



**HARRISBURG REDEVELOPMENT AGENCY
& CITY OF HARRISBURG
Budget Committee Meeting
- AGENDA -
Monday, May 12, 2025
6:30 PM
The Harrisburg Municipal Center
354 Smith Street**

Harrisburg & HRA Budget Committee Members

Robert Duncan, Mayor
Mike Caughey, Council President
Cindy Knox
Kimberly Downey
Charlotte Thomas
Randy Klemm
Dana Henry

Douglas Buchholz
Travis Walker
Barbara Shipley
Marilyn Pollard
Jana Jenkins
William Percell
Vacancy

Public Notices:

1. This meeting is open to the public and will be tape recorded
2. The Harrisburg Municipal Center is 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)
3. 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.
4. The City of Harrisburg does not discriminate against individuals with disabilities and is an equal opportunity provider.
5. For information regarding items of discussion on this agenda, please contact City Recorder/Municipal Court Clerk Lori Ross, at 541-995-6652.
6. If you wish to testify and are unable to attend, please contact the City Recorder to be placed on a conference call list during the meeting.

HARRISBURG REDEVELOPMENT AGENCY

6:30 Chairman of the HRA Budget Committee calls meeting to order at the hour of _____.

- Introductions of the Budget Committee Members and City Staff Present.
- **Approval of the HRA Budget Committee minutes.** The HRA and City Budget meeting minutes are combined. For the record, each meeting will have its own motion to approve.
 - **Motion to approve the May 13, 2024 HRA Budget Committee Minutes.**
- **Nominations and election of the HRA Budget Committee Chairperson and Vice Chair** (Two separate motions)
 - **Motion to nominate _____ as the HRA Budget Committee Chairperson**
 - **Motion to nominate _____ as the HRA Budget Committee Vice-Chairperson**
- HRA Budget Message delivered by the City Administrator
- **Announce a Public Hearing at the hour of _____ to provide members of the public an opportunity to ask questions about and comment on the budget**
 - After public testimony or with no comments received, **close the Public Hearing at the hour of _____.**
- Discussion of HRA Budget
- **Recommendation for the approval of the following actions to the HRA Board of Directors:**
 - **Motion to approve the HRA Budget as proposed or as modified and to allow 100% division of taxes.**
- Adjourn the HRA Budget Committee Meeting at the hour of _____.

CITY OF HARRISBURG

7:00 Tentatively we will start at this time or immediately following HRA Budget Meeting

The City Budget Committee Chairperson calls meeting to order at the hour of _____.

- **Approval of the City Budget Committee minutes.** The HRA and City Budget meeting minutes are combined. Each meeting will have its own motion to approve.
 - **Motion to approve the May 13, 2024 City Budget Committee Minutes.**
- **Nominations and election of City Budget Committee Chairperson and Vice Chair.** (Two separate motions)
 - **Motion to nominate _____ as the City Budget Committee Chairperson**
 - **Motion to nominate _____ as the City Budget Committee Vice-Chairperson**
- City Budget Message delivered by the City Administrator
- **Announce a Public Hearing at the hour of _____ to provide written and oral comment to the Budget Committee on the possible uses of State Revenue Sharing, including offset against property tax levies.**
 - After public testimony or with no comments received, **close the Public Hearing at the hour of _____.**

- Discussion of the City Budget:
 - General Fund Budget Discussion
 - Street Fund Discussion
 - Bike Path Reserve Fund Discussion
 - Community and Economic Development (CE & D) Fund Discussion
 - Library Fund Discussion
 - Storm Drain Reserve Fund Discussion
 - Building Permit Fund Discussion
 - Electrical Permit Fund Discussion
 - Debt Services Fund Discussion
 - Office Equipment Reserve Fund Discussion
 - Equipment Reserve Fund Discussion
 - Water & Sewer Funds Discussion
 - Water Reserve and Sewer Reserve Funds Discussion
 - Systems Development Charge (SDC) Reserve Funds Discussion

8:10 If the City Budget Committee has not completed review of the scheduled subjects above prior to 8:30, the Committee can decide if they wish to continue, or the other option is to review at the next Budget Meeting.

When the budget is completed, the City Budget Committee is ready to approve the budget. The required motions made to the City Council are listed below:

- **Motion to recommend the approval of the following actions to the City Council:**
 - **Accept the uses for State Revenue Sharing money,**
 - **Approve the budget as proposed or amended, and**
 - **Set the property tax rate at \$3.1875 per thousand.**

8:30 Adjourn at the hour of ____.

Preliminary agenda for future meetings:

- Monday, June 2nd, 2025:
1. Any Funds that are not discussed in the first meeting.
 2. **Recommend Approval of City Budget to the City Council**

The City Council and the HRA Board will need to adopt their budgets on June 24th, 2025.

The most important responsibility that staff has in the budget process is to get you the information you need to make an informed decision. If you have questions as you review the budget, you are encouraged to contact staff members with your questions *prior* to the meeting. This will help to make sure that staff has time to get the information to answer your questions in time for you to make an informed decision at the time of the meetings.

You can reach any staff person at the City by calling 995-6655, or by the following e-mail addresses:

Cathy Nelson, Finance Officer:
 Michele Eldridge, City Administrator:
 Lori Ross, City Recorder:

cnelson@ci.harrisburg.or.us
meldridge@ci.harrisburg.or.us
lross@ci.harrisburg.or.us