



**Location:** City Hall – Council Chambers  
**Date:** March 24, 2020  
**Time:** 6:30 PM

## City Council Meeting Agenda

Mayor Steve Uffelman, Council Members Jason Beebe, Janet Hutchison, Patricia Jungmann, Gail Merritt, Jeff Papke, Teresa Rodriguez and City Manager Steve Forrester

***This meeting will be open to the public by telephonic communications due to commitment to eliminate the exposure and spread of COVID-19. This meeting can be attended by calling 301-715-8592 Meeting ID 828 160 710. Please visit our website for additional meeting information.***

### Call to Order

### Flag Salute

### Additions to Agenda

### Consent Agenda

- [1.](#) Regular Meeting Brief 3-10-2020
- [2.](#) Emergency Meeting Brief 3-13-2020

### Visitors, Appearances and Requests

### Council Business

- [3.](#) Reading of Proclamation - International Data Center Day - Mayor Uffelman
- [4.](#) Police Department Adaptive Reuse Project - James Wilson / Chief Cummins

### Staff Reports and Requests

### Committee Reports

### Ordinances

### Resolutions

- [5.](#) Resolution No. 1430 - Ratifying City Manager's Actions In Response To Declaration Of Emergency - Jered Reid
- [6.](#) Resolution No 1431 - Regarding City Policy of COVID-19 and Contractual Obligations - Jered Reid

### Visitors, Appearances and Requests

### Adjourn

***Agenda items maybe added or removed as necessary after publication deadline***



**CITY OF PRINEVILLE**  
**Regular Meeting Brief**  
387 NE Third Street – Prineville, OR 97754  
541.447.5627 ph 541-447-5628 fax

Full Meeting Recordings Available at:  
<http://cityofprineville.com/meetings/>

**City Council Meeting Brief**  
**March 10, 2020**

**Council Members Present:**

Gail Merritt

Teresa Rodriguez

Janet Hutchison

Steve Uffelman

Patricia Jungmann

Jason Beebe

Jeff Papke

**Council Members Absent**

None.

**Additions to the Agenda**

Consideration of a Proclamation under “Council Business”.

**Consent Agenda**

1. Regular Meeting Brief 2-25-2020

**Councilor Merritt made a motion to approve the Consent Agenda as presented. Motion seconded. No discussion on motion, motion carried.**

**Visitors, Appearances and Requests:**

2. **Swearing in of Sergeant Robert Gray** – Chief Cummins

Chief Cummins administered the Oath of Office to Sergeant Gray. Mrs. Gray pinned Sergeant Gray’s badge on.

3. **Swearing in of Officer Leo McKenna** – Chief Cummins

Chief Cummins administered the Oath of Office to Officer McKenna. Mrs. McKenna pinned Officer McKenna’s badge on.

**Public Appearances**

No one came forward.

**Council Business**

**4. Consideration of Proclamation – International Data Center Day – Mayor Uffelman**

Mayor Uffelman referred to the sample proclamation for consideration.

There were no questions.

**Council had no concerns or objections to reading of the proclamation at the next council meeting.**

**Staff Reports and Requests:**

**5. Manager’s Report**

Steve Forrester, City Manager reported: the Senior Center project is moving along; city staff and Councilor Jungmann participated in the county meeting regarding COVID-19 and the Chief is the Emergency Manager and would be the coordinator in the event of an emergency; we had another information meeting with CEO Dave Markum of Central Electric (CEC); and Prineville EDCO Waffle Wednesday is tomorrow with a Portland State University speaker.

Councilor Rodriguez added that she met with Melody and that Neat Repeat is still open.

There were no questions.

**Committee Reports**

Councilor Merritt provided a Compensation Committee report stating that bonuses were evaluated and the committee is in agreement that the criteria in place for bonuses is good and that the car allowance provided to the city manager actually saves the city money. Council would like to see the committee continue to meet annually

Councilor Rodriguez provided a Crook County Natural Resource committee update stating that there is a Teeters Road survey; Ochoco National Forest Service will be giving a presentation regarding the 21” rule.

Councilor Papke gave an update on the High School people movers (wagon) projects and that they are in the wrap down phase.

Mayor Uffelman stated that he is the Chair for League of Oregon Cities’ Energy and Environment Committee; he is serving on a road user task force committee that is looking at different ways to generate revenue to back fill the gas tax loss in revenue from fuel efficient cars that still use the roads.

There were no questions.

**Ordinances:**

None.

**Resolutions:**

**6. Resolution No. 1426 – Approving a First Amendment to Agreement for Temporary Easement – Eric Klann**

Eric Klann, City Engineer presented the staff report adding that this is allowing us to drill more test wells and that the County has already approved this.

There were questions regarding the geology and airport runway.

**Councilor Hutchison made a motion to approve Resolution No. 1426. Motion seconded. No discussion on motion. All in favor, motion carried.**

**7. Resolution No. 1427 – Authorizing to Amend IGA with COIC to Extend – Jered Reid / Lisa Morgan**

Jered Reid, City Attorney provided the background information explaining that due to the late start on the project we needed to extend the agreement period through December, 2020 for labor monitoring on the Senior Center project.

**Councilor Rodriguez made a motion to approve Resolution No. 1427. Motion seconded. No discussion on motion. All in favor, motion carried.**

**8. Resolution No. 1428 – Approving Personal Services Agreement with Greg Congleton– Eric Klann**

Mr. Klann presented the staff report adding that this will allow us to move forward with Greg Congleton for the roundabout art. This has been budgeted for in transportation SDC's, however with all the donations coming in for this project it is hopeful that the donations will fund it.

**Councilor Merritt made a motion to approve Resolution No. 1428. Motion seconded. No discussion on motion. All in favor, motion carried.**

**Visitors Appearances and Requests:**

No one came forward.

Mayor Uffelman read the Executive Session script into the record.

**The meeting adjourned to Executive Session at 7:03 P.M. pursuant to ORS 192.660 (2)(e) Real Property Transactions & ORS 192.660 (2)(h) Regarding Current Litigation or Litigation that is More Likely Than Not to Be Filed.**

**Meeting Reconvened to open session at 7:29 P.M.**

There were discussions regarding possible improvements at Barnes Butte Recreation area with potential successful grants.

**Adjourn**

**Councilor Rodriguez made a motion to adjourn the meeting. Motion seconded. No discussion on motion. All in favor, motion carried.**

Meeting adjourned at 7:35 P.M.

**Motions and Outcomes:**

Motion:	Outcome	Beebe	Hutchison	Jungmann	Merritt	Papke	Rodriguez	Uffelman
Consent Agenda	PASSED	Y	Y	Y	Y	Y	Y	-
Resolution No. 1426 – Approving a First Amendment to Agreement for Temporary Easement	PASSED	Y	Y	Y	Y	Y	Y	Y
Resolution No. 1427 – Authorizing to Amend IGA with COIC to Extend	PASSED	Y	Y	Y	Y	Y	Y	Y
Resolution No. 1428 – Approving Personal Services Agreement with Greg Congleton	PASSED	Y	Y	Y	Y	Y	Y	Y
Adjourn Meeting	PASSED	Y	Y	Y	Y	Y	Y	Y

Public Records Disclosure

Under the Oregon public records law, all documents referred to in this session are available at the City’s website. [www.cityofprineville.com](http://www.cityofprineville.com). An electronic copy of the meeting packet is available for download at [www.cityofprineville.com/packets](http://www.cityofprineville.com/packets). A full recording of this meeting is available at [www.cityofprineville.com/meetings](http://www.cityofprineville.com/meetings)



**CITY OF PRINEVILLE**  
**Emergency Meeting Brief**  
387 NE Third Street – Prineville, OR 97754  
541.447.5627 ph 541-447-5628 fax

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Full Meeting Recordings Available at:  
<http://cityofprineville.com/meetings/>

**City Council Emergency Meeting Brief**  
**March 13, 2020**

**Council Members Present:**

Gail Merritt  
Teresa Rodriguez  
Patricia Jungmann  
Steve Uffelman

Jason Beebe  
Jeff Papke

**Council Members Absent**

Janet Hutchison

**Additions to the Agenda**

None.

**Consent Agenda**

None.

**Visitors, Appearances and Requests:**

**Public Appearances**

No one came forward.

**Council Business**

None.

**Staff Reports and Requests:**

None.

**Committee Reports**

None.

**Ordinances:**

None.

**Resolutions:**

**6. Resolution No. 1429 – Declaring an Emergency as a Result of COVID-19 Pandemic – Steve Forrester / Jered Reid**

Jered Reid, City Attorney wanted the record to reflect that since this meeting was called as an emergency meeting and as such, noticing for the meeting was not required or prepared.

Steve Forrester, City Manager read the first couple of paragraphs of the county press release to council explaining that we have a press release prepared which everyone has seen copies of.

There were no additional questions.

**Councilor Rodriguez made a motion to approve Resolution No. 1429. Motion seconded. No discussion on motion. All in favor, motion carried.**

**Visitors Appearances and Requests:**

No one came forward.

**Adjourn**

**Councilor Rodriguez made a motion to adjourn the meeting. Motion seconded. No discussion on motion. All in favor, motion carried.**

Meeting adjourned at 4:16 P.M.



**Motions and Outcomes:**

Motion:	Outcome	Beebe	Hutchison	Jungmann	Merritt	Papke	Rodriguez	Uffelman
Resolution No. 1429 – Declaring an Emergency as a Result of COVID-19 Pandemic	PASSED	Y	-	Y	Y	Y	Y	Y
Adjourn Meeting	PASSED	Y	-	Y	Y	Y	Y	Y

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## *PROCLAMATION*

### PROCLAIMING MARCH 25, 2020 INTERNATIONAL DATA CENTER DAY

**WHEREAS**, The City of Prineville and 7x24 International Exchange are promoting International Data Center Day on March 25, 2020; and

**WHEREAS**, there are approximately 8.5 million data centers worldwide including those in Prineville and the industry has a 12% growth rate; and

**WHEREAS**, International Data Center Day is an international celebration of modern technology and infrastructure that is designed to inspire the next generation of data center professionals; and

**WHEREAS**, the goal is to educate people on the data center industry and allow the public to connect with data centers and see what data centers are about by attending events, open houses, utilizing educational resources and connecting with 7x24 Exchange Chapters, Partners and sponsors; and

**WHEREAS**, as the use of smart devices grow so will the data center industry and with the growth and wide variety of career options that data center industry is uniquely positioned for the future with a wide variety of career options; and

**WHEREAS**, International Data Center Day allows students and the public to understand what a data center is and the opportunities the industry provides; and

**WHEREAS**, many resources are available through [www.internationaldatacenterday.org](http://www.internationaldatacenterday.org) that offer information on educational resources, scholarship opportunities and events to attend in conjunction with International Data Center Day, the site also provides information on how to host an event; and

**WHEREAS**, organizations will be recognized at local, state, national and international level; and

**WHEREAS**, the City of Prineville and the Crook County School District are promoting International Data Center Day through its partners and affiliations; and

**NOW, THEREFORE, BE IT PROCLAIMED**, that on this day, March 24, 2020, I Stephen P. Uffelman, Mayor of the City of Prineville, do hereby recognize March 25, 2020 as International Data Center Day.

**IN WITNESS THEREOF**, I have hereunto set my hand and caused to be affixed the seal of the City of Prineville on this 24<sup>th</sup> day of March, 2020.



Stephen P. Uffelman, Mayor



# STAFF REPORT

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**MEETING DATE:** 3/24/2020      **PREPARED BY:** Lori Ontko

**SECTION:** Council Business      **DEPARTMENT:** Police

**CITY GOAL:** Fiscal Responsibility, Provide Quality Municipal Services and Programs, Position the City for the Future and Community Safety

**SUBJECT:** Police Department Adaptive Reuse Project

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## REASON FOR CONSIDERATION:

Select a general contractor for construction phase of new Police Station.

## BACKGROUND:

The Prineville Police Department Adaptive Reuse project has completed design phase and was released for competitive bid to select a general contractor to perform the remodel scope of work. The City published the bid package on 2/19/2020. Notice was provided to the City's publication of record, the Central Oregonian, and the project was published on the "Plan Center" as well as the Central Oregon Builders Association website. A non-mandatory site walk was conducted on 3/26/20 and was attended by five general contractors and six subcontractors.

The scope of work for the project was structured in a base bid, consisting of the work necessary to provide a minimal occupancy of the facility supporting police operations, and 5 additive alternates which could be selected at-will by the City. Each of the alternates increased the functional capacity of police operations. The 5 alternates were defined as:

- 1) Site Security and Amenities – Enhanced security perimeter and secure vehicle storage.
- 2) E911 / Dispatch – remodel work on the second floor to facilitate moving the dispatch operation.
- 3) Future EOC / Locker rooms – adding locker rooms and demolition work to prep the area for a future emergency operations center.
- 4) Community Conference Room – additional structural work to provide a large meeting space on the first floor available for outside groups, or police department cooperator meetings to be held.
- 5) New Switchboard – an electrical system contingency which was included in the basis of design.

The Engineer's estimated range for the project is \$2,310,000 - \$2,650,000 for the base bid only. The estimated range for the base bid plus all bid alternates is \$3,430,000 - \$3,940,000.

The City released one addendum to the bid advertisement and had a closing date for bids to be received by 2PM on 3/19/20. Due to City Administrative Order 03-16-20, in response to and to prevent the spread of COVID-19, the City held a telephonic bid opening on 3/19/20. One bid was received in a timely fashion.

The following responsive bid was received by the City: 2KG Contractors Inc. Base Bid: \$2,105,000.00

The following non-responsive bids were received by the City: None

Based upon the project budget and financial resources available to the City, staff recommends the City accepts the base bid and alternates 1,2,3,4 and 5 for a total amount of \$2,844,500.

Award of this bid brings to the project total expended and forecasted to \$6,223,345. City finance staff have identified and the current budget approves \$4,000,000 towards this project. Finance staff is working to identify funding sources to meet the gap of \$2,223,345 to fully fund this scope of work. This financing may require further council resolution. This bid award includes a non-appropriation clause which allows the City to terminate the contract in 30 days, if funding is not appropriated.

**FISCAL IMPACT:**

Contract execution includes \$2,844,500 of capital expenditure towards relocation of the Prineville Police Department.

**RECOMMENDATION:**

After reviewing the bid documents, first tier subcontractors lists and bid bonds, staff recommends Council approve the Intent to Award of the contract for the Prineville Police Department Adaptive Reuse General Contractor to 2KG Contractors Inc. in the amount of \$2,844,500.00.

**Suggested Motion to Approve:**

Move to approve the intent to award the Prineville Police Department Adaptive Re-Use General Contractor contract to 2KG Contractors Inc., in the amount of Two-Million, Eight-Hundred Forty Four Thousand, Five Hundred dollars.

**City of Prineville**  
**Police Department Adaptive Reuse Project**  
 ITB# 4004-19-20  
 Deadline Thursday March 19, 2020 2:00 p.m.

ITEM #	BIDDERS	Bid Responsibility Form	Bid Schedule	Certification Form	First Tier Sub-Contractor Disclosure	Non-collusion Affidavit	Drug testing policy	Bid Bond	TOTAL BID AMOUNT
1	2KG Contractors Inc.	x	x	x	x	x	x	x	\$ 2,105,000.00
2									
3	Bid Alternate 1								\$ 98,000.00
4	Bid Alternate 2								\$ 150,000.00
5	Bid Alternate 3								\$ 352,000.00
6	Bid Alternate 4								\$129,000.00
7	Bid Alternate 5								\$10,500.00
8									
9	<b>Grand total of base bid plus alternates</b>								<b>\$2,844,500.00</b>

Pursuant to City Administrative Order 03-16-20, in response to and to prevent the spread of COVID-19, all project based meetings shall occur telephonically. Bids were accepted in-person at Cityhall by appointment due to City Hall's closure to the general public. Bids were opened and tabulated on a telephone bridge open to any interested parties in the presence of 3 city staff.

Bids Tabulated by: 

Witnessed by: 

Witnessed by: 

**RESOLUTION NO. 1430  
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION RATIFYING CITY MANAGER’S ACTIONS IN  
RESPONSE TO DECLARATION OF EMERGENCY**

**Whereas,** COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020; and

**Whereas,** on March 8, 2020, Oregon Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

**Whereas,** on March 13, 2020, the Crook County Court declared a state of emergency relating to COVID-19 in Crook County, Oregon; and

**Whereas,** on March 13, 2020, the City Council of Prineville declared a state of emergency as a result of the COVID-19 pandemic per Resolution 1429; and

**Whereas,** on March 13, 2020, the President of the United States declared the COVID-19 outbreak a national emergency; and

**Whereas,** on March 16, 2020, Prineville City Manager, Steve Forrester, issued the attached Administrative Order to protect the public and efficiently conduct activities that minimize or mitigate the effect of the emergency; and

**Whereas,** on March 17, 2020, the Prineville City Manager adopted the attached Temporary City Policy to protect the health and safety of City employees.

**NOW, THEREFORE,** the City of Prineville resolves and declares the following:

1. The attached Administrative Order is hereby ratified by the City Council.
2. The attached Temporary City Policy is hereby ratified by the City Council.

Approved by the City Council this \_\_\_\_ day of March, 2020.

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Stephen P. Uffelman, Mayor

ATTEST:

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Lisa Morgan, City Recorder



ADMINISTRATIVE ORDER DATED MARCH 16, 2020  
of the  
City Manager of the City of Prineville, Oregon

**ORDER TO PROTECT THE PUBLIC AND EFFICIENTLY CONDUCT ACTIVITIES  
THAT MINIMIZE OR MITIGATE THE EFFECT OF EMERGENCY**

The City Manager of the City of Prineville find that:


- A. COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020.
- B. COVID-19 are a group of viruses that can cause respiratory disease, with the potential to cause serious illness or loss of life for individuals with underlying health conditions.
- C. On March 8, 2020, Oregon Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1).
- D. On March 13, 2020, the Crook County Court declared a state of emergency relating to COVID-19 in Crook County, Oregon.
- E. On March 13, 2020, the City of Prineville City Council declared a state of emergency relating to COVID-19 in the City of Prineville (Resolution 1429).
- F. On March 16, 2020, Governor Kate Brown announced that effective March 17, 2020, social gatherings shall be limited to no more than 25 persons.
- G. Pursuant to Resolution 1429, I have the authorization to take such actions and issue such orders as are determined to be necessary to protect the public and property and to efficiently conduct activities that minimize or mitigate the effect of the emergency as described in Prineville City Code 31.05.




**Now, therefore, based on the above findings, THE CITY MANAGER OF THE CITY OF PRINEVILLE ORDERS THAT:**

1. To protect the health and safety of City employees, with input from the City Human Resource Department, IT, legal, and other City department heads, I have and will continue to develop emergency policies and guidance on the use of sick leave, vacation leave, telecommuting, meeting protocol, identification of essential and non-essential staff for ongoing presence at City facilities, and other polices that will be in effect for the duration of the emergency.
2. To eliminate the exposure to and spread of COVID-19, and in support of state and federal guidelines for social distancing, the City of Prineville is canceling all standing advisory committee meetings and activities.
4. To eliminate the exposure to and spread of COVID-19, and in support of state and federal guidelines for social distancing, City Hall shall be closed to the general public. Citizens may call City Hall at 541.447.5627 for any governmental needs. Citizens may pay utility bills by utilization of the drop box behind City Hall, over the phone at 541.447.5627, by mail, or through the City's website at <https://www.cityofprineville.com/>.
5. To eliminate the exposure to and spread of COVID-19, and in support of state and federal guidelines for social distancing, the Prineville Police Department lobby will be closed to the general public. Citizens may call the Prineville Police Department at 541.447.4168.
6. To eliminate the exposure to and spread of COVID-19, and in support of state and federal guidelines for social distancing, all non-emergency service calls by Prineville Police shall be handled by telephone.
7. To eliminate the exposure to and spread of COVID-19, and in support of state and federal guidelines for social distancing, the City of Prineville project-based meetings shall be done telephonically and/or by live feed. If the meeting is unable to be conducted telephonically and/or by live feed then the meeting shall be cancelled.
8. At this time, scheduled City Council meetings will continue to occur, but with social distancing modifications, including increased space between chairs, encouragement of telephonic and livestreaming options, and limiting the in-person attendance to no more than 25 persons.
9. The City will not send shut-off notices or shut-off water for non-payment of unpaid water bills while this emergency is in place. Any late fees caused as a result of the emergency shall be eligible for a future credit.
10. All permitted special events of more than 25 persons are cancelled during this emergency.
11. This Order shall be effective March 17, 2020 at 8:00 a.m. and shall remain in effect until April 12, 2020 at 4:30 p.m. unless superseded sooner.

So Ordered this 16<sup>th</sup> day of March, 2020

  
\_\_\_\_\_  
Steve Foffrester, City Manager  
City of Prineville

ATTEST:

  
\_\_\_\_\_  
Lisa Morgan, City Recorder  
City of Prineville



## TEMPORARY CITY POLICY: RESPONSE TO COVID-19

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact the City of Prineville locally. Our employees are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new business practices in order to continue to serve our community to the best of our abilities. It is in times like these that our community may need our services the most.

### Definitions:

**Novel Coronavirus / COVID-19:** a respiratory disease caused by a novel (new) coronavirus. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019". (abbreviated "COVID-19")

**Curtailed operations:** A change or reduction to the routine services, service levels, activities and functions of any given office, department or division.

**Household Member:** Any other person who resides in the employee's household.

**Immediate Family:** As defined by Oregon Family Leave Act: The spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent, parent-in-law, parent of same-gender domestic partner. For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave, sick child leave, or leave under ORS 659.159(1)(e) is taken.

**Isolation:** A method to separate sick people with a contagious disease from people who are not sick. Isolation is a term applied to infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease.

**Medical Advice:** Information or advice received from a medical professional.

**Quarantine:** Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**Social Distancing:** Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings and cancelling events.

**Telecommuting:** A work arrangement in which the employee works outside the normal work site, often working from home.

**Crook County Health Department:** The regional health authority for public health concerns in Crook County.

## GENERAL POLICY:

The City of Prineville is following the guidance of the Governor's Office, Oregon Health Authority (OHA), Centers for Disease Control (CDC), and Crook County Health Department. The city is adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and curtailment of non-essential City functions. The City will continue to adjust as the recommendations of these agencies change.

## CURTAILED OPERATIONS:

- A. Effective 03/17/20 0800 and until further determination the lobby of City Hall will be closed to the public. The City will not disconnect water service for non-payment of sewer/ water bills during this time. Customers are still responsible for sewer/ water charges due now and accrued during this time of social distancing. Customers should continue to pay their utility bill. The City offers many different ways to pay your bill that minimizes person to person contact. Payments can be made through our drop box behind City Hall, over the phone (541-447-5627), by mail, or through our website at <https://www.cityofprineville.com/>. For those customers who prefer paying in cash, a money order can be purchased at the 7-11 convenient store across the street.
- B. The City will still continue to send past-due notices however, will not shut off service for non-payment of unpaid water bills while this emergency is in place. Any late fees caused as a result of the emergency shall be eligible for a future credit.
- C. Planning Department related business for applications, payment and general questions will be required to contact Joshua Smith at: [jsmith@cityofprineville.com](mailto:jsmith@cityofprineville.com), 541-447-2367 or Casey Kaiser at: [Ckaiser@cityofprineville.com](mailto:Ckaiser@cityofprineville.com), 541-447-8338 for alternative solutions to Planning Department transactions.
- D. All non-essential city related business travel shall be postponed.
- E. Standing advisory committee meetings and activities are cancelled.
- F. At this time, scheduled City Council meetings will continue to occur, but with social distancing modifications including reducing meeting length, increased space between chairs and encouragement of livestreaming options. Meetings may be conducted telephonically, consistent with Oregon Public Meetings law.
- G. Face to face city business meetings shall be limited to no more than 10 persons with electronic meetings being the preferred method to conduct meetings whenever possible.
- H. City Hall, and its reservable meeting rooms will be closed to outside uses. The City will make available video conferencing services for groups who routinely use these facilities.
- I. The Prineville Police Department business lobby will be closed to the public effective 3/17/20.
- J. All non-emergent Prineville Police Department Calls for service will be handled telephonically.

## PERSONNEL LEAVE GUIDANCE

This policy applies to all non-mission critical employees, and specifically those who fall into one of the following categories:

- A. An employee or an employee's dependent or household member who is under observation, being monitored or has been diagnosed with COVID-19;
- B. An employee or household member who falls into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work;
- C. The school or daycare center of an employee's dependent has closed due to COVID-19;
- D. Supportive services for an employee's dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to COVID-19 which requires them to care for that dependent;

- E. Public or alternative transportation is unavailable due to COVID-19 and an employee is unable to travel to and from work; OR
- F. In the event that the CDC or OHA directs the City to take advanced steps such as social distancing, quarantines or curtailment of non-essential City functions, this policy would then pertain to all but a few staff providing essential services.

**POLICY GUIDELINES:**

- A. Employees who fall into one of the six General Policy categories above and cannot telecommute may use Payroll Code Reason Code (PHE – Covid19) to account for the absence.
- I. Reason Code (PHE – Covid19) will pay an employee’s regular wage without utilizing leave accruals.
- II. This Reason Code does not identify whether or not an employee is ill, but instead is used for the sole purpose of tracking expenses associated with the City’s response to COVID-19.
- III. If employees utilize Reason Code (PHE – Covid19) absence they must complete the Coronavirus Form and turn it in to their direct supervisor before submitting a timecard.
- IV. The direct supervisor will then forward the completed form to HR. Supervisors shall NOT retain a copy of this form in their supervisor file.
- B. Employees who do not fall into one of the six categories listed in the General Policy section above must utilize their accruals per the City’s existing policies or procedures if they wish to be absent from work.
- C. Telecommuting Option: If an employee meets one of the six General Policy categories but is not ill:
  - I. The employee shall first attempt to utilize telecommuting in order to serve the public in the best possible manner.
  - II. When an employee is in a position with telecommuting capabilities, they shall talk with their supervisor and IT Department to gain approval and make appropriate arrangements for telecommuting.
  - III. When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular work day while working remotely from the work site.
  - IV. If an employee is not in a position with telecommuting capabilities and is unable to come to work for reasons mentioned in one of the six General Policy categories above, Reporting Reason Category (to be determined) should be utilized to account for time away from work.
- D. Employees who are diagnosed with COVID-19 will be approved for FMLA/OFLA leave for 80 hours (or two weeks of the employee’s shifts). No FMLA/OFLA paperwork will be required for the first 80 hours of this leave. If the employee wishes to request the FMLA/OFLA leave in excess of the 80 hours they will be required to complete the appropriate paperwork. In this situation their pay status will be converted to FMLA/OFLA leave.
- E. Exceptions: Exceptions to this temporary policy may only be granted by the City Manager or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures.
- F. Implementation: Elected officials, department directors and all supervisory staff are responsible for implement this policy within their respective departments. Observance of this policy is mandatory for all City employees and violation may result in disciplinary action (up to and including termination.)

G. Review: This temporary policy shall be reviewed by the City's Executive Team at least every 14 days and updated or revoked as necessary. This temporary policy is only in effect during the time period covered by the COVID-19 Emergency Declaration issued by the State of Oregon and City of Prineville.

**RESOLUTION NO. 1431  
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION REGARDING CITY POLICY OF COVID-19 AND CONTRACTUAL  
OBLIGATIONS**

**Whereas**, COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020; and

**Whereas**, on March 8, 2020, Oregon Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

**Whereas**, on March 13, 2020, the Crook County Court declared a state of emergency relating to COVID-19 in Crook County, Oregon; and

**Whereas**, on March 13, 2020, the City Council of Prineville declared a state of emergency as a result of the COVID-19 pandemic per Resolution 1429; and

**Whereas**, on March 13, 2020, the President of the United States declared the COVID-19 outbreak a national emergency; and

**Whereas**, COVID-19 has impacted the ability of businesses around the globe to maintain operations and fulfill existing contractual obligations; and

**Whereas**, the City of Prineville (“City”) currently has multiple projects that are under contract.

**NOW, THEREFORE**, the City of Prineville resolves that it shall be the City’s policy that if any City project is affected by a federal, state, local or corporate stoppage as a result of COVID-19, the City shall consider the stoppage to be an external event or event beyond their respective control and shall work in good faith with any contractor that is so affected.

Approved by the City Council this \_\_\_\_ day of March, 2020.

\_\_\_\_\_  
Stephen P. Uffelman, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Morgan, City Recorder