



City Council Business Meeting Agenda  
July 28, 2020  
6:30 PM

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Mayor: Robert Duncan  
Council President: Mike Caughey  
Councilors: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and Charlotte Thomas.  
Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

**PUBLIC NOTICES:**

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *All matters on the Consent Agenda are considered routine and will be enacted by one motion. Any member of the public can request that a matter be removed from the Consent Agenda for discussion. It will then be discussed under the "Other" part of the meeting schedule.*
4. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
5. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
7. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*
8. *The meeting is held in a facility that is disinfected. Masks are required in this facility. All seating is set up with 6' of separation.*
9. *If you would like to testify at this meeting, and are unable to attend, please contact the City Recorder prior to 5:00. We can contact you via speaker phone during the meeting.*

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** (Please limit presentation to two minutes per issue.)

**1. THE MATTER OF MEETING WITH LCSO**

**RESOLUTIONS**

**2. THE MATTER OF APPROVING A RESOLUTION AUTHORIZING THE SUBMISSION OF A TRANSPORTATION GROWTH MANAGEMENT (TGM) GRANT APPLICATION TO UPDATE AND ENHANCE THE CITY'S 1999 TRANSPORTATION SYSTEM PLAN (TSP)**

**STAFF REPORT:**

Exhibit A: Proposed Resolution No. 1241

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1241, "A RESOLUTION INDICATING THE CITY OF HARRISBURG'S INTENT TO APPLY FOR TRANSPORTATION AND GROWTH MANAGEMENT GRANT, PROVIDE FOR GRANT MATCHING & THE CITY'S WILLINGNESS TO WORK COOPERATIVELY WITH THE TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM TO FULFILL THE OBJECTIVES OF THE GRANT", WITH OR WITHOUT AMENDMENT.**

**3. THE MATTER OF REVIEWING POLICY NO. 138 – COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT AND APPROVING RESOLUTION NO. 1242.**

**STAFF REPORT:**

Exhibit A: DRAFT POLICY NO. 138

Exhibit B: RESOLUTION NO. 1242

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1242, "A RESOLUTION AMENDING THE CITY OF HARRISBURG EMPLOYEE MANUAL, TO UPDATE POLICY NO. 138, COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT."**

**4. THE MATTER OF REVIEWING POLICY NO. 129 – GENERAL LEAVE OF ABSENCE, APPENDIX D AND APPROVING RESOLUTION NO. 1243**

**STAFF REPORT:**

Exhibit A: DRAFT POLICY NO. 129

Exhibit B: DRAFT APPENDIX D

Exhibit C: RESOLUTION NO. 1243

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1243, "A RESOLUTION AMENDING THE CITY OF HARRISBURG EMPLOYEE MANUAL, TO UPDATE POLICY NO. 129, GENERAL LEAVE OF ABSENCE AND APPENDIX D"**

**NEW BUSINESS**

**5. THE MATTER OF RECOMMENDING LEAGUE OF OREGON CITIES (LOC) LEGISLATIVE PRIORITIES FOR THE 2021 LEGISLATIVE SESSION**

**STAFF REPORT:**

Exhibit A: Matrix of Choices

Exhibit B: Summary List of LOC Legislative Options

**ACTION: MOTION TO RECOMMEND TO THE LEAGUE OF OREGON CITIES THE FOLLOWING FOUR LEGISLATIVE PRIORITIES:**

**6. THE MATTER OF APPOINTING SUSAN JACKSON TO A VACANT TERM ON THE PLANNING COMMISSION**

**STAFF REPORT:**

Exhibit A: City Application Form.

**ACTION: MOTION TO APPOINT SUSAN JACKSON TO THE VACANT PLANNING COMMISSION TERM ENDING DEC 31, 2021**

**7. THE MATTER OF APPROVING A PROFESSIONAL SERVICES CONTRACT FOR AN INTERIM FINANCE OFFICER.**

**STAFF REPORT:**

Exhibit A: Proposed Agreement Between City of Harrisburg and  
Tim Gaines

**ACTION: MOTION TO APPROVE THE PROFESSIONAL SERVICES CONTRACT BETWEEN TIM GAINES, AS AN INDEPENDENT CONTRACTOR, AND THE CITY OF HARRISBURG**

**8. THE MATTER OF APPROVING A PERSONAL SERVICES CONTRACT BETWEEN THE CITY OF HARRISBURG AND ERIC HALL ARCHITECTS**

**STAFF REPORT:**

Exhibit A: Independent Contractor Agreement

**ACTION: MOTION TO APPROVE THE INDEPENDENT CONTRACTOR AGREEMENT BETWEEN ERIC HALL ARCHITECTS AND THE CITY OF HARRISBURG.**

**9. THE MATTER OF AN ACCOUNTING OF INTERGOVERNMENTAL AGREEMENTS (IGA'S) WITH OTHER GOVERNMENT ENTITIES**

**STAFF REPORT:**

Exhibit A: IGA Worksheet

**ACTION:** INFORMATION ONLY

**CONSENT LIST:** Consent list materials are included in the Council Packet. Approval of items on the consent list will be enacted in one motion. Any member of the public, or City Council, can ask for an item to be removed from the consent list for discussion during the 'Other' segment.

**10. THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

Exhibit A: City Council Minutes for May 21, 2020

Exhibit B: Payment Approval Report for June 2020

Exhibit C: Picture of the Library Mural

**ACTION:** Motion to approve the consent List

**A motion to approve the consent list will approve the following:**

**The City Council Minutes for May 21, 2020**

**The payment approval report for June 2020**

**CITY ADMINISTRATOR/STAFF VERBAL REPORT:**

1. Perdue Pharma
2. Utility Billing Changes
3. City Engineering Contract Addendum
4. Cascades West Leadership Institute

**OTHER ITEMS**

**ADJOURN**



# LINN COUNTY SHERIFF'S OFFICE

**Jim Yon, Sheriff**

1115 S.E. Jackson Street, Albany, OR 97322

Albany, OR. 97322

Phone: 541-967-3950

www.linnsheriff.org

## 2020

### MONTHLY REPORT TO THE CITY OF HARRISBURG FROM THE LINN COUNTY SHERIFF'S OFFICE

**FOR THE MONTH OF: June**

TRAFFIC CITATIONS: _____	15
TRAFFIC WARNINGS: _____	13
TRAFFIC CRASHES: _____	1
ADULTS CITED/VIOLATIONS: _____	1
ADULTS ARRESTED: _____	5
JUVENILES CITED/VIOLATIONS: _____	0
JUVENILES ARRESTED: _____	1
COMPLAINTS/INCIDENTS INVESTIGATED: _____	131

<b>TOTAL HOURS SPENT:</b>	<b>HARRISBURG</b>	<b>322</b>
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**CONTRACT HOURS= 275 HOURS**

**Jim Yon,  
Sheriff, Linn County**

**By: Sergeant Greg Klein**



**MONTHLY BULLETIN OF DISPATCHED  
CALLS AND CASES  
FOR CONTRACT CITIES**

This Report Encompasses: 6/ 1/20 to 6/30/20

1.

Total Incidents This Month: **131**

Incident Information:	Description
CAD# 2020079568 TIME: 6/1/2020 6:03:44AM CASE# CAD Only HBRG  CAD CALL COMPLETE	ALARM LAW ONLY Reported at Block of 600 SMITH ST HBRG  No Public Narrative.
CAD# 2020079716 TIME: 6/1/2020 11:30:06AM CASE# 2001659 HBRG  REPORT TAKEN	Report Filed. MAIL THEFT - OTHER Reported At Block Of 600 DEMPSEY ST Occurred between 0000 hours on 5/28/2020 and 1130 hours on 6/1/2020 . Reported: 6/1/2020 Officer  Caller reported about \$130 worth of items were not delivered. It is suspected the box was stolen. It is an ongoing investigation.
CAD# 2020080141 TIME: 6/2/2020 6:40:41AM CASE# 2001666 HBRG  REPORT TAKEN	Report Filed. THEFT 1 - FROM VEHICLE Reported At Block Of 1000 SIUSLAW ST Occurred between 0639 hours on 6/2/2020 and 0640 hours on 6/2/2020 . Reported:  Caller reported a vehicle was broken into. It was valued of about \$2500 in stolen property. It is an ongoing investigation.
CAD# 2020080250 TIME: 6/2/2020 10:57:16AM CASE# CAD Only HBRG  CAD CALL COMPLETE	TRAFFIC COMPLAINT Reported at Block of 100 N 3RD ST/SMITH ST HBRG  Caller reported vehicles are speeding through the area. Deputy responded to the area and operated a handheld laser speed measuring device. During the course of the extra patrol, there was no speeders found.
CAD# 2020080316 TIME: 6/2/2020 1:04:37PM CASE# CAD Only HBRG  CAD CALL COMPLETE	TRESPASS Reported at Block of 800 SOMMERVILLE LOOP HBRG  Caller reported a male was trespassing. He was asked to leave and did so. The male was provided a courtesy ride out of town.

## Incident Information:

## Description

1.

CAD# 2020080451  
TIME: 6/2/2020 5:12:36PM  
CASE# CAD Only  
HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 400 TERRITORIAL ST HBRG

CAD# 2020080712  
TIME: 6/3/2020 6:17:02AM  
CASE# CAD Only  
HBRG  
  
FALSE ALARM POLICE

ALARM LAW ONLY Reported at Block of 400 S 9TH ST HBRG

False alarm at Harrisburg High School.

CAD# 2020080767  
TIME: 6/3/2020 8:43:26AM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

ASSIST OTHER AGENCY Reported at Block of 500 KESLING ST HBRG

AOA for Harrisburg Fire.

CAD# 2020080923  
TIME: 6/3/2020 1:08:31PM  
CASE# CAD Only  
HBRG  
  
WARNING ISSUED

DOG COMPLAINT Reported at Block of 1000 WHITLEDGE PL HBRG

issued written warning to dog owner for nuisance barking and FTL the dogs

CAD# 2020081004  
TIME: 6/3/2020 3:14:35PM  
CASE# CAD Only  
HBRG  
  
CITATION ISSUED

DOG COMPLAINT Reported at Block of 400 N 6TH ST HBRG

issued citation to dog owner for FTL two dogs

CAD# 2020081122  
TIME: 6/3/2020 6:39:33PM  
CASE# 2001691  
HBRG  
  
REPORT TAKEN

Report Filed. MINOR IN POSS OF LIQUOR Reported At Block Of 100 N 1ST ST Occurred between 2205 hours on 3/21/2020 and 2205 hours on 3/21/2020 . Reported: 3/21/2020

report for 2 minors between 18-20 that were cited for MIP-Alcohol on 03-21-2020

## Incident Information:

## Description

1.

CAD# 2020081160  
TIME: 6/3/2020 7:46:19PM  
CASE# CAD Only  
HBRG

INFORMATION ONLY REPORT Reported at Block of 400 SMITH ST HBRG

No Public Narrative.

CAD# 2020081165  
TIME: 6/3/2020 8:05:29PM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

JUVENILE COMPLAINT Reported at Block of 400 SMITH ST HBRG

Deputies responded to a report of a teenager riding a gas powered three wheeled vehicle in the park. There was no damage to the park and I was unable to locate the teenager.

CAD# 2020081198  
TIME: 6/3/2020 9:19:56PM  
CASE# CAD Only  
HBRG  
  
WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 300 N 7TH ST/QUINCY ST HBRG

CAD# 2020081241  
TIME: 6/3/2020 11:13:24PM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 600 SMITH ST HBRG

Deputies found three juveniles trespassing at Harrisburg Grade School. The juveniles were turned over to their legal guardians.

CAD# 2020081274  
TIME: 6/4/2020 12:39:00AM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 600 SMITH ST HBRG

Unknown reason for alarm activation. Area appeared to be secure.

CAD# 2020081721  
TIME: 6/4/2020 8:37:25PM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

WARRANT SERVICE Reported at Block of 800 S 9TH ST HBRG

Clifton Cockerill, 86 years old, of Harrisburg was cited and released for promoting prostitution.

## Incident Information:

## Description

1.

CAD# 2020081752  
TIME: 6/4/2020 9:42:03PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 400 S 9TH ST HBRG

Deputies responded to an accidental alarm trigger by a janitor.

CAD# 2020081767  
TIME: 6/4/2020 10:21:13PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUICIDAL SUBJECT Reported at Block of 300 S 3RD ST HBRG

Deputies gave a courtesy transport to the hospital for a man suffering from mental health issues.

CAD# 2020081933  
TIME: 6/5/2020 8:51:56AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

DOG COMPLAINT Reported at Block of 200 FOUNTAIN ST HBRG

dog complaint

CAD# 2020082002  
TIME: 6/5/2020 11:25:00AM  
CASE# CAD Only  
HBRG  
WARNING ISSUED

DOG COMPLAINT Reported at Block of 500 S 2ND ST/FOUNTAIN ST HBRG

written warning to dog owner for dog RAL and FTL

CAD# 2020082044  
TIME: 6/5/2020 12:40:29PM  
CASE# 2001721  
HBRG  
REPORT TAKEN

Report Filed. RAPE 1 - FORCIBLE Reported At Block Of 900 S 6TH ST Occurred between 0000 hours on 5/6/2020 and 1240 hours on 6/5/2020 . Reported: 6/5/2020 Officer

Caller reported an sexual assault occurred. Deputies responded to the location and it is an on-going investigation.

CAD# 2020082112  
TIME: 6/5/2020 2:45:28PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

ASSIST OTHER AGENCY Reported at Block of 800 S 3RD ST HBRG

No Public Narrative.

## Incident Information:

## Description

1.

CAD# 2020082243  
TIME: 6/5/2020 6:01:19PM  
CASE# CAD Only  
HBRG  
EXTRA PATROL

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

extra patrol

CAD# 2020082252  
TIME: 6/5/2020 6:10:54PM  
CASE# 2001725  
HBRG  
REPORT TAKEN

Report Filed. CRIMINAL TRESPASS 2 Reported At Block Of 1000 WHITLEDGE PL  
Occurred between 1621 hours on 6/5/2020 and 1810 hours on 6/5/2020 . Reported:

A male was seen attempting entry into a shed and was run off by the homeowner . The homeowner just wanted the male trespassed. The male was contacted by telephone and was told.

CAD# 2020082724  
TIME: 6/6/2020 5:12:09PM  
CASE# 2001732  
HBRG  
REPORT TAKEN

Report Filed. STRANGULATION - FEL DOMESTIC Reported At Block Of 500 S 6TH ST  
Occurred between 1711 hours on 6/6/2020 and 1712 hours on 6/6/2020 . Reported:

Domestic disturbance investigation.

CAD# 2020082776  
TIME: 6/6/2020 7:07:58PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 900 MONROE ST HBRG

No Public Narrative.

CAD# 2020082905  
TIME: 6/6/2020 11:40:17PM  
CASE# CAD Only  
HBRG  
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 100 MONROE ST/N 2ND ST HBRG

Operator had passenger brake light out, warn

CAD# 2020083145  
TIME: 6/7/2020 2:36:32PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

ASSIST OTHER AGENCY Reported at Block of 100 KESLING ST/S 1ST ST HBRG

Female fell while walking her dog alongside the river. Female was unable to get off the shore and back up the 20ft embankment. She saved by her dog barking for help until bystanders noticed the female screaming for help. Harrisburg Fire Department arrived on scene along with Deputy. She was saved off the embankment with injuries.

Incident Information:	Description	1.
CAD# 2020083327 TIME: 6/7/2020 10:35:03PM CASE# CAD Only HBRG CAD CALL COMPLETE	SUSPICIOUS PERSON Reported at Block of 800 SIUSLAW PL/S 9TH ST HBRG <hr/> Complaint of a male loitering in the area, but was not located during drive by searches or when on foot, UTL GOA.	
CAD# 2020083406 TIME: 6/8/2020 3:13:12AM CASE# CAD Only HBRG CAD CALL COMPLETE	ALARM LAW ONLY Reported at Block of 500 TERRITORIAL ST HBRG <hr/> The cleaning crew had keys, but didn't have the alarm code and they were unable to reach an RP on their end. No RP information on my end either. NFA.	
CAD# 2020083584 TIME: 6/8/2020 12:25:34PM CASE# CAD Only HBRG CAD CALL COMPLETE	MAIL THEFT Reported at Block of 100 MONROE ST HBRG <hr/> suspicious circumstances surrounding caller mail.	
CAD# 2020083792 TIME: 6/8/2020 7:35:03PM CASE# CAD Only HBRG WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 800 DIAMOND HILL DR HBRG <hr/> driver issued a warning or an equipment violation	
CAD# 2020084119 TIME: 6/9/2020 1:25:33PM CASE# CAD Only HBRG CAD CALL COMPLETE	DOMESTIC DISTURBANCE Reported at Block of 500 DEMPSEY CT HBRG <hr/> Mother child dispute turned physical, no charges or arrests made.	
CAD# 2020084259 TIME: 6/9/2020 5:26:53PM CASE# CAD Only HBRG CAD CALL COMPLETE	WELFARE CHECK Reported at Block of 800 SPURLOCK ST HBRG <hr/> Deputies conducted a welfare check on behalf of a coworker. The woman in question seemed to be in good health and stated she missed work due to a family issue with her father.	

## Incident Information:

## Description

1.

CAD# 2020084285  
TIME: 6/9/2020 6:28:45PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

DOMESTIC DISTURBANCE Reported at Block of 500 S 6TH ST HBRG

Deputies responded to a domestic disturbance. It was determined the alleged abuse was merely parental discipline that did not rise to any level of abuse.

CAD# 2020084301  
TIME: 6/9/2020 7:15:07PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 400 TERRITORIAL ST HBRG

No Public Narrative.

CAD# 2020084350  
TIME: 6/9/2020 9:35:40PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 100 SMITH ST HBRG

NO UNITS AVAILABLE IN THE AREA TO CHECK. NO PLATE TO FOLLOW UP ON

CAD# 2020084355  
TIME: 6/9/2020 9:43:01PM  
CASE# 2001777  
HBRG  
REPORT TAKEN

Report Filed. MENACING - AGG ASLT Reported At Block Of 1000 S 6TH ST Occurred between 2142 hours on 6/9/2020 and 2143 hours on 6/9/2020 . Reported: 6/9/2020 Officer

Deputies responded to a shots heard call where a bullet struck a home. Nobody was injured and the Investigation is ongoing.

CAD# 2020084380  
TIME: 6/9/2020 10:32:23PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

ASSAULT Reported at Block of 23600 PEORIA RD HBRG

Caller reported he go assaulted by someone he knew. The caller was unsure if they wanted to pursue charges. Caller will call back if they want to pursue charges. No further information at this time.

CAD# 2020084407  
TIME: 6/9/2020 11:45:16PM  
CASE# 2001776  
HBRG  
REPORT TAKEN

Report Filed. CANCELLED REPORT Reported At Block Of 900 S 9TH ST Occurred between 2344 hours on 6/9/2020 and 2345 hours on 6/9/2020 . Reported: 6/9/2020 Officer

Deputies conducted extra patrol at a homeowners request while they were out of town.

**Incident Information:****Description**

1.

CAD# 2020084474  
TIME: 6/10/2020 6:00:03AM  
CASE# CAD Only  
HBRG  
FALSE ALARM POLICE

ALARM LAW ONLY Reported at Block of 23600 PEORIA RD HBRG

Alarm at the church. It was a false alarm.

CAD# 2020084543  
TIME: 6/10/2020 9:00:06AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 1000 S 6TH ST HBRG

No Public Narrative.

CAD# 2020084573  
TIME: 6/10/2020 10:20:42AM  
CASE# CAD Only  
HBRG  
CALL HANDLED BY DISPATCH

SUSPICIOUS VEHICLE Reported at Block of 800 SOMMERVILLE LOOP HBRG

No Public Narrative.

CAD# 2020084624  
TIME: 6/10/2020 12:07:04PM  
CASE# CAD Only  
HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 500 LASALLE ST HBRG

CAD# 2020084712  
TIME: 6/10/2020 2:38:05PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 300 SMITH ST HBRG

CAD# 2020084813  
TIME: 6/10/2020 5:31:50PM  
CASE# CAD Only  
HBRG  
CITE CELLPHONE VIOLATION

TRAFFIC STOP Reported at Block of 100 S 3RD ST HBRG

Citation issued to driver for operating vehicle while using cell phone and not wearing a seat belt.

**Incident Information:****Description**

1.

CAD# 2020084839  
TIME: 6/10/2020 6:49:46PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

ANIMAL COMPLAINT Reported at Block of 1000 S 6TH ST HBRG

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No further action at this time.

CAD# 2020085954  
TIME: 6/12/2020 5:35:00PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 100 SMITH ST HBRG

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No Public Narrative.

CAD# 2020085976  
TIME: 6/12/2020 6:05:11PM  
CASE# CAD Only  
HBRG

WELFARE CHECK Reported at Block of 1000 S 6TH ST HBRG

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No Public Narrative.

CAD# 2020086141  
TIME: 6/12/2020 11:38:16PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 200 N 3RD ST HBRG

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No Public Narrative.

CAD# 2020086285  
TIME: 6/13/2020 10:08:31AM  
CASE# CAD Only  
HBRG  
FALSE ALARM POLICE

ALARM LAW ONLY Reported at Block of 400 S 9TH ST HBRG

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False police alarm at Harrisburg High School.

CAD# 2020086462  
TIME: 6/13/2020 4:12:50PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

DOMESTIC DISTURBANCE Reported at Block of 900 SMITH ST HBRG

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Verbal domestic between male and female. Male injured his hand when hitting a glass picture frame. Medics evaluated male, male declined to be transported, medics left scene. Deputy spoke to involved parties about what happened. No crime.

Incident Information:	Description	1.
CAD# 2020086556 TIME: 6/13/2020 7:45:14PM CASE# CAD Only HBRG CITE SPEEDING VIOLATION	TRAFFIC STOP Reported at Block of 100 N 7TH ST/SMITH ST HBRG <hr/> Driver issued a citation for speed. 38/25	
CAD# 2020086565 TIME: 6/13/2020 8:15:43PM CASE# CAD Only HBRG CITE SPEEDING VIOLATION	TRAFFIC STOP Reported at Block of 100 N 7TH ST/SMITH ST HBRG <hr/> Driver issued a citation for speed 38/25.	
CAD# 2020086607 TIME: 6/13/2020 10:28:57PM CASE# CAD Only HBRG	POCKET DIAL LCSO AND CRCC Reported at Block of 700 LASALLE ST HBRG <hr/>	
CAD# 2020087065 TIME: 6/14/2020 7:26:32PM CASE# 2001831 HBRG REPORT TAKEN	REPORT PENDING. Original Call Type: UUMV Reported At Block Of 200 SOMMERVILLE AVE Occurred between 1926 hours on 6/14/2020 and 1926 hours on 6/14/2020 . Reported: <hr/> A Yamaha Raptor and Suzuki LT80 quads were taken from this business within last 2 weeks	
CAD# 2020087155 TIME: 6/14/2020 10:51:11PM CASE# CAD Only HBRG CAD CALL COMPLETE	SUSPICIOUS VEHICLE Reported at Block of 300 N 3RD ST HBRG <hr/> Deputies responded to a suspicious vehicle. Operator had pulled over at a closed business to eat some food.	
CAD# 2020087529 TIME: 6/15/2020 6:14:47PM CASE# CAD Only HBRG CAD CALL COMPLETE	ALARM LAW ONLY Reported at Block of 100 S 4TH ST HBRG <hr/> No Public Narrative.	

Incident Information:	Description	1.
<p>CAD# 2020087580</p> <p>TIME: 6/15/2020 8:20:17PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>FOLLOW UP Reported at Block of 200 SOMMERVILLE AVE HBRG</p> <hr/> <p>supplemental report to follow on recovery of 90cc suzuki ATV</p>	
<p>CAD# 2020087614</p> <p>TIME: 6/15/2020 9:55:29PM</p> <p>CASE# CAD Only</p> <p>HBRG</p>	<p>NEIGHBORHOOD WATCH Reported at Block of 100 SMITH ST HBRG</p> <hr/>	
<p>CAD# 2020087695</p> <p>TIME: 6/16/2020 5:21:59AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>WARNING EQUIPMENT VIOLATION</p>	<p>TRAFFIC STOP Reported at Block of 500 PEORIA RD HBRG</p> <hr/> <p>Male operator warned for equipment violation.</p>	
<p>CAD# 2020087811</p> <p>TIME: 6/16/2020 11:11:23AM</p> <p>CASE# CAD Only</p> <p>HBRG</p>	<p>POCKET DIAL LCSO AND CRCC Reported at Block of 1000 S 6TH ST HBRG</p> <hr/> <p>No Public Narrative.</p>	
<p>CAD# 2020087832</p> <p>TIME: 6/16/2020 11:58:49AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>FRAUD Reported at Block of 100 N 2ND ST HBRG</p> <hr/> <p>Fraudulent telephone call. Deputy spoke to the caller who did not give out her personal information. Call documented.</p>	
<p>CAD# 2020087839</p> <p>TIME: 6/16/2020 12:15:46PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>FOLLOW UP Reported at Block of 800 UMPQUA ST HBRG</p> <hr/>	

Incident Information:	Description	1.
<p>CAD# 2020087848</p> <p>TIME: 6/16/2020 12:33:00PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>FOLLOW UP Reported at Block of 900 S 9TH ST HBRG</p> <hr/> <p>No Public Narrative.</p>	
<p>CAD# 2020088023</p> <p>TIME: 6/16/2020 7:17:04PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>THREATS Reported at Block of 500 N 7TH ST HBRG</p> <hr/> <p>Information provided regarding Stalking and Restraining Orders. NFA</p>	
<p>CAD# 2020088202</p> <p>TIME: 6/17/2020 7:34:37AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>ALARM LAW ONLY Reported at Block of 200 SMITH ST HBRG</p> <hr/> <p>No Public Narrative.</p>	
<p>CAD# 2020088210</p> <p>TIME: 6/17/2020 8:08:21AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>MENTAL HEALTH Reported at Block of 100 SMITH ST HBRG</p> <hr/> <p>Deputy spoke to caller's brother regarding possible mental health concerns.</p>	
<p>CAD# 2020088273</p> <p>TIME: 6/17/2020 10:22:25AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>FALSE ALARM POLICE</p>	<p>ALARM LAW ONLY Reported at Block of 200 SMITH ST HBRG</p> <hr/> <p>False police alarm at Grid Iron Sports Bar.</p>	
<p>CAD# 2020088524</p> <p>TIME: 6/17/2020 5:00:26PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>DOMESTIC DISTURBANCE Reported at Block of 500 LASALLE ST HBRG</p> <hr/> <p>Deputy responded to report of verbal and possible physical domestic. Caller could hear a lot of cussing, screaming and commotion coming from residence. Deputy arrived and located one person inside. No signs of a disturbance.</p>	

Incident Information:	Description	1.
CAD# 2020088562 TIME: 6/17/2020 6:44:06PM CASE# CAD Only HBRG CAD CALL COMPLETE	EMERGENCY MESSAGE Reported at Block of 100 MOORE ST HBRG <hr/> Deputies contacted a family to notify them a family member was in the hospital. When I arrived the family had already been notified.	
CAD# 2020088895 TIME: 6/18/2020 12:05:42PM CASE# CAD Only HBRG CAD CALL COMPLETE	WELFARE CHECK Reported at Block of 800 SOMMERVILLE LOOP HBRG <hr/> Caller reported a front door open at an apartment for several hours and requested a welfare check on the residents. A Deputy responded and checked the apartment and found it empty. The resident was contacted and they advised they must have left it open.	
CAD# 2020089137 TIME: 6/18/2020 6:22:13PM CASE# CAD Only HBRG CAD CALL COMPLETE	DOMESTIC DISTURBANCE Reported at Block of 800 S 9TH ST HBRG <hr/> Deputies responded to a disturbance. Two teenage cousins were arguing, no crimes committed.	
CAD# 2020089183 TIME: 6/18/2020 7:27:50PM CASE# 2001879 HBRG REPORT TAKEN	Report Filed. DOG BITE Reported At Block Of 700 SMITH ST Occurred between 1926 hours on 6/18/2020 and 1927 hours on 6/18/2020 . Reported: 6/18/2020 Officer Statement: <hr/> Deputies responded to a dog at large. The dog bit a woman at a neighboring house. The owner was made aware of the situation and instructed to quarantine the dog.	
CAD# 2020089192 TIME: 6/18/2020 7:41:39PM CASE# CAD Only HBRG CAD CALL COMPLETE	DISTURBANCE Reported at Block of 800 SOMMERVILLE LOOP HBRG <hr/> Deputies responded to a trespass. The suspect fled when the property owner called the police and we were unable to locate him.	
CAD# 2020089452 TIME: 6/19/2020 9:13:05AM CASE# 2001885 HBRG REPORT TAKEN	Report Filed. THEFT 3 - SHOPLIFT Reported At Block Of 300 N 3RD ST Occurred between 0854 hours on 6/19/2020 and 0854 hours on 6/19/2020 . Reported: 6/19/2020 Officer <hr/> Male shoplifted \$40 worth of Legos from the Dollar General. Suspect information will be released after further investigation.	

Incident Information:	Description	1.
CAD# 2020089461 TIME: 6/19/2020 9:34:47AM CASE# CAD Only HBRG CAD CALL COMPLETE	FOLLOW UP Reported at Block of 700 SMITH ST HBRG <hr/> No Public Narrative.	
CAD# 2020089508 TIME: 6/19/2020 10:59:15AM CASE# CAD Only HBRG	ALARM LAW ONLY Reported at Block of 400 S 9TH ST HBRG <hr/> No Public Narrative.	
CAD# 2020089941 TIME: 6/19/2020 10:27:46PM CASE# 2001898 HBRG REPORT TAKEN	REPORT PENDING. Original Call Type: HIT AND RUN Reported At Block Of 600 DEMPSEY ST Occurred between 2227 hours on 6/19/2020 and 2227 hours on 6/19/2020 . Reported: <hr/> Operator skidded thru an intersection, drove over a curb and thru a yard before driving off. No damage to anything other than the lawn. The vehicle was followed, a plate was obtained, but the vehicle was not located. Attempts were made to contact the RO, a BOLO and teletype were issued for the vehicle. Driver was possibly impaired.	
CAD# 2020090214 TIME: 6/20/2020 12:28:11PM CASE# CAD Only HBRG CAD CALL COMPLETE	ALARM LAW ONLY Reported at Block of 900 HEATHER TURN HBRG <hr/> No Public Narrative.	
CAD# 2020090309 TIME: 6/20/2020 3:32:57PM CASE# CAD Only HBRG CAD CALL COMPLETE	911 HANG UP CALL Reported at Block of 4800 PRICEBORO DR HBRG <hr/> 911 hang up. Deputy checked the area and did not find anything suspicious.	
CAD# 2020090414 TIME: 6/20/2020 6:51:15PM CASE# CAD Only HBRG CAD CALL COMPLETE	FOLLOW UP Reported at Block of 600 DEMPSEY ST HBRG <hr/> dropped off crash document	

## Incident Information:

## Description

1.

CAD# 2020090431  
TIME: 6/20/2020 7:30:27PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

TRESPASS Reported at Block of 300 SOMMERVILLE AVE HBRG

*The suspect* was trespassed from this property as she didn't see the two new posts or no trespassing signs which were attached to them when she rode down the road on her bike between them. NFA

CAD# 2020090499  
TIME: 6/20/2020 9:55:43PM  
CASE# 2001912  
HBRG  
REPORT TAKEN

REPORT PENDING. Original Call Type: POLICE OFFICER HOLD Reported At Block Of 500 S 6TH ST Occurred between 2155 hours on 6/20/2020 and 2155 hours on 6/20/2020 .

Teenage girl was deemed a danger to herself and was treated to a Peace Officer Hold and was taken to AGH for treatment and evaluation. RTF.

CAD# 2020090516  
TIME: 6/20/2020 10:31:01PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 200 N 7TH ST/TERRITORIAL ST HBRG

Driver counseled on driving and advised of parking restrictions in Harrisburg. NFA

CAD# 2020090582  
TIME: 6/21/2020 12:53:54AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 1000 APPLGATE PL HBRG

No Public Narrative.

CAD# 2020090997  
TIME: 6/21/2020 8:09:19PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 800 SOMMERVILLE LOOP HBRG

male kicked out of friends apartment. Got a ride out of town. Not criminal.

CAD# 2020091229  
TIME: 6/22/2020 9:48:28AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

THREATS Reported at Block of 400 S 9TH ST HBRG

Caller reporting threats call at Harrisburg High School.

Incident Information:	Description	1.
<p>CAD# 2020091244</p> <p>TIME: 6/22/2020 10:14:37AM</p> <p>CASE# 2001928</p> <p>HBRG</p> <p>REPORT TAKEN</p>	<p>REPORT PENDING. Original Call Type: BURGLARY Reported At Block Of 400 N 3RD ST Occurred between 1014 hours on 6/22/2020 and 1014 hours on 6/22/2020 . Reported:</p> <hr/> <p>Caller reporting several thousand dollars worth of misc camp and other outdoor items missing from their storage unit. Time frame of approximately 1 year since items could have been taken. Caller working on itemized list for what is missing. This is still under investigation.</p>	
<p>CAD# 2020091520</p> <p>TIME: 6/22/2020 5:30:23PM</p> <p>CASE# CAD Only</p> <p>HBRG</p>	<p>INFORMATION ONLY REPORT Reported at Block of 1000 S 6TH ST HBRG</p> <hr/> <p>No Public Narrative.</p>	
<p>CAD# 2020091533</p> <p>TIME: 6/22/2020 5:49:09PM</p> <p>CASE# CAD Only</p> <p>HBRG</p>	<p>911 HANG UP CALL Reported at Block of 400 TERRITORIAL ST HBRG</p> <hr/> <p>No Public Narrative.</p>	
<p>CAD# 2020091540</p> <p>TIME: 6/22/2020 5:58:55PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>DOMESTIC DISTURBANCE Reported at Block of 1000 S 6TH ST HBRG</p> <hr/> <p>Deputies responded to a an argument between a husband and wife. The wife pushed her husband and he did not wish to press charges.</p>	
<p>CAD# 2020091604</p> <p>TIME: 6/22/2020 7:55:41PM</p> <p>CASE# 2001937</p> <p>HBRG</p> <p>REPORT TAKEN</p>	<p>Report Filed. CRIMINAL TRESPASS 2 Reported At Block Of 200 SOMMERVILLE AVE Occurred between 1954 hours on 6/22/2020 and 1955 hours on 6/22/2020 . Reported:</p> <hr/> <p>Deputies arrested Evan Zellar (24) and Roger Brasier (21) of Harrisburg. They were both cited for trespassing and released.</p>	
<p>CAD# 2020091627</p> <p>TIME: 6/22/2020 8:44:01PM</p> <p>CASE# CAD Only</p> <p>HBRG</p>	<p>LOST DOG Reported at Block of 200 MONROE ST HBRG</p> <hr/> <p>No Public Narrative.</p>	

## Incident Information:

## Description

1.

CAD# 2020091713  
TIME: 6/22/2020 11:11:39PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

DOMESTIC DISTURBANCE Reported at Block of 100 N 2ND ST HBRG

Deputies responded to a report of a domestic disturbance. Both parties involved said it was just a verbal argument.

CAD# 2020091885  
TIME: 6/23/2020 10:02:24AM  
CASE# 2001944  
HBRG  
REPORT TAKEN

REPORT PENDING. Original Call Type: SUSPICIOUS CIRCUMSTANCE Reported At Block Of 900 SMITH ST Occurred between 1002 hours on 6/23/2020 and 1002 hours on 6/23/2020

Deputy spoke to male claiming to have information regarding a possible *persons crime* in a different county. Deputy collected information from the male, spoke to other agency, and will forward them a report.

CAD# 2020091908  
TIME: 6/23/2020 10:38:54AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 1000 S 6TH ST HBRG

Deputy spoke to caller regarding sex offender questions.

CAD# 2020091978  
TIME: 6/23/2020 12:20:36PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 200 MACY ST HBRG

No Public Narrative.

CAD# 2020091987  
TIME: 6/23/2020 12:32:10PM  
CASE# CAD Only  
HBRG  
CITE MOVING VIOLATION

TRAFFIC STOP Reported at Block of 200 N 7TH ST HBRG

Driver issued a citation for failing to obey a traffic control device

CAD# 2020092036  
TIME: 6/23/2020 1:39:40PM  
CASE# CAD Only  
HBRG  
WARNING ISSUED

TRAFFIC STOP Reported at Block of 200 MOORE ST HBRG

Vehicle issued a written warning for illegal parking facing the wrong way on a two lane street

Incident Information:	Description	1.
CAD# 2020092050 TIME: 6/23/2020 2:01:55PM CASE# CAD Only HBRG WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 300 N 3RD ST HBRG <hr/> Commercial driver warned for load securement issues.	
CAD# 2020092148 TIME: 6/23/2020 3:50:53PM CASE# CAD Only HBRG CAD CALL COMPLETE	DISTURBANCE Reported at Block of 1000 S 6TH ST HBRG <hr/> Deputy responded to physical disturbance call.	
CAD# 2020092321 TIME: 6/23/2020 9:14:51PM CASE# CAD Only HBRG WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 500 S 3RD ST/FOUNTAIN ST HBRG <hr/> Driver issued a warning for an equipment violation.	
CAD# 2020092460 TIME: 6/24/2020 6:38:57AM CASE# CAD Only HBRG CAD CALL COMPLETE	ALARM LAW ONLY Reported at Block of 800 S 2ND ST HBRG <hr/> Motion alarm at a business on 2nd Street was reported. I contacted the reporting person at the business, the alarm was activated due to being close to an exterior window. Nothing appeared to be missing or stolen.	
CAD# 2020092504 TIME: 6/24/2020 8:25:54AM CASE# CAD Only HBRG WARNING ISSUED	DOG COMPLAINT Reported at Block of 700 N 8TH ST HBRG <hr/> warned dog owner for dog RAL, Trespassing, Nuisance Barking, and FTL	
CAD# 2020092590 TIME: 6/24/2020 10:36:19AM CASE# 2001965 HBRG CITATION ISSUED	Report Filed. DOG AS PUBLIC NUISANCE Reported At Block Of 700 SMITH ST Occurred between 0000 hours on 6/24/2020 and 0000 hours on 6/24/2020 . Reported: 6/24/2020 <hr/> issued citation to Keeper of dog for allowing the dog to RAL	

Incident Information:	Description	1.
CAD# 2020092602 TIME: 6/24/2020 11:03:47AM CASE# 2001961 HBRG REPORT TAKEN	REPORT PENDING. Original Call Type: CRIMINAL MISCHIEF Reported At Block Of 800 S 6TH ST Occurred between 1103 hours on 6/24/2020 and 1103 hours on 6/24/2020 . No Public Narrative.	
CAD# 2020092720 TIME: 6/24/2020 2:37:52PM CASE# CAD Only HBRG CITE NO INSURANCE	TRAFFIC STOP Reported at Block of 300 SMITH ST HBRG 18 year old male was issued a citation on Smith Street for DWS-VIO and No Insurance.	
CAD# 2020092756 TIME: 6/24/2020 3:23:14PM CASE# CAD Only HBRG CAD CALL COMPLETE	TRAFFIC COMPLAINT Reported at Block of 400 S 9TH ST HBRG A forklift was reported to have ran a stop sign near the high school . I contacted an employee of the construction company, as I was unable to locate a forklift operator, to explain the complaint and to forward the information on to the rest of the company.	
CAD# 2020093099 TIME: 6/25/2020 5:51:22AM CASE# CAD Only HBRG CAD CALL COMPLETE	ALARM LAW ONLY Reported at Block of 400 S 9TH ST HBRG This alarm is for the GBC construction company. Employees are on the site working this morning. NFA.	
CAD# 2020093383 TIME: 6/25/2020 3:03:50PM CASE# CAD Only HBRG CAD CALL COMPLETE	DOG COMPLAINT Reported at Block of 23600 PEORIA RD HBRG stray dog returned to owner prior to my arrival	
CAD# 2020093487 TIME: 6/25/2020 5:36:45PM CASE# CAD Only HBRG CITE MOVING VIOLATION	PARKING COMPLAINT Reported at Block of 100 N 1ST ST HBRG 4 parked vehicles were ticketed on the gravel bar for Unauthorized use of the boat landing, a violation of the Harrisburg Municipal Code.	

## Incident Information:

## Description

1.

CAD# 2020093578  
TIME: 6/25/2020 8:31:21PM  
CASE# CAD Only  
HBRG  
EXTRA PATROL

EXTRA PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

no one found in the area

CAD# 2020093591  
TIME: 6/25/2020 8:54:23PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

DISTURBANCE Reported at Block of 100 SMITH ST HBRG

Male was in a bar, got loud, was offensive, he was asked to leave, and was moved out of the bar. While outside, the arguing continued and the male threatened he had a gun. Other patrons still confronted the male as he was trying to walk away. No one was injured and the male was not trespassed from the bar. No one wanted to press charges for Dis Con. NFA

CAD# 2020093939  
TIME: 6/26/2020 2:06:59PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 600 ERICA PL HBRG

Deputy spoke to caller and addressed a traffic complaint. Caller was pleased with the outcome.

CAD# 2020094181  
TIME: 6/26/2020 8:41:43PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

THEFT Reported at Block of 500 SMITH ST HBRG

Deputies responded to a report of a theft. The persons friend called on their behalf and they did not wish to notify the police or file a report.

CAD# 2020094485  
TIME: 6/27/2020 12:07:37PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

ANIMAL COMPLAINT Reported at Block of 800 SPURLOCK ST HBRG

Deputy spoke to landlord regarding civil issue over dog poop.

CAD# 2020094541  
TIME: 6/27/2020 1:23:11PM  
CASE# 2001998  
HBRG  
REPORT TAKEN

REPORT PENDING. Original Call Type: BURGLARY Reported At Block Of 400 N 3RD ST Occurred between 1323 hours on 6/27/2020 and 1323 hours on 6/27/2020 . Reported:

Deputies investigated a burglary at a storage unit. It is unknown what was stolen at this time, investigation ongoing.

**Incident Information:****Description**

1.

CAD# 2020094686  
TIME: 6/27/2020 5:48:43PM  
CASE# CAD Only  
HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 400 TERRITORIAL ST HBRG

No Public Narrative.

CAD# 2020094976  
TIME: 6/28/2020 2:48:24AM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

DOMESTIC DISTURBANCE Reported at Block of 800 SOMMERVILLE LOOP HBRG

Deputies responded to a disagreement between an adult female and her mother. No crimes were committed and they were explained this was not a police issue.

CAD# 2020095185  
TIME: 6/28/2020 2:57:34PM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

MVC NON INJURY Reported at Block of 500 N 7TH ST/DIAMOND HILL DR HBRG

Deputy spoke to young driver who panicked when an emergency vehicle came up behind him with lights and sirens. Driver ended up damaging their own vehicle when clipping a fire vehicle as they tried to get out of the way.

CAD# 2020095212  
TIME: 6/28/2020 4:05:47PM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

CRIMINAL MISCHIEF Reported at Block of 500 N 7TH ST HBRG

Damage to parked car.

CAD# 2020095302  
TIME: 6/28/2020 6:52:36PM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 600 TERRITORIAL ST HBRG

Suspicious vehicle, was was advised to move on.

CAD# 2020095593  
TIME: 6/29/2020 10:06:10AM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 900 MONROE ST HBRG

No Public Narrative.

## Incident Information:

## Description

1.

CAD# 2020095917  
TIME: 6/29/2020 7:39:23PM  
CASE# CAD Only  
HBRG  
CITE NO INSURANCE

TRAFFIC STOP Reported at Block of 500 N 3RD ST HBRG

Citations issued to driver for driving while suspended and driving uninsured.

CAD# 2020095993  
TIME: 6/29/2020 10:26:34PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

WELFARE CHECK Reported at Block of 200 S 4TH ST HBRG

Caller reported a female lying on the sidewalk, and a found dog. I contacted the female who was highly intoxicated. She was uncooperative with the deputy. She refused to provide information about herself or if she was missing a dog. She was free to leave. She committed no crimes at the time.

CAD# 2020096012  
TIME: 6/29/2020 11:20:31PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 200 N 3RD ST HBRG

Received an alarm at the business. Deputies responded to the location and found it occupied by two people. The business owner arrived on scene as well. The two subjects were asked to pack their belongings and leave. The business owner did not want to pursue charges.

CAD# 2020096486  
TIME: 6/30/2020 6:59:10PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 700 DIAMOND HILL DR/N 7TH ST HBRG

Caller reported an erratic driver. Deputies were unable to locate the vehicle.

CAD# 2020096493  
TIME: 6/30/2020 7:16:06PM  
CASE# 2002040  
HBRG  
REPORT TAKEN

REPORT PENDING. Original Call Type: THEFT Reported At Block Of 300 N 3RD ST Occurred between 1916 hours on 6/30/2020 and 1916 hours on 6/30/2020 . Reported:

Theft of \$30 worth of gasoline. Pending investigation.

CAD# 2020096497  
TIME: 6/30/2020 7:25:34PM  
CASE# CAD Only  
HBRG  
UTL GOA

DUII Reported at Block of 1000 S 6TH ST HBRG

Caller reported smelling alcohol on someones breath that was driving. No identifying information was given for the individual.

Incident Information:	Description	1.
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Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

**THE MATTER OF APPROVING A RESOLUTION AUTHORIZING THE SUBMISSION OF A TRANSPORTATION GROWTH MANAGEMENT (TGM) GRANT APPLICATION TO UPDATE AND ENHANCE THE CITY'S 1999 TRANSPORTATION SYSTEM PLAN (TSP)**

Exhibit A: Proposed Resolution No. 1241

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1241, "A RESOLUTION INDICATING THE CITY OF HARRISBURG'S INTENT TO APPLY FOR TRANSPORTATION AND GROWTH MANAGEMENT GRANT, PROVIDE FOR GRANT MATCHING & THE CIYT'S WILLINGNESS TO WORK COOPERATIVELY WITH THE TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM TO FULFILL THE OBJECTIVES OF THE GRANT", WITH OR WITHOUT AMENDMENT**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda / July 28, 2020

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$15,600	Yes	Transportation SDC

**STAFF RECOMMENDATION:**

**Staff recommends approval of Resolution No. 1241, with or without amendment.**

**BACKGROUND INFORMATION:**

As part of our City Strategic Plan discussions last winter, a TGM grant was added to the updated City Strategic Plan in order to update the city's 1999 TSP and revise the city's Transportation System Development Charge (fee) accordingly. I estimate that updating the city's TSP will cost about \$145,000. The City must provide at least a 12% match.

Updating the 1999 plan is important for several reasons including: 1. It's 20-year planning horizon has now been breached. 2. We have had over 380 acres added to our Urban Growth Area. These areas were not considered in the 1999 Plan. 3. We have purchased over 130 acres from Knife River which, while not part of the city's UGA, still requires consolidation with the city's updated transportation planning horizon.

I did give consideration of not pursuing this grant this year due to the many other projects and grants we have pending. However, it appears that funding for some of

these may not be forthcoming due to reductions in state revenues caused by COVID-19. Therefore, it seems appropriate to proceed with a possible TGM as originally envisioned in our 2020-25 Strategic Plan

REVIEW AND APPROVAL:

_____	_____
John Hitt	Date
City Administrator	

## Resolution No. 1241

**A RESOLUTION INDICATING THE CITY OF HARRISBURG'S INTENT TO APPLY FOR TRANSPORTATION AND GROWTH MANAGEMENT GRANT, PROVIDE FOR GRANT MATCHING & THE CITY'S WILLINGNESS TO WORK COOPERATIVELY WITH THE TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM TO FULFILL THE OBJECTIVES OF THE GRANT**

WHEREAS, the Oregon Department of Transportation and Department of Land Conservation and Development offers grants to local governments through the Transportation and Growth Management program to complete planning projects for transportation issues; and,

WHEREAS, the Transportation and Growth Management program is accepting grant applications for the 2020 program; and,

WHEREAS, the 1999 Transportation System Plan for the City of Harrisburg needs significant updates to address transportation and livability issues for our citizens; and,

WHEREAS, the City of Harrisburg has undergone substantial changes since the 1999 TSP was completed including, among others, a 43% increase in population, over 380 acres added to the city's Urban Growth Area, and the purchase of a 130 acre park and recreation area, all of which require transportation integration and options in order to develop a balanced and interconnected transportation network to achieve mobility, equity, inclusion, and economic growth.

WHEREAS, the Transportation and Growth Management grant would greatly help the City to accomplish this project and its objectives; and,

WHEREAS, the City acknowledges, understands, and will provide at least the minimum grant match requirements.

NOW, THEREFORE, the members of the City Council, meeting in regular session, do hereby find, declare and resolve that:

1. The City intends to apply for a 2020 Transportation and Growth Management grant and will meet or exceed the minimum grant matching requirements: and,
2. The City Council supports the 2020 Transportation and Growth Management grant application and does hereby offer and pledge to the Transportation and Growth Management program its complete cooperation and assistance in the administration of any award given to the City.

Adopted by the City Council of the City of Harrisburg, Oregon, on July 28, 2020.

\_\_\_\_\_  
Mayor

I hereby certify that the foregoing resolution was passed and approved by the City Council of the City of Harrisburg at a regular meeting of said council on the above date.

Dated this 28 day of July 2020

\_\_\_\_\_  
City Recorder

# Agenda Bill

## **Harrisburg City Council**

### Harrisburg, Oregon

**THE MATTER OF REVIEWING POLICY NO. 138 – COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT AND APPROVING RESOLUTION NO. 1242**

**STAFF REPORT:**

Exhibit A: DRAFT POLICY NO. 138

Exhibit B: RESOLUTION NO. 1242

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1242, “A RESOLUTION AMENDING THE CITY OF HARRISBURG EMPLOYEE MANUAL, TO UPDATE POLICY NO. 138, COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT”**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda - July 28, 2020

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	N/A	N/A

**PERSONNEL COMMITTEE RECOMMENDATION:**

**The Personnel Committee met on July 8, 2020, and has recommended to the City Council that they approve Policy No. 138 as presented.**

**STAFF RECOMMENDATION:**

**Staff recommends Council approve Resolution No. 1242.**

**BACKGROUND INFORMATION:**

After the recent incident involving a school district employee, John had several changes to suggest to the City’s electronic equipment and social media policy. In addition, Staff had some suggestions to update a section in relation to flash/thumb drives. The Personnel Committee voted to recommend to the City Council that they approve the amendments to the policy.

Staff didn’t have sufficient time to modify the entire policy, as the purpose behind this was to simply strengthen our own policy for the time-being. It’s important to update our policies to account for situations such as this. It’s also important to note that the City needs to balance the responsibility we have between protecting the City’s interests in fulfilling our responsibilities, while also protecting our employee’s First Amendment rights.

**REVIEW AND APPROVAL:**

John Hitt	Date
City Administrator	

## POLICY NUMBER 138: COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT

### PURPOSE:

**Electronic technologies, including computers, the computer network, voice mail, electronic mail, telephones including cellular phones, cellular devices, faxes, and internet and intranet systems, are an integral part of doing business in the City of Harrisburg. This statement explains the standards and procedure that apply to an employee's use of, and access to, all City systems.**

City Employees who use publicly owned electronic systems, as well as privately owned electronic systems, to harass, disparage, demean or attack other city employees, the city's reputation and/or all employee categories protected by the City's equal employment opportunity policy, are strictly prohibited from doing so.

Additionally, eEmployees who use social networking websites or media, whether on or off-duty, are expected to use good judgment and avoid postings that could be damaging to the City's interests or reputation or offensive to others who may see your posts. In particular, employees are reminded that messages and images of a sexual, racial, ethnic, religious or other nature are prohibited under the city's Equal Employment Opportunity policy. In addition, social media or other postings that are shared with other city employees who are 'friends' on those networking websites can be viewed as offensive by those employees and can be considered a form of harassment. Employees have the right to report such offensive postings under the city's harassment policy.

**Commented [ME1]:** John wanted to add the first paragraph above, so I've moved the companion paragraph from lower in the policy. The changes to the paragraph in red are his additions to this section.

All employees who have access to these communication systems must understand that the systems and information transmitted by, received from or stored in these systems is the property of the City, and is subject to Oregon Public Records laws. These include, but are not limited to, computers, network equipment, electronic mail, instant messaging, voice mail, all documents, calendar entries, appointments, and notes which reside in any City filing system, including personal files or information.

The City Administrator or their designee may authorize the inspection of the contents of all equipment, files, calendars, web history, electronic or voice mail of their employees for any reason, regardless of where or how they are created, viewed, transmitted, or stored on city premises. No employee should assume that communications transmitted or stored anywhere in the City's system is confidential. Personal advertising or soliciting is not permitted on city electronic equipment and devices. Employees are to limit the amount of personal information stored on city computer systems to ensure that no impairment of capacity occurs and must understand that all information stored on city computer systems is subject to public records disclosure. In addition, employees should, under no circumstances, download or store copyrighted material not owned by the employee. If you are unsure of the copyright designation of an item, please consult with the City Administrator or City Recorder/Assistant City Administrator.

The use of a computer or electronic and telephonic communication systems to engage in any communications that are in violation of any city policy or state or federal law, including but not limited to the transmission of defamatory, obscene, offensive, or harassing messages, is strictly prohibited. We consider misuse of our computer, electronic, telephonic and e-mail systems to be a serious matter. Failure to follow this policy may be grounds for disciplinary action, up to and including immediate termination of employment.

~~Additionally, employees who use social networking websites or media, whether on or off duty, are expected to use good judgment and avoid postings that could be damaging to the City's interests or reputation or offensive to others who may see your posts. In particular, employees are reminded that messages and images of a sexual, racial, ethnic, religious or other nature are prohibited under the city's Equal Employment Opportunity policy that are shared with other city employees who are 'friends' on these networking websites can be viewed as offensive by those employees. Employees have the right to report such offensive postings under the city's harassment policy.~~

Commented [ME2]: Moved above.

#### **MONITORING AND PUBLIC RECORDS DISCLOSURE:**

To ensure that the use of our electronic communication systems is consistent with city's policies and business interests, we reserve the right to monitor the use of such equipment and to access, review, copy, modify, delete, or disclose information transmitted through or stored in the system, including e-mail messages, as we deem appropriate. ***Employees using the city's electronic communication systems should have no expectation of privacy in connection with the use of this equipment or with transmission, use or storage of information in the equipment, regardless of where that information is stored. This includes stored e-mail or voice mail messages.*** Information that is deleted by a user can usually be recovered.

In addition to monitoring by the City, employees are reminded that information transmitted or stored on city computers is not only subject to monitoring by the City, but may also be subject to disclosure under public records laws. If you want to keep information private, do not transmit it or store it anywhere in the City's computer system, or keep personal confidential information you do not wish to be viewed by others at your workstation.

If, within the course and scope of your duties, it is necessary for you to view sites that would otherwise be considered inappropriate, you are required to inform the City Administrator or their designee that you have done so. Such notice should include reference to the types of sites and length of access for the purposes of a job-related function. Examples of positions which may include the need to visit such sites are the City Administrator and City Recorder/Assistant City Administrator while investigating harassment or inappropriate use complaints.

Confidential information (e.g., financial or copyrighted information) or information subject to attorney-client privilege should be communicated by electronic mail only with appropriate disclaimers. A message subject to attorney-client privilege should include a heading with the words "ATTORNEY-CLIENT COMMUNICATION: PRIVILEGED & CONFIDENTIAL," and a message with confidential information should be labeled "CONFIDENTIAL: FOR ADDRESSEE ONLY." These disclaimers are important because electronic mail may not be secure and even if an employee "deletes" a message from electronic mail, it remains on the system in some form and may be recovered or read by others. Please note that if information is particularly sensitive, it should be communicated through a memo, and not electronic mail. Unwanted voice mail and electronic mail messages should be promptly deleted.

### **NETWORK ACCESS:**

City employees and on occasion, authorized individual contractors hired by the City for specific projects will be assigned a user account for the duration of their employment with the City. After your initial account is established, all requests to add, modify, or delete network accounts must be made to administrative staff. Each user account and workstation must be password protected, following procedures established by administrative staff. Employees may not disclose their password to anyone, except to management staff. Passwords to confidential data, such as financial software, should be changed routinely for security purposes. If at any time you believe your password has been compromised, immediately contact City Administrative staff.

### **CITY COMPUTER EQUIPMENT:**

The use of our electronic communications systems are primarily for legitimate business activities only and personal use should not interfere with the performance of job duties. Consequently, employee use of our computers for personal business should be limited to short, occasional use and should be conducted before or after work or during meal and break periods.

Employees are not permitted to perform any upgrades, modification or repairs to any computer, workstation, or other equipment assigned to them or anyone else, except those approved by the City Administrator. You must contact the administrator to request upgrades or additional equipment. Also due to risk of computer virus infection, no employee is allowed to download any external files to any machine or disk without approval from the City Administrator. All software installed on city of Harrisburg computer systems must be licensed. Copying or transferring of any city-owned software may only be done with the written authorization of the City Administrator.

If you use a flash drive, thumb drive, or other type of USB enabled storage device, that accesses your workstation, do not use it on a public computer when traveling. Exempt employees working after hours should be careful to protect their own personal computers adequately at home, if you regularly use these to transfer work projects between your home and work. Employees should consider taking their computer home and/or working remotely instead.

In addition, our systems cannot be used to convey or receive messages or graphics that contain offensive material of a sexual, gender-based, racial, ethnic, religious or other nature prohibited by our policy against harassment, or to access inappropriate websites. You should assume that messages and graphics of this nature may be forwarded and could offend anyone, even if you believe that the direct recipient of the email will not be offended. The transmittal of offensive messages or graphics of a sexual, gender-based, racial, ethnic, religious or other nature prohibited by our policy will result in discipline, as determined appropriate by the city.

### **SOFTWARE LICENSED/NOT LICENSED TO THE CITY:**

When a computer or workstation is assigned to an employee for business purposes, that computer or workstation may contain software licensed to the city. Employees should contact the City Administrator to request any changes to the standard software, including upgrades, additions, or deletions. The City reserves the right to audit or remove at any time any software on any computer or workstation assigned to an employee. Employees should not perform any action on any software licensed to the city that is in violation of a software license agreement. Similarly, employees should not perform any action in the use of any computer or work station that is in violation of a copyright law.

Employees should not install, load or use without prior approval from City, any software and/or programs that are not licensed to the city. This includes copies licensed personally to the employee, 'shareware', 'freeware', or product demonstration copies ('demos'). In addition, internet resources for which there is a fee must not be accessed without prior approval. Approval from the City requires authorization from the City Administrator.

#### **UNAUTHORIZED ACCESS/SECURITY:**

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by the City Administrator or their designee. No employee can examine, change, or use another person's files, output, or user name unless they have explicit authorization to do so.

Many forms of electronic communication are not secure. Employees who use cell 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 encryption measures are implemented.

#### **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 web site, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the City, 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-employees who work on behalf of the City or the City's legitimate business interests may result in disciplinary action up to and including termination. The City's legitimate business interests include, but is not limited to the City's reputation, lawful conduct and actions, quality of city services and all city actions that promote public health and public safety.

#### **PROHIBITED POSTINGS:**

The City's Facebook account is maintained by the City Administrator. Postings to the City's Facebook account are made by sending the City Administrator information that you would like to have posted. The City Administrator can authorize a designee to administer the City's Facebook account, or a city event website or social media created by the City.

Do not create a link from your blog, website, or other social networking site to a City owned or maintained website without identifying yourself as a City employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City of Harrisburg. If the City is a subject of the content you are creating, be clear and open about the

fact that you are a City employee, and make it clear that your views do not represent those of the City, its employees, or elected officials.

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate the City's no-harassment and no-discrimination and workplace violence policies. Similarly, postings, and that include discriminatory remarks, harassment, intimidation, bullying or threats of violence or similar inappropriate or unlawful conduct, will not be tolerated and may subject an employee to discipline, up to and including termination.

#### ENCOURAGED CONDUCT:

Always be fair and courteous to co-workers, the citizens we service, City of Harrisburg employees and elected officials, and suppliers or other third parties who do business with the City of Harrisburg.

Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, or by utilizing our Open-Door Policy, than by posting complaints to a social media outlet. 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, Harrisburg employees or elected officials, that might constitute harassment or bullying, and/or that violate City of Harrisburg 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 City of Harrisburg policy.

Maintain the confidentiality of the City of Harrisburg's confidential information. Do not post internal reports, policies, procedures or other internal, Harrisburg-related confidential communications or information

Nothing in this policy is meant to prevent an employee from exercising his/her right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern that does not unduly disrupt City of Harrisburg 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 City of Harrisburg's interest in the effective and efficient fulfillment of its responsibilities to the public.

**Commented [ME3]:** This entire section is a new one from the model code, provided by Tamara Jones. I think it's excellent, and combines the types of things we would like to avoid, while stressing what is legal.

**Commented [ME4]:** THIS paragraph, is particularly important to include, and contains the language in which an employee is allowed to express themselves. An employees First Amendment rights need to be maintained, and we have to strike a careful balance between employer interests those rights.

#### **CITY TELEPHONES (LANDLINES):**

Although the City recognizes that there are occasionally times when personal phone calls must be made or messages received during business hours, we appreciate your cooperation in keeping incoming and outgoing personal calls to a minimum. All employees are responsible for notifying their friends and family of this policy. Except in cases of emergency, personal phone calls should be made during your breaks and/or meal periods. No long distance calls not related to city business, and that result in cost to the city is permitted. City personnel should use toll-free numbers whenever possible for city related business. Long distance, personal phone calls should be made on your personal cell phone.

### **CELLULAR DEVICES/PHONES:**

This applies to employee use of cell phones, smart phones (including iPhones, Androids and similar devices), tablets and similar devices, all of which are referred to as 'Cellular Devices' in this policy.

Employees are allowed to bring personal cell phones and Cellular Devices to work with them. During working hours, however, employees should not neglect their own work by using cellular devices. Longer personal calls or use of cellular devices should be confined to breaks and lunch periods. PW employees and the City Administrator use their personal cell phones for work purposes, and are subsidized on a quarterly basis for the use of them. Personal use during work hours should be kept to a minimum, similar to other city employees.

Employees who use personal or city reimbursed cell phones/cellular devices may not violate the City's policies against harassment and discrimination. Employees who send a text or instant message to another employee (or to a citizen or someone not employed by the City) that is harassing or otherwise in violation of the City's harassment and discrimination policies will be subject to discipline up to and including termination.

City related business conducted on City subsidized devices, or personal cell phones/cellular devices, may be subject to disclosure under Oregon's Public Records laws.

### **CELL PHONE/CELLULAR DEVICES 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 hand-held cell phones while driving, even if the driving is for work related reasons. This policy is meant to ensure the safe operation of city vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones or cell phones subsidized by the City.

Employees are prohibited from using hand-held cell phones for any purpose while driving on city authorized or city related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or 'instant' messages while driving on city business. Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either case, calls 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 calls, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline up to and including termination.

[Amended by Resolution No. 1134, Adopted May 18, 2016]

**RESOLUTION NO. 1242**

**A RESOLUTION AMENDING THE CITY OF HARRISBURG EMPLOYEE MANUAL,  
TO UPDATE POLICY NO. 138, COMPUTERS, TELECOMMUNICATION DEVICES  
AND OTHER ELECTRONIC EQUIPMENT**

WHEREAS, THE City is updating the Personnel Manual in relation to social media and telecommunication devices;

NOW, THEREFORE, BE IT RESOLVED; Policy No. 138, Computers, Telecommunication Devices and other Electronic Equipment, as shown in **Exhibit A**, is effective as of July 28, 2020.

Adopted by the City Council of the City of Harrisburg, Oregon on July 28, 2020, and made effective the 28<sup>th</sup> day of July 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Recorder

## **POLICY NUMBER 138: COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT**

### **PURPOSE:**

**Electronic technologies, including computers, the computer network, voice mail, electronic mail, telephones including cellular phones, cellular devices, faxes, and internet and intranet systems, are an integral part of doing business in the City of Harrisburg. This statement explains the standards and procedure that apply to an employee's use of, and access to, all City systems.**

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The use of a computer or electronic and telephonic communication systems to engage in any communications that are in violation of any city policy or state or federal law, including but not

limited to the transmission of defamatory, obscene, offensive, or harassing messages, is strictly prohibited. We consider misuse of our computer, electronic, telephonic and e-mail systems to be a serious matter. Failure to follow this policy may be grounds for disciplinary action, up to and including immediate termination of employment.

### **MONITORING AND PUBLIC RECORDS DISCLOSURE:**

To ensure that the use of our electronic communication systems is consistent with city's policies and business interests, we reserve the right to monitor the use of such equipment and to access, review, copy, modify, delete, or disclose information transmitted through or stored in the system, including e-mail messages, as we deem appropriate. ***Employees using the city's electronic communication systems should have no expectation of privacy in connection with the use of this equipment or with transmission, use or storage of information in the equipment, regardless of where that information is stored. This includes stored e-mail or voice mail messages.*** Information that is deleted by a user can usually be recovered.

In addition to monitoring by the City, employees are reminded that information transmitted or stored on city computers is not only subject to monitoring by the City, but may also be subject to disclosure under public records laws. If you want to keep information private, do not transmit it or store it anywhere in the City's computer system, or keep personal confidential information you do not wish to be viewed by others at your workstation.

If, within the course and scope of your duties, it is necessary for you to view sites that would otherwise be considered inappropriate, you are required to inform the City Administrator or their designee that you have done so. Such notice should include reference to the types of sites and length of access for the purposes of a job-related function. Examples of positions which may include the need to visit such sites are the City Administrator and City Recorder/Assistant City Administrator while investigating harassment or inappropriate use complaints.

Confidential information (e.g., financial or copyrighted information) or information subject to attorney-client privilege should be communicated by electronic mail only with appropriate disclaimers. A message subject to attorney-client privilege should include a heading with the words "ATTORNEY-CLIENT COMMUNICATION: PRIVILEGED & CONFIDENTIAL," and a message with confidential information should be labeled "CONFIDENTIAL: FOR ADDRESSEE ONLY." These disclaimers are important because electronic mail may not be secure and even if an employee "deletes" a message from electronic mail, it remains on the system in some form and may be recovered or read by others. Please note that if information is particularly sensitive, it should be communicated through a memo, and not electronic mail. Unwanted voice mail and electronic mail messages should be promptly deleted.

### **NETWORK ACCESS:**

City employees and on occasion, authorized individual contractors hired by the City for specific projects will be assigned a user account for the duration of their employment with the City. After your initial account is established, all requests to add, modify, or delete network accounts must be made to administrative staff. Each user account and workstation must be password protected, following procedures established by administrative staff. Employees may not disclose their password to anyone, except to management staff. Passwords to confidential data, such as financial software, should be changed routinely for security purposes. If at any time you believe your password has been compromised, immediately contact City Administrative staff.

***CITY COMPUTER EQUIPMENT:***

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Employees are not permitted to perform any upgrades, modification or repairs to any computer, workstation, or other equipment assigned to them or anyone else, except those approved by the City Administrator. You must contact the administrator to request upgrades or additional equipment. Also due to risk of computer virus infection, no employee is allowed to download any external files to any machine or disk without approval from the City Administrator. All software installed on city of Harrisburg computer systems must be licensed. Copying or transferring of any city-owned software may only be done with the written authorization of the City Administrator.

If you use a flash drive, thumb drive, or other type of USB enabled storage device, that accesses your workstation, do not use it on a public computer when traveling. Exempt employees working after hours should be careful to protect their own personal computers adequately at home, if you regularly use these to transfer work projects between your home and work. Employees should consider taking their computer home and/or working remotely instead.

In addition, our systems cannot be used to convey or receive messages or graphics that contain offensive material of a sexual, gender-based, racial, ethnic, religious or other nature prohibited by our policy against harassment, or to access inappropriate websites. You should assume that messages and graphics of this nature may be forwarded and could offend anyone, even if you believe that the direct recipient of the email will not be offended. The transmittal of offensive messages or graphics of a sexual, gender-based, racial, ethnic, religious or other nature prohibited by our policy will result in discipline, as determined appropriate by the city.

***SOFTWARE LICENSED/NOT LICENSED TO THE CITY:***

When a computer or workstation is assigned to an employee for business purposes, that computer or workstation may contain software licensed to the city. Employees should contact the City Administrator to request any changes to the standard software, including upgrades, additions, or deletions. The City reserves the right to audit or remove at any time any software on any computer or workstation assigned to an employee. Employees should not perform any action on any software licensed to the city that is in violation of a software license agreement. Similarly, employees should not perform any action in the use of any computer or work station that is in violation of a copyright law.

Employees should not install, load or use without prior approval from City, any software and/or programs that are not licensed to the city. This includes copies licensed personally to the employee, 'shareware', 'freeware', or product demonstration copies ('demos'). In addition, internet resources for which there is a fee must not be accessed without prior approval. Approval from the City requires authorization from the City Administrator.

***UNAUTHORIZED ACCESS/SECURITY:***

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by the City Administrator or their designee.

No employee can examine, change, or use another person's files, output, or user name unless they have explicit authorization to do so.

Many forms of electronic communication are not secure. Employees who use cell 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 encryption measures are implemented.

### ***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 web site, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, 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 employees who work on behalf of the City or the City's legitimate business interests may result in disciplinary action up to and including termination. The City's legitimate business interests include, but is not limited to the City's reputation, lawful conduct and actions, quality of city services and all city actions that promote public health and public safety.

### ***PROHIBITED POSTINGS:***

The City's Facebook account is maintained by the City Administrator. Postings to the City's Facebook account are made by sending the City Administrator information that you would like to have posted. The City Administrator can authorize a designee to administer the City's Facebook account, or a city event website or social media created by the City.

Do not create a link from your blog, website, or other social networking site to a City owned or maintained website without identifying yourself as a City employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City of Harrisburg. If the City is a subject of the content you are creating, be clear and open about the fact that you are a City employee, and make it clear that your views do not represent those of the City, its employees, or elected officials.

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate the City's no-harassment and no-discrimination and workplace violence policies. Similarly, postings that include discriminatory remarks, harassment, intimidation, bullying or threats of violence or similar inappropriate or unlawful conduct, will not be tolerated and may subject an employee to discipline, up to and including termination.

### ***ENCOURAGED CONDUCT:***

Always be fair and courteous to co-workers, the citizens we service, City of Harrisburg employees and elected officials, and suppliers or other third parties who do business with the City of Harrisburg.

Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, or by utilizing our Open-Door Policy, than by posting complaints to a social media outlet. 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, Harrisburg employees or elected officials, that might constitute harassment or bullying, and/or that violate City of Harrisburg 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 City of Harrisburg policy.

Maintain the confidentiality of the City of Harrisburg's confidential information. Do not post internal reports, policies, procedures or other internal, Harrisburg-related confidential communications or information

Nothing in this policy is meant to prevent an employee from exercising his/her right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern that does not unduly disrupt City of Harrisburg 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 City of Harrisburg's interest in the effective and efficient fulfillment of its responsibilities to the public.

### ***CITY TELEPHONES (LANDLINES):***

Although the City recognizes that there are occasionally times when personal phone calls must be made or messages received during business hours, we appreciate your cooperation in keeping incoming and outgoing personal calls to a minimum. All employees are responsible for notifying their friends and family of this policy. Except in cases of emergency, personal phone calls should be made during your breaks and/or meal periods. No long distance calls not related to city business, and that result in cost to the city is permitted. City personnel should use toll-free numbers whenever possible for city related business. Long distance, personal phone calls should be made on your personal cell phone.

### ***CELLULAR DEVICES/PHONES:***

This applies to employee use of cell phones, smart phones (including iPhones, Androids and similar devices), tablets and similar devices, all of which are referred to as 'Cellular Devices' in this policy.

Employees are allowed to bring personal cell phones and Cellular Devices to work with them. During working hours, however, employees should not neglect their own work by using cellular devices. Longer personal calls or use of cellular devices should be confined to breaks and lunch periods. PW employees and the City Administrator use their personal cell phones for work

purposes, and are subsidized on a quarterly basis for the use of them. Personal use during work hours should be kept to a minimum, similar to other city employees.

Employees who use personal or city reimbursed cell phones/cellular devices may not violate the City's policies against harassment and discrimination. Employees who send a text or instant message to another employee (or to a citizen or someone not employed by the City) that is harassing or otherwise in violation of the City's harassment and discrimination policies will be subject to discipline up to and including termination.

City related business conducted on City subsidized devices, or personal cell phones/cellular devices, may be subject to disclosure under Oregon's Public Records laws.

***CELL PHONE/CELLULAR DEVICES 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 hand-held cell phones while driving, even if the driving is for work related reasons. This policy is meant to ensure the safe operation of city vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones or cell phones subsidized by the City.

Employees are prohibited from using hand-held cell phones for any purpose while driving on city authorized or city related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or 'instant' messages while driving on city business. Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either case, calls 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 calls, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline up to and including termination.

[Amended by Resolution No. 1134, Adopted May 18, 2016]

# Agenda Bill

## **Harrisburg City Council**

### Harrisburg, Oregon

#### **THE MATTER OF REVIEWING POLICY NO. 129 – GENERAL LEAVE OF ABSENCE, APPENDIX D AND APPROVING RESOLUTION NO. 1243**

#### **STAFF REPORT:**

Exhibit A: DRAFT POLICY NO. 129

Exhibit B: DRAFT APPENDIX D

Exhibit C: RESOLUTION NO. 1243

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1243, “A RESOLUTION AMENDING THE CITY OF HARRISBURG EMPLOYEE MANUAL, TO UPDATE POLICY NO. 129, GENERAL LEAVE OF ABSENCE AND APPENDIX D”**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda - July 28, 2020

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
N/A	N/A	N/A

#### PERSONNEL COMMITTEE RECOMMENDATION:

**The Personnel Committee met on July 8, 2020, and has recommended to the City Council that they approve Policy No. 129 and Appendix D as presented.**

#### STAFF RECOMMENDATION:

**Staff recommends Council approve Resolution No. 1243.**

#### BACKGROUND INFORMATION:

The General Leave Policy needed to be updated to clearly convey to an employee how their benefits would be affected for a use that was not in relation to a severe medical need. Revised language also takes into account the trust by-laws and policies that the City is required to have due to its relationship with CIS; the city's insurance carrier. Appendix D also needed to be updated to reflect these changes.

In addition, the policy now allows the City Administrator to make a determination as to whether the City will pay medical premiums for an employee on a case-by-case basis, as well as shortening the leave of absence to a period of 90 days, rather than 120.

#### REVIEW AND APPROVAL:

\_\_\_\_\_  
John Hitt, City Administrator      Date

## POLICY NUMBER 129: GENERAL LEAVE OF ABSENCE

### PURPOSE:

**General leaves of absence are intended to accommodate employees who encounter unusual or unavoidable circumstances which necessitate an extended period of time away from the job.**

A general leave of absence is an unpaid temporary suspension of employment, initiated at the employee's request.

### ELIGIBILITY:

To qualify for a general leave of absence, the employee must be a regular full-time employee, and must not have any time left in any of their leave banks which they could use to cover the requested general leave of absence.

### PROVISIONS:

Except in the case of an emergency, an employee shall give no less than a two-week notice of a general leave request. In the case of an emergency, the employee or family member shall notify the city of the general leave request immediately.

An employee desiring a leave of absence must submit a fully detailed written request using the general leave of absence form. The employee will then submit this form to their immediate supervisor. The supervisor will forward the request to the City Administrator with their recommendation to approve, deny, or modify the general leave of absence request. The decision whether or not to grant the leave will be made by the City Administrator. Because the City of Harrisburg isn't subject to the Family Medical Leave Act (FMLA) or the Oregon Family Leave Act (OFLA), the City is not required to provide a leave of absence.

The employee will return to work immediately upon completion of the leave. Failure to return to work upon the completion of the general leave without notifying the City of Harrisburg can lead to disciplinary action, up to and including termination.

A General leave of absences ~~are~~ is limited to no more than ~~12090~~ calendar days. Extensions may be granted by the City Administrator. Extension requests must be made prior to the expiration of the original leave.

When returning from a general leave of absence for your own medical purposes, the City will follow the 'Return to Work Program' outlined in policy 124 of this manual.

Employee Benefits shall not accrue during a general leave of absence. ~~However, the City will continue to pay health and medical insurance premiums during the leave.~~ An employee on general leave does not accrue seniority, bonuses, ~~leave time~~ vacation, sick or administrative time, or other benefits that would accrue while the employee is working. Medical benefits and insurance premiums may be paid by the City on a case-by-case basis, depending upon the circumstances for the general leave of absence. The City Administrator shall determine whether or not the City will continue the benefit premium payments as well as for how long the City will continue to do so.

If the City is does continue the benefit premium payments for the employee: An employee who requests an unpaid leave of absence is no longer an active employee. The employee will be offered COBRA, and the City will pay for the COBRA Coverage.

If the City declines to continue the benefit premium payment for the employee: The employee who requests an unpaid leave of absence, will be ineligible for insurance coverage. Coverage will be terminated at the end of the month in which the leave commenced. The employee will be offered COBRA and will have the option of paying the COBRA health insurance rates.

The City is not able to continue Life Insurance, and Accidental Death & Disability coverage. The employee may be eligible to pay for continued coverage through Hartford. The employee may be eligible to continue disability if he/she was approved for a disability claim with Hartford for a condition existing prior to going on general leave.

When an employee returns to work, all benefits they were entitled to prior to starting leave must will normally be restored in full, under the rules and limitations that are in effect by the insurance/benefit carriers and City policy.

-If, for some reasons, benefits have been eliminated, or changed for similarly situated employees, then benefits do not have to be restored. An employee is subject to layoff the same as similarly situated employees not taking leave.

[Policy No. 129 Amended by Resolution No. 1119, Adopted by the City Council on October 14, 2015]

The Leave of Absence form is shown in Appendix D.

APPENDIX D

Leave of Absence Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Time off requested from \_\_\_\_\_ to \_\_\_\_\_

Total length of time requested (days): \_\_\_\_\_

TYPE OF LEAVE REQUESTED

- € General
- € Parental
- € Sick Child Leave
- € Serious Health Condition of Employee
- € Serious Health Condition of Family Member
- € Oregon Military Family Leave of Absence
- € Crime Victim Leave
- € Domestic Violence Leave and Accommodation

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Leaves:

Except in the case of an emergency, an employee is required to give the City notice of a General Leave of Absence at least 14 days in advance. In the case of an emergency (e.g. death of immediate family member, hospitalization of employee, etc.), the employee or family member shall notify the city of the general leave request immediately.

General leave of absences are limited to no more than ~~12090~~ days. Extensions may be granted by the City Administrator. Extension requests must be made prior to the expiration of the original leave.

No paid leave banks will accrue while on general leave, but ~~any previously accrued paid leave banks~~ all benefits the employee was entitled to will be reinstated in their entirety at the employee's return. If the employee is benefits-eligible, the City ~~will continue to pay health and medical insurance premiums while the employee is on a leave of absence~~ Administrator will determine if the City will continue the benefit premium payments as well as for how long the City will continue to do so. If no medical benefits are offered during the general leave of absence, the employee will

have the ability to extend their benefits coverage through COBRA.

When returning from a general leave of absence for your own medical purposes, the City will follow the 'Return to Work Program' outlined in Policy 124 of this manual.

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### Oregon Military Family Leave of Absence

This leave is for the employee who is the spouse or same-sex domestic partner of a member of the military forces that are on active duty. You must work 20 hours or more a week to be eligible to take this leave. The employee must provide the City with a notice of their intention to take leave within five business days of receiving:

1. Official notice of an impending call
2. Order to active duty
3. Official notice of a leave from deployment.

This type of leave is typically unpaid, but an employee with an accumulated leave bank is allowed to apply it toward their time off. The employee can indicate below if they would like to apply any of their leave time, **but must also provide this information on their time card.**

€ Vacation pay:	Number of Hours to apply: _____
€ Sick pay:	Number of Hours to apply: _____
€ Administrative leave/comp time:	Number of Hours to apply: _____

---

### Domestic Violence Leave

This leave is for when the employee or the employee's dependents 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.

The employee is required to provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible.

The employee must provide a copy of at least one of the following types of documentation to be eligible for this leave; please indicate which documentation you are providing:

- € Police Report
- € Protective Order
- € Other types of evidence of a court proceeding
- € Documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy or victim services provider.

While this leave can be unpaid, the employee should decide if they'd like to apply any accumulated leave (vacation/sick/administrative/comp time) in their leave banks.

An employee with accumulated leave shall indicate which leave they wish to apply to this absence, and **must include the type of leave they are taking and the reason for it on their timecard.**

€ Vacation pay:	Number of Hours to apply: _____
€ Sick pay:	Number of Hours to apply: _____

To be eligible for this leave, the employee must have worked an average of at least 25 hours per week for 180 days prior to the leave being taken. This leave is for the employee or his or her immediate family member\* to attend criminal proceedings if they have suffered financial, social, psychological, or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson and assault.

The employee must provide a copy of at least one of the following types of documentation to be eligible for this leave:

- While this leave can be unpaid, the employee should decide if they'd like to apply any accumulated leave (vacation/sick/administrative/comp time) in their leave banks.

€ Vacation pay: Number of Hours to apply: \_\_\_\_\_

€ Sick pay: Number of Hours to apply: \_\_\_\_\_

€ Administrative leave/comp time: Number of Hours to apply: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

SignatureDate

City Recorder/Assistant City Administrator Signature for verification of employee’s eligibility for leave.

€ Notification to Department Head of Eligibility for Leave

€ Notification to Finance Officer/Payroll of Employees Intent to use accumulated leave

\_\_\_\_\_

City Administrator Signature of ApprovalDate

**RESOLUTION NO. 1243**

**A RESOLUTION AMENDING THE CITY OF HARRISBURG EMPLOYEE MANUAL,  
TO UPDATE POLICY NO. 129, GENERAL LEAVE OF ABSENCE, AND APPENDIX D**

WHEREAS, THE City is updating the Personnel Manual in relation to General Leave, to update the policy to reflect how this action will affect an employee's benefits; and,

WHEREAS, the City Administrator will now determine whether the City will pay medical premiums for an employee on a case by case method, as well as another change that will allow the leave to last for 90 days, rather than 120.

NOW, THEREFORE, BE IT RESOLVED; Policy No. 129, General Leave, and Appendix D, shown in **Exhibit A**, is effective as of July 28, 2020.

Adopted by the City Council of the City of Harrisburg, Oregon on July 28, 2020, and made effective the 28<sup>th</sup> day of July 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Recorder

**POLICY NUMBER 129: GENERAL LEAVE OF ABSENCE****PURPOSE:**

**General leaves of absence are intended to accommodate employees who encounter unusual or unavoidable circumstances which necessitate an extended period of time away from the job.**

A general leave of absence is an unpaid temporary suspension of employment, initiated at the employee's request.

**ELIGIBILITY:**

To qualify for a general leave of absence, the employee must be a regular full-time employee, and must not have any time left in any of their leave banks which they could use to cover the requested general leave of absence.

**PROVISIONS:**

Except in the case of an emergency, an employee shall give no less than a two-week notice of a general leave request. In the case of an emergency, the employee or family member shall notify the city of the general leave request immediately.

An employee desiring a leave of absence must submit a fully detailed written request using the general leave of absence form. The employee will then submit this form to their immediate supervisor. The supervisor will forward the request to the City Administrator with their recommendation to approve, deny, or modify the general leave of absence request. The decision whether or not to grant the leave will be made by the City Administrator. Because the City of Harrisburg isn't subject to the Family Medical Leave Act (FMLA) or the Oregon Family Leave Act (OFLA), the City is not required to provide a leave of absence.

The employee will return to work immediately upon completion of the leave. Failure to return to work upon the completion of the general leave without notifying the City of Harrisburg can lead to disciplinary action, up to and including termination.

A general leave of absence is limited to no more than 90 calendar days. Extensions may be granted by the City Administrator. Extension requests must be made prior to the expiration of the original leave.

When returning from a general leave of absence for your own medical purposes, the City will follow the 'Return to Work Program' outlined in policy 124 of this manual.

Employee benefits shall not accrue during a general leave of absence. An employee on general leave does not accrue seniority, bonuses, vacation, sick or administrative time, or other benefits that would accrue while the employee is working. Medical benefits and insurance premiums may be paid by the City on a case-by-case basis, depending upon the circumstances for the general leave of absence. The City Administrator shall determine whether or not the City will continue the benefit premium payments as well as for how long the City will continue to do so.

If the City is does continue the benefit premium payments for the employee: An employee who requests an unpaid leave of absence is no longer an active employee. The employee will be offered COBRA, and the City will pay for the COBRA Coverage.

If the City declines to continue the benefit premium payment for the employee: The employee who requests an unpaid leave of absence, will be ineligible for insurance coverage. Coverage will be terminated at the end of the month in which the leave commenced. The employee will be offered COBRA and will have the option of paying the COBRA health insurance rates.

The City is not able to continue Life Insurance, and Accidental Death & Disability coverage. The employee may be eligible to pay for continued coverage through Hartford. The employee may be eligible to continue disability if he/she was approved for a disability claim with Hartford for a condition existing prior to going on general leave.

When an employee returns to work, all benefits they were entitled to prior to starting leave will normally be restored in full, under the rules and limitations that are in effect by the insurance/benefit carriers and City policy.

If, for some reasons, benefits have been eliminated, or changed for similarly situated employees, then benefits do not have to be restored. An employee is subject to layoff the same as similarly situated employees not taking leave.

[Policy No. 129 Amended by Resolution No. 1119, Adopted by the City Council on October 14, 2015}

The Leave of Absence form is shown in Appendix D.

APPENDIX D

**Leave of Absence Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Time off requested from \_\_\_\_\_ to \_\_\_\_\_

Total length of time requested (days): \_\_\_\_\_

TYPE OF LEAVE REQUESTED

- ☐ General
- ☐ Parental
- ☐ Sick Child Leave
- ☐ Serious Health Condition of Employee
- ☐ Serious Health Condition of Family Member
- ☐ Oregon Military Family Leave of Absence
- ☐ Crime Victim Leave
- ☐ Domestic Violence Leave and Accommodation

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General Leave of Absence:**

Except in the case of an emergency, an employee is required to give the City notice of a General Leave of Absence at least 14 days in advance. In the case of an emergency (e.g. death of immediate family member, hospitalization of employee, etc.), the employee or family member shall notify the city of the general leave request immediately.

A general leave of absence is limited to no more than 90 days. Extensions may be granted by the City Administrator. Extension requests must be made prior to the expiration of the original leave.

No paid leave banks will accrue while on general leave, but all benefits the employee was entitled to will be reinstated in their entirety at the employee's return. If the employee is benefits-eligible, the City Administrator will determine if the City will continue the benefit premium payments as well as for how long the City will continue to do so. If no medical benefits are offered during the general leave of absence, the employee will have the ability to extend their benefits coverage through COBRA.

When returning from a general leave of absence for your own medical purposes, the City will follow the 'Return to Work Program' outlined in Policy 124 of this manual.

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### Oregon Military Family Leave of Absence

This leave is for the employee who is the spouse or same-sex domestic partner of a member of the military forces that are on active duty. You must work 20 hours or more a week to be eligible to take this leave. The employee must provide the City with a notice of their intention to take leave within five business days of receiving:

- 1. Official notice of an impending call
- 2. Order to active duty
- 3. Official notice of a leave from deployment.

This type of leave is typically unpaid, but an employee with an accumulated leave bank is allowed to apply it toward their time off. The employee can indicate below if they would like to apply any of their leave time, **but must also provide this information on their time card.**

- |  |                                 |
|--|---------------------------------|
| <input type="checkbox"/> Vacation pay:                   | Number of Hours to apply: _____ |
| <input type="checkbox"/> Sick pay:                       | Number of Hours to apply: _____ |
| <input type="checkbox"/> Administrative leave/comp time: | Number of Hours to apply: _____ |

---

### Domestic Violence Leave

This leave is for when the employee or the employee's dependents 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.

The employee is required to provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible.

The employee must provide a copy of at least one of the following types of documentation to be eligible for this leave; please indicate which documentation you are providing:

- ☐ Police Report
- ☐ Protective Order
- ☐ Other types of evidence of a court proceeding
- ☐ Documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy or victim services provider.

While this leave can be unpaid, the employee should decide if they'd like to apply any accumulated leave (vacation/sick/administrative/comp time) in their leave banks.

An employee with accumulated leave shall indicate which leave they wish to apply to this absence, and **must include the type of leave they are taking and the reason for it on their timecard.**

- ☐ Vacation pay:

Number of Hours to apply: \_\_\_\_\_
- ☐ Sick pay:

Number of Hours to apply: \_\_\_\_\_
- ☐ Administrative leave/comp time:

Number of Hours to apply: \_\_\_\_\_

**Crime Victim Leave**

To be eligible for this leave, the employee must have worked an average of at least 25 hours per week for 180 days prior to the leave being taken. This leave is for the employee or his or her immediate family member\* to attend criminal proceedings if they have suffered financial, social, psychological, or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson and assault.

The employee is required to provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible.

The employee must provide a copy of at least one of the following types of documentation to be eligible for this leave:

- ☐ Police Report
- ☐ Protective Order issued by a court, or similar reliable source
- ☐ Scheduled criminal proceedings received from a law enforcement agency, or district attorney’s office

While this leave can be unpaid, the employee should decide if they’d like to apply any accumulated leave (vacation/sick/administrative/comp time) in their leave banks.

An employee with accumulated leave shall indicate which leave they wish to apply to this absence, and **must include the type of leave they are taking and the reason for it on their timecard.**

- ☐ Vacation pay:

Number of Hours to apply: \_\_\_\_\_
- ☐ Sick pay:

Number of Hours to apply: \_\_\_\_\_
- ☐ Administrative leave/comp time:

Number of Hours to apply: \_\_\_\_\_

\*Immediate family member” includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild, or grandparent.

Signature

Date:

My signature above notifies the City that I am requesting a Leave of Absence for the Purposes stated above. I hereby certify that the statements made thereon are correct and accurate. I have been provided with a copy of the General Leave of Absence Policy, Policy No. 129 or a copy of Miscellaneous Oregon Leave Laws, Policy No. 130, and recognize that the City is not required to provide a leave of absence under either OFLA or FMLA. I realize that granting of a general leave of absence is solely up to the City Administrator. I realize that I must provide documentation in order to qualify for the other miscellaneous leaves, and that some of them

have minimum hours worked requirements. I will return to work immediately upon completion of the approved leave time. I understand that failure to return to work upon the completion of the any of the above stated leaves without notifying the City of Harrisburg can lead to disciplinary action, up to and including termination.

Signature

Date

City Recorder/Assistant City Administrator Signature for verification of employee's eligibility for leave.

- ☐ Notification to Department Head of Eligibility for Leave
- ☐ Notification to Finance Officer/Payroll of Employees Intent to use accumulated leave

City Administrator Signature of Approval

Date

# Agenda Bill

## **Harrisburg City Council**

### Harrisburg, Oregon

#### **THE MATTER OF RECOMMENDING LEAGUE OF OREGON CITIES (LOC) LEGISLATIVE PRIORITIES FOR THE 2021 LEGISLATIVE SESSION**

##### **STAFF REPORT:**

Exhibit A: Matrix of Choices

Exhibit B: Summary List of LOC Legislative Options

#### **ACTION: MOTION TO RECOMMEND TO THE LEAGUE OF OREGON CITIES THE FOLLOWING FOUR LEGISLATIVE PRIORITIES:**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – July 28, 2020

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
N/A	N/A	N/A

##### **STAFF RECOMMENDATION:**

**Staff recommends a thorough discussion of those legislative priorities that received two or more City Council and Senior Staff votes:**

##### **BACKGROUND INFORMATION:**

Every other year the LOC asks for city input on a suggested list of possible issues/concerns for the upcoming legislative session. They are asking us to recommend only our top four. The overall 'winners' of the combined city input will be those issues that will be the primary focus of the leagues lobbying efforts.

Department Heads and I provided input based on our perspectives. However, of course, City Council is free to develop a any list of up to four issues as a result of your discussion.

<b>Choice</b>	<b>Votes</b>	<b>Description of Legislation</b>
A	2	Beer & Cider Tax Increase
D	2	COVID-19 Economic Recovery Investments
H	3	Housing and Services Investment
I	2	Increased Budget Flexibility During Budgetary Emergency
J	5	Infrastructure Financing & Resilience
N	2	Long Term Transportation Infrastructure Funding
U	4	Property Tax Reform
W	4	Right-of-way/Franchise Fees Authority Preservation
Y	2	Tort Liability Reform
Z	2	Water Utility Rate and Fund Assistance

REVIEW AND APPROVAL:

_____ John Hitt City Administrator	_____ Date
--	---------------

COUNCIL LEGISLATIVE PRIORITIES – 1<sup>ST</sup> CHOICES

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Adam*												X	X					X							X	
Mike	X													X	X						X					
Rob	X			X				X	X																	
Bobby		X		X						X				X												
Charlotte										X											X		X	X		
Kim								X		X							X									X
John										X											X		X		X	
Michele								X		X											X		X			
Chuck									X													X	X			X

\*Commentary



June 5, 2020

Dear Chief Administrative Official:

For the past three months, seven policy committees have been working to identify and propose specific actions as part of the LOC's effort to develop a pro-active legislative agenda for the 2021 session. They have identified legislative objectives as set forth in the enclosed ballot and legislative recommendation materials. These objectives span a variety of issues and differ in the potential resources required to seek their achievement. Therefore, it is desirable to prioritize them in order to ensure that efforts are focused where they are most needed.

While the attached ballot reflects the top policies developed in each of the policy committees, each undertook a broad look at a range of issues impacting cities. Many issues reflect the LOC's ongoing mission to support cities' work and their home rule authority to develop and use a variety of tools to meet the needs of residents. Each city is being asked to review the recommendations of the policy committees and provide input to the LOC Board of Directors as it prepares to adopt the LOC's 2021 legislative agenda. After your city council has had the opportunity to review the proposals and discuss them with your staff, please return the enclosed ballot indicating the top four issues that your city council would like to see the LOC focus on during the 2021 session. **The deadline for response is August 7, 2020.** The board of directors will then review the results of this survey of member cities, along with the recommendations of the policy committees, and determine the LOC's 2021 legislative agenda.

Your city's participation and input will assist the board in creating a focused set of specific legislative targets that reflect the issues of greatest importance to cities. If you have individual questions about the ballot topics do not hesitate to reach out to committee members who serve on the seven policy committees. Thank you for your involvement, and thanks to those among you who gave many hours of time and expertise in developing these proposals.

Do not hesitate to contact me or Jim McCauley, Legislative Director, with additional questions.

Sincerely,

Mike Cully  
Executive Director

Jim McCauley  
Legislative Director

## INSTRUCTIONS

Each city should submit one form that reflects the consensus opinion of its city council on the **top four** legislative priorities for 2021. Here are the ways to submit your ballot. **Ballots in any form must be submitted by August 7, 2020.**

1. Fill out the online survey that has been sent to your city's chief administrative official; or
2. Fill out the attached hard copy form and return it to the LOC at the address or fax number provided below. Simply place an **X** or **check mark** in the space to the right of the city's top four legislative proposals. The top four do not need to be prioritized.

Return hard copy ballots to:

Jenna Jones  
League of Oregon Cities  
1201 Court St. NE, Suite 200  
Salem, OR 97301  
Fax – (503) 399-4863  
[jjones@orcities.org](mailto:jjones@orcities.org)

**Thank you for your participation.**

Please mark 4 boxes with an X or check mark that reflects the top 4 issues that your city recommends be added to the priorities for the LOC's 2021 legislative agenda.

City of: \_\_\_\_\_

## Legislation

<b>A. Beer and Cider Tax Increase</b>	
<b>B. Broadband Infrastructure and Technical Assistance Funding</b>	
<b>C. Building (Reach) Code – Energy Efficiency Local Option</b>	
<b>D. COVID-19 Economic Recovery Investments</b>	
<b>E. Digital Equity and Inclusion</b>	
<b>F. Expedited Siting for Shelter and Affordable Housing</b>	
<b>G. Green Energy/Renewables – Expanded Local Option</b>	
<b>H. Housing and Services Investment</b>	
<b>I. Increased Budgetary Flexibility During Budgetary Emergency</b>	
<b>J. Infrastructure Financing and Resilience</b>	
<b>K. Local Climate Action Planning Resources</b>	
<b>L. Local Energy Generation Project Support</b>	
<b>M. Local Speed Setting Authority</b>	
<b>N. Long Term Transportation Infrastructure Funding</b>	
<b>O. Low-Income Energy Efficiency and Affordability Programs</b>	
<b>P. Marijuana Tax Local Rate Limitation Increase</b>	
<b>Q. Mental Health Service Delivery</b>	
<b>R. Municipal Broadband and Municipal Pole Protection</b>	
<b>S. New Mobility Services</b>	
<b>T. Photo Enforcement Safety Cameras</b>	
<b>U. Property Tax Reform</b>	
<b>V. Reducing Wastewater Impacts from Wipes and Other “Non-Flushables”</b>	
<b>W. Right-of-way/Franchise Fees Authority Preservation</b>	
<b>X. State Highway Funds Formula</b>	
<b>Y. Tort Liability Reform</b>	
<b>Z. Water Utility Rate and Fund Assistance</b>	

In addition to your ranking of the priorities shown above, please use this space to provide us with any comments (supportive or critical) you may have on these issues, or thoughts on issues or potential legislative initiatives that have been overlooked during the committee process.):

## Acknowledgements

*Thank you to all that participated in the policy committee process.*

### **Community Development Committee**

Brian Latta, Dallas (*Chair*)  
 Timothy Rippe, Forest Grove (*Vice-Chair*)  
 Tom Armstrong, Portland  
 Michael Boquist, La Grande  
 Barbara Bull, Corvallis  
 Steve Clements, La Grande  
 Katy Dunsmuir, Estacada  
 Len Goodwin, Veneta  
 Allen Hobson, Winston  
 Kelly Madding, Ashland  
 Hilary Norton, Halsey  
 Heather Richards, McMinnville  
 Scot Siegel, Lake Oswego  
 Michael Sykes, Scappoose  
 Derrick Tokos, Newport  
 Ryan Wells, Cornelius  
 Kenna West, Willamina  
 John Williams, West Linn  
 Steve Wright, Seaside  
 Stacy Cowan, Portland  
 Erik Kancler, Bend  
 Ethan Nelson, Eugene  
 Eric Noll, State, Portland  
 Anne Davies, Lane Council of Governments  
 Spencer Parsons, Beery, Elsner & Hammond  
 Ariel Nelson, LOC

### **Energy & Environment Committee**

Steve Uffelman, Prineville (*Chair*)  
 Kathryn Hyzy, Milwaukie (*Vice-Chair*)  
 Thomas Brownson, Astoria  
 Steve Dahl, Drain  
 Steve Forrester, Prineville  
 Jerry Gillham, Sutherlin  
 Tonya Graham, Ashland  
 Scott Hill, McMinnville  
 Theresa Kohlhoff, Lake Oswego  
 Vinh Mason, Portland  
 Sandra Spelliscy, Talent  
 Biff Traber, Corvallis  
 Stacy Cowan, Portland  
 Jennifer Joly, OMEU  
 Tracy Rutten, LOC

### **Finance & Taxation Committee**

Don Hudson, Tualatin (*Chair*)  
 Paul Chalmers, Pendleton (*Vice-Chair*)  
 Martha Bennett, Lake Oswego  
 David Bodway, Sherwood  
 Nancy Brewer, Corvallis  
 Thomas Brownson, Astoria  
 Gretchen Buehner, King City  
 Barbara Bull, Corvallis  
 Katy Dunsmuir, Estacada

Jessica Eden, Portland  
 Joseph Gall, Sherwood  
 Peter Hall, Haines  
 Bessie Johnson, Albany  
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 Tim Rosener, Sherwood  
 Byron Smith, Hermiston  
 Jim Snyder, Phoenix  
 Andrew Struthers, Corvallis  
 Tyler Wallace, Portland  
 Kenna West, Willamina  
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 Tracy Rutten, LOC

**NOTE: This document is best opened in Google Chrome.**

## **A. Beer and Cider Tax Increase**

### **Legislation:**

The League proposes increasing the state taxes on beer and cider to assist with rising public safety costs, improve public health, reduce alcohol consumption by minors, and provide alcohol tax equity with wine and liquor.

### **Background:**

Oregon's tax has not been increased since 1978 and is currently \$2.60 per barrel which equates to about 8 cents on a gallon of beer. The tax is by volume and not on the sales price, meaning the tax is less than 5 cents on a six-pack. Oregon has the lowest beer tax in the country, and to get to the middle of the states Oregon would need to raise the tax to \$30.00 per barrel or 54 cents per six pack (a more than 10-fold increase). Given recent challenges to the craft brewing industry tied to bar and restaurant closures it may be appropriate to delay or phase-in the increase. Cities are preempted from imposing alcohol taxes. In exchange, cities receive approximately 34% of the state alcohol revenues, but the state takes 50% of beer and wine taxes off the top prior to this distribution. Cities have significant public safety costs related to alcohol consumption, and the beer tax does not come close to covering its fair share of these costs.

*Presented by the Finance and Taxation Committee*

## **B. Broadband Infrastructure and Technical Assistance Funding**

### **Legislation:**

Seek additional state support and funding for increased broadband infrastructure deployment and technical assistance.

### **Background:**

The deployment of broadband and telecommunications networks and services (public and/or private) throughout Oregon is critical to economic development, education, health and safety and the ability of residents to be linked to their governments. Research shows areas of the state either not served or underserved by competitive broadband technology. A significant barrier to the deployment of broadband infrastructure is funding. Cities need additional funding and support from various sources, including the state and federal government, allocated for increased or new, reliable, low latency broadband infrastructure that reaches speeds of at least 25 Mbps download and 3 Mbps upload or any updated speed standards as adopted by the FCC. Many federal grant programs require localities to have a broadband strategic plan in place before they are eligible for funds. Therefore, there is a need for funding sources to help cities with technical assistance as well as infrastructure.

*Presented by the Telecom, Broadband & Cable Committee*

## **C. Building (Reach) Code – Energy Efficiency Local Option**

### **Legislation:**

The LOC will pursue/support legislation to allow communities to adopt the Reach Code as the mandatory residential or commercial building code within the city's jurisdictional boundaries. The Reach Code would represent a building energy code that would be at least 10 percent more efficient than the statewide building code. Under this proposal, cities would be able to adopt the more efficient Reach Code or would continue to use the standard statewide building code as the base code.

### **Background:**

Under current state law, cities are preempted from adopting local building codes. Instead, development is subject to statewide codes, including for new residential and commercial development. In 2009, legislation was passed to implement a new, optional code (Reach Code) that would allow developers to exceed statewide codes and streamline the construction of higher-performance buildings through efficiencies

gained in the building exterior envelope as well as heating, ventilation, air conditioning, piping insulation and lighting. The Reach Code is optional for builders to use, but a local government can't mandate a builder to use it. This legislative recommendation would allow a city to adopt the Reach Code within their jurisdiction in order to promote additional energy efficiency for new residential and commercial structures. If a city does not wish to adopt the Reach Code, the statewide code would remain in place. The LOC Energy & Environment Committee discussed whether this recommendation would impact housing costs and believes that long-term cost savings may be gained through increased energy efficiency in newly built units. Ultimately, the decision on whether to utilize the standard code or the enhanced (Reach) code would be at the discretion of the city.

*Presented by the Energy and Environment Committee*

#### **D. COVID-10 Economic Recovery Investments**

##### **Legislation:**

The League will advocate for continued economic recovery strategies and investments for small business and workforce assistance in response to the economic impacts of the COVID-19 pandemic.

##### **Background:**

The COVID-19 pandemic has had a devastating impact on Oregon's small businesses and workforce. While the federal government and the state have made recent investments to support small business, these resources have yet to meet current needs and more resources will be needed to support long term economic recovery for Oregon's communities. The League will work in coordination with economic development partners to advocate for continued investments to support long-term recovery and economic development.

*Presented by the Community Development Committee*

#### **E. Digital Equity and Inclusion**

##### **Legislation:**

Support legislation and policies that are inclusive and equitable to all, individuals and communities, so that they have the information technology capacity needed for full participation in our society, democracy and economy.

##### **Background:**

Connectivity is crucial to modern life. It is being relied on more for how people do business, learn, and receive important services like healthcare. As technology has evolved, the digital divide has become more complex and nuanced. It is no longer about the existence of technology in certain places. Now, the discussion of the digital divide is framed in terms of whether a population has access to hardware, to the Internet, to viable connection speeds and to the skills and training they need to effectively use it. The LOC will partner with schools, healthcare, and other stakeholders to ensure technologies are relevant, available, affordable, and accessible to the diverse populous and communities of Oregon. Additionally, the LOC will advocate for digital literacy programs to help learn these new technologies.

*Presented by the Telecom, Broadband & Cable Committee*

#### **F. Expedited Siting for Shelter and Affordable Housing**

##### **Legislation:**

The League will pursue legislation to expedite the siting of emergency shelter and other affordable housing that follows the intent of the 2020 shelter siting bill ([HB 4001](#)) but retains more local decision making in the process. The League will pursue this priority in coordination with affordable housing partners and other land use stakeholders.

**Background:**

The League worked closely with city and county partners during the 2020 session to gain improvements to [HB 4001](#), which sought to preempt all local siting and zoning regulations and the land use appeals process, for approving the siting of emergency shelters for a one-year period. HB 4001 received strong legislative support in 2020. Draft omnibus legislation for a potential future special session has included the text of HB 4001 and the League expects to see HB 4001 reintroduced in the 2021 session.

This priority will empower cities and counties to proactively introduce alternative legislation, similar to existing statute in California, which requires jurisdictions to identify places where shelters can locate instead of mandating that jurisdictions allow shelters to be sited anywhere. The California model requires cities and counties to accommodate their need for emergency shelters on sites where the use is allowed without a conditional use permit and requires cities and counties to treat transitional and supportive housing projects as a residential use of property.

*Presented by the Community Development Committee*

## **G. Green Energy/Renewables – Expanded Local Option**

**Legislation:**

The LOC will pursue/support policies that increase local control opportunities for cities that want to establish a community-scale green energy program. This program would be optional for cities that choose to pursue it. Cities who choose to, would be allowed to adopt resolutions that would opt-in residential, commercial, and industrial customers to a voluntary renewable energy option if it is provided by an investor owned utility that serves the city and its electric customers. Under this proposed program, a city would be able to pursue a more aggressive green energy portfolio and would better position cities to meet local climate action goals.

**Background:**

Under current law, customers of investor-owned utilities can opt-in to voluntary renewable energy options for their customers. These options allow customers to invest in additional green energy generation. In 2019, the state of Utah passed legislation ([SB 411](#)) that allows cities and counties to opt-in to programs on a community-scale basis, while still allowing individual customers to opt-out. Under this proposal, any city within the territory of an investor-owned utility, would be able to pursue this option for community-scale renewable energy (net-100% renewable).

*Presented by the Energy and Environment Committee*

## **H. Housing and Services Investment**

**Legislation:**

The League will support increased investments for affordable housing, homeless assistance, and related services including funding for: shelter, homeless services, case management, rent assistance, the development and preservation of affordable housing, and permanent supportive housing.

**Background:**

Cities large and small were facing escalating homelessness rates before the COVID-19 pandemic and the current economic downturn will only increase the number of Oregonians facing eviction or experiencing homelessness. State general fund programs like the Emergency Housing Assistance (EHA) and State Homeless Assistance Program (SHAP) have seen record investments in previous legislative sessions. The legislative emergency board also voted recently to dedicate \$12M in general funds to support rent assistance and safe shelter in response to COVID-19.

Oregon's lack of available housing, high rents and high home prices are causing housing instability and homelessness to increase. The Legislature has made record investments in recent years to fund the LIFT

affordable housing program and preserve Oregon's existing affordable housing infrastructure. These programs are funded through general obligation bonds and lottery backed bonds.

Permanent Supportive Housing is a key strategy for ending chronic homelessness that reduces downstream costs to public systems like public safety, emergency health care and corrections. The 2019 Legislature invested over \$50M to stand up a three-pronged permanent supportive housing program that includes 1) development costs to build, 2) rent assistance to keep units deeply affordable, and 3) wrap around services that are key to ensuring residents' long-term stability. The state should continue investing in this model to bring more Permanent Supportive Housing across the state and ensure that the housing developed with the original \$50M continues receive the necessary ongoing funding for rent assistance and supportive services.

*Presented by the Community Development Committee*

## **I. Increased Budgetary Flexibility During Budgetary Emergency**

### **Legislation:**

The League proposes relaxing budgetary constraints in state law so that cities may better be able to withstand revenue losses related to natural disasters and public health emergencies. These losses will inevitably force many cities to cut services and lay off staff, the legislature can reduce the effect of losses by increasing flexibility for use of funds during and after a declared emergency.

### **Background:**

Cities anticipate a tremendous loss in revenue due to the COVID-19 pandemic. Reduced revenues already include losses to lodging taxes, gas taxes, park fees, development fees, parking fees, utility charges, and so on. Further out, there is widespread concern that there will be impacts to the real estate market going into 2021, and by extension a reduction in 2021-22 property tax revenues. Cities want maximum flexibility in using funds that are subject to statutory limitations but will negotiate terms on individual funding sources including payback requirements if necessary. This flexibility should apply during and after declared emergencies, including both the current pandemic and future natural disasters.

*Presented by the Finance and Taxation Committee*

## **J. Infrastructure Financing and Resilience**

### **Legislation:**

The League will advocate for an increase in the state's investment in key infrastructure funding sources, including, but not limited to, the Special Public Works Fund (SPWF), Brownfield Redevelopment Fund, and Regionally Significant Industrial Site loan program. The advocacy will include seeking an investment and set aside through the SPWF for seismic resilience planning and related infrastructure improvements to make Oregon water and wastewater systems more resilient.

### **Background:**

Cities continue to face the challenge of how to fund infrastructure improvements (both to maintain current and to build new). Increasing state resources in programs that provide access to lower rate loans and grants will assist cities in investing in vital infrastructure. Infrastructure development impacts economic development, housing, and livability. The level of funding for these programs has been inadequate compared to the needs over the last few biennia and the funds are depleting and unsustainable without significant program modifications and reinvestments. This priority will focus on maximizing both the amount of funding and the flexibility of the funds to meet the needs of more cities across the state to ensure long-term infrastructure investment.

*Presented by the Community Development Committee*

## K. Local Climate Action Planning Resources

### Legislation:

The LOC will seek grant funding and technical assistance resources for cities to pursue, adopt or expand local climate action plans. In addition, the LOC will pursue opportunities to work with the Oregon Climate Change Research Institute (through Oregon State University) to provide cities and counties with local/regional data that can better inform the adoption and implementation of climate adaptation and mitigation at the local level.

### Background:

According to the Oregon Department of Energy's [2018 Biennial Energy Report](#) (BER), since the early 1990s, major international and U.S. scientific assessments have concluded that both climate change mitigation and adaptation efforts are necessary in response to climate change. The BER goes on to explain that adaptation is often thought of as actions "to prepare for and adjust to new conditions, thereby reducing harm or taking advantage of new opportunities or simply to reduce society's vulnerability to climate change impacts." Local climate action plans, adopted by cities or counties, can help communities better understand how climate change will impact their communities, and can provide localized solutions to help mitigate against the impacts of climate change. The LOC is aware of fourteen cities that have adopted local climate action plans. There are other cities that are interested in doing the same but that do not have the financial and/or staffing resources that are necessary.

*Presented by the Energy and Environment Committee*

## L. Local Energy Generation Project Support

### Legislation:

The LOC will support/pursue funding, technical assistance and other tools that make local energy generation more feasible for cities to pursue.

### Background:

Local energy generation projects can better position cities to pursue and achieve local climate action goals, address capacity constraints of existing electric transmission lines, and can help cities respond to individual businesses that may be seeking green energy options. The types of local energy generation projects discussed by the committee include, but are not limited to, small-scale hydropower, in-conduit hydropower, methane capture, biomass and solar. Such projects are not intended to conflict with existing low-carbon power purchase agreements but can position cities to pursue local climate action goals and supplement energy needs through renewable generation. Under this recommendation, the LOC will work to identify barriers and potential solutions to local energy generation and will pursue funding assistance for feasibility studies and project implementation.

*Presented by the Energy and Environment Committee*

## M. Local Speed Setting Authority

### Legislation:

Support legislation that provides legislative authority for ODOT to delegate local speed setting authority to Oregon cities that meet state criteria. Improve safety and speed limit consistency in Oregon cities by establishing a clear delegation process that is consistent with recently adopted statewide speed zone rules. ([OAR 734-020-0014](#), [734-020-0015](#), and [734-020-0016](#)). This will be permissive legislation allowing cities to opt-in and thus will not be a mandate.

**Background:**

The state of Oregon and cities across the state are all committed to improving safety on our streets. National and international research has shown that setting appropriate speed limits on city streets is a critical tool for improving safety and saving lives. During the 2020 legislative session, [HB 4103](#) gained widespread support for setting up a collaborative process with ODOT and cities that opt into a process for gaining local speed setting authority. Despite strong support, HB 4103 did not pass due to the legislative clock running out. Going forward, LOC will work with safety advocates and cities and use HB 4103 from the 2020 session as a template for legislation in 2021. Delegated authority should be made available to all cities that meet ODOT's criteria; participation by cities is permissive (not required). Cities should be able to determine speeds that are adequate and safe for their communities, working within the OAR speed zone framework. This will improve safety and make speed setting more consistent across local government jurisdictions.

*Presented by the Transportation Committee*

## **N. Long Term Transportation Infrastructure Funding**

**Legislation:**

Support expansion and consideration of revenue-generating options to fund multimodal transportation infrastructure, which includes state and local facilities. Support state and local projects that are part of the Statewide Transportation Improvement Program.

**Background:**

Oregon has made two significant state-wide transportation investments in the last 15 years. In 2009, the [Jobs and Transportation Act](#) (JTA) passed. This was a successful effort from local governments and the business community to invest in maintenance and capacity building projects state-wide. In 2017, [HB 2017](#) established Oregon's first ever comprehensive, multimodal, transportation investment with what is known as "Keep Oregon Moving," which was a \$5.3 billion package. Although HB 2017 will not have its full funding until 2024 LOC and other transportation advocates will need to constantly explore other sources of revenue including a possible future replacement of Oregon's gas tax with a road user charge system. Oregon has been pioneering a vehicle miles traveled (VMT) tax within the [MyOReGo](#) pilot program. The program is voluntary and can provide several benefits to users. Ultimately the long-term structure for transportation investment may well take on a similar structure.

*Presented by the Transportation Committee, endorsed by the Community Development Committee*

## **O. Low-Income Energy Efficiency and Affordability Programs**

**Legislation:**

The LOC will provide support for programs that seek to expand upon low-income energy and heating assistance programs, including programs targeted to make energy more affordable for rental properties. In addition, the LOC will work to support programs that provide for energy bill payment assistance and expand opportunities for low-income Oregonians to access resources for home weatherization.

**Background:**

According to Oregon Housing & Community Services, approximately 396,182, or about 25 percent of all households, are considered energy-burdened because of their energy-related expenditures (as of 2018). A household is considered energy burdened if six percent or more of its gross income is consumed by energy-related expenses. In recent years, legislation has been introduced in Oregon that would have provided additional assistance to low-income homeowners and renters that struggle with energy affordability. Unfortunately, legislation did not pass. The need for such assistance has increased as a result

of the economic hardships resulting from COVID-19. In addition to bill payment assistance, there is a need for programs that will support low-income home weatherization in order to make energy bills more affordable in the long-term.

*Presented by the Energy and Environment Committee*

## **P. Marijuana Tax Local Rate Limitation Increase**

### **Legislation:**

The League proposes increasing the current 3% cap on local marijuana taxes. This would give local voters greater choice in choosing a rate that reflects their needs or their community.

### **Background:**

Retailers licensed by the Oregon Liquor Control Commission (OLCC) are required to charge a state-imposed retail sales tax of 17 percent for all recreational marijuana sold. Cities and counties (unincorporated areas only) may also impose a local retail sales tax of up to 3%, subject to voter approval. Tax rates for recreational marijuana vary widely across the states, but the total Oregon tax burden at a maximum of 20% is the lowest of West Coast states. Washington imposes a 37% state excise tax, but with a state sales tax of 6.5% and local rates of up to 1.9% the total rate can reach over 45%. California has a retail tax of only 15%, but with a state sales tax of 7.5% and local taxes up to 15.25% the total rate can reach up to 37.75%. Oregon consistently ranks among the lowest of the states for marijuana prices. Cities are sensitive to the desire to not push consumers to the black market and will work with the legislature on an increased cap that balances that concern with local revenue needs.

*Presented the Finance and Tax Committee*

## **Q. Mental Health Service Delivery**

### **Legislation:**

Support the delivery of mental health services in order to reduce negative police interactions and ensure that those in need receive the help they require.

### **Background:**

The Committee and the LOC membership have prioritized the delivery of mental health services periodically over the last 5 years. Items contained in this priority have included crisis intervention training for police officer, mobile police and social worker teams to proactively work with people in danger of going into crisis, jail diversion, mental health courts and greater access to care. In the immediate past short session, the LOC worked with its coalition partners to obtain \$9 million in additional funding for aid-and-assist, community care and jail diversion but was unsuccessful due to a lack of quorum.

While the measurements are subjective and not in general agreement, most surveys of behavioral health and alcohol and drug addiction service availability place Oregon near or at the bottom of state rankings. As a result, Oregon ranks third in the nation for [alcohol related deaths](#), and above the national average in [suicides](#). Anecdotally, most police chiefs that have participated in LOC conversations on this topic report a growing number of calls for service stemming from people in mental health crisis. The COVID-19 pandemic has exacerbated some of these issues with Portland Police Bureau reporting a 41% increase in suicide related calls (including attempts and threats) over this time last year. This priority would include but not be limited to:

**Investment:** The stark truth is that Oregon has never financially supported mental health services at a level commensurate with need. More beds and more capacity will allow for greater delivery. The spending plan may be complicated but many advocates bristle at the idea of “mental health reform” when it’s never been funded as a priority. The League does not have a specific number at this time but is in conversation with partners to develop one.

Decimalization of Mental Illness: People suffering from mental illness that interact with the criminal justice system typically spend more time incarcerated and suffer a disruption in treatment. Jail diversion has been something the League has advocated for in previous sessions and but will require changes in law, training and investments.

Workgroups Outcomes: There are currently several workgroups developing behavioral health reform plans that have yet to be completed, much of that work has been interrupted by COVID 19. LOC staff can update the Committee on these their work continues but cannot make recommendations on them now.

Alcohol Availability: The prevalence of cheap and potent alcoholic beverages that are produced and sold for the express purpose of achieving rapid intoxication has been a concern for Oregon Recovers, an advocacy group for those recovering from addiction. OLCC sells several 750 ml bottles for under \$10 and some as low as \$5. Creating a minimum price per international unit of alcohol has had an impact on consumption of cheap, potent beverages in Scotland and is believed to have had an impact on consumption there. Raising the price of low cost but high-volume products would also increase city shared revenue and provide additional funding for behavioral health services.

Mental Health Parity: Oregon and the federal government have enacted statutes to ensure that mental health services are treated as a health issues in a manner identical to physical health by health insurers. The legislative intent behind these laws has not been met as evidence by reports of denied coverage. Ensuring effective parity would increase treatment an access.

*Presented by the General Government/Human Resources Committee, endorsed by the Community Development Committee*

## **R. Municipal Broadband and Pole Protection**

### **Legislation:**

Oppose legislative efforts to restrict existing municipal authority to provide broadband services, and own and operate poles in the rights-of-way.

### **Background:**

As the public grows more dependent on the Internet for expanding parts of their lives, community choices for gaining access at a reasonable price, for both consumers and producers, are dwindling. Some municipalities choose to become service providers themselves. Municipal broadband is sometimes the only way to bring high speed internet to a community and it can serve as an access point to neighboring communities. Additionally, municipal broadband adds competition to the market and can help lower prices for community members. As there is a push for more connectivity and bridging the digital the divide, the LOC will protect localities rights to be internet service providers for their own communities. Additionally, as more and more small cell and 5G technology is deployed in the rights-of-way, the LOC will protect the right of municipalities to own, operate and regulate attachments that are allowed on their poles.

*Presented by the Telecom, Broadband & Cable Committee*

## **S. New Mobility Services**

### **Legislation:**

Support for a variety of new mobility services that promote a safe, sustainable, and equitable multimodal transportation system, while preserving local government's authority to regulate services and ensure they best serve the local context.

### **Background:**

Transportation mobility has been rapidly changing over the last few years. The emergence of ridesharing services such as Transportation Network Companies (TNCs) now provide the public with more options to

get from point “a” to point “b.” New platforms continue to emerge such as scooters, shared bikes, electric delivery tricycles for package delivery and the possibility of future driverless delivery and vehicle fleets. Cities must have the flexibility to address the impacts of emerging technologies on their communities such as increased congestion and air pollution while protecting consumers and maintaining a safe transportation network that recognizes the unique needs of individual communities.

*Presented by the Transportation Committee*

## **T. Photo Enforcement Safety Cameras**

### **Legislation:**

Support continuation and expansion of fixed speed and red-light cameras and mobile speed radar state-wide to improve public safety in high-crash corridors. Explore changes that enable more streamlined processing of citations. Allow for local governments to form IGA’s with other local governments to facilitate the use of safety cameras and mobile radar in their communities.

### **Background:**

The Oregon Transportation Safety Action Plan sets a goal of no deaths or life-changing injuries on Oregon’s transportation system by 2035. In 2015, the Oregon Legislature granted the city of Portland the authority to implement a fixed speed safety camera program ([HB 2621](#)). Portland’s fixed speed camera systems have been operating on “urban high crash corridors” for the past several years. Data collected at these locations shows a distinct change in driver behavior that has reduced the risk of collisions (See [PBOT Report](#)). Under existing statutes, photo radar is allowed in the cities of Albany, Beaverton, Bend, Eugene, Gladstone, Medford, Milwaukie, Oregon City, Portland and Tigard. LOC’s goal is to bring this authority state-wide providing all cities with the choice of operating speed radar in their communities to improve safety and reduce the risk of high-speed crashes.

*Presented by the Transportation Committee*

## **U. Property Tax Reform**

### **Legislation:**

The League of Oregon Cities proposes that the Legislature refer a constitutional measure and take statutory action to reform the property tax system as part of the 2021 session. With the passage of the Corporate Activities Tax Oregon has taken a step towards long term financial stability at the state and school district level, but local budgetary challenges persist and the legislature must take action to allow cities and other local governments to adequately fund the services that residents demand.

### **Background:**

The property tax system is broken and in need of repair due to Measures 5 and 50, which are both now over 20 years old. The current system is inequitable to property owners and jurisdictions alike, is often inadequate to allow jurisdictions to provide critical services, removes all local choice, and is incomprehensible to the majority of taxpayers. Local governments and schools rely heavily on property tax revenues to pay for services and capital expenses. Therefore, the League will take a leadership role in forming coalitions to help draft and advocate for both comprehensive and incremental property tax reform option packages. The League will remain flexible to support all legislation that improves the system, with a focus on a property tax package that includes, but may not be limited to these elements:

- To restore local choice, a system that allows voters to adopt tax levies and establish tax rates outside of current limits and not subject to compression (requires constitutional referral).
- To achieve equity, a system that has taxpayers’ relative share tied to the value of their property, rather than the complex and increasingly arbitrary valuation system based on assessed value from Measure 50 (requires constitutional referral).

- To enhance fairness and adequacy, a system that makes various statutory changes, some of which would adjust the impact of the above changes. For example, as a part of comprehensive reform the League supports a new reasonable homestead exemption (percentage of RMV with a cap) but also supports limiting or repealing various property tax exemptions that do not have a reasonable return on investment.

*Presented by the Finance and Tax Committee, endorsed by the Community Development Committee*

## **V. Reducing Wastewater Impacts from Wipes and Other “Non-Flushables”**

### **Legislation:**

The LOC will work with other stakeholders, including the Oregon Association of Clean Water Agencies address challenges resulting from wipes and other non-flushable items. Legislation pursued will likely focus on requirements for manufacturers to clearly label product packaging to indicate that the product should not be flushed, however, the LOC will additionally explore other viable opportunities to address the public health, environmental and economic challenges resulting from improper disposal of these products.

### **Background:**

In recent years, public wastewater systems have experienced significant increases in sewer line clogs, environmental impacts, infrastructure impacts and costs associated with wipes being flushed down toilets. Most wipes don’t break down when flushed, and even wipes that are labeled as “flushable” can clog pipelines and pumps and can cause sewage overflows in residences and the environment. The COVID-19 pandemic has made this challenge even worse due to shortages of toilet paper and increased use of disinfecting wipes. The EPA and other national organizations, as well as statewide and local wastewater agencies, are working to get the message out to avoid costly as well as environmental impacts of wipes in our sewer and treatment systems. In March of 2020, the state of Washington passed legislation requiring manufacturers to label products with a “do not flush” logo if the product does not meet national “flushability” standards (i.e. breaking down in the sewer system).

*Presented by the Water/Wastewater Committee*

## **W. Right-of-Way/Franchise Fees Authority Preservation**

### **Legislation:**

Oppose legislation that, in any way, preempts local authority to manage public rights-of-way and cities’ ability to set the rate of compensation for the use of such rights-of-way.

### **Background:**

In its commitment to the protection of Home Rule and local control, the LOC consistently opposes restrictions on the rights of cities to manage their own affairs. From time to time, in the context of public rights-of-way management authority discussions, legislative proposals to restrict this authority arise. Efforts to restrict local authority often include proposals for a statewide right-of-way access policy and compensation system as well as limiting the ability of cities to charge fees of other government entities. This is contrary to local government management authority; the ability to enter into agreements with users of the right-of-way either by agreement/contract or ordinance; to set terms of right-of-way use and to set the rate of compensation. In recent years the FCC has passed rulemaking through various orders like the Small Cell Orders ([FCC 18-133](#) and [FCC 18-111](#)) and the Cable Franchising Order ([FCC 19-80](#)) that erode cities’ right-of-way and franchising authority. Local governments around the U.S. are fighting these orders in court. There is a fear that the language of these orders will be codified in state legislatures. This would mean if the orders are overturned in court at the federal level, they will still impact cities in states that have passed laws codifying the orders.

*Presented by the Telecom, Broadband & Cable Committee*

## X. State Highway Funds Formula

### Legislation:

Consider opening the state highway fund distribution formula to allow for an additional percentage to cities. Currently the split is 50-30-20 with the State receiving 50%, Counties receiving 30% and the balance going to Cities 20%.

### Background:

Oregon has had a distribution formula for the state highway fund for decades. [This fund](#) combines the revenues generated from the state's gas tax, weight-mile tax on heavy trucks, licenses, fees, and bond proceeds. Approximately 77 percent of the total revenue collected by Oregon Department of Transportation (ODOT) is from state sources, while only 23 percent comes from federal sources. During the 2017 session base level funding for the least populated counties was established along with a \$5 million-dollar small city fund for cities under 5,000 in population with a maximum award of \$100,000 and no match requirement. LOC will engage with other transportation interests to determine if there is adequate support to advance legislation that would revisit the current 50-30-20 distribution.

*Presented by the Transportation Committee*

## Y. Tort Liability Reform

### Legislation:

COVID-19 and existing federal court decisions have added risk exposure to cities in areas where their authority has been limited or have not received adequate support. This priority seeks to ensure that cities are not held liable in these areas.

### Background:

CIS has already had a COVID related claim filed against it for a COVID related exposure. While there may be many legitimate reasons for a person to seek damages related to the outbreak, local governments have been hampered by inadequate supplies of PPE, testing capability, direct financial support, and legislative relief.

Additionally, the Boise decision that prevents cities from enforcing no camping rules and ordinances subject cities to additional tort liability. The ruling holds that if a person has no place else to go, a city must allow them to sleep somewhere. While there is a logical basis for the core of the ruling, if a city allows a person to sleep in an area that is not designed for camping, such as a park, the person may seek damages. Please note that recreational users of parks may not seek damages due to Oregon's recreational immunity statute that were corrected in 2017.

Finally, in previous sessions, legislation has been introduced but not passed to require cities to permit shelters in areas where they may not be appropriate and "codify" the Boise decision in state law. This legislation did not include immunity from tort liability while removing city authority.

*Presented by the General Government/Human Resources Committee*

## Z. Water Utility Rate and Fund Assistance

### Legislation:

The League will work during the 2021 legislative session to provide water utility funding assistance for ratepayers that are experiencing ongoing or recent economic hardships. In addition, the LOC will work to identify opportunities for additional investments in public infrastructure, including water supply, wastewater treatment, stormwater management, green infrastructure opportunities and resilience for water systems. Finally, the LOC Water & Wastewater Policy Committee has identified a need for additional,

targeted grant funding assistance that will benefit smaller communities. This includes additional funding to conduct rate studies, feasibility studies and funding to help communities comply with new regulatory requirements, including the requirement to include a seismic risk assessment and mitigation plan within regular water master plan updates.

### **Background:**

In response to economic impacts associated with the spread of COVID-19, many of Oregon's drinking water and wastewater utility providers have offered additional assistance to ratepayers. The LOC is aware that most water utility providers have temporarily ceased water service shut offs (disconnections) for non-payment or past due bill collection during this period of economic hardship. Impacts associated with residential ratepayer revenue losses and decreased water consumption from businesses that have either closed or limited operations has resulted in revenue losses for many Oregon water utility providers. Some water utilities have outstanding debt from prior infrastructure investments and have expressed concerns that reductions in revenue may impact the ability to make the ongoing debt payments. In addition, the economic hardships that are being experienced by many Oregonians, especially in low-income and minority communities, will be ongoing; highlighting the need for additional ratepayer assistance investments that focuses on equity and our most vulnerable populations.

The LOC will work to identify funding for water utility ratepayer assistance and will work to establish a framework for the distribution of funds and will seek to ensure that this crisis does not exacerbate existing inequities, especially for Black, Indigenous, other Communities of Color and for rural Oregonians.

In addition, while COVID-19 has created unique revenue challenges for water utility providers, a key issue that most cities continue to face is how to fund infrastructure improvements (including maintaining, repairing and replacing existing infrastructure and building new infrastructure to address capacity and regulatory requirements). Increasing resources in programs that provide access to lower-rate loans and infrastructure-specific grants will assist cities in investing in vital infrastructure improvements which will also help bolster economic recovery. Infrastructure development impacts economic development, housing, and livability. The level of funding for these programs has been inadequate compared to the needs over the last few biennia and the funds are depleting and unsustainable without significant program modifications and reinvestments.

The LOC will pursue additional funding through the state's Special Public Works Fund, which provides funding assistance through Business Oregon for a variety of public infrastructure needs and will explore state bonding capacity opportunities for water-specific infrastructure needs. In addition, LOC will pursue funding for small communities that face regulatory and operational challenges. Examples of small-community funding assistance opportunities may include expanded grant opportunities through existing funding programs and additional funding assistance to help communities with regulatory compliance and engage in utility best practices, including rate studies.

*Presented by the Water/Wastewater Committee, endorsed by the Community Development Committee*

## Acknowledgements

*Thank you to all that participated in the policy committee process.*

### **Community Development Committee**

Brian Latta, Dallas (*Chair*)  
 Timothy Rippe, Forest Grove (*Vice-Chair*)  
 Tom Armstrong, Portland  
 Michael Boquist, La Grande  
 Barbara Bull, Corvallis  
 Steve Clements, La Grande  
 Katy Dunsmuir, Estacada  
 Len Goodwin, Veneta  
 Allen Hobson, Winston  
 Kelly Madding, Ashland  
 Hilary Norton, Halsey  
 Heather Richards, McMinnville  
 Scot Siegel, Lake Oswego  
 Michael Sykes, Scappoose  
 Derrick Tokos, Newport  
 Ryan Wells, Cornelius  
 Kenna West, Willamina  
 John Williams, West Linn  
 Steve Wright, Seaside  
 Stacy Cowan, Portland  
 Erik Kancler, Bend  
 Ethan Nelson, Eugene  
 Eric Noll, State, Portland  
 Anne Davies, Lane Council of Governments  
 Spencer Parsons, Beery, Elsner & Hammond  
 Ariel Nelson, LOC

### **Energy & Environment Committee**

Steve Uffelman, Prineville (*Chair*)  
 Kathryn Hyzy, Milwaukie (*Vice-Chair*)  
 Thomas Brownson, Astoria  
 Steve Dahl, Drain  
 Steve Forrester, Prineville  
 Jerry Gillham, Sutherlin  
 Tonya Graham, Ashland  
 Scott Hill, McMinnville  
 Theresa Kohlhoff, Lake Oswego  
 Vinh Mason, Portland  
 Sandra Spelliscy, Talent  
 Biff Traber, Corvallis  
 Stacy Cowan, Portland  
 Jennifer Joly, OMEU  
 Tracy Rutten, LOC

### **Finance & Taxation Committee**

Don Hudson, Tualatin (*Chair*)  
 Paul Chalmers, Pendleton (*Vice-Chair*)  
 Martha Bennett, Lake Oswego  
 David Bodway, Sherwood  
 Nancy Brewer, Corvallis  
 Thomas Brownson, Astoria  
 Gretchen Buehner, King City  
 Barbara Bull, Corvallis  
 Katy Dunsmuir, Estacada  
 Jessica Eden, Portland

Joseph Gall, Sherwood  
 Peter Hall, Haines  
 Bessie Johnson, Albany  
 Suzanne Lineen, Hillsboro  
 Heidi Lueb, Tigard  
 Anthony Martin, Hillsboro  
 Brian McDowell, Union  
 Seth Reeser, Wood Village  
 Tim Rosener, Sherwood  
 Byron Smith, Hermiston  
 Jim Snyder, Phoenix  
 Andrew Struthers, Corvallis  
 Tyler Wallace, Portland  
 Kenna West, Willamina  
 Steve Wright, Seaside  
 Eric Chambers, Gresham  
 Ethan Nelson, Eugene  
 Eric Noll, Portland  
 Carol Samuels, Piper Sandler & Co.  
 Mark Gharst, LOC

### **General Government/Human Resources Committee**

Jake Boone, Cottage Grove (*Chair*)  
 Aaron Cubic, Grants Pass (*Vice-Chair*)  
 David Allen, Newport  
 David Bodway, Sherwood  
 Jerry Gillham, Sutherlin  
 Mark Gissiner, Eugene  
 Jeff Groth, Sherwood  
 Cathy Henson, Portland  
 Allen Hobson, Winston  
 Bessie Johnson, Albany  
 Heidi Lueb, Councilor, Tigard  
 Stephanie Moran, Junction City  
 Lisa Morgan, Prineville  
 Ethan Nelson, Eugene  
 Jim Snyder, Phoenix  
 Steve Uffelman, Prineville  
 Tyler Wallace, Portland  
 Stacy Cowan, Portland  
 Eric Noll, Portland  
 Scott Winkels, LOC

### **Telecom, Broadband and Cable Committee**

Peter Truax, Forest Grove (*Chair*)  
 Ryan Zink, Salem (*Vice-Chair*)  
 Pam Berrian, Eugene  
 Steve Callaway, Hillsboro  
 Len Goodwin, Veneta  
 Anne Hill, Portland  
 Robert Kellogg, Tualatin  
 Marilyn Morton, Independence  
 Elisabeth Perez, Portland  
 Seth Reeser, Wood Village  
 Heather Richards, McMinnville  
 Tim Rosener, Sherwood  
 Byron Smith, Hermiston  
 Pam Vaughan, Corvallis  
 Nancy Wyse, Corvallis

Maja Haium, Portland  
 Jennifer Joly, OMEU  
 Eric Noll, Portland  
 Reba Crocker, ROW Consultants LLC  
 Anne Davies, Principal Attorney, Lane Council of Governments  
 Spencer Parsons, Beery, Elsner & Hammond  
 Chris Tamarin, Buisness Oregon  
 Jenna Jones, LOC

### **Transportation Committee**

Ken Woods, Dallas (*Chair*)  
 Timm Slater, North Bend (*Vice-Chair*)  
 Mike Bisset, McMinnville  
 Tom Boyatt, Springfield  
 Gretchen Buehner, King City  
 Steve Callaway, Hillsboro  
 Shoshana Cohen, Portland  
 Joseph Gall, Sherwood  
 Scott Hill, McMinnville  
 Rob Inerfeld, Eugene  
 Robert Kellogg, Tualatin  
 Theresa Kohlhoff, Lake Oswego  
 Jamie Kranz, Troudale  
 Brian Latta, Dallas  
 Keith Mays, Sherwood  
 Walt Perry, Jefferson  
 Michael, Quilty, Central Point  
 Timothy Rippe, Forest Grove  
 Tim Rosener, Sherwood  
 Michael Sykes, Scappoose  
 Biff Traber, Corvallis  
 Julie Warncke, Salem  
 John Williams, West Linn  
 Stacy Cowan, Portland  
 Kayla Hootsmans, ODOT  
 Jim McMauley, LOC

### **Water/Wastewater Committee**

Jason Pulley, Salem (*Chair*)  
 Niki Iverson, Hillsboro (*Vice Chair*)  
 Alice Brawley-Chesworth, Portland  
 Steve Dahl, Drain  
 Tim Gross, Newport  
 Jan Lee, Sandy  
 Brian McDowell, Union  
 Sara Petrocine, Portland  
 Paul Rheault, Bend  
 Dean Sawyer, Newport  
 Julie Smitherman, Ashland  
 Eric Noll, Portland  
 Susie Smith, ACWA  
 Tracy Rutten, LOC

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

**THE MATTER OF APPOINTING SUSAN JACKSON TO A VACANT TERM ON THE PLANNING COMMISSION**

## STAFF REPORT:

Exhibit A: City Application Form.

**ACTION: MOTION TO APPOINT SUSAN JACKSON TO THE VACANT PLANNING COMMISSION TERM ENDING DEC 31, 2021**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – July 28, 2020

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	N/A	N/A

**STAFF RECOMMENDATION:**

**Staff recommends the City Council appoint Susan Jackson to the Planning Commission**

### BACKGROUND INFORMATION:

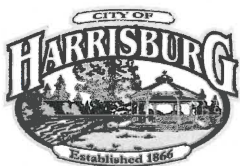
David Smid had served on the Planning Commission for ten years and had planned on continuing to serve. Unfortunately, he has now moved outside of town, which ended his eligibility to be on the Planning Commission. The Planning Commission does allow for two members to live outside the Harrisburg jurisdictional boundaries, as long as they are also in the Harrisburg School District. Those positions are already filled by Kurt Kayner, and Roger Bristol.

The position was posted for approximately a month and a half. While there were several people interested in the position, none other than Susan submitted an application. Susan is an active volunteer in the City of Harrisburg, currently serving on the HFEA (Harrisburg Festival and Events Association). She is the city's janitorial contractor, and also works at the School District. Most of City Council will likely remember that she served on the Sesquicentennial Committee, on the Historic Home & Building Tour.

## REVIEW AND APPROVAL:

John Hitt  
City Administrator

Date



City of Harrisburg  
120 Smith Street  
Harrisburg, OR 97446  
Phone (541) 995-6655  
[www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us)

## BOARD & COMMITTEE APPLICATION FORM

Planning Commission, Budget Committee, and Library Board

Name:

Address:

Phone Num

Email:

Are you a Harrisburg resident?

Yes ☒

No ☐

Employment:

In which position are you interested?\*

Tell us why you would like to be included on the Board or Committee of your choice and what you will contribute:

*I have lived in Harrisburg for 52 years and care about my town. I feel I would like to be a part of the decisions that shape it for the future. I feel I will represent the common citizen in my choices.*

Please list any schooling, hobbies, prior experience or any other information that would indicate how you would contribute to the Board or Committee.

*For 3 years I worked for Corvallis CAD Services, so I am familiar with site plans, City plats, etc. and have an idea about different zonings. I also have personal knowledge from my own realstate purchases.*

Please list a personal/professional reference that we may contact:

Name:

Address:

Phone Number:

Relation to you:

By providing your signature below, you acknowledge that you are the applicant for the committee position and authorize the City to contact your references.

\*Please be aware that candidates for Planning Commission are subject to State Ethic Law Requirements. For further information on ethics laws and what the requirements are, please ask for Michele Eldridge, City Recorder/Assistant City Administrator.

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

**THE MATTER OF APPROVING A PROFESSIONAL SERVICES CONTRACT FOR AN INTERIM FINANCE OFFICER.**

**STAFF REPORT:**

Exhibit A: Proposed Agreement Between City of Harrisburg and  
Tim Gaines

**ACTION: MOTION TO APPROVE THE PROFESSIONAL SERVICES CONTRACT BETWEEN TIM GAINES, AS AN INDEPENDENT CONTRACTOR, AND THE CITY OF HARRISBURG**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda- July 28, 2020

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$14,000	Yes	General Fund

**STAFF RECOMMENDATION:**

**Staff recommends approval of the contract, with or without amendment**

**BACKGROUND INFORMATION:**

Our Finance Officer, Tim Gaines, resigned, effective July 15, to take a position with the City of Coburg. Tim has agreed to continue most of his accounting duties as a part-time independent contractor. The specific services he will perform are outlined in the agreement.

His hourly compensation will be \$70/hour with a cap of \$7,000 per month without prior approval from the City Administrator/Asst. City Administrator. I estimate an absolute maximum of two months that Tim would fill this role.

We have been recruiting applicants to assume the job of Finance Officer. As of the date of this report, we have three applicants who will likely be interviewed later this month. While a probable starting date is hard to surmise (assuming one of the three is selected), I would assume it wouldn't be later than early September.

**REVIEW AND APPROVAL:**

\_\_\_\_\_  
John Hitt, City Administrator    Date

## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this "Agreement") is made and entered into as of the 16th day of July, 2020 (the "Effective Date"), by and between City of Harrisburg ("the Client") and Tim Gaines, with an office located at 210 North 7th Street, Harrisburg, Oregon, 97446 (the "Service Provider").

**WHEREAS**, the Client wishes to obtain the professional services of the Service Provider; and,

**WHEREAS**, the Service Provider has the knowledge, skill and capability to perform such services for the Client.

**THEREFORE**, in consideration of the foregoing, the parties, intending to be legally bound, hereby agree to the following:

1. **Services.** The Service Provider is hereby retained by the Client, and Service Provider agrees to provide the services set forth on Exhibit A attached hereto and incorporated herein by this reference (the "Services"). Services shall be performed in accordance with the timeline set forth in Exhibit A, or any supplemental schedule prepared by the Service Provider and agreed to in writing by an authorized representative of the Client.
2. **Service Requirements.** The Services delivered hereunder shall conform in all material respects to the specifications set forth in Exhibit A and any other requirements agreed upon by the parties in writing. Service Provider agrees to use sound and professional principles and practices in accordance with normally accepted industry standards in rendering Services hereunder, and Service Provider further agrees that performance shall reflect the best professional knowledge, skill and judgment of Service Provider.
3. **Nature of Services.**

- a. **Work Product.** Any and all reports, documentation, files, media and other materials created or produced by Service Provider in connection with the Services rendered hereunder shall be deemed "Work Product."

- b. **Work Made for Hire.** The Work Product shall constitute works-made-for-hire belonging exclusively to the Client. To the extent that any Work Product does not constitute a work-made-for-hire owned by the Client, Service Provider agrees to assign and transfer all of its right, title and interest in such Work Product to the Client.

**Modifications to Work Product.** The Client retains the right to modify the Work Product or to merge the Work Product into other documents or other materials owned or utilized by the Client.

- c. **Service Provider Proprietary Material.** Client does not under this Agreement acquire any ownership rights in and/or to any software, documentation, tools, techniques, methodologies or other material which has not or is not created as part of the Services to be rendered hereunder which is proprietary to Service Provider ("Service Provider Proprietary Material"). However, if Service Provider incorporates any Service Provider Proprietary Material into any Work Product, or any of the Work Product requires Service Provider Proprietary Material in order to operate or otherwise be use-able by the Client, Service Provider hereby grants the Client a nonexclusive, royalty free, fully paid, perpetual, irrevocable license to use the Service Provider Proprietary Material as part of the Work Product.
  - d. **Third Party Proprietary Material.** The Client does not under this Agreement acquire any ownership rights in and/or to any software, documentation, tools, techniques, methodologies or other material which is proprietary to any third party ("Third Party Proprietary Material"). The Client shall be responsible for obtaining any necessary licenses for Third Party Proprietary Material. Service Provider may not incorporate any Third Party Proprietary Material into the Work Product without the prior written consent of the Client.
  - e. **Independent Contractor Status.** The Service Provider agrees and warrants that he will perform all activities within the scope of this agreement as an independent contractor. As such, he will neither receive nor provide any direct supervision from the Client or any Client employee and is free to perform his services at a time and place solely at his own discretion. Service Provider agrees and understands he is not eligible for, and will not receive, any benefits that normally inure to Client employees including, without limitation, Social Security/Medicare benefits, health insurance, workman's compensation, life/disability insurance, retirement benefits, and administrative/vacation/sick leave. The Service Provider alone is responsible for paying all federal, state, Social Security/Medicare and all other taxes to which he may be subject.
4. **Payment.** "The Client agrees to pay Service Provider \$70.00/Hour for services completed in accordance with the terms of this Agreement, except that Service Provider may not incur charges exceeding a total of \$7,000.00 in any calendar month except by prior approval of the Client."
5. **Term.** The term of this Agreement shall commence on the Effective Date and shall continue until August 31, 2020 unless this Agreement is otherwise extended or terminated in accordance with the terms specified herein.

6. **Entire Agreement.** This Agreement, including the exhibits hereto, represents the entire agreement between the parties hereto and supersedes all prior and contemporaneous written or oral agreements and all other communications between the parties relating to the Services to be rendered hereunder. Any additions, deletions or modifications shall not be binding on either party unless accepted and approved in writing by duly authorized representatives of both parties. In the event of any contradictory provisions between this Agreement and the terms of any Exhibits, attachments or schedules hereto or any purchase order or other documents issued by the Client or Service Provider in connection herewith, the terms set forth in the body of this Agreement shall prevail.
7. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original, and such counterparts will together constitute the same instrument.
8. **Severability.** The provisions of this Agreement shall be deemed severable, and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties, unless to do so would clearly violate the present legal and valid intention of the parties hereto.
9. **Remedies.** Pursuit by either party of any remedies described herein, or otherwise available at law or in equity, shall not preclude pursuit by that party of any other remedy or remedies provided herein or otherwise available at law or in equity. All remedies, rights, undertakings, obligations and agreements shall be cumulative and none of them shall be in limitation of any other remedy, right, undertaking, obligation or agreement of either party.

IN WITNESS WHEREOF, this Professional Services Agreement has been duly executed by the authorized representatives of the parties hereto as of the date first set forth above.

Dated: \_\_\_\_\_, 20\_\_\_\_

CLIENT

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_\_\_

SERVICE PROVIDER

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attachment(s):

Exhibit A - Services

## EXHIBIT A — SERVICES

### 1. Statement of Purpose

The purpose of this is to perform the duties of the City Finance Officer until the City hires a full-time Finance Officer. Once the City hires a Finance Officer, the Service Provider will help train the new Finance Officer.

### 2. Scope of Services

The Service Provider will compute and submit payroll for all City of Harrisburg employees. The Service Provider will perform the task of Accounts Payables and Property Improvement Assessments. The Service Provider will reconcile all bank accounts as needed. The Service Provider will submit any intergovernmental documents as they are due. The Service Provider will perform other tasks as determined by the City Administrator.

### 3. Place of Performance

The Service Provider can perform the tasks either in the offices at Harrisburg City Hall or remotely. The Service Provider will have access to City Hall and the City's computer system so that he can perform the tasks assigned.

### 4. Termination of Services

The Service Provider must give the Client at least a seven day notice to terminate services. The Client must give the Service Provider seven days notice to terminate services

# Agenda Bill

## **Harrisburg City Council**

### Harrisburg, Oregon

#### **THE MATTER OF APPROVING A PERSONAL SERVICES CONTRACT BETWEEN THE CITY OF HARRISBURG AND ERIC HALL ARCHITECTS**

#### **STAFF REPORT:**

Exhibit A: Independent Contractor Agreement

**ACTION: MOTION TO APPROVE THE INDEPENDENT CONTRACTOR AGREEMENT BETWEEN ERIC HALL ARCHITECTS AND THE CITY OF HARRISBURG.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda / July 28, 2020

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$2,000	Yes	Land Use Application Fees

#### STAFF RECOMMENDATION:

**Staff recommends approval of the proposed agreement with or without amendment.**

#### BACKGROUND INFORMATION:

Last fall the City amended our agreement with Branch Engineering services to include land use planning services that would be performed by Jordan Cogburn. Since then, Mr. Cogburn has left Branch and is now with Eric Hall Architects in Eugene.

The proposed agreement continues the same billing rate charged by Branch Engineering, that is \$95 per hour ('Fee and Payment Schedule'). Services shall be, "as requested by the City" in **Exhibit A** and the agreement allows termination by us at any time, "for any reason" (section 14). Eric Hall Architects will act as an Independent Contractor.

Since I have assumed most of the duties as City Planner, I anticipate that we will only occasionally need to invoke this agreement. \$2,000 as an estimated cost may be optimistic (just over 21 hours of work) but I do believe we can reasonably expect less than \$3,000 for the remainder of the fiscal year.

This agreement has been reviewed and been found legally sufficient by our City Attorney

REVIEW AND APPROVAL:

John Hitt  
City Administrator

Date

# CITY OF HARRISBURG

## INDEPENDENT CONTRACTOR AGREEMENT

**Dated:**

**Parties:** City of Harrisburg ("CITY")

and

Eric Hall Architects ("INDEPENDENT CONTRACTOR")

### Additional Independent Contractor Information:

A. Type of Entity: ☐ Sole Proprietorship ☐ Partners ☐ LLC ☒ Corporation  
 B. Address: 116 State Hwy 99 N # 100, Eugene, OR 97402  
 C. Telephone: (541) 688-5594  
 D. SSN or Fed I.D. No: 80-0027838  
 E. Foreign Contractor ☐ Yes ☒ No  
 (Foreign mean not domiciles or registered to do business in Oregon)

In consideration of the mutual covenants contained herein, the parties agree to the following terms, provisions and conditions,

### Attachments

The following attachments are incorporated into this Agreement and made part of this Agreement:

Attachment 1 Scope of Work  
 Attachment 2 Rate Schedule  
 Attachment 3 ORS 279B Public Contracting Provisions

### 1. Payment by City

**1.1. Compensation.** CITY shall pay Independent Contractor according to the sum and schedule described on Attachment 2 attached hereto and incorporated herein by this reference.

**1.2. Invoices.** Invoices for service of Independent Contractor shall be billed to the CITY in summary form on or about the 4th day of each month for all services performed through the last day of the previous month. Reimbursable expenses shall be itemized and backup invoices provided if required by CITY.

**1.3. Payments.** CITY will review Independent Contractor's invoice and within ten (10) days of receipt notify Independent Contractor in writing if there is a disagreement or dispute with the invoice. If there are no such disputes with the invoice, CITY shall pay the invoice amount in full with thirty (30) days of invoice date.

**1.4.** If City fails to make any payment due Independent Contractor for services and expenses with thirty (30) days of the date on Independent Contractor's invoice therefore, late fees will be added to amounts due Independent Contractor at the rate of 1.0 percent per month from

original invoice date. Invoices in dispute are not subject to such late fees until such time as they are no longer in dispute. In addition, Independent Contractor may, after giving seven (7) days written notice to CITY, suspend services under this Agreement until Independent Contractor has been paid in full all amounts due for services, expenses, and charges.

**2. Services to be Performed by Independent Contractor.** Independent Contractor shall perform the services described on Attachment 1. Task Orders shall be used as the sole basis to authorize all Work related to this Contract. CITY or Independent Contractor shall not make modifications to the Task Orders or the Standard Terms and Conditions of the Contract except in writing. Said Task Orders and amendments thereto shall be agreed to by both parties, with scope of work, delivery schedule, and total compensation to be negotiated at the time the Task Order is proposed by either party. Task Orders that do not meet these requirements shall not be binding and no further compensation will be allowed for any Work performed.

Independent Contractor shall perform no Work outside the scope of any Task Order to this Contract until the parties have signed a modification to the Task Order that describes the Work and contains the terms of payment. Independent Contractor shall not be entitled to payment for Work outside the scope of a Task Order unless the parties signed a modification to the Task Order before Independent Contractor performed the Work. Subject to the requirements of this section, CITY shall have the right to request Work outside the scope of any Task Order to this Contract and to cancel a portion of the Work at any time.

CITY shall pay Independent Contractor an amount to be agreed upon by the parties for all additional Work. CITY shall pay Independent Contractor a reduced amount to be agreed upon by the parties in the event CITY cancels Work. CITY shall not be liable for profits lost due to cancelled Work. Some work will involve the use of funds provided by other funding agencies. A task order using these funds will not be valid without the prior approval of the funding agency. In carrying out these functions, Independent Contractor shall:

**2.1.** Account for all billed time with the name of the individual performing the work, the hours worked, the rate charged the CITY, and a description of the work performed.

**2.2.** Assign one person to attend meetings. Participation in meetings by other employees or subcontractors of Independent Contractor must be requested and approved in advance if the person's time is to be billed either directly or indirectly to the CITY.

**2.3.** Inform the CITY prior to engaging in contract discussions with proposed subcontractors.

**2.4.** Submit sub-contracts for reviewed and approved by CITY prior to execution. CITY retains the right at its option to contract directly with subcontractors.

**2.5.** Submit solicitations for bids or proposals to CITY prior to advertising and publishing for CITY review and authorization. Nothing shall go out in the CITY'S name without express written authorization from the CITY.

**3. Term.** This Agreement is effective as of the date of execution and shall continue for one year, unless earlier terminated in accordance with the provisions of this Agreement or by mutual consent of the parties. This Agreement shall be automatically renewed for additional one-year periods unless either party gives written notice of its intent not to renew within sixty (60) days of the current renewal period expiration date. The change of any part of the Agreement other than the termination date

constitutes an amendment.

**4. Independent Contractor Status.** By its execution of this Agreement, Independent Contractor certifies its status as an "Independent Contractor" as that term is used under the laws of the State of Oregon, and that all performance of any labor or services required to be performed by Independent Contractor under the terms of this Agreement shall be performed in accordance with the standards set forth in ORS 670.600. Independent Contractor shall be entitled to no compensation other than the compensation provided for under this Agreement. While CITY reserves the right to set various schedules and evaluate the quality of Independent Contractor's completed work, CITY cannot and will not control the means and manner of Independent Contractor's performance. Independent Contractor is responsible for determining the appropriate means and manner of performing work. Independent Contractor is responsible for all federal and state taxes applicable to compensation and payment paid to Independent Contractor under the Agreement and will not have any amounts withheld by CITY to cover Independent Contractor's tax obligations. Independent Contractor is not eligible for any CITY fringe benefit plans

**5. Conformance with Oregon Public Contracts Law (ORS Chapter 279B).** Independent Contractor shall comply with all applicable provisions of Oregon law for public contracts, including, but not limited to ORS 279B.220, ORS 279B.225, ORS 279B.230, and ORS 279B.235, as more particularly set forth in Attachment 3 and incorporated herein by reference.

**6. Work Performed.** The work to be performed by Independent Contractor includes services generally performed by Independent Contractor in his/her/its usual line of business.

**7. Tax duties and Liabilities.** Independent Contractor shall be responsible for all federal, state and local taxes, if any, applicable to any payments received pursuant to this Agreement, including but not limited to income tax, payroll tax, social security and self-employment tax. CITY shall not withhold, pay, or in any other manner be responsible for payment of any taxes on behalf of Independent Contractor.

**8. Reimbursement of Expenses.** Independent Contractor shall not be entitled to reimbursement by CITY for any expenses incurred by Independent Contractor unless otherwise agreed in writing.

**9. Materials and Supplies.** Independent Contractor shall supply all materials and supplies needed to perform the services required unless otherwise agreed in writing.'

**10. No Authority to Bind CITY.** Independent Contractor shall have no authority to enter into contracts on behalf of CITY, its officers, agents and employees. This Agreement shall not create a partnership or joint venture of any sort between the parties.

**11. Federal Employment Status.** In the event payment made pursuant to this Agreement is to be charged against federal funds, Independent Contractor hereby certifies that it is not currently employed by the Federal Government and the amount charged does not exceed Independent Contractor's normal charge for the type of services provided.

**12. Indemnification and Hold Harmless.** To the fullest extent of the law, Independent Contractor shall defend, indemnify and hold harmless CITY, its officials, employees, servants, and agents from and against all claims, demands, and judgments (including attorney fees), made or recovered against them including but not limited to damages to real or tangible personal property or for bodily injury or death to any person, arising out of, or in any manner connected with the performance of this Agreement by Independent Contractor, its officers, employees, and agents.

### **13. Insurance.**

**13.1. General Insurance.** Independent Contractor shall maintain in force for the duration of this agreement a Commercial General Liability insurance policy written on an occurrence basis with limits not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate. The CITY of Harrisburg, its officials, employees, servants and agents will be named as an additional insured as respects to work or services performed under this agreement. This will apply to both work in progress and completed operations. This insurance shall be primary and shall be paid and applied first in its entirety prior to any application of insurance the CITY may carry on its own.

**13.2. Professional Liability.** Independent Contractor shall maintain in force during the duration of this Agreement (and, if it is a claims made policy, for a year following completion of the project) a professional liability policy with limits of not less than \$2,000,000.

**13.3 Workers' Compensation.** Independent Contractor shall provide and maintain workers' compensation coverage for its employees, officers, agents, or partners, as required by applicable workers' compensation laws.

**13.4. Evidence of Coverage.** Evidence of the above coverages issued by a company satisfactory to CITY shall be provided to CITY by way of a certificate of insurance before any work or services commence. A 30-day notice of cancellation or material change in coverage clause shall be included. Failure to maintain the proper insurance shall be grounds for immediate termination of this contract.

**13.5. Equipment and Material.** Independent Contractor shall be responsible for any loss, damage, or destruction of its own property, equipment, and materials used in conjunction with the work.

**13.6. Exception or Waivers.** Any exception or waiver of these requirements shall be subject to review and approval by CITY.

**14. Termination.** The performance of work under this Agreement may be terminated by CITY, in whole or in part, whenever for any reason CITY shall determine that such termination is in the best interest of CITY. Any such termination shall be effected by delivery to the Independent Contractor of a Notice of Termination specifying the extent to which performance of the work under the Agreement is terminated and the date on which such termination is effective. Upon delivery to the Independent Contractor of a Notice of Termination under this paragraph, the Independent Contractor and CITY shall, by agreement, make an appropriate written modification to this Agreement governing completion of portions of the independent Contractor's work and payment therefore by CITY.

**15. Rights in Data.** All original written material, including programs, card decks, tapes, listings, and other documentation originated and prepared for CITY pursuant to this Agreement, shall become exclusively the property of CITY. The ideas, concepts, know-how, or techniques developed during the course of this Agreement by Independent Contractor personnel can be used by either party in any way it may deem appropriate. Material already in Independent Contractor's possession, independently developed by Independent Contractor outside the scope of this Agreement, or rightfully obtained by Independent Contractor from third parties, shall belong to Independent Contractor. This agreement shall not preclude Independent Contractor from developing materials which are competitive, irrespective of their similarity to materials which might be delivered to CITY pursuant to this Agreement. Independent Contractor shall not, however, use

any written materials developed under this Agreement in developing materials for others, except as provided in this section.

**16. Confidentiality.** Independent Contractor shall maintain the confidentiality of any of CITY's information that has been so marked as confidential, unless withholding such information would violate the law, create the risk of significant harm to the public or prevent Independent Contractor from establishing a claim or defense in an adjudicatory proceeding.

Independent Contractor shall require of CITY's sub-consultants similar agreements to maintain the confidentiality of information of CITY.

**17. Assignment/Subcontract.** Independent Contractor shall not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this agreement, in whole or in part, without the prior written approval of CITY. No such written approval shall relieve Independent Contractor of any obligations of this Agreement, and any transferee or subcontractor shall be considered the agent of Independent Contractor. Independent Contractor shall remain liable as between the original parties to this Agreement as if no such assignment had occurred.

**18. Successors in interest.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties to this Agreement and their respective successors and assigns.

**19. Compliance With All Government Regulations.** By executing this Agreement, Independent Contractor certifies that, to the best of its knowledge, Independent Contractor is eligible to contract with the CITY as a public body, and is not in violation of any rule, law or regulation that would prohibit the CITY from entering into an Agreement with Independent Contractor. Independent Contractor shall comply with all Federal, State and local laws, codes, regulations and ordinances applicable to the work performed under this Agreement. Failure to comply with such requirements shall constitute a breach of contract and shall be grounds for termination of this Agreement. Damages or costs resulting from noncompliance shall be the sole responsibility of Independent Contractor.

**20. Attorney Fees.** In the event a lawsuit of any kind is instituted on behalf of CITY to enforce any provision of this Agreement, Independent Contractor shall pay such additional sums as the Court may adjudge reasonable for attorney fees plus all costs and disbursements at trial and on any appeal.

**21. Force Majeure.** Neither party to this Agreement shall be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. CITY may terminate this Agreement upon written notice after determining such delay or default will unreasonably prevent successful performance of the Agreement.

**22. Assistance Regarding Patent and Copyright Infringement.** In the event of any claim or suit against CITY on account of any alleged patent or copyright infringement arising out of the performance of this Agreement or out of the use of any material furnished or work or services performed hereunder, Independent Contractor shall defend CITY against any such suit or claim and hold CITY harmless from any and all expenses, court costs, and attorney's fees in connection with such claim or suit.

**23. Severability.** If any provision of this Agreement is deemed to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and the rights and

obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

**24. Access to Records.** For not less than three (3) years after the Contract expiration the CITY and its duly authorized representatives shall have access to books, documents, papers and records of Independent Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcripts.

**25. Waiver.** Failure of CITY to enforce any provision of this Agreement shall not constitute a waiver or relinquishment by CITY of the right to such performance in the future nor of the right to enforce any other provision of this Agreement.

**26. Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever, without prior written approval of CITY. No modification of this Agreement shall bind either party unless reduced to writing and subscribed by both parties, or ordered by a Court.

**27. Nondiscrimination.** Independent Contractor shall comply with all applicable requirements of Federal and State civil rights and rehabilitation statutes, rules and regulations.

**Conflicts Prohibited.** Independent Contractor shall not perform any of the work tasks described in Attachment 1 for the CITY if the products or items to be reviewed were created or produced by Independent Contractor for any third party. In the event any third party submits for Planning review plans, proposals or other documents produced by Independent Contractor for that third party or for any entity other than the CITY, Independent Contractor shall assist the CITY in identification of, and retention of, a suitable, non-conflicted substitute to work on the matter for the CITY.

**28. Remedies.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, and any litigation arising out of this Agreement shall be conducted in the courts of the State of Oregon, County of Lane.

**29. Limitation of Liabilities.** CITY shall not be liable for (i) any indirect, incidental, consequential or special damages under the Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms.

**30. Entire Agreement.** This Agreement signed by both parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agents and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.

IN WITNESS WHEREOF the parties have executed this Agreement to be effective the date first set forth above.

**CITY OF HARRISBURG**

**INDEPENDENT CONTRACTOR**

By:

By:

Name:

Name:

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**ATTACHMENT 1**

**Scope of Work for Planning Services**

**Eric Hall Architects shall provide planning and technical assistance services as requested by the CITY. Requests shall be provided to Eric Hall Architects through written authorizations from the CITY. These services include, but are not limited to:**

- 1. Provide assistance with Land Use application, including but not limited to determining Code compliance, communications with applicants, and drafting decisions, findings, and conditions of approval, as needed.**
- 2. Provide assistance with time sensitive notices as needed.**
- 3. Provide written responses to requests and applications to the Planning Technician for the CITY to process.**
- 4. Assist with amendments to the Comprehensive Plan and other Plans as requested.**
- 5. Assist with annexations as requested.**
- 6. Other technical assistance as requested by the CITY.**
- 7. May be required to attend Planning Commission, City Council, and Council Committees as needed.**

# FEE & PAYMENT SCHEDULE

For Architectural services provided on an hourly basis, the following rates for Professional services, Consultant services, and Reimbursable expenses apply:

## PROFESSIONAL SERVICES

Principal Architect	\$154.00
Principal Architect (Court Testimony)	\$282.00
Project Architect	\$130.00
Project Manager	\$110.00
Interior Designer	\$102.00
<u>Contract Planner</u>	<u>\$95.00</u>
Job Captain	\$90.00
Architectural Tech	\$78.00
Administration	\$60.00

## CONSULTANT SERVICES

For services of outside consultants, charges will be billed at invoice amount plus a 5% markup.

## REIMBURSABLE EXPENSES

Automobile Mileage	\$0.58 per mile
Xerographic Reproductions (A-size)	\$0.28 per copy
Inkjet Bond Plots (D-size)	\$5.90 per sheet
Inkjet Mylar Plots (D-size)	\$14.28 per sheet
Inkjet Color Plots (D-size)	\$42.00 per sheet
Laser Printing (A-size)	\$0.28 per copy
Remote Site Work Station (1-day min.)	\$46.24 per day
Long Distance Communications	Invoice Cost + 5%
Printing, Renderings & Photographs	Invoice Cost + 5%
Shipping & Delivery	Invoice Cost + 5%

## TERMS OF PAYMENT

The following expenses are considered reimbursable and will be charged at the following rates: Services are billed monthly as the Work progresses and time will be processed for the billing period from last billing or start of Work, through the 25th of each month. Unless otherwise agreed, the total amount of each billing is due within fifteen (15) days of the Invoice date. A late charge of one and one quarter percent (1.25%) or \$5.00, whichever is greater will be assessed against any unpaid balance.



Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

**THE MATTER OF AN ACCOUNTING OF INTERGOVERNMENTAL AGREEMENTS  
(IGA'S) WITH OTHER GOVERNMENT ENTITIES**

**STAFF REPORT:**

Exhibit A: IGA Worksheet

**ACTION:** INFORMATION ONLY

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – July 28, 2020

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
n/a	n/a	n/a

**STAFF RECOMMENDATION:**

**Staff recommends that the City Council review the information provided.**

**BACKGROUND INFORMATION:**

When Council was reviewing the information provided in relation to the City of Monroe IGA that we were discussing at the May meeting, they indicated interest in knowing who the City has IGA's with.

As such, Staff pulled over the IGA's from the Contracts and Agreements database for roughly the last ten years (Exhibit A), so that Council can see the number and type of agreements that are common for cities to enter into. Staff also included older IGA's that are still current, such as the one that established PERS, and the contract from 1997 in which Linn County Planning and Building took over the plan review and inspection services for the City.

Many of the IGA's on file are in relation to the purchase of services, or in relation to grants. If Council has questions about these, the three staff members attending should be able to answer most of them. Copies of agreements can also be provided at a different meeting, if Council has any specific interest in them.

**REVIEW AND APPROVAL:**

\_\_\_\_\_  
John Hitt, City Administrator      Date

## HARRISBURG IGA'S

Identifier	Type of Document	Entity	Date of Document	Expiration Date	Notes
<b>SCA's - ODOT</b>					
101	2010 SCA Agreement - UPRR to 6th ST.	ODOT	1/1/2010	N/A; Project comp	Grants - 2010, SCA
109	2011 SCA Agreement - Smith, 6th to 7th St.	ODOT	01.31.11	N/A; Project comp	Smith ST, 6th to 7th
150	2015 SCA Agreement - Moore, 2nd to 3rd St.	City/ODOT	01.23.15	N/A; Project completion	
196	2020 SCA Agreement - LaSalle St. Improvement Project 6th to 9th Oregon Public Works Emergency Response Cooperative Assistance Agreement	City/ODOT	12.06.19	N/A; Project completion	
159		ODOT	02.04.13	n/a	
<b>ODOT (OTHER)</b>					
135	ODOT Walkway/Bikeway Project Agreement -99E/Peoria Rd Pedestrian/Bicycle Connection Project	ODOT	08.14.13	n/a by mutual consent	
<b>LCSO IGA's</b>					
108	Law Enforcement Services 2010/2011	Linn County Sheriff/City	5/12/2010	Jun-11	
110	Law Enforcement Services 2011/2012	Linn County Sheriff/City	04.27.11	Jun-12	
120	IGA for Law Enforcement Services 2012-2013	Linn County Sheriff's Departm	05.23.12	30-Jun-13	
120-A	134 IGA for Law Enforcement Services 2013-2014	Linn County Sheriff's Departm	06.26.13	Jun-14	
120-B	144 IGA for Law Enforcement Contract 2014-2015	Linn County Sheriff's Office	6/30/2014	30-Jun-15	
120-C	157 IGA for Law Enforcement Services 2015-2016	Linn County Sheriff's Department	07.22.15	Jun-16	
120-D	169 IGA for Law Enforcement Services 2016-2017	City & LCSO	07.19.16	Jun-17	
<a href="#">120-E</a>	172 Contract Municipalities IGA for Law Enforcement Services 2017 to 2019	Harrisburg, Mill City, Brownsville, Millersburg, Halsey, Scio Linn County Sheriff's Department, Mill City, Brownsville, Millersburg, Halsey & Sco	05.10.17	Jun-19	
120-F	n/a IGA for Law Enforcement Services 2019-2022		02.11.20	1-Jun-22	
<b>IGA'S WITH LINN COUNTY</b>					
114	Landscaping & Parking Agreement - Priceboro Park IGA with Linn County for use and maintenance of parcel at corner of Peoria & Hwy 99E	Linn County Planning & City	10.06.11	09.30.12	Priceboro Park
119		City/Linn County	05.14.12	n/a	

Identifier	Type of Document	Entity	Date of Document	Expiration Date	Notes
Lease Agreement	Commercial Lease Agreement for Harrisburg Justice Center: This file is located in City owned Properties, under Harrisburg Justice Center. Hyperlink attached. Lease agreement is between City of Harrisburg and		06.28.16	By notification	
Lease Agreement	Notification for the termination of Commercial Lease Agreement with the Linn County Justice Court		01.13.17	Lease terminated	
	Linn County UGB Agreements	Linn County Planning & City	1995	n/a	
	IGA Order 2000-300 for Justice of the Peace Services/Distribution of Municipal Court	Linn County Planning & City	Jun-00	n/a - Now Superseded	
	IGA WITH Linn County Planning and Building for Building Permit Services	Linn County Planning & City	Feb-97	n/a - mutual	
175	<b>IGA - Linn Libraries Consortium</b> Linn Libraries Consortium IGA Addendum added 03.08.17 (Extension)	Linn Library Consortium Linn Library Consortium	04.18.16 03.08.17	30-Jun-17 30-Jun-17	
122-A 122-B 122-C	<b>IGA'S WITH OCWCOG</b> IGA with CWCOG for IT Consulting/services Cascades West Technology Services Work Order Technology Services IGA with OCWCOG - 2018 Revision to IGA for Technical Services - Rates effective 10.01.19	ECONorthwest CWCOG CWCOG CWCOG	02.29.12 06.04.12 10/15/2018 12.16.19	30-Jun-13 06.30.12 6/30/2020 6/30/2020	
194	IGA with OCWCOG for City Administrator Recruitment Assistance Amendment to City Administrator Recruitment Assistance	City & OCWCOG City & OCWCOG	09.10.19 11.12.19	When Hire is complete When Hire is complete	
140	<b>STATE OF OREGON AGENCY IGA'S</b> State of Oregon DSL Public Recreation Facility License 13535-LI for boat ramp and restroom.	DSL	12.26.13	31-Dec-28	

Identifier	Type of Document	Entity	Date of Document	Expiration Date	Notes
146	IGA with DAS for Oregon Dept. of Education, Stipend for Family Support Services disbursed on expense reimbursement basis (HART Center Grant)	State of Oregon Dept of Administrative Services, acting on behalf of Dept. of Education (ODE), Early Learning Division(ELD) and Early Learning Council (ELC)	08.21.14	Oct 31, 2014; funds for Aug 1 to Oct 31, 2014	
147	SSA Agreements from 1951 - Ultimately PERS Allocation Certification Agreement/Maintenance Assistance Program (MAP) 2015-2016	SSA agreements between the City, The state of Oregon, and the Federal Government		Only the State 1951 can discontinue	
161	2016-2017 OSMB Map Agreement	Oregon State Marine Board	06.09.15	Jun-16	
Budget	2017-2018 OSMB Map Agreement	OSMB & City	06.07.16	Jun-17	
Budget	2018-2019 OSMB Map Agreement	OSMB & City	06.01.17	Jun-18	
Budget	2019-2020 OSMB Map Agreement	OSMB & City	06.01.18	Jun-19	
	Allocation Certification Agreement Maintenance Assistance Program FY 2020/2021	OSMB & City	06.01.19	Jun-20	
197		OSMB & City	05.11.20	Jun-21	
168	IGA with Dept. of Revenue for Intra-Agency Collection Services - DOR Co	City & State Department of Revenue	09.12.16	N/A - 30 days written notice	
170	OSP Criminal Justice Information Services LEDS Agreement	City & OSP /Municipal Court	10.26.16	N/A - 30 days written notice	
	170.1 OSP Criminal Justice Information Services LEDS Agreement	City & OSP Leds User Agreement with Brian Latta-Canceled	02.16.18	Changed from Brian Latta as Court Administrator for CJIS 12/16/2019	
	170.2 OSP Criminal Justice Information Services LEDS Agreement	City & OSP LEds User Agreement with John Hitt	12.16.19	N/A - 30 days written notice	
186	OSP Criminal Justice Information Services LEDS User Agreement for City Attorney OR022051A	City/OSP/City Attorney Jim Brewer - Includes MOU for LEDS Mgmt Control	04.30.18	N/A - 30 days written notice	
182	CDBG Regional Housing Rehabilitation Grant Contract H17009 Harrisbur	State of Oregon - Linn county Housing Rehabilitation Program	05.22.18	2020 - End of two years contract	

Identifier	Type of Document	Entity	Date of Document	Expiration Date	Notes
	Agreements with Other taxing Districts				
174	IGA with Harrisburg Fire/Rescue for Shared Parking Lot at Museum	Harrisburg Fire & Rescue District - City	10.11.17/10.13.1	n/A	
	Agreements with Other Cities				
198	City of Monroe - DRC Services as Certified Operator	City of Harrisburg/City of Monroe			
200	City of Coburg/City of Harrisburg Traffic Enforcement Services IGA	City of Harrisburg/City of Coburg	01.16.20	Feb 1, 2020 to Dec 31, 2020	

# Agenda Bill

## **Harrisburg City Council**

### Harrisburg, Oregon

#### **THE MATTER OF APPROVING THE CONSENT LIST**

##### **STAFF REPORT:**

Exhibit A: City Council Minutes for May 21, 2020

Exhibit B: Payment Approval Report for June 2020

Exhibit C: Picture of the Library Mural

**ACTION:** Motion to approve the consent List

A motion to approve the consent list will approve the following:

1. The City Council Minutes for May 21, 2020
2. The payment approval report for June 2020

**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda – 07.28.20

##### STAFF RECOMMENDATION:

**Staff recommends the City Council approve the consent list.**

##### BACKGROUND INFORMATION:

##### **Construction Permits:**

June: Submitted: 7  
Issued: 6

New Homes:

- 943 Territorial St

**YTD Valuation:** *Please note valuation is not added to the City's property tax base until the fall period following when the permit is finalized. As such, the typical timeframe for most construction to show up on our tax base is the following year in November. The valuation figure includes new home values, the value of commercial or industrial construction, and the value of extensive remodels.*

**2020 YTD: \$1,821,701**

**Business Licenses Issued:** 2 (both Home Occupations)

- Luke Barney dba EMC Engineering Management @ 785 Priceboro Rd

- Casey Cessnun dba Cessnun General Contracting Inc. @ 545 Dempsey Court

**Library Mural:** The Library Mural was completed prior to it reopening to the public. A picture of the mural can be seen in **Exhibit C**.

**Committee Minutes:** *Please note all committee/board minutes are approved by the individual committee, and not by the City Council consent agenda approval.*

**Library Board: Chairperson; Cassandra Barney**

The Library Board meets on every other month basis.

June 11<sup>th</sup>, 2020 was the last meeting; those minutes are not yet available

*Next Scheduled Meeting: August 13, 2020*

**Personnel Committee: Chairperson; Kimberly Downey**

The Personnel Committee met on July 8, 2020. Those minutes are not yet available.

*Next Scheduled Meeting: TBA*

**Planning Commission: Chairperson; Todd Culver**

The Planning Commission met on June 15, 2020. Those minutes are attached.

The Planning Commission also met on July 21, 2020. Those minutes are not yet available.

*Next Scheduled Meeting: August 18, 2020*

**REVIEW AND APPROVAL:**



07.22.20

Michele Eldridge                      Date  
CR/Asst. City Administrator



## City Council Business Meeting Minutes May 21, 2020

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Mayor: Robert Duncan  
 Council President: Mike Caughey  
 Councilors: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm (absent), Charlotte Thomas (absent), and Youth Advisor Quinton Sheridan  
 Staff Present: City Administrator John Hitt, City Recorder/Asst. City Administrator Michele Eldridge, Public Works Director Chuck Scholz, and Finance Officer Tim Gaines.  
 Meeting Location: Harrisburg Municipal Center @354 Smith St.

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan, at the hour of 6:30pm

### **CONCERNED CITIZEN(S) IN THE AUDIENCE.**

### **THE MATTER OF MEETING WITH LCSO AND THE CITY OF COBURG POLICE DEPARTMENT**

**STAFF REPORT:** Chief Larry Larson was present and presented the City Council with a report from February to this point in May. (Please see Addendum No. 1 for a copy of the Report – a more detailed report is available in the City Records Council files.) Due to COVID-19, their normal response to people in violation of traffic rules was limited. They are working out the areas in town that are hot spots in terms of traffic violations.

Council liked the detail that they were providing and asked how the employees were liking extending the contract to Harrisburg. Chief Larson told them that they like it. They have recently moved dispatch to Lane County, so they are working with Don Messick at LCSO to have a channel to call directly to LCSO. Chief Larson also related how they were assisting LCSO when needed.

### **THANKING THE HARRISBURG YOUTH ADVISOR TO THE CITY COUNCIL AND PLANNING COMMISSION**

- Mayor Duncan said that this was the last meeting that Quinton is attending tonight, and gave him a framed plaque of appreciation, as well as his Council and Planning Commission name tag. Quinton related that Council seemed more fun and were more talkative than the Planning Commission. Keaton commented that it makes sense, because the Planning Commission has to be stricter than the City Council, due to all the legalities. Council thanked him for his service, and especially for

May 21, 2020

serving on two different government committees. Quinton thanked them for giving him the opportunity to serve.

**THE MATTER OF ALLOWING VOLUNTEER WORKER'S COMPENSATION COVERAGE FOR 2020-2021 BY APPROVING RESOLUTION NO. 1237**

- Downey motioned to approve Resolution No. 1237, "A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF HARRISBURG FOR POLICY YEAR 2020-2021". She was seconded by Caughey, and the City Council voted unanimously to approve Resolution No. 1237, and thereby allowing City volunteers to be covered under the City's Worker's Compensation Coverage.

**THE MATTER OF THE ELECTIONS PROCESS FOR HARRISBURG CANDIDATES FOR THE GENERAL ELECTION**

**STAFF REPORT:** Eldridge went over the elections procedure during the days of COVID-19, and noted that unfortunately, for those cities that allow only the petition process, like Harrisburg, that the State Election Office will not allow any work arounds. The petition process is the only method that Harrisburg candidates can use. She had altered the election procedures to allow for some ways that candidates can avoid going door to door, that would still allow them to get petition signatures.

- Caughey remarked that it was too bad that Harrisburg had set it up that way. He understood that people didn't want to allow the declaration method because it felt like people were trying to buy their way onto Council.
- Eldridge added that she would be bringing packets to the meetings and reminded everyone that they would need 15 valid signatures in order to be a valid candidate, and that the entire process had to be completed by August 21<sup>st</sup>, 2020.

**THE MATTER OF GRANTING THE CITY ADMINISTRATOR AUTHORITY TO ENTER INTO CERTAIN INTERGOVERNMENTAL AGREEMENTS.**

**STAFF REPORT:** Hitt noted that these types of IGA's were relatively normal processes, and don't necessarily need to be reviewed by Council. Giving the City Administrator the ability to approve routine IGA's like this will allow us to focus time on more important issues. Mutual aid IGA's were routinely needed for temporary periods of time. In this case, the City of Monroe lost their licensed certified water treatment operator, and therefore, are asking to serve under our Public Works Director's certification. Anytime that he does one of these, he proposes that he will place them into the Consent Agenda, so that Council can ask questions, and can move it to regular business if they feel so inclined. He added that they had a number of these in Lebanon; typically, it was for temporary water use, or for transportation needs.

- Downey was ok with it, as long as it was in the consent list. If she as a citizen were to see Rick Nelson (Harrisburg's Public Works Foreman) in Monroe, she might be wondering what was going on. Having it in the list will help to make them feel secure that the Council knows what's going on.
- Caughey had some concerns about the contract, on page 40.
- Hitt told him this was a draft form, and Scholz added that their employees do the routine, normal everyday type of tasks. The City of Monroe has lost their water plant operator, their DRC, the City Administrator, and the Contract DRC in the last 3 years. The Oregon Health Authority requires that water providers must have certified operators and allows a DRC if a City doesn't have one.
- Both Boese and Keaton were ok with it being in the consent list. Keaton however, added that he was wondering how many IGA's the City has right now? What are the scopes of the agreements we have?

May 21, 2020

- Hitt told him an example of them are the agreements we have with the Coburg Police, or LCSO. It also includes the Linn County Building Department agreement.
- Eldridge added that we had them with OCWCOG, for both IT services, and our recruitment for city administrator.
- Scholz then added that an almost any city will respond to another asking for assistance. We have more agreements with the OSMB, the Linn County Road Department, etc.
- Keaton would like to know what IGA's we currently have, if it's not extensive work to provide that for them.
- Hitt told him that we would bring it to a future meeting.
- Caughey said that he didn't have a problem with the current City Administrator doing this, but if in the future, we had a City Administrator who was poor, then he would want to make sure that we have some kind of oversight on these.
- Downey was satisfied with that oversight if it was on the consent list.
- Downey then **motioned to move to grant the City Administrator permanent authority to enter into Intergovernmental Agreements (IGA) with other municipal entities in the State of Oregon, for mutual aid and assistance, provided that the City of Harrisburg is fairly compensated and City services and functions are not significantly impacted, and to have any new IGA's included in a report in the Consent Agenda. She was seconded by Caughey, and the City Council voted unanimously to approve the ability of the City Administrator to approve routine IGA's with other cities, for mutual aid reasons, as long as they were reported to City Council in the Consent Agenda.**

#### THE MATTER OF APPROVING THE CONSENT LIST

- Downey **motioned to approve the Consent List and was seconded by Keaton. The City Council then voted unanimously to approve the Consent List. The motion to approve the consent list approved the following:**
  - **The City Council Minutes for the February 25 and March 24, 2020 Meetings.**
  - **The payment approval report for April 2020**

#### CITY ADMINISTRATOR VERBAL REPORTS

1. Building Department – JC/Linn County: Hitt related that we had entered into some negotiations with the City of Junction City, in order to research whether the City would like to switch Planning and Inspection services to a municipality, rather than the County. Advantages would be responsiveness, and more coverage, such as having the ability to have an inspector attend pre-application meetings. In addition, they would have a slightly higher payback to the City, over what the county currently offers. The only drawback is that it appears that we will not be able to terminate with Linn County, until the end of this year. If we are able to proceed, it could be in July; otherwise, it will be in the spring of the following year.

Caughey asked later in the meeting if staff thought it would be a problem if Linn County will accept signatures/signoffs from Junction City, since they are located in a different county? Hitt told him that the state is who regulates inspections, and who is allowed to sign off on them; he doesn't think that there will be any problems with the state allowing Junction City to sign off on inspections.

May 21, 2020

2. Front Lobby Security/Protection: Hitt informed the Council of what we were doing to both provide more security in our front lobby, as well as protection under the COVID safety precautions. For now, we are obtaining a smaller plexishield, which will help until we get the more permanent protection in place. He spoke of some of the other precautions that staff were doing in order to protect both our employees, as well as citizens.

3. Scheduling a Special Meeting in the future to award bid for the Smith, Macy, & 2nd St. Rehabilitation Project: Scholz related that we will need to arrange for a special meeting of the HRA Board, in order to accept the bid on this street improvement project. Keaton and Downey didn't mind a quick five-minute meeting to approve that. Scholz told them that it would be likely the 8<sup>th</sup> of June, or slightly afterwards, as the City Engineer needed to review the winning bid to make sure that they are compliant with all the requirements.

4. TGM Grant: Hitt said that the state has some uncertainty of how much revenue there will be for specific grants due to the Coronavirus. The OPRD (Oregon Parks and Recreation Department) Parks Master Plan Grant is somewhat doubtful, and we aren't certain that the SRTS (Safe Routes to School) grant will be viable either. They aren't postponed indefinitely, but he's afraid the response and needs for everyone will be overwhelming. If the Council feels strongly about getting these, he can put them back in the budget. All grants are questionable at this point, unless you cashed your check already. He felt regardless that it was important to keep the matching part of these grants in the budget, because if we do receive them, we will need to have the budget set up for them. Mayor Duncan didn't think that was a problem, and Caughey agreed with his plan.

#### **OTHER ITEMS:**

Hitt reminded the Council that Budget Meetings are upcoming. We do expect to send the proposed budget to you on or about May 28. In just the last few weeks, we've had a number of potential development proposals, in both commercial and residential projects; he's optimistic that we will have a fairly good building budget.

Downey related to Council what a wonderful experience the 5<sup>th</sup> Street Improvement Project has been. The contractors are wonderful to work with, they are nice and friendly, and helpful. All of her neighbors are really, really pleased. She said that they found a bunker, which was amazing; It was 16' x 16' x 10' deep. There were supposed to be 4 of them from what she knows. Scholz knows where 3 of them are. They were created for storm water infiltration. The construction was impressive. Unfortunately, none of them are on their maps. He related too, that there has been a bit of an issue with people in the neighborhood; not those in this room, who have been getting too close to the work they are doing. He had to talk to the contractors about not allowing people to get closer than 20', because otherwise, they have to wear the same PPE's (Personal Protective Equipment) that the contractors are wearing. He said that if any Councilors would like to see it, that they need to get PPE first, and check in with him. He's been working on outfitting all of our trucks with an extra hard hat and safety vest for people who want to look at the construction. He had never seen one like this before.

Scholz said that the HHFA (Harrisburg Harvest Festival Association) is not able to be open to the public, due to the constraints of the coronavirus pandemic, but that they would have the sled down, and the pullers will be allowed to pull. It's a private event. There won't be any fees for it, but it will allow them to get some practice in, since they've missed all the other events. In the future, they would like to livestream to Facebook, or another platform, with cameras on the pulling truck or on the sled, and hope to offer that next year. Next year, we'll be able to continue with donations to Ag programs, and they are providing some supplies to FFA. (Future Farmers of America.)

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Caughey asked if the HFEA (Harrisburg Festival and Events Association) were planning on getting information out to the newspapers or something, about the 4<sup>th</sup> of July. Eldridge said that they were still preparing for a 4<sup>th</sup> of July that would include a reverse parade. They would be working on the communication pieces so the public can participate and understand what they are doing. It will likely be on Facebook, and in the newspapers.

Downey wasn't happy about all the mail that is getting stolen lately. You can see from the LCSO report, and from people commenting online, that there are more thefts. Keaton thought that it would be lessened now that the Primary Election is finished, and if the checks from the government are slowing down. Boese said that people are installing security cameras on their mailboxes. He can watch his when mail is being delivered, or if anyone messes with the box. Keaton suggested that locked mailboxes also work well.

Caughey asked about other street projects in town; people are curious and are asking when there are going to be other projects. Scholz told him that 5<sup>th</sup> Street will be completed by summer of this year. It's a large project, with street, sewer, water, storm, curbs, gutters, and sidewalks, along with all new phone lines, gas lines, cable, etc. They are on schedule. The new water line is in, and it's getting pressurized and tested. The Smith Street bid opens up next week. H & J hopes to get that bid; they are the ones who did Moore St. Next month, we will go out to bid on LaSalle St. from 6<sup>th</sup> to 9<sup>th</sup>, for the SCA grant. That will include ADA stuff, some storm, and water lines, and we estimate that will be completed in the spring next year. At a certain point, we'll work on S. 8<sup>th</sup> and Eagles Way. 6<sup>th</sup> Street from Territorial to Dempsey will be next. He also explained that the one 'lake' across property on the corner of LaSalle and South 6<sup>th</sup>, will get cleaned up soon. Valley Agronomics and the farmers are joining together to split the cost. They hope to get that completed this week. He said that Council will start seeing water line replacements, which will go quickly. He will be updating the City website with that information.

Downey asked how come the water was turning brown and yellow in their neighborhood, when they were shutting the water off. Scholz explained the changes, because iron and manganese are in our water system. When chlorine comes in contact with them, it becomes visible. The water is the same, and there is no problem with it, but you are able to see the colors because they are oxidized. When there is a water line break, it scours the line, because water goes through so quickly. The water filtration plants will pull 99% of the iron and manganese from the water system. He explained how the water lines will be replaced, and how that will help scour the existing lines. Eventually, a large portion of the water lines will no longer have that in them. There are still sediments, which is present in both the wells, and in the Willamette River.

Quinton Sheridan wanted to say how much he's enjoyed coming to the meetings, and that it was an honor to spend time with Council.

**ADJOURN: *With no further business, the meeting adjourned at the hour of 8:11PM.***

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Mayor

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City Recorder

**TRAFFIC STOP MONTHLY BREAKDOWN:**

February	13 citations	27 traffic stops
		(16 residents)
		(11 nonresidents)

**March 8<sup>th</sup> COVID 19 LOCK DOWN**

March	8 citations	16 stops	
		(9 residents)	
		(7 nonresidents)	
April	5 citations	15 stops	7 written warnings
		(1 resident)	
		(14 nonresidents)	
May	4 citation	10 stops	3 written warnings
	(May to the 18 <sup>th</sup> )		
		(4 residents)	
		(6 nonresidents)	

**CITATION VIOLATIONS WRITTEN:**

Speeding	16
Driving While Suspended violation	4
Fail to obey a traffic control device	2
No valid driver's license	2
Cell phone	2
Driving uninsured	7
Expired vehicle tags	3
	36 violations
	30 citations

7<sup>th</sup> and Quincy

3<sup>rd</sup> and Territorial

4<sup>th</sup> and Territorial

7<sup>th</sup> and Territorial

8<sup>th</sup> and Territorial

9<sup>th</sup> and Territorial

10<sup>th</sup> and Territorial

9<sup>th</sup> and Burton

Coburg Road and Detering Orchard

99 and Harrisburg Bridge

3<sup>rd</sup> and Harrisburg Bridge

6<sup>th</sup> and Priceboro

2<sup>nd</sup> and Kesling

3<sup>rd</sup> and Kesling

## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1206</b>						
1206	Analytical Lab & Consultants	126970	Water Testing	05/31/2020	237.00	52-65-4200
1206	Analytical Lab & Consultants	126994	Water Testing	05/31/2020	183.00	51-65-4200
1206	Analytical Lab & Consultants	127132	Water Testing	05/31/2020	90.00	52-65-4200
1206	Analytical Lab & Consultants	127618	Water Testing	05/31/2020	90.00	52-65-4200
Total 1206:					600.00	
<b>3892</b>						
3892	B & H Photo Video	173579875	Office Equipment	06/24/2020	110.92	51-74-2400
3892	B & H Photo Video	173579875	Office Equipment	06/24/2020	110.92	52-74-2400
3892	B & H Photo Video	173622713	Office Equipment	06/24/2020	637.85	40-65-8050
Total 3892:					859.69	
<b>2225</b>						
2225	B & I Hardware & Rental	386601	P/W Misc Supplies.	05/31/2020	39.97	10-72-4000
Total 2225:					39.97	
<b>3200</b>						
3200	Barnes & Noble, Inc.	4003656	Reading Gift Cards	06/30/2020	47.46	24-60-2700
3200	Barnes & Noble, Inc.	4003656	Books	06/30/2020	314.94	24-60-3050
Total 3200:					362.40	
<b>2946</b>						
2946	BNSF Railway Company	20051626	Park Lease	05/31/2020	430.46	10-72-2100
2946	BNSF Railway Company	20051626	Park Lease	05/31/2020	12.91	10-72-2100
Total 2946:					443.37	
<b>3693</b>						
3693	Branch Engineering Inc	00014190	Engineering Services	06/24/2020	3,664.30	11-42-2100
3693	Branch Engineering Inc	00014190	Engineering Services	06/24/2020	3,664.30	25-70-8000
3693	Branch Engineering Inc	00014192	Engineering Services	06/24/2020	250.00	51-78-8015
3693	Branch Engineering Inc	00014197	Engineering Services	06/24/2020	563.75	52-71-2100
Total 3693:					8,142.35	
<b>3773</b>						
3773	CenturyLink	MAY 2020	Phone Bill	05/31/2020	9.81-	52-65-3500
3773	CenturyLink	MAY 2020	Phone Bill	05/31/2020	41.93	52-65-3500
3773	CenturyLink	MAY 2020	Phone Bill	05/31/2020	43.58	51-65-3500
3773	CenturyLink	MAY 2020	Phone Bill	05/31/2020	42.92	51-65-3500
3773	CenturyLink	MAY 2020	Phone Bill	05/31/2020	39.52	52-65-3500
3773	CenturyLink	MAY 2020	Phone Bill	05/31/2020	43.58	52-65-3500
3773	CenturyLink	MAY 2020	Phone Bill	05/31/2020	41.27	52-65-3500
3773	CenturyLink	MAY 2020	Phone Bill	05/31/2020	43.58	52-65-3500
3773	CenturyLink	MAY 2020	Phone Bill	05/31/2020	39.52	10-69-3500
3773	CenturyLink	MAY 2020	Phone Bill	05/31/2020	41.93	52-65-3500
3773	CenturyLink	MAY 2020 LD	Phone Bill	05/31/2020	.52	10-69-3500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3773:					368.54	
<b>2939</b>						
2939	Cobalt Computer Services, Inc.	18148	Computer Service	05/31/2020	204.75	40-65-8015
2939	Cobalt Computer Services, Inc.	18249	Computer Service	05/31/2020	172.50	40-65-8015
2939	Cobalt Computer Services, Inc.	18328	Computer Service	06/30/2020	316.25	40-65-8015
2939	Cobalt Computer Services, Inc.	18392	Computer Service	06/30/2020	204.75	40-65-8015
Total 2939:					898.25	
<b>3348</b>						
3348	Code Publishing, Inc.	66970	Codification Update	06/22/2020	750.00	10-60-2900
3348	Code Publishing, Inc.	67059	Codification Update	06/22/2020	109.50	10-60-2900
Total 3348:					859.50	
<b>2720</b>						
2720	Comcast	JUNE 2020 LIB	Internet Service	06/30/2020	146.85	24-60-2525
2720	Comcast	MAY 2020	Internet Service	05/31/2020	155.13	10-60-2000
2720	Comcast	MAY 2020 P/W	Internet Service	05/31/2020	74.17	51-65-3550
2720	Comcast	MAY 2020 P/W	Internet Service	05/31/2020	74.18	52-65-3550
2720	Comcast	MAY LIB	Internet Service	05/31/2020	146.85	24-60-2525
Total 2720:					597.18	
<b>1211</b>						
1211	Consolidated Supply Co.	S009744628.0	Misc public works supplies	05/31/2020	68.80	52-65-4600
Total 1211:					68.80	
<b>3915</b>						
3915	COVID 19 Grants 2020	SBG-1	COVID 19 Small Business Grant	06/10/2020	1,000.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-10	COVID 19 Small Business Grant	06/10/2020	1,000.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-11	COVID 19 Small Business Grant	06/12/2020	1,000.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-12	COVID 19 Small Business Grant	06/12/2020	1,000.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-13	COVID 19 Small Business Grant	06/12/2020	1,000.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-14	COVID 19 Small Business Grant	06/22/2020	1,000.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-15	COVID 19 Small Business Grant	06/30/2020	1,000.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-16	COVID 19 Small Business Grant	06/30/2020	1,000.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-17	COVID 19 Small Business Grant	06/30/2020	1,000.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-2	COVID 19 Small Business Grant	06/10/2020	1,000.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-3	COVID 19 Small Business Grant	06/10/2020	1,000.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-4	COVID 19 Small Business Grant	06/10/2020	750.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-5	COVID 19 Small Business Grant	06/10/2020	1,000.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-6	COVID 19 Small Business Grant	06/10/2020	750.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-7	COVID 19 Small Business Grant	06/10/2020	1,000.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-8	COVID 19 Small Business Grant	06/10/2020	1,000.00	23-70-2500
3915	COVID 19 Grants 2020	SBG-9	COVID 19 Small Business Grant	06/10/2020	750.00	23-70-2500
Total 3915:					16,250.00	
<b>3913</b>						
3913	DataBar Inc	246117	Utility Billing Statements	05/31/2020	423.65	51-74-2200
3913	DataBar Inc	246117	Utility Billing Statements	05/31/2020	423.65	52-74-2200
3913	DataBar Inc	246262	Utility Billing Statements	05/31/2020	293.52	51-74-2200
3913	DataBar Inc	246262	Utility Billing Statements	05/31/2020	293.53	52-74-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3913:					1,434.35	
<b>3824</b>						
3824	Demco Inc	6806635	Library Supplies	06/22/2020	61.09	24-60-2800
Total 3824:					61.09	
<b>2282</b>						
2282	EARTH20	574864	Bottled Water	05/31/2020	20.40	10-53-2200
2282	EARTH20	574864	Bottled Water	05/31/2020	2.49	10-53-2200
2282	EARTH20	664384	Bottled Water	05/31/2020	20.40	10-53-2200
2282	EARTH20	664384	Bottled Water	05/31/2020	2.49	10-53-2200
Total 2282:					45.78	
<b>1946</b>						
1946	Ferguson Waterworks	0874388	P/W Misc. Expense	05/31/2020	220.87	51-65-4600
1946	Ferguson Waterworks	0876209	P/W Misc. Expense	05/31/2020	329.75	51-65-4600
1946	Ferguson Waterworks	0877075	P/W Misc. Expense	05/31/2020	132.73	51-65-4600
1946	Ferguson Waterworks	0877284	P/W Misc. Expense	05/31/2020	21.29	51-65-4600
Total 1946:					704.64	
<b>3697</b>						
3697	Fewel, Brewer & Coulombe	500574	Attorney Fees	05/31/2020	50.00	10-42-2500
Total 3697:					50.00	
<b>1218</b>						
1218	Grainger	9555216762	Misc. P/W Supplies	06/24/2020	85.77	51-65-3300
1218	Grainger	9555216762	Misc. P/W Supplies	06/24/2020	85.77	52-65-3300
1218	Grainger	9555701631	Misc. P/W Supplies	06/24/2020	48.95	10-72-4000
Total 1218:					220.49	
<b>3720</b>						
3720	Guaranty Chevrolet	511062	Vehicle Repair Service	05/31/2020	15.03	11-45-2100
3720	Guaranty Chevrolet	511062	Vehicle Repair Service	05/31/2020	17.54	51-73-2100
3720	Guaranty Chevrolet	511062	Vehicle Repair Service	05/31/2020	17.54	52-73-2100
Total 3720:					50.11	
<b>1947</b>						
1947	H & J Construction, Inc.	MAY PAY REQ	Water Project 2019	05/31/2020	121,373.11	51-78-8015
1947	H & J Construction, Inc.	MAY PAY REQ	P/W Misc Expense	05/31/2020	17,276.00	25-70-8000
1947	H & J Construction, Inc.	MAY PAY REQ	P/W Misc Expense	05/31/2020	7,365.00	11-60-7975
Total 1947:					146,014.11	
<b>1652</b>						
1652	Harrisburg Fire & Rescue	011320 19-M-0	Victim Restitution	06/24/2020	50.00	10-42-2200
1652	Harrisburg Fire & Rescue	022020 19-M-0	Victim Restitution	06/24/2020	50.00	10-42-2200
1652	Harrisburg Fire & Rescue	031820 19-M-0	Victim Restitution	06/24/2020	50.00	10-42-2200
1652	Harrisburg Fire & Rescue	042920 19-M-0	Victim Restitution	06/24/2020	50.00	10-42-2200
1652	Harrisburg Fire & Rescue	100319 19-M-0	Victim Restitution	06/24/2020	60.00	10-42-2200
1652	Harrisburg Fire & Rescue	102919 19-M-0	Victim Restitution	06/24/2020	50.00	10-42-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1652	Harrisburg Fire & Rescue	111419 19-M-0	Victim Restitution	06/24/2020	50.00	10-42-2200
1652	Harrisburg Fire & Rescue	122319 19-M-0	Victim Restitution	06/24/2020	60.00	10-42-2200
Total 1652:					420.00	
<b>2271</b>						
2271	Home Comfort Heating & A/C	25371	Misc Exp	05/31/2020	53.86	10-72-4000
Total 2271:					53.86	
<b>1220</b>						
1220	Hurd's Custom Machinery, Inc.	25760	Public Works Supplies	05/31/2020	6.99	10-72-4000
1220	Hurd's Custom Machinery, Inc.	25760	Public Works Supplies	05/31/2020	92.78	10-72-6700
1220	Hurd's Custom Machinery, Inc.	25760	Public Works Supplies	05/31/2020	49.56	51-65-4600
1220	Hurd's Custom Machinery, Inc.	25914	Public Works Supplies	05/31/2020	42.49	10-72-4000
1220	Hurd's Custom Machinery, Inc.	25914	Public Works Supplies	05/31/2020	791.46	10-72-6700
1220	Hurd's Custom Machinery, Inc.	26064	Public Works Supplies	05/31/2020	7.99	10-72-4000
1220	Hurd's Custom Machinery, Inc.	26064	Public Works Supplies	05/31/2020	85.69	10-72-6700
Total 1220:					1,076.96	
<b>1101</b>						
1101	Ingram Library Services	46171586	Library books	06/12/2020	24.39	24-60-2000
Total 1101:					24.39	
<b>1221</b>						
1221	Jerry's Home Improvement	33555	Misc Public Works Supplies	05/31/2020	74.09	10-72-6700
Total 1221:					74.09	
<b>1479</b>						
1479	Junction City Farm & Garden	700638	Misc Public Works Supplies	05/31/2020	468.50	10-72-6700
Total 1479:					468.50	
<b>3683</b>						
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	5.05	10-53-2000
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	437.59	10-60-2400
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	437.58	51-74-2200
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	437.58	52-74-2200
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	28.67	10-60-2300
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	575.98	10-60-2300
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	24.97	10-60-2300
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	167.12	10-60-2300
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	162.00	24-60-3050
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	7.19	10-60-2300
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	124.00	24-60-3050
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	6.80	10-60-2300
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	199.99	10-60-2300
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	199.99	24-60-2800
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	11.99	24-60-2800
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	49.94	10-60-2300
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	38.96	24-60-2000
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	100.00	24-60-3050
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	6.80	10-60-2300
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	20.48	10-42-2800

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	32.99	24-60-2800
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	19.58	24-60-2800
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	359.89	11-43-2000
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	428.00	52-65-5400
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	508.75	10-72-4000
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	315.80	10-72-6700
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	29.98	10-72-6700
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	4.28	51-65-4600
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	4.29	52-65-4600
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	107.83	10-72-4000
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	281.68	10-72-4000
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	281.69	10-72-6700
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	1,099.92	10-72-4000
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	23.99	11-43-2100
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	418.50	51-65-3300
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	418.50	52-65-3300
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	299.29	11-43-2100
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	293.97	10-72-6700
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	194.85	10-72-4000
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	146.93	11-43-2100
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	70.00	51-65-2400
3683	Keybank N.A.	JUNE 2020	Misc Credit Card Charges	06/30/2020	95.87	11-45-3000
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	149.90	10-60-2700
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	33.34	10-53-2200
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	13.99	24-60-2800
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	6.95	10-60-2400
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	99.35	24-60-2800
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	30.96	24-60-2800
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	1.80	10-60-2400
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	75.00	10-42-2800
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	75.00	10-60-2300
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	8.25	10-60-2400
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	6.89	24-60-2000
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	7.49	10-60-2300
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	8.25	10-60-2400
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	25.99	10-42-2800
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	174.48	10-42-2800
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	4.28	51-65-4600
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	4.29	52-65-4600
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	55.95	51-65-4150
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	55.95	52-65-4150
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	41.68	51-65-3300
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	41.68	52-65-3300
3683	Keybank N.A.	MAY 2020	Misc Credit Card Charges	05/31/2020	110.00	10-60-2400
Total 3683:					9,510.73	
<b>3770</b>						
3770	Keyhole Locksmith, The	82226	Misc P/W Exp	05/31/2020	120.00	10-72-6700
Total 3770:					120.00	
<b>3883</b>						
3883	Knox Ag Irrigaion, Inc	1653	Misc P/W Exp	05/31/2020	207.76	52-65-2400
Total 3883:					207.76	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1014</b>						
1014	League of Oregon Cities	8193	Employment Ad	06/30/2020	20.00	10-53-2400
Total 1014:					20.00	
<b>1225</b>						
1225	Linn County Building Dept.	MAY 2020	Building Permit Fees	05/31/2020	3,183.92	10-50-2000
Total 1225:					3,183.92	
<b>2211</b>						
2211	Linn County Recorder	60620201 B	Recording Fee	06/22/2020	120.00	10-53-2200
Total 2211:					120.00	
<b>3819</b>						
3819	Linn County Treasurer	MAY 2020	Court Revenue Payout	05/31/2020	112.05	10-42-2200
Total 3819:					112.05	
<b>3710</b>						
3710	Miscellaneous Expense	21816 (PHIL'S	Reimbursement	06/12/2020	98.00	52-65-4600
3710	Miscellaneous Expense	61520201	Refund	06/15/2020	28.02	52-65-4600
3710	Miscellaneous Expense	61620201	Misc Exp	06/22/2020	150.00	24-60-2700
3710	Miscellaneous Expense	630201	Refund	06/30/2020	325.00	10-50-2100
Total 3710:					601.02	
<b>3894</b>						
3894	Mitel	34048051	Phone Bill	06/12/2020	114.87	10-69-3500
3894	Mitel	34048051	Phone Bill	06/12/2020	114.87	51-65-3500
3894	Mitel	34048051	Phone Bill	06/12/2020	114.87	52-65-3500
3894	Mitel	34048051	Phone Bill	06/12/2020	29.49	24-60-2500
Total 3894:					374.10	
<b>3897</b>						
3897	Monoprice, Inc.	20108923	Office Supplies	05/31/2020	187.81	40-65-8050
3897	Monoprice, Inc.	20109158	Office Supplies	05/31/2020	48.83	40-65-8050
Total 3897:					236.64	
<b>2644</b>						
2644	Net Assets	54-202005	Lien Searches	05/31/2020	147.00	10-53-2250
Total 2644:					147.00	
<b>1962</b>						
1962	NW Electrical Construction	4773	PW Misc. Expense	05/31/2020	157.50	52-65-5400
1962	NW Electrical Construction	4773	PW Misc. Expense	05/31/2020	157.50	52-65-5400
1962	NW Electrical Construction	4773	PW Misc. Expense	05/31/2020	344.40	51-65-2500
1962	NW Electrical Construction	4773	PW Misc. Expense	05/31/2020	344.40	52-65-2500
Total 1962:					1,003.80	
<b>1102</b>						
1102	NW Natural Gas Co.	JUNE 2020	Utilities	06/12/2020	6.56	10-69-2000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1102	NW Natural Gas Co.	JUNE 2020	Utilities	06/12/2020	.00	51-65-2700
1102	NW Natural Gas Co.	JUNE 2020 PU	Utilities	06/22/2020	48.42	52-65-2700
Total 1102:					54.98	
<b>1952</b>						
1952	OAWU	28823	Membership Fees	05/31/2020	269.83	51-76-2000
1952	OAWU	28823	Membership Fees	05/31/2020	269.83	52-76-2000
Total 1952:					539.66	
<b>3427</b>						
3427	OHA Cashier	2020 WATER S	Water System Fee	05/31/2020	1,500.00	51-65-5000
Total 3427:					1,500.00	
<b>1245</b>						
1245	One Call Concepts, Inc.	0050388	Locates	05/31/2020	12.60	51-65-4600
1245	One Call Concepts, Inc.	0050388	Locates	05/31/2020	12.60	52-65-4600
Total 1245:					25.20	
<b>1582</b>						
1582	Oregon Cascades West COG	QTR1-FY20	Computer Service	06/22/2020	357.88	40-65-8015
1582	Oregon Cascades West COG	QTR1-FY20	Computer Service	06/22/2020	923.85	23-75-7100
Total 1582:					1,281.73	
<b>1033</b>						
1033	Oregon Department of Revenue	MAY 2020	Court Revenue Payout	05/31/2020	290.00	10-42-2200
Total 1033:					290.00	
<b>1862</b>						
1862	Oregon DMV	49845108	Record Inquiry	05/31/2020	.45	10-42-2800
Total 1862:					.45	
<b>3096</b>						
3096	Pacific Office Automation	764364	Copier Contract	05/31/2020	12.22	10-60-2100
3096	Pacific Office Automation	808308	Copier Contract	06/25/2020	259.33	10-60-2100
3096	Pacific Office Automation	808308	Copier Contract	06/25/2020	259.32	51-74-2000
3096	Pacific Office Automation	808308	Copier Contract	06/25/2020	259.32	52-74-2000
Total 3096:					790.19	
<b>1079</b>						
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	51.04	52-65-2600
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	20.62	10-69-2500
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	300.83	10-69-2500
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	35.75	10-69-2500
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	50.69	10-69-2500
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	60.06	10-69-2500
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	328.11	10-69-2500
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	61.31	52-65-2600
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	69.41	52-65-2600
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	840.68	52-65-2600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	45.86	52-65-2600
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	18.25	52-65-2600
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	44.13	52-65-2600
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	33.56	10-72-6700
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	69.50	25-65-2500
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	20.71	25-65-2500
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	34.37	25-65-2500
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	136.58	10-69-3000
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	87.94	10-69-3000
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	43.38	10-69-3000
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	590.72	10-69-3000
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	68.69	10-69-3000
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	1,161.28	10-69-3000
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	63.54	10-69-3000
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	125.31	10-69-3000
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	275.48	10-69-3000
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	18.29	10-69-3000
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	167.59	10-69-3000
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	33.64	11-44-2000
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	3,372.25	51-65-2600
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	870.40	51-65-2600
1079	Pacific Power & Light Company	MAY 2020	UTILITIES	05/31/2020	37.93	51-65-2600
Total 1079:					9,137.90	
<b>1187</b>						
1187	Petty Cash	JUNE 2020	Petty Cash	06/12/2020	8.34	10-60-2400
1187	Petty Cash	JUNE 2020	Petty Cash	06/12/2020	8.33	51-74-2200
1187	Petty Cash	JUNE 2020	Petty Cash	06/12/2020	8.33	52-74-2200
Total 1187:					25.00	
<b>1657</b>						
1657	Rexius	730408	Misc P/W Exp	06/24/2020	250.00	10-72-6700
1657	Rexius	730467	Misc P/W Exp	06/24/2020	250.00	10-72-6700
1657	Rexius	730503	Misc P/W Exp	06/24/2020	250.00	10-72-6700
1657	Rexius	730505	Misc P/W Exp	06/24/2020	250.00	10-72-6700
1657	Rexius	730506	Misc P/W Exp	06/24/2020	250.00	10-72-6700
1657	Rexius	730798	Misc P/W Exp	06/24/2020	250.00	10-72-6700
1657	Rexius	730799	Misc P/W Exp	06/24/2020	250.00	10-72-6700
Total 1657:					1,750.00	
<b>1658</b>						
1658	Safeguard Business Systems, Inc	034125996	Check Costs	06/30/2020	91.79	10-60-2300
1658	Safeguard Business Systems, Inc	034125996	Check Costs	06/30/2020	91.79	52-74-2400
1658	Safeguard Business Systems, Inc	034125996	Check Costs	06/30/2020	91.79	52-74-2400
Total 1658:					275.37	
<b>2927</b>						
2927	Staples Business Advantage	3448235734	Office Supplies	06/22/2020	13.20	10-60-2300
2927	Staples Business Advantage	3448235734	Office Supplies	06/22/2020	13.20	51-74-2400
2927	Staples Business Advantage	3448235734	Office Supplies	06/22/2020	13.20	52-74-2400
2927	Staples Business Advantage	3448289496	Office Supplies	06/22/2020	23.96	10-60-2300
2927	Staples Business Advantage	3448289497	Office Supplies	06/22/2020	56.70	10-60-2300
2927	Staples Business Advantage	3448489109	Office Supplies	06/22/2020	171.38	23-75-7100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
2927	Staples Business Advantage	3448489112	Office Supplies	06/22/2020	1.25	10-60-2300
Total 2927:					292.89	
<b>1144</b>						
1144	Suzan Jackson	192	Janitor Services	05/31/2020	599.17	10-72-4100
1144	Suzan Jackson	192	Janitor Services	05/31/2020	375.83	10-72-4100
Total 1144:					975.00	
<b>3243</b>						
3243	Synergy Security Solutions	9393	Municipal Center Monitoring	06/12/2020	147.00	10-72-4000
Total 3243:					147.00	
<b>3866</b>						
3866	Umpqua Valley Financial, LLC	11372	Audit Services	05/31/2020	6,775.00	10-41-2000
3866	Umpqua Valley Financial, LLC	11372	Audit Services	05/31/2020	2,500.00	51-60-2000
3866	Umpqua Valley Financial, LLC	11372	Audit Services	05/31/2020	2,500.00	52-60-2000
Total 3866:					11,775.00	
<b>3826</b>						
3826	Valley Argonomics LLC	74015475	Misc P/W Exp	05/31/2020	584.40	10-72-6700
3826	Valley Argonomics LLC	74015476	Misc P/W Exp	05/31/2020	389.40	10-72-6700
Total 3826:					973.80	
<b>3663</b>						
3663	Water & Sewer Account Refunds	#1034.10	W/S Deposit Refund	06/12/2020	50.00	51-2120
3663	Water & Sewer Account Refunds	#1034.10	W/S Deposit Refund	06/12/2020	50.00	52-2120
3663	Water & Sewer Account Refunds	#11576.03	Utility Billing Overpayment	06/12/2020	53.16	01-1075
3663	Water & Sewer Account Refunds	#11576.03	W/S Deposit Refund	06/12/2020	27.58	51-2120
3663	Water & Sewer Account Refunds	#11576.03	W/S Deposit Refund	06/12/2020	27.57	52-2120
3663	Water & Sewer Account Refunds	#11691.07	W/S Deposit Refund	06/12/2020	50.00	51-2120
3663	Water & Sewer Account Refunds	#11691.07	W/S Deposit Refund	06/12/2020	50.00	52-2120
3663	Water & Sewer Account Refunds	#11692.12	W/S Deposit Refund	06/12/2020	50.00	51-2120
3663	Water & Sewer Account Refunds	#11692.12	W/S Deposit Refund	06/12/2020	50.00	52-2120
3663	Water & Sewer Account Refunds	#226.11	W/S Deposit Refund	06/22/2020	36.74	51-2120
3663	Water & Sewer Account Refunds	#226.11	W/S Deposit Refund	06/22/2020	36.74	52-2120
3663	Water & Sewer Account Refunds	#3.03	W/S Deposit Refund	06/22/2020	37.87	51-2120
3663	Water & Sewer Account Refunds	#3.03	W/S Deposit Refund	06/22/2020	37.88	52-2120
3663	Water & Sewer Account Refunds	#356.04	W/S Deposit Refund	06/12/2020	50.00	51-2120
3663	Water & Sewer Account Refunds	#356.04	W/S Deposit Refund	06/12/2020	50.00	52-2120
3663	Water & Sewer Account Refunds	#423.04	W/S Deposit Refund	06/12/2020	50.00	51-2120
3663	Water & Sewer Account Refunds	#423.04	W/S Deposit Refund	06/12/2020	50.00	52-2120
3663	Water & Sewer Account Refunds	#465.02 B	Utility Billing Overpayment	06/24/2020	72.00	01-1075
3663	Water & Sewer Account Refunds	#477.04	W/S Deposit Refund	06/12/2020	50.00	51-2120
3663	Water & Sewer Account Refunds	#477.04	W/S Deposit Refund	06/12/2020	50.00	52-2120
3663	Water & Sewer Account Refunds	#509.06	W/S Deposit Refund	06/12/2020	50.00	51-2120
3663	Water & Sewer Account Refunds	#509.06	W/S Deposit Refund	06/12/2020	50.00	52-2120
3663	Water & Sewer Account Refunds	#5510.14	W/S Deposit Refund	06/30/2020	13.71	51-2120
3663	Water & Sewer Account Refunds	#5510.14	W/S Deposit Refund	06/30/2020	13.71	52-2120
3663	Water & Sewer Account Refunds	#580.01	Utility Billing Overpayment	06/12/2020	6.57	01-1075
3663	Water & Sewer Account Refunds	#66.10	W/S Deposit Refund	06/12/2020	50.00	51-2120
3663	Water & Sewer Account Refunds	#66.10	W/S Deposit Refund	06/12/2020	50.00	52-2120
3663	Water & Sewer Account Refunds	#80.02	W/S Deposit Refund	06/12/2020	50.00	51-2120

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3663	Water & Sewer Account Refunds	#80.02	W/S Deposit Refund	06/12/2020	50.00	52-2120
3663	Water & Sewer Account Refunds	#919.03	Utility Billing Overpayment	06/24/2020	59.86	01-1075
3663	Water & Sewer Account Refunds	602201	W/S Deposit Refund	06/12/2020	50.00	51-2120
3663	Water & Sewer Account Refunds	602201	W/S Deposit Refund	06/12/2020	50.00	52-2120
Total 3663:					1,423.39	
<b>1239</b>						
1239	WECO	CP-00112763	PW Gas Exp	05/31/2020	280.99	11-45-2000
1239	WECO	CP-00112763	PW Gas Exp	05/31/2020	327.81	51-73-2000
1239	WECO	CP-00112763	PW Gas Exp	05/31/2020	327.82	52-73-2000
Total 1239:					936.62	
Grand Totals:					228,019.62	

# Payment Approval Report

## Expense Account Key

	Fund Number	G.L. Acct Number
General Fund	10	10-XX-XXXX
Street Fund	11	11-XX-XXXX
CED Fund	23	23-XX-XXXX
Library Fund	24	24-XX-XXXX
Storm Fund	25	25-XX-XXXX
Office Equipment Fund	40	40-XX-XXXX
Equipment Fund	41	41-XX-XXXX
Water Fund	51	51-XX-XXXX
Sewer Fund	52	52-XX-XXXX
Sewer Reserve Fund		56-XX-XXXX



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