



City Council Work Session Meeting Minutes January 28, 2020

Presiding: Mayor Robert Duncan
Council President: Mike Caughey
Councilors Present: Kimberly Downey, Adam Keaton, Charlotte Thomas and Youth Advisor Quinton Sheridan
Councilors Absent: Robert Boese, and Randy Klemm
Staff Present: interim City Administrator John Hitt, City Recorder/Assistant City Administrator Michele Eldridge, Public Works Director Chuck Scholz, and Utility Billing Supervisor/Court Clerk Lori Ross.
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan at 6:31pm

CONCERNED CITIZEN(S) IN THE AUDIENCE. None

NEW BUSINESS

THE MATTER OF A DISCUSSION WITH THE LINN COUNTY SHERIFF'S OFFICE (LCSO) – DECEMBER REPORTS

Sergeant Greg Klein reviewed the report from the month of December, as shown in the Council Agenda. He commented on a fight that was held at the Voo, along with some noise complaints. Mayor Duncan said that was disturbing to hear. Council discussed some of the theft that was being mentioned on Next Door. Hitt had a question about discretion on the part of the deputies. On page 23, there was a traffic stop in which someone was cited for going 45 in a 25mph zone, but then on page 22, there was someone going 38 in a 25mph, which was not. What do they use to decide? Sergeant Klein said that it depends upon the deputy, and what they think. One deputy will have a thought process, different from another. He will follow up with Captain Guilford, as there had been a requirement to automatically cite anyone going faster than 15 mph over the posted limit. Council and Sergeant Klein discussed this for a while, as Thomas found on page 13 that there was a citation for someone going only 5mph over the limit. After answering a few more questions, the Council thanked him for reviewing the report, and he left for the evening.

THE MATTER OF REVIEWING THE CITY'S STRATEGIC PLAN

STAFF REPORT: Hitt noted that we will set Council priorities in the future. Discussion in relation to specific objectives is below.

1. Harrisburg Zoning and Subdivision Ordinance Revision: Hitt said that this project requires substantial work, which he will take on. There is a possibility we will ask an outside consultant to take this on, depending upon workloads. This will take some time to review, and on occasion, we will have a change in law that will spur an urgent change.
2. Water Conservation Practices: Scholz said that we just finished the Water Master Plan and will continue to follow those guidelines.
3. Library Use: Ross related the current programs, along with times and dates, and also talked about some of the future programs being planned. They will start tracking how patrons feel about the programs as well as attendance in the future, to make sure that the programs were being well received.
4. Parkland Inventory.
 - a. Eldridge said that we are on-track with completing the purchase of the Knife River property.
 - b. Hitt will be applying for park development grants, but first, the City needs to update the Parks Master Plan. He related the costs to apply for the grants, as well as completing the work. Caughey brought up the conceptual plan for the 100-acre park, and Eldridge confirmed that we had that, but now needed to look at an actual design plan.
5. Functional Transportation System: Hitt felt this needed to be needed to be a priority. Transportation SDC's need to be determined too. More grants would be applied for in order to get these completed.
6. Revenue for Street Maintenance Fund: Hitt felt we were on track for this.
7. Repair & Improve Roadway: Scholz talked to the PNW Railroad, who didn't have a budget for 4th St.; he is certain it won't be touched before 2022. In the mock design, there were some huge problems, including one with every power pole on the street. He felt the franchise agreement renewal would be our chance to update this. Council agreed with the City direction considering that the right-of-way belongs to the City in this case.
8. FEMA National Flood Insurance program and CRS Program: Eldridge had a regulatory visit from FEMA, and discovered that nobody in the flood hazard areas had flood insurance. She needs to attend the CRS Training upcoming on the west coast in order to determine if it was worth staff time in terms of opportunities for the community, if the City should enter the program. She handed out information about the CRS program. (Please see Addendum No. 1)
9. Crime Prevention:
 - a. Hitt would talk with the Sheriff as well as the City of Coburg and would take an active stance on this. Downey wanted to make sure we were emphasizing this, as the person from LCSO had backed off. She will try to coordinate this with both Hitt and that representative. Caughey agreed and hoped we could get it back on track.
 - b. Hitt would continue to work on strengthening our numbers.
10. Water Treatment Facility: Scholz noted that the design will be done, and the plants would likely be completed before 2024. Progress was being made on the plans. When asked about expansion, Scholz said that we can do that in

the far future, but if we do that, then we also need to increase our storage tanks.

11. Design and construct LaSalle Street Pump Station: Scholz was pursuing more information, as there is a different solution to getting a single line under the tracks, with a potential of lower cost over the long term. Mayor Duncan asked how significant the costs savings were and was told at least half a million.
12. Design & construct storm drainage infrastructure on 5th St.: Scholz said that this was designed, and out to bid; the project will include storm drain work, water lines, and street work. He noted that our engineering firm has two crews dedicated to Harrisburg projects right now. 5th St. will be done by the end of summer.
13. Capital Improvement Plan and SDC's: Hitt described the concept of what the past City Administrator was doing with looking at each SDC fund when we work on the Master Plans, or on specific projects. The Water Master Plan adoption also had the Water SDC's study in it. It now makes sense for us to update the TSP (Transportation System Plan), and to look at the Transportation SDC's while we do that. The current CIP (Capital Improvement Plan) is mixed with the SDC's methodology, and it's hard to work through. This will be a better way of doing it. Scholz added that it will cost us less money to do it this way, rather than hiring a consultant, and adjusting the SDC's all at once. If you update a master plan approximately every five years, then you will keep things updated. The only problem is that sometimes, the Master Plans get put on a shelf, and sometimes the projects are expensive enough, that the City has to wait to apply for a bond or find other ways of financing the projects.

Council discussed this somewhat, in relation to some of the roads on the CIP, that likely should not have been on there; the projects were more maintenance related, rather than due to growth. Scholz reminded them as well, that redoing the SDC's within each fund as we go, should provide us with more accuracy.
14. Harrisburg Redevelopment Agency – Downtown Redevelopment: Eldridge reviewed the private investment that we've seen in the HRA, and specifically in downtown development. Each of the HRA grants we give are matched grants, and the amount that the property owners pay is considered private investment. Hitt added that in his perspective, if you have public sector funds, and have a partnership with the private sector, it generally has good results. As the value of the buildings in the boundaries increases, you'll see additional revenue coming in, and will have more funds to work with.
15. Transparent Financial Reporting and Audit Results: Hitt said that our audits are all compliant with performance regulations and will continue to be compliant.
16. Investigate new technologies and workplace practices: Hitt said that he was confident that we will be able to come up with another \$75,000 to add to street maintenance this year; but it does come with the burden of making staffing very thin. In addition, we are having more people talking to us about development, keeping both himself and Eldridge very busy, and sometimes,

that includes Jordan as well. That leaves us less time for routine day to day activities. This will be a concern as we move forward with working on all these plans, which all require bigger time commitments. If more reductions are needed in the future, then we will have some projects being postponed.

17: Annual Reviews are timely and provided to all employees: Hitt said that we are 100% in compliance with this. We have a strong system of evaluations.

18: Staff Certifications. Scholz said that we did lose Don Costello to retirement, which reduced our certifications somewhat, however, we are on track for exceeding the numbers in 2024. We have several employees stepping up to get certified. Council and Scholz spoke about cross-training efforts, and the types and numbers of classes that staff attends.

Priorities: Hitt suggested that the master plan update, and the TGM Grant to revise the TSP should be priorities. Thomas expressed some dismay about development; she would like to see an increase in housing development opportunities. Hitt said we would continue to work on that. We are also working on wetlands and coordinating with state agencies on that issue. He hopes too, that changes to the subdivision and zoning ordinances will assist in those efforts. Scholz said that some of the problems are that some people are sitting on property, and that they don't want to sell.

THE MATTER OF A DISCUSSION CONCERNING POSSIBLE CONSIDERATION OF THE CITY ENTERING INTO AN EMPLOYMENT AGREEMENT WITH JOHN HITT AS HARRISBURG CITY ADMINISTRATOR

The City Council may enter into an Executive Session under ORS 192.660 (1)(2)(a) if desired. "The Governing body of a Public Body may hold an Executive Session (a) To consider the employment of a public officer, employee, staff member or individual agent."

- Mayor Duncan asked if Hitt wanted to have an Executive Session, and was told no, that this discussion could be in the open. The option to have one was advertised properly, if it was needed.
- Hitt had put his proposal in the agenda, which Council would find in the protected part of the City Council agenda on page no. 67. He reviewed the information in the staff report, which gave Council some options, including postponing this decision until we had a chance to do a 3rd recruitment effort. He had made some changes to his original proposal based off what both Michele and Tim had told him about PTO's and vacation pay. He was proposing a 3-year contract, which could be extended each year or not. He didn't feel a severance package was needed and felt that either party could terminate employment if needed. His proposal saves the City approximately \$8,200 in comparison to the costs of hiring a new City Administrator. Starting on a future recruitment too, would be advantageous for the City, because timing it to coincide with summer is far better for attracting a candidate. Most tend to look for jobs over the summer.

All of the leave banks would not be eligible for cashing out at the end of employment, so it will not result in a future cash liability to the City. He assumed that the person we would hire would likely be at the top end of the salary scale we established, so he went down to \$100,000 to make room for the other considerations. Council could change any part of this that they wish. He'd like to have a decision made by the next business meeting, but if the Council would prefer to negotiate, we could come back at a later meeting if needed. He had been thinking long and hard about this, and had a long discussion with his wife, who is willing to allow him to do this. He had also talked with all the department heads, and all were on board with him being the City Administrator, although they could state otherwise tonight if they wanted.

Council were happy, as they really liked his work style so far, and could avoid all the recruitment chaos they weren't looking forward to. Downey noted that there were even more terminations than what was on the jobs board previously; and some of the cities out there have been looking for a year. Caughey said that he was very much in favor of John staying with the City and asked if Council wanted to talk about the terms of the agreement before the next meeting in which we would vote. Keaton only had one worry, and that was the proposed costs to the City. He hated increasing the salary even more, because we just reduced our costs, including payroll, by \$75,000. So, having less cost to the City, by taking this option, is something he feels is a reasonable consideration. As long as we don't cut into the budget more, then he is ok with that. He would like to see some more comparison, and to verify that we won't be cutting into the budget that would affect what we've already done. Thomas agreed, and said that's her only consideration. She felt Hitt was a good manager and won't put us in a bad place.

Hitt added that he would be fine with reducing numbers, if he's wrong in his initial calculations, to make sure that the numbers were in line. We threw this together very quickly, and we will want to verify more numbers as we negotiate a contract. Keaton was fine with that, as long as we don't take anything away from street maintenance. Kay Barnett, in the audience, was thrilled with his performance so far. She was very impressed with his knowledge levels, and the networking abilities he has in our region. Downey too was impressed, as she has been learning things from him. Hitt said then that the Council could make a motion to bring back a contract proposal, and in the meantime, we will supply the additional information that has been requested. Once again, he hopes to have this finalized by the next meeting, but if needed, we can go beyond that date.

- Downey **motioned to bring back a formal employment agreement at the Feb 11, 2020 Regular City Council meeting, after review by the City Attorney, and with the requested information. Keaton seconded the motion, and the City Council voted unanimously to have the City Administrator return with a formal employment agreement, after being reviewed by the City Attorney, at the next City Council meeting.**

THE MATTER OF CONSIDERATION OF RECOMMENDATIONS BY THE PERSONNEL COMMITTEE REGARDING RECRUITING AND HIRING A NEW CITY ADMINISTRATOR.

- Downey noted that we should revisit this subject in about 2 ½ years.

OTHER ITEMS

- Hitt reminded Council that the Meet & Greet with Coburg police was scheduled on February 6th. He would give them an introduction, and LCSO will also be there. We had a good meeting with both LCSO and Coburg, and Caughey agreed with that, and was pleased with the partnership.
- Hitt told Council that he would be gone from Feb 5 to the 7th and wanted them to know that he wouldn't be there.
- Caughey reminded everyone that the Cascades West Council of Government's Transportation Committee term for Adam Keaton was expired.
- Keaton wanted to continue that role as the primary representative, and Hitt said that he will be the secondary.
- Mayor Duncan asked about improving the lighting at the corner of Smith & 3rd St., because a bulb is burnt out.
- Scholz said that he was working on it. He will make inquiries to ODOT but had no promises.
- Council discussed their concerns and frustrations with that intersection.
- There was also brief discussion about the upcoming bridge meeting with ODOT; it was resolved that Hitt, Eldridge, Scholz, Mayor Duncan and Caughey would be there to see what ODOT would tell us about future work.

ADJOURN at the hour of 8:48pm.

Mayor

City Recorder



FEMA

Fact Sheet

Federal Insurance and Mitigation Administration

Community Rating System

June 2017

The National Flood Insurance Program (NFIP) Community Rating System (CRS) was implemented in 1990 as a voluntary program for recognizing and encouraging community floodplain management activities exceeding the minimum NFIP standards. Any community in full compliance with the minimum NFIP floodplain management requirements may apply to join the CRS.

1,444 Communities Participate in the CRS

Nearly 3.6 million policyholders in 1,444 communities participate in the CRS by implementing local mitigation, floodplain management, and outreach activities that exceed the minimum NFIP requirements.

Under the CRS, flood insurance premium rates are discounted to reward community actions that meet the three goals of the CRS, which are: (1) reduce flood damage to insurable property; (2) strengthen and support the insurance aspects of the NFIP; and (3) encourage a comprehensive approach to floodplain management.

Although CRS communities represent only 5 percent of the over 22,000 communities participating in the NFIP, more than 69 percent of all flood insurance policies are written in CRS communities.

CRS Classes

The CRS uses a Class rating system that is similar to fire insurance rating to determine flood insurance premium reductions for residents. CRS Classes* are rated from 9 to 1. Today, most communities enter the program at a CRS Class 9 or Class 8 rating, which entitles residents in Special Flood Hazard Areas (SFHAs) to a 5 percent discount on their flood insurance premiums for a Class 9 or a 10 percent discount for Class 8. As a community engages in additional mitigation activities, its residents become eligible for increased NFIP policy premium discounts. Each CRS Class improvement produces a 5 percent greater discount on flood insurance premiums for properties in the SFHA.

* CRS Class changes occur on May 1 and October 1 of each year. The data contained in this fact sheet were current through May 2017.

Best of the Best

Seven communities occupy the highest levels of the CRS. Each built a floodplain management program tailored to its own particular hazards, character, and goals. Under these programs, each community carries out numerous and varied activities, many of which are credited by the CRS. The average discount in policyholder premiums varies according to a community's CRS Class and the average amount of insurance coverage in place.

- **Roseville, California** was the first to reach the highest CRS rating (Class 1). Floods in 1995 spurred Roseville to strengthen its floodplain management program. Today the City earns points for almost all CRS-creditable activities. The average premium discount for policies in the Special Flood Hazard Area (SFHA) is \$963.
- Comprehensive planning has been a key to **Tulsa, Oklahoma** in reducing flood damage from the dozens of creeks within its jurisdiction. The City (Class 2) has cleared more than 900 buildings from its floodplains. The average SFHA premium discount is \$709.
- **King County, Washington** (Class 2) has preserved more than 100,000 acres of floodplain open space and receives additional CRS credit for maintaining it in a natural state. The average premium discount in the SFHA is \$722.
- **Pierce County, Washington** (Class 2) maintains over 80 miles of river levees. The County mails informational brochures to all floodplain residents each year. The average premium discount in the SFHA is \$846.
- **Fort Collins, Colorado** (Class 2) uses diverse approaches to keep its large student population informed. Identifying and protecting critical facilities and continually improving its GIS system help the city maintain its exemplary program. The average premium discount in the SFHA is \$703.
- **Sacramento County, California**, has steadily improved its rating since joining the CRS in 1992. Now a Class 2, the County's more significant activities are diligent public outreach on protecting waterways, purchasing flood insurance, and preparing for floods. The average premium discount in the SFHA is \$395.
- **Thurston County, Washington**, has a history of planning for hazard mitigation, watershed protection, and open space. Combining that with strict development standards and stormwater management has helped the County achieve Class 2. The average premium discount in the SFHA is \$577.

CRS Credit

A community accrues points to improve its CRS Class rating and receive increasingly higher discounts. Points are awarded for engaging in any of 19 creditable activities, organized under four categories:

- Public information
- Mapping and regulations
- Flood damage reduction
- Warning and response.

Formulas and adjustment factors are used to calculate credit points for each activity.

The communities listed below are among those that have qualified for the greatest premium discounts:

Class 1: Roseville, California

Class 2: Sacramento County, California
Fort Collins, Colorado
Tulsa, Oklahoma
King County, Washington
Pierce County, Washington
Thurston County, Washington

Class 3: Louisville–Jefferson County, Kentucky
Ocala, Florida

Class 4: Charlotte, North Carolina
Palm Coast, Florida
Charleston County, South Carolina
Maricopa County, Arizona

Benefits of the CRS

Lower cost flood insurance rates are only one of the rewards a community receives from participating in the CRS. Other benefits include:

- Citizens and property owners in CRS communities have increased opportunities to learn about risk, evaluate their individual vulnerabilities, and take action to protect themselves, as well as their homes and businesses.
- CRS floodplain management activities provide enhanced public safety, reduced damage to property and public infrastructure, and avoidance of economic disruption and loss.
- Communities can evaluate the effectiveness of their flood programs against a nationally recognized benchmark.

- Technical assistance in designing and implementing some activities is available to community officials at no charge.
- CRS communities have incentives to maintain and improve their flood programs over time.

How to Apply

To apply for CRS participation, a community must initially inform the Federal Emergency Management Agency (FEMA) Regional Office of its interest in applying to the CRS and will eventually submit a CRS application, along with documentation that shows it is implementing the activities for which credit is requested. The application is submitted to the Insurance Services Office, Inc. (ISO)/CRS Specialist. ISO works on behalf of FEMA and insurance companies to review CRS applications, verify communities' credit points, and perform program improvement tasks.

A community's activities and performance are reviewed during a verification visit. FEMA establishes the credit to be granted and notifies the community, the State, insurance companies, and other appropriate parties.

Each year, the community must verify that it is continuing to perform the activities that are being credited by the CRS by submitting an annual recertification. In addition, a community can continue to improve its Class rating by undertaking new mitigation and floodplain management activities that earn even more points.

CRS Training

CRS Specialists are available to assist community officials in applying to the program and in designing, implementing, and documenting the activities that earn even greater premium discounts. A week-long CRS course for local officials is offered free at FEMA's Emergency Management Institute (EMI) on the National Emergency Training Center campus in Emmitsburg, Maryland, and can be field deployed in interested states. A series of webinars is offered throughout the year.

For More Information

A list of resources is available at the CRS website: www.fema.gov/national-flood-insurance-program-community-rating-system. For more information about the CRS or to obtain the CRS application, contact the Insurance Services Office by phone at (317) 848-2898 or by e-mail at nlipcrs@iso.com.