

CITY OF COOS BAY URBAN RENEWAL AGENCY
Agenda Staff Report

MEETING DATE June 6, 2017	AGENDA ITEM NUMBER
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TO: Chair Kramer and Board Members

FROM: Susanne Baker, Finance Director

Through: Rodger Craddock, City Manager

ISSUE Adoption of Resolution For Volunteer Workers' Compensation Coverage

SUMMARY:

As a member of the City County Insurance Services (CIS) local government insurance risk pool, members are required to pass a resolution each fiscal year to extend workers' compensation insurance coverage to volunteers.

ACTION REQUESTED:

It is staff's recommendation the City of Coos Bay Urban Renewal Agency (Agency) adopt Resolution 17-03 to extend workers' compensation coverage to Agency volunteers.

BACKGROUND:

The Agency is self-insured as a member of the City County Insurance Services (CIS) local government insurance risk pool. As a member, the Agency is required to adhere to best practices and adopt policies and resolutions to increase awareness and mitigate risk. CIS provides guidance and tools through their risk management programs to assist the Agency to mitigate risk. As part of their programs, a volunteer roster is maintained, updated, and continually reviewed throughout the year.

BUDGET IMPLICATIONS:

The Fiscal Year 2017-2018 volunteer workers' compensation coverage will be contractually paid by the Agency.

Urban Renewal Agency of the City of Coos Bay

Resolution 17-03

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, 2017 through June 30, 2018.

WHEREAS, an Urban Renewal Agency of the City of Coos Bay volunteer is any person, approved by the City Manager's Office, who donates approved service to the Urban Renewal Agency of the City of Coos Bay without pay or other remuneration other than reimbursement of approved incidental expenses for those services rendered. Volunteers include persons who are in non-paid job experience or on-the-job training programs and non-paid practicum students and interns.

WHEREAS, in the event that an Urban Renewal Agency of the City of Coos Bay emergency operations and procedures have been activated, a person may be assigned to perform emergency volunteer duties authorized by the Urban Renewal Agency of the City of Coos Bay. Emergency Volunteers will work only at approved sites, and under the direction and supervision of the requesting department.

WHEREAS, those not considered Urban Renewal Agency of the City of Coos Bay volunteers include work-release inmates; community service workers; anyone who has not been approved by the City Manager's Office for volunteer service; individuals under the age of 18 without a parent or guardian signed and approved volunteer application; individuals or groups volunteering for another agency and performing community service such as volunteers performing services for a non-Urban Renewal Agency of the City of Coos Bay sponsored event.

WHEREAS, for approved Urban Renewal Agency of the City of Coos Bay volunteers:

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 6th day of June 2017.

Stephanie Kramer, Chair

ATTEST:

Susanne Baker, City Recorder