

**CITY OF COOS BAY URBAN RENEWAL AGENCY**  
**Agenda Staff Report**

| MEETING DATE | AGENDA ITEM NUMBER |
|--------------|--------------------|
| June 4, 2013 |                    |

TO: Chair Melton and Board Members

FROM: Susanne Baker, Finance Director *AS*  
Through: Rodger Craddock, City Manager *rec*

ISSUE Adoption of Resolution For Volunteer Workers' Compensation Coverage

**BACKGROUND**

City County Insurance Services requires that members pass a resolution to extend workers' compensation insurance coverage to volunteers. The volunteer roster is updated throughout the year and will be reviewed at year-end.

**ADVANTAGES**

Adoption of the resolution will allow the Urban Renewal Agency to provide workers' compensation coverage to volunteers with City County Insurance Services.

**DISADVANTAGES**

None.

**BUDGET**

The Fiscal Year 2013-2014 volunteer workers' compensation coverage will be contractually paid by the Urban Renewal Agency.

**RECOMMENDATION**

It is staff's recommendation the Agency adopt Resolution 13-04.

**Urban Renewal Agency of the City of Coos Bay**

**Resolution 13-04**

**A RESOLUTION OF THE URBAN RENEWAL AGENCY OF CITY OF COOS BAY, COOS COUNTY, OREGON EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE URBAN RENEWAL AGENCY.**

WHEREAS, the Urban Renewal Agency of the City of Coos Bay elects the following pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers as required by CIS for the Fiscal Year July 1, 2013 through June 30, 2014.

1. An aggregate assumed annual wage of \$2,500 will be used per volunteer board, commission and/or council for the performance of administrative duties; and
2. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and
3. A roster of active volunteers will be kept monthly for reporting purposes. It is acknowledged that CIS may request copies of these rosters during year-end audit; and
4. Unanticipated volunteer projects or exposure not addressed herein will be added onto the Urban Renewal Agency's coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

NOW, THEREFORE, BE IT RESOLVED by the Urban Renewal Agency of the City of Coos Bay to provide for workers' compensation insurance coverage as indicated above. This resolution will be updated annually.

The foregoing resolution was duly adopted by the Urban Renewal Agency of the City of Coos Bay, Coos County, Oregon this 4<sup>th</sup> day of June 2013.

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Gene Melton, Chair

ATTEST:

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Susanne Baker, City Recorder