4	10	6	4
TOTAL	443	486	483	501	360	346	384	394	384	450	388

MEMBER ATTENDEES BY REGION

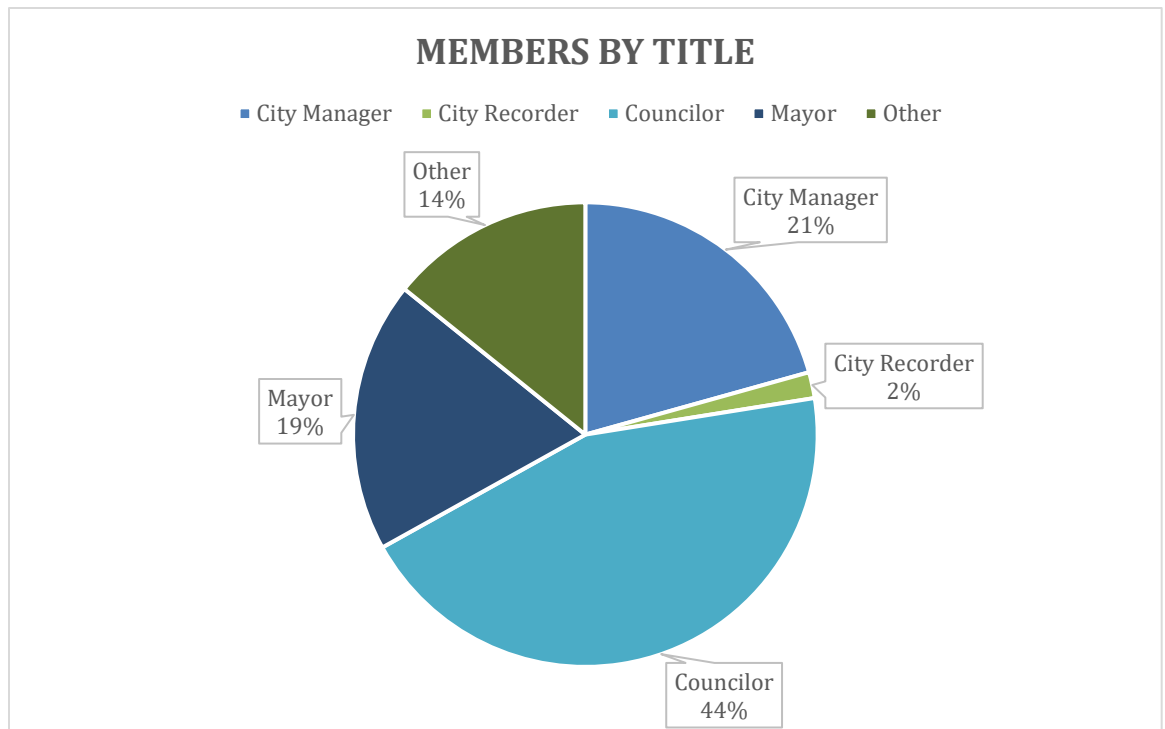


Members By Population		
0-7,500	173	45%
7,501-20,000	105	27%
Over 20,000	110	28%
TOTAL	388	100%

MEMBER ATTENDEES BY POPULATION



Members By Title	
Mayor	73
Councilor	172
City Manager	80
City Recorder	7
Other	55
TOTAL	387





MEMORANDUM

To: LOC Board of Directors
From: Lisa Trevino, Member Engagement Director
Date: September 29, 2026
Re: Local Government People of Color Caucus

The 2026 Local Government People of Color Caucus President is Oregon City Mayor Denyse McGriff. President McGriff will provide a verbal update on what the caucus has been working on since the last LOC Board of Directors meeting in June.



MEMORANDUM

To: LOC Board of Directors
From: Lisa Trevino, Member Engagement Director
Date: September 29, 2026
Re: Women's Caucus

The 2026 Women's Caucus President is Gladstone Councilor Mindy Garlington. President Garlington will provide a verbal update on what the caucus has been working on since the last LOC Board of Directors meeting in June.