MEMO

To: **Mayor and Members of Council**
From: **Vincent Martorello, City Manager**
CC: **City Council File**
Re: **Week of April 26, 2026 - Update**
Date: **May 1, 2026**

Here is a summary of my activities for the week of April 26, 2026.

- I sent Gabe Piechowicz and Kathyrn Dumas an email informing them of Councils' decision not to move forward with the Creswell Family Village concept.
- During the presentation on South Lane County Fire & Rescue's proposed 2026 levy, Measure 20-383, members of the Council expressed support for the measure and suggested potential ways to assist the Fire District, including distributing the measure pamphlet with water bills, adding information to the city newsletter, or posting material on the reader board. After reviewing the Secretary of State's Election Manual and ORS 260.432, it is evident public employees are prohibited from promoting or opposing any election, candidate, or ballot measure. In addition, public resources and facilities may not be used for any activity that could be interpreted as advocacy. Only factual information may be shared - content that does not imply support or opposition in any way. Because individual interpretations can vary, the most prudent and legally sound approach is to refrain from posting any election- or ballot-measure-related content in City Hall or on our communication platforms. Maintaining a position of neutrality during all elections helps ensure compliance with state law and reinforces the City's impartiality. I have updated our political advocacy policy for public employees to more closely align with state law.

  Please note that elected officials are not considered public employees for purposes of ORS 260.432 and therefore are not subject to the same restrictions that apply to city employees.

- The finance director and I met with CIS Risk Management Consultant and completed a risk assessment survey. This is standard practice for us. There were a couple of suggestions made regarding administrative policies that have been addressed.
    - Our insurance carrier recommended that we add language emphasizing the importance of regularly updating job descriptions. Accurate, current job descriptions play a critical role in evaluating potential employee injuries and determining an appropriate and safe return-to-work plan. Several examples were provided in which outdated job descriptions prevented employees from returning to work because certain duties or lifting requirements listed were no longer part of the actual job. When job descriptions do not reflect the current physical demands or essential functions, medical providers cannot make accurate assessments, which can delay or complicate an employee's ability to return.

    - Our insurance carrier recommended marijuana and THC products be added throughout the drug policy and other pertinent policies given the federal restrictions. All relevant sections have been updated to reflect this change.

- Please note that updates made since January 2026 include changes to our meal reimbursement methodology. The policy has been revised to use the U.S. General Services Administration's annual fiscal year per diem rates for the zip code of the primary destination. This change significantly simplifies the accounting process by eliminating the need to collect and review individual meal receipts. We also added an ethics policy that requires all department heads to complete annual ethics training. In addition, the City Manager, City Recorder, and Finance Director are required to receive annual Public Meetings Law training. Any department head responsible for staffing a governing body, board, or commission must also complete annual Public Meetings Law training.
- I reviewed and updated the Employee Policy Handbook to incorporate the suggestions from CIS and to refine the language regarding the restrictions on public employee support or opposition to an election and ballot measure, and the use of public resources.
- Planning staff and I met with a representative from Turell Group – who is collecting information for Travel Lane County regarding the impact of the transient lodging tax.
- I met with the Farm to Table Event committee to finalize plans for the event. One of the primary goals was to coordinate the event as a kickoff to the South Valley Farmer's Market (SVFM) in Creswell this summer. However, in discussions with SVFM, we learned they do not currently have the capacity to host a Creswell market as originally envisioned. As a result, we have decided to create and manage a market ourselves. Staff have begun reaching out to the vendors who registered for the Farm to Table Event, and SVFM has kindly emailed their vendor list on our behalf so we can begin direct engagement. To start, we will host a monthly market on the third Thursday of each month, from 4:00 to 7:00 p.m., located in the city parking lot east of City Hall.

Anticipated Work – Week of May 3, 2026:

- Review and update, as necessary, our Emergency Operations Plan
- Review and update, as necessary, our Continuity of Operations Plan
- May 4 - Monthly Check-in with Councilor Kent
- May 4 - Chamber of Commerce Board meeting
- May 7 - Meeting with the Mayor

Upcoming:

- May 11 - City Council meeting
- May 14 - Monthly Check-in with Councilor Morris

Let me know if you have any questions or concerns.

With Gratitude,
Vincent