



Law Enforcement Ad-Hoc Committee Meeting Agenda  
December 02, 2021  
6:30 PM

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Chairperson: Mayor Robert Duncan  
Councilors: Mike Caughey, Kimberly Downey, and Charlotte Thomas  
Citizens Members: Travis Crosman and Don Messick  
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 Lori Ross, at 541-995-6655.*
8. *Meetings are held in a facility that is disinfected. Masks are required at this time and the City asks anyone that is running a fever, has an active cough or respiratory difficulties, not to attend this meeting.*
9. *If you wish to testify, and are unable to attend due to the Coronavirus Pandemic, please contact the City Recorder to be placed on a Conference Call list during the meeting.*

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

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

**APPROVAL OF MINUTES**

- 1. MOTION TO APPROVE THE MINUTES FOR NOVEMBER 8, 2021**

**NEW BUSINESS**

- 2. THE MATTER OF THE CONTINUANCE OF A DISCUSSION IN RELATION TO LAW ENFORCEMENT OPTIONS FOR THE CITY OF HARRISBURG**

**STAFF REPORT:**

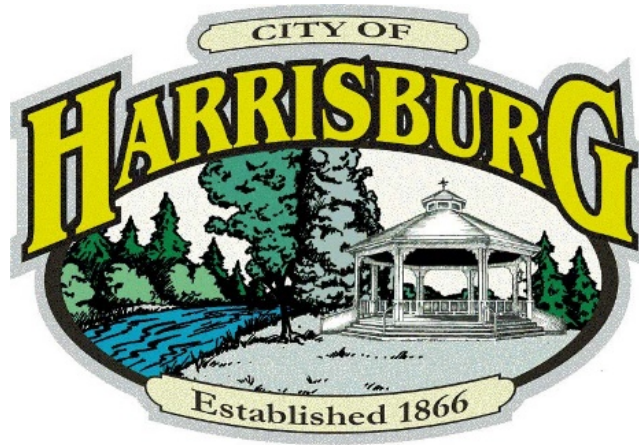
Exhibit A: Police Research Spreadsheets

Exhibit B: Staff Report from Nov 8, 2021

**ACTION: REVIEW AND DISCUSS INCLUDED MATERIALS**

**OTHER ITEMS**

**ADJOURN**



Harrisburg Law Enforcement Ad-Hoc Committee Minutes  
November 08, 2021  
6:30 PM

Chairperson: Mayor Robert Duncan  
Council Members: Mike Caughey, Kim Downey, and Charlotte Thomas  
Citizen Members: Travis Crosman and Don Messick  
Staff Present: City Administrator Michele Eldridge, Finance Officer Cathy Nelson and City Recorder/ Court Clerk Lori Ross  
Law Enforcement Present: Chief Larry Larson, Coburg PD and Captain Micah Smith, LCSO  
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

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

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** All citizens present were there for items on the agenda

**THE MATTER OF DISCUSSION IN RELATION TO LAW ENFORCEMENT OPTIONS FOR THE CITY OF HARRISBURG**

**STAFF REPORT:** Chairperson Duncan started the meeting by having all members and staff introduce themselves and then read portions of the script for the evening as shown in **Addendum 1**. He stated how much admiration and appreciation he has for law enforcement and the most important thing to the City Council, is the safety of our citizens.

**Eldridge referred to the staff report which includes graphs, contracts, law enforcement contracts, and crime stats. Some of the highlights include:**

- Eldridge pointed out that page 6 refers to selected Cities, including Harrisburg, their population, property tax rate, law enforcement staff and law enforcement budget. She also pointed out that Harrisburg, Veneta and Creswell all contract out for law enforcement services. She referred to the different tax rates for the cities listed and any levies they may have, as well as whether the listed cities had jail and dispatch services.
- On page 7, it shows the breakdown of the cost of professional services and miscellaneous services. She commented that everyone does their budget differently and some personnel budgets don't show the breakdown for the Chief of Police.

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Miscellaneous services include dispatch services, vehicles, uniforms along with other items. Eldridge noted that insurance for liability was included in the general fund for the majority of the cities, so we don't know how much they are paying.

- Page 8 shows the startup costs for a police department and shows options for a one- or two-person department. The City would still need to maintain a law enforcement contract with another agency to ensure more coverage. The City would also need to contract out for dispatch services and jail services.
- Page 9 shows the revenue figures based on what the cities are charging out and how they are paying for their police department. Eldridge stated that some cities have a public safety fee that is included on their utility bill. Other revenue includes grants, property taxes and transfers from the general fund. Eldridge commented that if we had our own police department, we would have someone who spends 100% of their time in Harrisburg and the City would be able to direct the policy for the officers. She explained that we have a three-year contract with LCSO which coincides with the collective bargaining agreement, and Coburg, which is a one-year contract that ends next fiscal year. Eldridge stated that she has spoken with Undersheriff Duncan about having a deputy that is assigned to our substation, similar to some cities in Lane County. Those contracts cover their hours and a portion of the vehicle, overhead cost but they are still employed by the county. Eldridge commented that she will be handing out some information at the end of the meeting on how to start a police department.

**Chairperson Duncan then opened up the meeting for discussion.**

- Chairperson Duncan asked Captain Smith what percentage of the overall property taxes, \$654,096, is going to the Sheriff Department. Captain Smith said he would get that number for the next meeting but did explain that the LCSO gets shy of \$5 million out of the \$70 million collected by Linn County. LCSO's total budget is \$36 million, which also includes \$11 million of revenue and the \$22 million from the Bond Measure.
- Chairperson Duncan then referred to the cost of living raise that LCSO asks for every three years. He stated that over the last 20 years, the cost for the City has gone from around \$168,000 to \$279,000. He would like to know when the last time was, LCSO received an increase in revenue out of the county budget. Captain Smith replied that sometimes it's not increased, and sometimes its 1-2% in General Fund contributions from the county for around \$90,000. There are times when the LCSO is cutting cost like in 2012 when 22 positions were cut. Don Messick, retired LCSO Captain and resident, commented that the levy is very important to LCSO due to the fact that vendors with LCSO increase their contracts yearly.
- Chief Larson stated that he agrees with Messick and commented that sometimes its 1-3%. Coburg Police Department includes budget needs with Public Works and if they have a high dollar need it will limit them. This year he will be getting a new patrol car which will end up costing around \$55,000 to \$60,000 after all the electronics are installed.
- Captain Smith commented that if a patrol car is in an accident, that leaves them without a vehicle, and it can take 36 weeks for a replacement. Having contracted services saves the City from taking on those adverse effects. Captain Smith then asked what insurance premiums would look like for the City in an officer involved shooting or a use of force incident, stating that it's not an "if it happens" situation, it's a "when it happens". He also noted that getting sued happens, whether it's related to the Chief of Police, the Sheriff, or the jail. There is also the storage of evidence including vehicles that can have a retention of 99 years, if involved in a homicide. These are expenses that are passed onto to LCSO and aren't reflected in our contract cost.

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- Chairperson Duncan noted that the concern for the safety of our residents is our top priority. Residents already pay property taxes which goes for law enforcement and also for the levy, on top of the contracted services.
- Thomas commented that if security is important to the City, we don't put much money into it compared to the City of Oakridge. With the levy, we are still paying for services, even if we have a police department. Thomas questioned Oakridge's tax rate and if they had a levy included. Captain Smith commented that the tax rate could include things like a swimming pool, library, road tax, or other things. Captain Smith gave the example of Sweet Home who is completely compressed. Of the \$10 per thousand that can be levied against property taxes, they are at \$10. With the passing of the new levy, LCSO will lose \$2.9 million to compression. Chairperson Duncan asked Nelson where the City was on compression, and she responded that the City was not anywhere near it at this time.
- Caughey stated that Oakridge is in a similar situation as Harrisburg being located at the edge of the county line. He feels it takes so long for response time due to no Deputy being around and that is a complaint he hears from residents. Messick shared an experience he had with Lane County when attending to his parents, where an officer never responded for a burglary call until two days later. Chief Larson commented that response time is important and anything you can do to make the City safer is the right move, but it's expensive.
- Captain Smith stated LCSO is a Law Enforcement Agency and getting there as fast as possible when the public calls is of the utmost importance. Taxes are not a concern in regard to response time, whether the location is an enhanced contract city, or a rural county area. The Sheriff Department strategically places their resources in the areas that are going to bring about the most calls and stated that Deputies are always here, even if you don't see them. They might be handling calls outside of the City limits, but they are working out of the Harrisburg Substation. The enhanced law enforcement services that Harrisburg has, is an enhancement on traffic or code enforcement. Without it, they would still try to allocate the resources that they have available to be able to be there at all hours for our residents. Harrisburg has always been the place in south county where they anchor resources. LCSO employees don't start from Albany when coming to Harrisburg. The Deputies assigned to Harrisburg are assigned to south county, and that's why you see cars parked at Public Works. Their schedule can be seen on the patrol calendar. Messick stated that the longer response times can be due to bookings and if a Deputy working in Harrisburg is heading to Albany on an arrest, it can take several hours to process. Chief Larson commented that a DUII arrest can take 6-7 hours to complete the booking. Messick commented that's what concerns him as a citizen, and with only one or two officers, we wouldn't have 24/7 coverage. We need to ask what we are going to be happy with and at what cost. If you want more, you have to pay more.
- Resident Travis Crosman commented that we pay contracted services with LCSO, and we pay county taxes. We have Linn County resources even if the contract is not there as well as paying Coburg for extra traffic patrol and he feels that we are throwing money at different agencies for one task.
- Captain Smith commented LCSO tracks all hours on an Excel spreadsheet, and it captures the number of hours they are in Harrisburg. Some of those hours will include calls, follow ups to those calls, traffic, or code enforcement requested by City Staff. Hours can also be added up just by driving around town which can be the most effective thing. He believes the City is getting more than LCSO would be able to offer, without the enhanced services. That revenue supplies two bodies that are always focusing on Harrisburg. If there is a staff shortage, due to vacations, they will move

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Deputies around to provide coverage to the contracted Cities. LCSO works assault cases, sex abuse cases, burglary cases and has had homicides in Harrisburg, which include hundreds of hours that don't get put down because it's too difficult to track as they can go on for years. Hours aren't accounted for time spent with the medical examiner or the property and evidence custodian. The hours listed are generally recorded by the patrol Deputies. You rarely see the time spent by the Sergeants or Lieutenants who read the reports before being routed. There is a lot of administrative extra's that aren't captured.

- Downey asked about cities that aren't contracted and how does LCSO take care of them. Captain Smith replied that it's Deputy specific and it depends on how time allows. If complaints that are called in from citizens or if there's crime activity in an area, they would try to cruise by on the way to another call or location. Most cities in Linn County, without a Police Department, have enhanced services with the exceptions of towns like Waterloo or Sodaville. Downey asked if LCSO would only respond if they received a call. If calls come in for non-contracted Cities, Deputies would be assigned accordingly to make sure the contracted Cities are getting their coverage.
- Messick commented that the majority of his time, with LCSO was spent in Harrisburg and if it wasn't in Harrisburg, it was Brownsville or Halsey because they were contracted cities as well. He still sees Deputies driving through town and believes we wouldn't have that, to this extent, without the contract. They would still be a respond to crime, but the response time would probably not be as good.
- Chairperson Duncan commented that Harrisburg is a great place to live that is made up of middle class and fixed income families and he hates to see a few bad people passing through town ruin it. He would like the committee to concentrate on what will make the town livable, safer and what will it take to maintain the level of safety we have currently.
- Caughey thanked Captain Smith for his comments and stated that he felt educated. Captain Smith thanked the City staff and Council for this opportunity and for putting this Committee together.
- Downey asked if we have our own law enforcement, and we have a murder in town, do we have to do our own investigation? Thomas asked Chief Larson how crime was dealt in Coburg as they don't have 24/7 coverage? Chief Larson replied that it's all about relationships and he has a good relationship with the Sheriff of Lane County. Coburg had a stabbing on Mother's Day, which was close to becoming a fatality. Coburg was able to investigate and make an arrest, but if it was a homicide, they don't have the resources so he would ask Oregon State Police or Lane County Sheriff to assist. It can be challenging to follow up and it was almost too much for his department. Messick commented that it can be difficult and depends on the level of experience you have with your staff. Chief Larson gave the example of a domestic violence call that started in Coburg and ended up in Harrisburg on Powerline and Diamond Hill, that included assistance from Lane, Linn, and the Oregon State Police. Downey asked about ongoing murder cases that included assistance from Lane County, and if you have to pay for that service. Chief Larson replied that he has never had to pay for assistance.
- Crosman commented that with Junction City's population growing, he's concerned about people walking from Junction City to Harrisburg especially with Junction City not heavy in handling the homeless population. He doesn't want to see our town inheriting problems from other towns and fears that something is going to escalate at some point. Proactive policing is something that he always did and it's the little things like checking doorknobs that the community loves. He feels like police presence is important

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around the school district and which he has only seen once. He doesn't want the City to get stuck with a law enforcement situation.

- Chairperson Duncan informed the committee that the next meeting is scheduled for November 2, 2021, at 6:30pm. If anyone has questions or information they would like to have on the agenda, please contact Eldridge.
- Captain Smith stated that for the next meeting he will have available what the county base tax rate is and the percentage of what goes to LCSO from that. He also provided that the median assessed value for Harrisburg City limits is \$159,280 and the rural, outside the City but in the school district, is \$284,790. The county wide median is \$163,000 in all of Linn County combined.

**ADJOURN at the hour of 8:11pm.**

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY RECORDER**

UNAPPROVED

# Agenda Bill

## Harrisburg Law Enforcement Ad-Hoc Committee

### Harrisburg, Oregon

**THE MATTER OF THE CONTINUANCE OF A DISCUSSION IN RELATION TO  
LAW ENFORCEMENT OPTIONS FOR THE CITY OF HARRISBURG**

**STAFF REPORT:**

- Exhibit A: Police Research Spreadsheets
- Exhibit B: Staff Report from Nov 8, 2021

**ACTION: REVIEW AND DISCUSS INCLUDED MATERIALS**

**THIS AGENDA BILL IS DESTINED FOR:** LE-AHC Meeting – December 2, 2021

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$279,200+	Yes	General Fund

**BACKGROUND INFORMATION:**

At the last Law Enforcement Ad-Hoc Committee meeting, the committee was able to review the information provided in **Exhibit A and B**. The City’s law enforcement budget is currently \$279,200, which covers all law enforcement contracts that the City pays to LCSO (Linn County Sheriff’s Office) as well as the City of Coburg.

The LCSO contract is affected by their collective bargaining process based on a three-year schedule. We anticipate that it will likely increase by at least 5%, which could increase our hourly cost to \$79.29. Even with no increase in hours, our contract expenses would increase to \$261,657. With \$30,000 budgeted and being used to cover services provided by Coburg, the City could potentially be paying \$291,657 for law enforcement services; an increase of \$12,457. It is clear that citizens and Council would like to increase the hours dedicated for law enforcement in Harrisburg, but the challenge, as always, are how to budget the funds that would be required. A table of options is located below, which staff will refer to as follows: **(Table-Line 1)**

It is evident that we should eliminate the option to have our own police department. Startup costs for Harrisburg to have its own department are \$346,550; the City wouldn’t be adequately covered by law enforcement services with only one officer, and would therefore still need contracted services. An arbitrary number to use in this scenario is \$100,000, which based on probable costs with LCSO would give the City 1,261 hours a year, or 105 hours a month. The City currently receives 275 hours a month. With a one-person department, and a LCSO contract, we could feasibly have 265 hours a month devoted to police services in Harrisburg. The person hired would likely spend at



least 15-20 hours a week in the office, rather than patrol. Technically, the hours would be on par with what we've had in the past, but the actual patrol hours would likely be far less than what we have now. Another drawback is that this one person would be leaving the City without any police coverage, except for LCSO staff, whenever they were on vacation, at training, or if on administrative leave. Staff doesn't feel that we would have adequate patrol coverage with this type of schedule, and the costs would increase by \$167,350 over the \$279,200 we currently have budgeted. This option would affect both the LCSO budget, as well as the City of Coburg.

There are other options that the City could consider at this time. We could work with either of our current law enforcement agencies to increase the hours spent in Harrisburg. LCSO in the past has indicated that their schedule will not allow for an officer to spend a specific number of hours in Harrisburg. If they were to reconsider this, we could conceivably ask for someone to be assigned to our office, and to be located in the City for a specified number of hours per week. We could possibly keep our hours the same, but have someone who is dedicated to us, or we could also opt to add hours back to the current schedule. The City would like to have someone assigned to the City for a certain amount of hours per week, if possible, while the rest of the deputies continue with the same coverage as currently supplied.

In 2017-2019, we used to have 320 hours per month in the LCSO contract. To increase our hours by 40 hours a month to 315 hours, at the possible new rate, it would cost the City an additional \$3,172 per month, or \$50,516 additional for the fiscal year. As shown below, we could keep the hours the same for Coburg, as they are able to concentrate on traffic and code enforcement. **(Table-Line 2)** The City could also terminate our contract with Coburg or reduce it. **(Table-Line 4)**

Another option would be to increase the hours with the City of Coburg. Currently, the contract with Coburg is calculated at \$64 an hour, which provides us with 35 hours per month, or 420 hours a year. Bearing in mind the cost of living, the hourly wage with Coburg could also increase; for our analysis Staff has used 3%, or up to \$67 an hour. Adding 20 hours a week would increase our contract prices to \$69,680 for the year. This option would result in \$52,137 a year in additional costs to the City for law enforcement services. We could keep LCSO hours the same as they are now or reduce their hours in order to reduce our expenses. **(Table-Line 3)** There is a potential for a general increase in Coburg of more than 3%. The original plan relied on reserve officers patrolling, but instead, due to scheduling issues, it is often a full officer or the Police Chief who is patrolling. This could result in more of an increase than used in this analysis.

It is highly likely that the City will continue to deal with higher prices than normal, as the nation continues to head towards inflation, as well as significant increases in materials and services. Increasing our law enforcement services by \$50,000 or so would be difficult, but not impossible. However, Committee members will need to keep in mind that Linn County could be affected by the increase in prices as well. With the CPI going

up 6% in October alone, the amount charged to us by LCSO could increase far more than the 5% used in our analysis.

Part of the reason that the City started working with the Coburg Police Department was to get specific hours dedicated to only traffic enforcement. LCSO focuses on crime, as evident by the lower crime rate in Harrisburg in comparison to other cities in our region. Since then, the City has added additional code enforcement services from Coburg. We technically use both agencies for code enforcement as needed, and LCSO is very responsive to the City's needs.

The option shown in **Table-Line 5**, eliminates the contracted hours with Linn County, and instead, increases the hours with the City of Coburg. This would have a huge amount of negative impact on LCSO, and it should be noted, that we would likely not have the amount of coverage we currently do in the late night/early morning hours. At \$67 an hour, the hours provided to Harrisburg on the option shown in **Table-Line 5**, would be 347 a month, or 4,167 hours a year, at roughly the same amount that we are paying now for both services. Our contract with Coburg is still on a trial basis; and we continue to work with them to meet our needs.

Staff would like to remind the Committee members that in consideration of the option shown in **Table Line 5**, there are other things we rely upon in our relationship with Linn County. In early 2022, Staff will be meeting with the Linn County Commissioners with 3 other City Administrators to request Economic Development funding to help meet our Regional goals in the Mid-Valley Partnership. In addition, the City will be eventually be approaching the Linn County Parks Division, and the County Administrator on a possible joint effort to improve the 132-acre park. Roger Nyquist for one is enthused about the possibilities; Staff has also had a general discussion with Sherrie Springer in relation to Parks; she is somewhat optimistic. There is also no guarantee that if we were to eliminate our contract entirely with LCSO, that they would be willing to enter into another city contract in the future.

Obviously, we can come up with many different types of scenarios below; the last one, **Table-Line 6**, is a compromise option. It cuts the increase over last year down to only \$24,798 but allows us to receive 335 hours a month of law enforcement services, with 235 coming from LCSO, and 100 from the City of Coburg. That is 25 hours more than what we currently receive per month. This doesn't impact LCSO as much as Line 5 does, but still allows the City to obtain better patrol coverage than what a smaller department could provide.

Options begin on the next page:

Options:

	Option Type	Hours	Costs	Hours (Coburg)	Costs (Budgeted)	Total Hrs./Month	Total Costs	Difference
1	<b>LCSO/Coburg Contract – General Increases 2022</b>	275/3300	\$261,657	35/420	\$30,000	310/3720	\$291,657	\$12,457
2	<b>LCSO Hours Increase</b>	315/3780	\$299,716	35/420	\$30,000	350/4200	\$329,716	\$50,516
3	<b>Coburg Hours Increase</b>	275/3300 (LCSO)	\$261,657 (LCSO)	80/1040	\$69,680	355/4340	\$331,337	\$52,137
4	<b>LCSO Hours only</b>	315/3780	\$299,716	0	0	315/3780	\$299,716	\$12,457
5	<b>Coburg Hours Only</b>	0	0	347/4167	\$279,200	347/4167	\$279,189	(\$11)
6	<b>Compromise Version</b>	235/2820	\$223,598	100/1200	\$80,400	335/4020	\$303,998	\$24,798

Once the discussion over the options is completed, the Committee could decide to simply direct staff to work to find the funds to pay for whichever options they prefer. The City could also pay for some of the costs of Option 2 and Option 3, by establishing a small Public Safety Fee, which could be combined with our Utility Bills. With 1,200 accounts, a fee of \$1.50 a month would provide us with \$1,800 a month, or \$21,600 a year. However, the public would likely still have some issues with a public safety fee, considering that the Sheriff’s levy was just approved, and that there was a slight increase to the taxpayers. If the Committee would like to look at this option, then the City could send a survey in the next utility bill and consider public opinion.

This Committee will meet at least one more time, on January 6, 2022, unless it decides to forward an option during this meeting. Otherwise, Staff hopes to take any solid options to the City Council meeting being held on January 19, 2022. **Only the City Council has the authority to make any changes to our current law enforcement coverage. The City Council will take under advisement any recommendations by this Committee, but will also weigh many other factors in making a final decision.**

REVIEW AND APPROVAL:

\_\_\_\_\_  
 11/22/2021 Date  
 Michele Eldridge  
 City Administrator

Police Research Database													
City	Population	FTE's	Reserve Officers	Total Law Enforcement Budget	Paid to other agencies for police services	Property Tax Rate	Local Levy for Police Services	Total Personnel Services	Total Materials and Services	Other	Jail Yes/No	Dispatch Yes/No=Contracted	Notes
Coburg 20/21	1075	4	7	\$ 686,595		3.351	n/a	\$ 525,795	\$ 160,800		No - contract out	No - contracts out	Added one deputy this fiscal year
Toledo	3520	14.5		\$ 1,789,270		5.81	n/a	\$ 1,548,620	\$ 172,150	\$ 68,500	No - Contract with Lincoln County	Yes (5.5 FTE)	
Oakridge 20/21	3680	6	6	\$ 1,148,700		7.1996	n/a	\$ 857,800	\$ 284,700	\$ 6,200	No - Not Certain	Communications Officer	Provides contracted services to Westfir & Lowell
Harrisburg	3695	1.78	3720 Hrs	\$ 279,200	\$ 279,200	3.1875	LCSO Regional	(See Table Below)			No- Contracted with our LCSO		
Veneta*	4953	4.5 Contract		\$ 1,304,700	\$936,600	5.6364	n/a				Uses LCSO Jail	No	
Philomath	5370	10		\$ 1,541,300		5.3005	n/a	\$ 1,327,000	\$ 214,300	\$ -	No - Contracts with Benton County	No	
Creswell*	5540	5 Contract		\$ 1,020,156	\$1,020,156	2.6521	Yes - .55 cents				Uses LCSO Jail	No	
Junction City	6200	17		\$ 3,708,900		6.0445	Yes- .6 cents	\$ 2,115,100	\$ 843,100	\$ 750,600	Yes - 2 cells; also contracted with LCSO	Yes	Provides contracted services to the U of O
* Cities contracting with Lane County Sheriff's Office													
Harrisburg Contracted													
	Services	FTE	Budget	Hours - Annual	Hours Per-Month								
	LCSO	1.58	\$ 249,200	3300	275								
	Coburg	0.20	\$ 30,000	420	35								

Police Department Information - Current Fiscal Year Budget Details							
	Coburg	Junction City	Oakridge	Philomath	Toledo	Creswell	Veneta
	2020-2021	2021-2022	2020-2021	2021-2022	2021-2022	2021-2022	2021-2022
Chief of Police	\$ 94,321		\$ 90,400	\$ 108,828	\$ 91,641		
Police Officers (Includes Dispatch if applicable)	\$ 248,033		\$ 350,776	\$ 678,540	\$ 875,717		
All Personnel Costs (if not broken out)		\$ 1,230,700				\$ 1,020,156	\$ 936,600
Benefits (Includes Soc Sec, Health, Holiday, Retirement)	\$ 183,157	\$ 844,900	\$ 311,260	\$ 540,800	\$ 544,747		
Dispatch Contract/System	\$ 63,000		\$ 71,000		\$ 50,000	*Thru County, included in contract	
Police Car	\$ 15,300	\$ 91,300	\$ 38,100	\$ 38,875	\$ 27,000	n/a	n/a
Contract for Jail	\$ 12,000	\$ 17,000			\$ 25,000	n/a	n/a
Radios	\$ 5,000	\$ 21,000	\$ 9,700	\$ 2,575		n/a	n/a
Software	\$ 4,000	\$ 51,900		\$ 23,381		\$ 7,000	
IT		\$ 38,300		\$ 5,800			
Animal Regulation Expenses		\$ 5,000	\$ 400			\$ 3,000	
Uniforms	\$ 7,000	\$ 12,500	\$ 9,000				
Legal	\$ 1,300	\$ 12,500	\$ 4,000	\$ 4,000		\$ 2,500	
Phone System for Dispatch		\$ 28,800					
Ammo/Guns		\$ 7,000	\$ 4,900	\$ 3,502			
Jail- if present		\$ 10,000	\$ 2,000			\$ 1,000	
Body Cameras				\$ 9,270			
Equipment Repair/Maint	\$ 20,300		\$ 1,200		\$ 4,000		
Travel/Training	\$ 5,000	\$ 24,000	\$ 7,000	\$ 3,200	\$ 12,000		
Coroner			\$ 8,223				
Insurance for City Liability/Auto			\$ 40,000				
Workers Comp, if separate from other ins.	Not listed	\$ 39,500	\$ 15,587	\$ 22,472	\$ 24,515		
Other/Supplies					\$ 33,000		
Capital Outlay	\$ 5,000						

*Columns do not include every line item from the Police Fund budgets from each City. Costs have been combined in many cases. Because every City budgets differently, it's very hard to determine a comparison. One City may list dispatch services, while another one, that we know has dispatch, doesn't include that specific line item, and lumps it in a different location. Also, please note that Coburg and Oakridge have not yet posted their current fiscal year budgets.*

HARRISBURG START-UP & 1ST YEAR POLICE DEPARTMENT EXPENSES						
2 Person Department				1 Person Department		
Start-up Expenses				Start-Up Expenses		
		Option 1	Annual	Option 2	Annual	
Personnel	FTE	Budget	Budget	Budget	Budget	
Police Chief	1	\$ 85,000	\$ 87,550	\$ 85,000	\$ 87,550	
Police Officer	1	\$ 65,000	\$ 66,950	\$ -	\$ -	
Reserves	1	\$ 2,000	\$ 2,000	\$ 4,000	\$ 4,500	
Benefits/Payroll		\$ 120,000	\$ 123,600	\$ 60,000	\$ 61,800	
<b>Materials/Services</b>	2.0 FTE			1.0 FTE		
Vehicles (2)		\$ 140,000		\$ 70,000		
Vehicle Reserve			\$ 10,000		\$ 10,000	
Maintenance/Fuel		\$ 30,000	\$ 30,000	\$ 15,000	\$ 15,000	
Dispatch		\$ 50,000	\$ 50,000	\$ 40,000	\$ 40,000	
Radios/Cell Phones		\$ 16,000	\$ 1,000	\$ 8,000	\$ 1,000	
Laptops/Laptop Reserve		\$ 2,500	\$ 1,000	\$ 1,300	\$ 500	
Guns/Ammo		\$ 5,000	\$ 3,000	\$ 2,500	\$ 1,500	
Body/Vehicle Cameras		\$ 4,000	\$ 2,000	\$ 2,000	\$ 1,000	
Contract/Jail		\$ 20,000	\$ 20,000	\$ 10,000	\$ 10,000	
Software		\$ 4,000	\$ 4,000	\$ 4,000	\$ 40,000	
Storage Locker/Evidence		\$ 2,000		\$ 2,000		
Security Contract		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	
Animal - Contract?		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	
Uniforms/Accessories		\$ 7,000	\$ 4,000	\$ 3,500	\$ 2,000	
Training		\$ 5,000	\$ 5,000	\$ 2,500	\$ 2,500	
Office Supplies		\$ 3,000	\$ 2,000	\$ 1,500	\$ 10,000	
Furniture		\$ 5,000	\$ 1,000	\$ 2,500	\$ 500	
Computers		\$ 3,000	\$ 1,000	\$ 1,500	\$ 500	
Insurance/Liability		\$ 40,000	\$ 40,000	\$ 20,000	\$ 20,000	
Legal		\$ 4,000	\$ 4,000	\$ 3,000	\$ 3,000	
Equipment Repair/Maint		\$ 4,000	\$ 4,000	\$ 2,000	\$ 2,000	
Membership/Subscriptions		\$ 2,750	\$ 2,750	\$ 1,250	\$ 1,250	
Community Outreach		\$ 500	\$ 500	\$ 500	\$ 300	
Contract/Investigations		\$ 2,000	\$ 2,000	\$ 1,000	\$ 1,000	
<b>Totals</b>		<b>\$ 625,250</b>	<b>\$ 470,850</b>	<b>\$ 346,550</b>	<b>\$ 319,400</b>	

Notes:

Based on Average in our region

(On-call Pay, Boots Allowance)

Includes Light Bars/Security/Transport Partition/Cage for Animals/Graphics/Fire Extinguishers/Floodlights/Laptop Cradle

Contract with Junction City or LCSO

FCC License Required

Dash Cam with DVR/BodyCams

Will require Alarm System on Door

We will need to establish a contract with LCSO for dogs at a minimum

Spray, Stungun, handcuffs, holders/holsters/duty belt, etc./All weather uniforms/jackets, reflective vests

Citations, etc.

Reserves on annual basis

Reserves on annual basis

New Department will require additional legal costs

Contracts still needed with LCSO/Coburg for big events!

Revenue Structures for Regional Cities with Law Enforcement Services									
	Creswell	Coburg	Junction City	Oakridge	Philomath	Toledo	Veneta	Harrisburg	Notes
Public Safety Fee	\$ 453,459	\$ 24,650			\$ 112,750	\$ 3,000	\$ 63,950		Harrisburg Total Property Taxes: \$654,096
Animal Control	\$ 2,200	\$ 500							
Contracts		\$ 15,300	\$ 408,000	\$ 137,900					
Grants		\$ 10,600	\$ 20,000	\$ 4,500		\$ 12,000	\$ 54,850		
Property Tax*	\$ 436,400		\$ 2,310,000	\$ 397,010	\$ 755,360	\$ 692,535	\$ 928,750		
Transfer from General		\$ 584,200	\$ 278,000	\$ 604,290	\$ 673,190	\$ 1,081,735	\$ 10,000	\$ 279,200	
Interest			\$ 24,000				\$ 3,500		
Beginning Fund Balances**	\$ 418,509	\$ 51,345	\$ 669,000	\$ 5,000			\$ 243,650		
	<b>\$ 1,310,568</b>	<b>\$ 686,595</b>	<b>\$ 3,709,000</b>	<b>\$ 1,148,700</b>	<b>\$ 1,541,300</b>	<b>\$ 1,789,270</b>	<b>\$ 1,304,700</b>	<b>\$ 279,200</b>	
Property Tax Rate	2.6521	3.351	6.0445	7.1996	5.3005	5.81	5.6364	3.1875	
Local Levy	0.55	n/a	0.6	n/a	n/a	n/a	n/a	n/a*	
(All figures are per \$1,000)									
*Property Tax	Some cities split out property taxes into their police revenue budget by numbers. Other gave a simple figure in the narrative's saying that 40% of property taxes are used for police services.								
**Beginning Fund Balances	Some cities split out their police budgets, others are incorporated in their general fund. This represents those cities who actually have police budgets								

Agenda Bill  
**Harrisburg Law Enforcement Ad-Hoc Committee**  
 Harrisburg, Oregon

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**THE MATTER OF A DISCUSSION IN RELATION TO LAW ENFORCEMENT  
 OPTIONS FOR THE CITY OF HARRISBURG**

**STAFF REPORT:**

- Exhibit A: Police Research Spreadsheets
- Exhibit B: LCSO Contract
- Exhibit C: Coburg Contract
- Exhibit D: Qtly Crime Report for Harrisburg & Harrisburg 3<sup>rd</sup> Qtr.  
Report

**ACTION: REVIEW AND DISCUSS INCLUDED MATERIALS**

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**THIS AGENDA BILL IS DESTINED FOR:** LE-AHC Meeting - November 8, 2021

<b>BUDGET IMPACT</b>		
COST	BUDGETED?	SOURCE OF FUNDS
\$279,200	Yes	General Fund

**BACKGROUND INFORMATION:**

The City Council has had discussions over many years about the possibilities of establishing our own Police Department. The City has been told in the past that it would likely cost well over a \$1,000,000 to have our own department. Citizens in our community are now asking the City Council again to consider establishing our own Police Department, and the City Council has told the community that we will look at the possibilities of establishing our own department or consider changing our current contracts to provide us with more, or different monthly services. This Ad-Hoc Committee has been created to focus on this issue, and to return to the City Council with some realistic options.

To move forward, we need to understand how the current law enforcement contracts are working for the City, as well as some basic information. Staff has put together a spreadsheet (**Exhibit A, Page 1**) that outlines police agencies in our regional area. Oakridge and Toledo are both comparable in size to Harrisburg, and in fact, are included in our wage analysis comparisons. We also reviewed the budgets for these other cities; the Committee will find actual budget line items for materials and services for most regional police departments in **Exhibit A, Page 2**. Please be aware that every City does things differently. Some of the cities are lumping liability costs in the general fund, and don't break it out into materials and services in the police fund. Others have



contracted services listed in different sections of their budget. Also, some cities are better than others in reporting their information on-line. Staff has the entire police budgets for the cities used in this research and can provide more in-depth information to the Ad-Hoc Committee in the future if needed.

The Committee will find that the information for our existing contracts for law enforcement is also shown on the worksheet in **Exhibit A, Page 1**. Technically, the City contracts for 1.78 FTE's (full time equivalents) at the cost of \$279,200 a year. The contract for both LCSO (**Exhibit B**) and Coburg (**Exhibit C**) expire on June 30, 2022, and the City will be negotiating with both in the future, after determining how to move forward in upcoming discussions in relation to this subject. To pay for any options being considered, it will likely require that we change the contracted amounts being shown.

Finally, a cost analysis for a first-year police department is being shared with the Committee on the worksheet shown in **Exhibit A, Page 3**. This is based upon the information available through research of other cities budgets. Obviously, this information is highly variable. For example, if we chose to establish our own department, we could decide to add bodycams in the future, rather than starting that way. We could start with only one person on staff, instead of two. The challenge with a very small department is that we would likely need to maintain our other law enforcement contracts in some manner, in order to provide more targeted services for our community. Staff chose realistic budget numbers to show the costs for a quality police department, in ideally the way it should be set up from the beginning. Options shown are for both a 1-person and 2-person police department.

The cost analysis clearly shows that establishing our own police department would likely not be feasible with the funds we currently have available (\$279,200). After making budget cuts to come up with an additional \$200,000 for the street fund, discretionary funds in any fund are relatively small. The American Rescue Plan Act (ARPA) provided the City with \$432,548 for this and the next fiscal year. However, ARPA funds are not allowed to be used for law enforcement services, except for very limited purposes. (This fiscal year, \$113,000 of ARPA funds are being used in other funds to avoid raising utility rates for customers. \$279,551 is being saved between the general fund, and in community and economic development, until the water treatment plant project is re-bid, and we can re-evaluate whether those funds are needed for the water bond project.)

When looking at possible funding sources (**Exhibit A, Page 4**), it's clear that cities with police departments operate on a combination of funding from multiple sources. Five (5) of the cities researched charge public safety fees which are included with other services charged on citizens utility statements. Three (3) cities have contracts with other agencies using their services, while two (2) cities have local tax levy's. Some cities show how property tax revenue is spread through their funds, while others leave it in the General Fund, and transfer out. Staff can do more research on information that is of interest to this Committee, such as finding out details in relation to the public safety fees, and amounts being charged to citizens.

The benefits of having our own department would be knowing that 100% of their time is spent in Harrisburg; the City would also be able to direct policy to focus on what is most important to us. However, the cost is high enough, that the number of people hired wouldn't allow the type of coverage that the community desires. Staff suggests that it is far more economical for the City to add hours to our current contracts, in order to focus specifically on Harrisburg, rather than to establish our own department. We could add enough hours to our contract with the City of Coburg to give us a person more dedicated to being in Harrisburg. We could also re-open negotiations with LCSO to determine if we could return to having local deputies assigned just to our community, like Veneta and Creswell both do. (Harrisburg used to have 'resident deputies', that worked out of the substation, rather than just using it when in town). However, staff notes that the contracts between Veneta & Creswell with Lane County Sheriff's Dept. (also a LCSO), are both in the million-dollar category for 4.5 and 5.0 FTE's respectively. The Linn County Sheriff's Office had their operations levy approved by the voters on November 2. However, with citizens paying for 3 different bonds, plus the replacement law levy, it's unlikely that local taxpayers would want to choose to pay more taxes. Other tax levy's for law enforcement services in our regional area are regularly shot down by taxpayers.

Staff is gathering more information in relation to this subject for future meetings. Some of that includes Best Practice Guides from the Bureau of Justice Assistance (BJA) & US Dept. of Justice (DOJ), from the International Association of Chiefs of Police. Also available are Guidelines from the US Dept. of Justice for Starting and Operating New Police Departments. (Staff will hand out this document at our meeting.) In addition, the 3<sup>rd</sup> Quarter Crime Reports are located in **Exhibit D**. Harrisburg statistics show that we have less crime than last year at this time, and that we are lower in crime rates than Millersburg; Mill City is also seeing increased crime numbers at this time. At the same time, however, we see a lot of reports on Facebook from residents reporting theft and suspicious activity. Luckily, citizens are being more vigilant than in the past, and cameras recording activity around homes is more prevalent.

Finding out what our citizens want is an important step to take when analyzing what types of services, the City should be providing. We will have opportunities in the future to send out survey's and will look at obtaining feedback from citizens. This Committee should review the information provided and discuss options that are available. Staff can also be directed to obtain more specific information if desired, including meeting with other agencies. Future meetings will be held on the first Thursday in December and January. Staff hopes to take any solid options to the City Council meeting being held on January 19, 2022.

REVIEW AND APPROVAL:

11/3/2021  
 Michele Eldridge      Date  
 City Administrator