



City of Prineville

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

STAFF REPORT

Date: June 6, 2008

To: Prineville City Council

From: Ricky Sites, Community Development Director

Through: Wayn Van Matre, Acting City Manager

Issue: Bonding of Employees

Prineville City Council requested staff look into the requirements for bonding of employees acting in the administrative assistant capacity to the City Manager/City Recorder position.

Summary

The City's insurance carrier, JBL&K Risk Services, LLC, responded that all employees are included under the blanket coverage up to \$100,000 for money shortages, employee dishonesty, forgery and alteration. If the employee is a Notary, they carry their own Errors and Omissions policy. The CCIS policy covers any criminal acts up to \$50,000.

If there is an individual application for a public official, the surety runs a credit check. A positive credit score is required for public officials requesting an individual bond.