



Harrisburg Redevelopment Agency Board Meeting Agenda  
June 23, 2020  
6:30 PM

---

Chair Person: Robert Duncan  
Vice Chair Person: Mike Caughey  
Members: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and Charlotte Thomas  
Meeting Location: Harrisburg Municipal Center @ 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. *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)*
4. *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.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*
7. *This meeting will be held in a facility that has been disinfected. Masks are optional, and 6' physical separation of attendees is required, unless they are part of a family unit.*
8. *If you wish to provide testimony, and are unable to attend, please contact the City Recorder, who can put you on a call list during the meeting.*

**CALL TO ORDER AND ROLL CALL BY CHAIR PERSON 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 of both Dec 10, 2019 and January 14, 2020

**NEW BUSINESS**

2. **THE MATTER OF APPROVING THE HRA BUDGET FOR FISCAL YEAR 2020-21 AND APPROVING HRA BUDGET APPROPRIATIONS FOR FY 2020-2021 BY ADOPTING RESOLUTION NO. HRA-62.**

**STAFF REPORT:**

Exhibit A: Approved HRA 2020/2021 Budget

Exhibit B: Resolution No. HRA-62

**ACTION: I MOVE TO APPROVE THE HRA BUDGET FOR FISCAL YEAR 2020-21 AND RESOLUTION NO. HRA-62 “A RESOLUTION MAKING APPROPRIATIONS FOR THE HARRISBURG REDEVELOPMENT AGENCY, HARRISBURG, OREGON, FOR THE FISCAL YEAR 2020- 2021.”**

3. **THE MATTER OF CONSIDERATION OF AN HRA GRANT REQUEST FOR \$50,000 PROPERTY IMPROVEMENT GRANT TO HELP FUND A PARKING LOT PROJECT AT 245 N. 3<sup>RD</sup> ST. (HWY 99E), HARRISBURG**

**STAFF REPORT:**

Exhibit A: Property Improvement Grant Application

Exhibit B: Estimated Cost of Project

Exhibit C: HRA ‘Program Guidelines and Overview’

**ACTION “I MOVE TO APPROVE THE PROPERTY IMPROVEMENT GRANT APPLICATION OF HEIDI KROPF (DBA – ‘GLORY, LLC’) IN THE AMOUNT OF \$50,000 UPON COMPLETION OF THE WORK DESCRIBED IN HER GRANT APPLICATION.”**

4. **THE MATTER OF AWARDING A PROJECT BID FOR THE SMITH, MACY & 2<sup>ND</sup> ST. REHABILITATION PROJECT**

**STAFF REPORT:** The Public Works Director will bring additional information to the meeting.

Exhibit A: Bid Results

Exhibit B: Engineers Recommendation

**ACTION: TBD**

**5. THE MATTER OF REVIEWING THE HARRISBURG REDEVELOPMENT AGENCY 2nd QUARTER FINANCIAL REPORT DOCUMENT.**

**STAFF REPORT:**

Exhibit A: 2nd Quarter Financial Report

**ACTION: I MOVE TO APPROVE THE HRA 2ND QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2019-2020.**

**6. THE MATTER OF REVIEWING THE HARRISBURG REDEVELOPMENT AGENCY 3rd QUARTER FINANCIAL REPORT DOCUMENT.**

**STAFF REPORT:**

Exhibit A: 3rd Quarter Financial Report

**ACTION: I MOVE TO APPROVE THE HRA 3RD QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2019-2020.**

**OTHER**

**ADJOURN**



## Harrisburg Redevelopment Agency Minutes for December 10, 2019

The Harrisburg Redevelopment Agency met on this date at the Harrisburg Municipal Center, located at 354 Smith St., at the hour of 7:26PM. Presiding was Board Chairperson Robert Duncan. Also present were Board Members Mike Caughey, Kim Downey, Adam Keaton, Charlotte Thomas, Rob Boese, Randy Klemm, and Youth Advisor Quinton Sheridan. Staff present were City Administrator John Hitt, City Recorder/Asst. City Administrator Michele Eldridge, and Finance Officer Tim Gaines.

### APPROVAL OF MINUTES:

- Klemm **motioned to approve the minutes of August 13, 2019 and was seconded** by Keaton. **The HRA Board then voted unanimously to approve the Minutes of August 13, 2019.**

### THE MATTER OF CONSIDERING A REQUEST FOR AN AMENDMENT TO THE PROPERTY IMPROVEMENT GRANT AGREEMENT HRA-G-05 FOR SCOTT AND RENEE PHELPS.

**Staff Report:** Hitt said that we have before you, an unusual situation, which is a little complicated. You have on page 15, of your agenda packet, a copy of the original grant agreement, signed by the Phelps and the City, which is dated August of this year. You'll notice a series of invoices, starting on page 10, that the Phelps provided. In a nutshell, they had significantly more dry rot than what was shown in their original estimates. That brought their total project costs from almost \$33,000 to almost \$41,000. Now the terms of the HRA grant program, are shown in the Phelps agreement, on page 16, section 8, where the owner acknowledges that this is a matching grant, of 50%; and it goes on to say that costs may exceed the maximum amount of the grant. The owners agree that any costs above and beyond, shall be the sole responsibility of the owners, or and shall not be the responsibility of City or agency. However, there is also nothing in the ordinances, or resolutions, or the program guideline overviews, shown on page 22, in Exhibit A, that prohibits the City or HRA from making amendments. Yes, this is part of the agreement, and the owners cost overruns are their responsibility, but on the other hand, you as HRA board, can consider making changes. On page 7, you'll see that there is a \$3,900 increase in the amount of money that the Phelps must pay out. You also have the copy of the overall program, in the handout, of how many loans and grants have been granted, and that remaining funding is \$92,698; almost \$93,000. the HRA can certainly afford to match the additional \$3,900, without it being a major impact on remaining

funds. In light of all of this, staff recommends you approve the motion, to allow the additional \$3,900 in the funding request.

- Klemm asked Scott Phelps if he could take us through that process of deciding what you were going to do with the building, and where the surprise was.
- Scott Phelps said that they were replacing the whole south and east wall. It's not the entire facility, because the north and west sides are concrete, with no dry rot. It was rotten up the first two or three feet, which meant that they had to rebuild the whole wall, and build out from the existing studs, to re-support everything. The only other option was to go between pillars, and rebuild every section, which wouldn't be feasible. Without really tearing apart all the siding, prior to getting bids, we did our best, to get a best-case estimate. The additional costs are mostly in materials.
- Klemm said it sure looks good!
- Keaton said that the only thing he is worried about was the limitation which is specific for loans; he thought that was based on the calendar year as well.
- Eldridge said that she had outlined that in the HRA Staff report that she had handed out to them (Please see Addendum No. 1). The agreement and project itself had to be completed within a year's time from when the contract is signed, and the actual HRA program amounts, are based on the fiscal year.
- Gaines said yeah...we aren't close yet.
- Keaton thought maybe it was the \$150,000 available for loans, right? That's where the limitations are.
- Eldridge said that was correct.
- Thomas had no comments to add.
- Caughey had no concerns, and he didn't see one from anyone else.
- Mayor Duncan said that the only thing he is concerned about is precedent. He has no problem funding it, but he is concerned about setting a precedent that every person after this will simply come and ask for more money, because we allowed this one.
- Klemm said that's why he asked Scott (Phelps) for insight on the process he used, in trying to figure out what the project is doing.
- Mayor Duncan said that if that didn't happen, he wouldn't have a job. He can walk up to building and look right through it. The agreement says it SHALL NOT be the responsibility of the City or any person or entity affiliated with the City. Those are big words; although he knows this is sort of a weird thing to talk about. The grant is only supposed to be for \$16,600, and now they are asking for another \$3,900.
- Downey said perhaps we should be looking at a new contract. She thinks the wording in the contract, is made so that people can't assume that if there is a cost overrun that we are doing to match it. She sort of thought of it as similar to asking for a new contract, sort of like the Magnuson's, asked for a contract, and as soon as the year's contract was up, assumed a new contract.
- Mayor Duncan said yes, they entered into a new contract.
- Keaton said that maybe for future projects, you can only negotiate a new contract, if you haven't done any of the work.
- Thomas asked in their letter, that there is still \$6,000 in work that is still outstanding.

- Renee Phelps told her no, we finished that.
- Scott Phelps said that the painting was not finished, because they were over budget. We didn't know what the final cost was going to be, or anything. He was under the impression you could say no, and that's ok, because that's the way it is.
- Renee added, and they are still very grateful.
- Mayor Duncan reiterated again, that we love it. His only concern is setting precedent.
- Downey wondered if we should do that then.
- Eldridge said that we reviewed the ordinance, and the resolutions adopting the program, as well as the actual program guidelines, there was nothing that wouldn't allow the HRA Board to consider their request.
- Downey asked if there is a specialist we could ask.
- Eldridge told her yes, but we have to pay her, and she is quite expensive.
- Downey asked then if staff looked into it.
- Hitt told her yes, but he thinks the HRA has the ability to amend that. In this case, we, all parties, have to agree. There is no state law, or any other requirement that says you can't do this or can't provide more funding.
- Eldridge noted that she felt that between this building, and the Hoiland's building, are the lynchpins of the HRA business district, right on the corner of the main highway where investors can see it. She considered it in the light that if they had come to us with the higher request to start, it would still be relieving blight, and yes, the HRA board would have likely allowed the higher amount being requested.
- Hitt commented that you always have situations arise. You can adopt the policy, you can say we are locked, and loaded, and won't change. But keep in mind, that when you are rehabilitating buildings, their situation is not unusual.
- Downey said that when she first saw the request, she thought it was a reasonable request. But she does want to make sure we are doing things right; this isn't just the City involved; these funds also come from the county and the school.
- Boese could see your point, he didn't think about that until you break it out. He was ok with it, before you said that, but he doesn't want someone coming back in the future for a much higher request, and say, you did it for the Phelps, and have it bite us in the rear end.
- Mayor Duncan said that was his problem with this.
- Hitt said that there is already a max of \$50,000, which is a big limiting factor. He urged them to include in their motion, that this is a one-time exception based upon compelling circumstances, that way nobody can come back and say, hey you did it for him. You can say that this is unusual, and they did it very carefully, but for now, it's an exception, we are approving this only one time.
- Caughey kind of agreed with what the Mayor is saying, as far as setting a precedent. But this is a small amount in comparison to the overall job, and is not beyond a maximum amount that we wouldn't allow, like \$50,000. He's inclined to make an exception this time, with an understanding we can say no to any other request in the future. It's not going against what the intent was. He is inclined to say yes.

- Thomas agreed with Caughey. It's not like somebody changing their mind on what kind of countertop they were choosing. At the same time, if somebody needed \$50,000, and there were two groups both asking for additional funds, there might be an issue. However, we have over \$92,000 remaining, and this request is for only \$3,900 more; she doesn't have a problem with it.
- Keaton said like the location, it was a serious problem, and now it's not nearly as serious as before. This accommodates the goals of the entire program. That said, one-time exceptions very quickly can become precedents. He thinks he agrees with Mike's point, because it was in the intent of the program, and since the cost wasn't grossly off, and it wasn't because of negligence, or an issue of someone miss-adding figures, or anything, he's ok with it.
- Klemm said that he just went through a renovation/remodel, with surprises. That building of theirs was pretty bad, and as a City, we benefit from what they did. And he thinks it's great. As far as precedent, he has some disagreement with Adam, because he doesn't think opening the door to one after another after another will occur, when you handle it on a case by case basis, based on their own merit. This just happens to be very visible building in Harrisburg, that people drive by every day. So he'd like to say thank you, and he would like to try to partner with businesses to help improve them.
- Sheridan had nothing to add, as he agreed with everyone that has spoken, especially Randy. This is a building that people always see, so yeah, he agrees.
- Mayor Duncan said that he was still a little concerned. He has no problem with the Phelps getting this, and he can only break ties. But a precedent is a precedent; it doesn't matter how small or how large they are. Things setting his mind to ease.... it's the HRA. We have a set amount of money, and they definitely meet the criteria. He doesn't mind going along with this, but if he voted, he would buck this hard. Luckily, he doesn't have to break a tie.
- Gaines said that we do have two loans out right now too, and those are in the process of being paid back. There will be more funds in the future, that will steadily be paid back into the program.
- Keaton shared the Mayor's concern with precedent. It is something, regardless of why we make an exception.
- Renee Phelps said that she wouldn't have come if she knew it would be this big of a deal.
- Scott Phelps added that we have somebody starting renting on Jan 1<sup>st</sup>, bringing new business into the City.
- Hitt commented that his broad philosophy, is that there is always a catch between precedent, and flexibility. There is not a magic or silver bullet to resolve. You can say we have rules, and stick with them, or say jeez, this is different. In his opinion, flexibility in his mind weighs on this, and there are thoughts and reasons why you shouldn't be flexible. When we as local government can be reasonable, and can make a judgement call, we are better off. Improvements like the Phelps are making, have an immediate effect due to the increased revenue we receive on HRA taxes. That increases assessed values, and in the shorter term, pumps money back into the program.

- Thomas said if you look at increments, \$50,000 is a chunk. This is a much smaller amount. With this small amount, she felt that we can make changes. She understands where he is coming from.
- Mayor Duncan commented that all your opinions are incredibly valuable and wise. Our opinions, to bless the Phelps, and to bless our town, don't mean diddly squat in front of a judge. There was a precedent that was on Well No. 5, for something we had nothing to do with. We had honored that individual with an offer far above the amount it was worth, and they agreed with it, but then.... the lawyers got involved. That's what he's trying to avoid. That's not the situation here, but its why he was expressing his concern. When the bangy thing goes down it seems it's the lawyers are the only ones who get the money.
- Donna Duncan, in the audience, said right now, there are no guidelines, it's more a decision. If you are worried about setting a precedent, then maybe it's worth it in the future to go back to the guidelines and replace those parts that have holes in them. You could say, ok, from now on, there are no reconsiderations, which would help you to avoid setting a precedent.
- Mayor Duncan said he's somewhat sour on the legal stuff.
- Keaton thought he was justifiably cynical.
- Mayor Duncan agreed.
- Keaton said that's why he likes making strict rules. People want to be flexible, and we are working with it as much as we can. That's why you make the framework, designed to corral that.
- **Caughey motioned to authorize the interim City Administrator to sign an amendment to the Property Improvement Grant Agreement HRA-G-05 for Scott and Renee Phelps for an additional \$3,900 and thereby amending the original grant amount to a total of \$20,500. Downey seconded the motion. The HRA Board then voted 5 to 1 opposed, which was Rob Boese. The motion therefore passed, allowing a revised agreement, and an additional \$3,900 to be paid to the Phelps.**
- Scott Phelps said that this as quite an educational process, and we helped you get there!
- The Board thanked the Phelps for being there and apologized for the process taking so long to conclude.
- Boese added that the motion didn't include that this was an exception, like we talked about, and Mike didn't have that in his motion. That's why he was opposed.
- Eldridge pointed out that Addendum No. 1, is a new and correct form, that better summarized the entire grant and loan program, including the amounts still left to loan to businesses in the future
- Caughey liked having this information. If you were talking about Clyde the Glide, he would have had no idea of who you were talking about! But pointing out the building, and/or address, helped immensely.
- Mayor Duncan suggested that perhaps we should send these guys a letter and thank them for their courage to come forward and ask for more funds.



- Caughey would like to work with additional language, to handle this sort of thing, or not allow it. He doesn't know how to word something like that, but perhaps allowing us to do what we did in the rules, would control it better.
- Keaton said that it would be nice to have a mechanism in the grant that would allow us some flexibility, without amending the agreements with business owners.
- Hitt said that there are some mechanisms that we can add to the guidelines.

**THE MATTER OF REVIEWING THE HRA 1<sup>ST</sup> QUARTER FINANCIAL REPORT DOCUMENT**

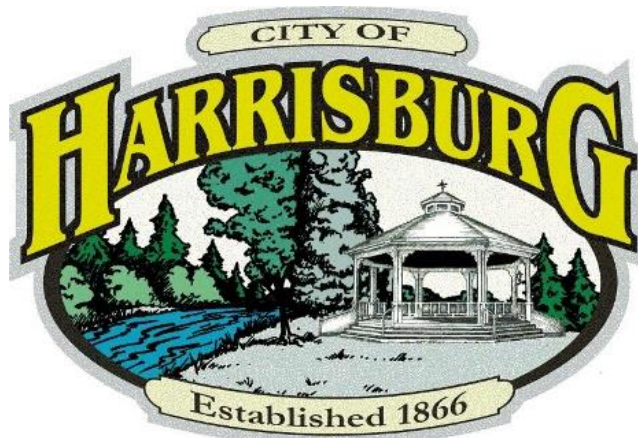
- Keaton **motioned to approve the HRA 1<sup>st</sup> quarter financial report for fiscal year 2019-2020 and was seconded** by both Thomas and Downey at the same time. **The HRA Board then voted unanimously to approve the HRA 1<sup>st</sup> Quarter Financial Report for 2019-2020.**

**With no further business to discuss, the meeting was adjourned at the hour of 8:10pm.**

\_\_\_\_\_  
Board Chairperson

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

HRA Total Targeted Improvement Loan & Grant Program Statistics				
	Approved Commitments	Number	Amount to be forgiven (40%)	Loans returning to program over time
HRA Loans & 40% Grant Commitments	\$ 219,265.00		\$ 87,706.00	\$ 131,559.00
Total Loans/Grants to date		3		*All loans are amortized over 10 years
	Approved Commitments	Number		
HRA Grants Program	\$ 191,937.00			
Tiotal Grants Approved to date		5		
HRA TOTAL TARGETED IMPROVEMENT & GRANT PROGRAM TOTALS				
Total Program Funds	\$ 500,000.00			
Total Program Funds Committed:	\$ 411,202.00			
Amount of Funding Remaining in Program:	\$ 88,798.00			
Total Number of Agreements		8		
Total Businesses Assisted		6	Clyde the Glide LLC	Oddfellows Building
			Dental RE Holdings, LLC	The Voo
			JB Woodworks	Moody Hardware Building
			Scott & Renee Phelps	
			Trust	170 S. 3rd
			Harrisburg Medical	
			Clinic/ICCO, LLC	190 N. 3rd St.
			Magnuson Dental	205 Macy St.



## HRA Meeting Minutes

January 14, 2020

Chairperson: Robert Duncan, Present  
Vice Chairperson: Mike Caughey, Present  
Members: Present were Kimberly Downey, Adam Keaton, and Randy Klemm  
Absent Members: Charlotte Thomas, Rob Boese and Youth Advisor Quinton Sheridan  
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

**CALL TO ORDER AND ROLL CALL BY CHAIRPERSON ROBERT DUNCAN at the hour of 9:02pm**

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

### APPROVAL OF MINUTES

- Downey motioned to approve the minutes and was seconded by Klemm. The Board then voted unanimously to approve the minutes for August 13, 2019.

### THE MATTER OF HOLDING AN ANNUAL HRA MEETING AS REQUIRED BY THE HRA BY-LAWS, ARTICLE iii, SECTION 1.

**STAFF REPORT:** Hitt noted that we are required to have an annual meeting at this time every year to discuss the projects we have going. You can ask for details, or simply decide that there is nothing to discuss.

The Board discussed the Oddfellows Building, which was still in the middle of their remodel, and Downey asked if The Voo was open yet. Keaton said their menu is limited, but the specials are good. Klemm said it was nice inside. Keaton talked about what they had done with the building, and especially liked the raised ceilings.

- Scholz said that for the street improvement project that was encompassing six blocks downtown, that they will meet with all the involved utilities, and will hopefully have all their questions answered. They will get the project going and out to bid. It will not be started before the 4<sup>th</sup> of July.
- Board Chairperson Duncan asked him which streets those were again?
- Scholz told him it is Macy St. from 2<sup>nd</sup> to 3<sup>rd</sup>, Smith St., from 1<sup>st</sup> to 3<sup>rd</sup>, and 2<sup>nd</sup> St., from Smith to Macy St. He also relayed his frustrations with dealing with ODOT, who are now being required to make certain ADA improvements in right-of-way areas in Oregon cities. Their own people are trying to get them to back off the

January 14, 2020

design requirements a bit, rather than just reiterating what the rules are. They are working through all of those requirements; but he will likely remove the RRFB (Random Rapidly Flashing Beacon) crossing from that set of plans, because they are slowing down the rest of the project.

- Chairperson Duncan asked if we could get brighter lights at that intersection?
- Scholz said that he would ask, but he does not have control over that.
- Klemm asked if we could put an emphasis on public safety at that intersection. He almost comes to a stop when he goes through those at night due to the visibility there.
- Chairperson Duncan added it is worse when it is raining.
- Scholz said we have stressed it to them, and everyone agrees with us, but it still does not get the attention it needs.

**OTHER: None**

**ADJOURN: With no further business to discuss, the HRA Board adjourned at the hour of 9:12pm.**

## STAFF REPORT:

Exhibit B: Resolution No. HRA-62

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – June 23, 2020

STAFF RECOMMENDATION:

BACKGROUND INFORMATION:

REVIEW AND APPROVAL:

Page 13



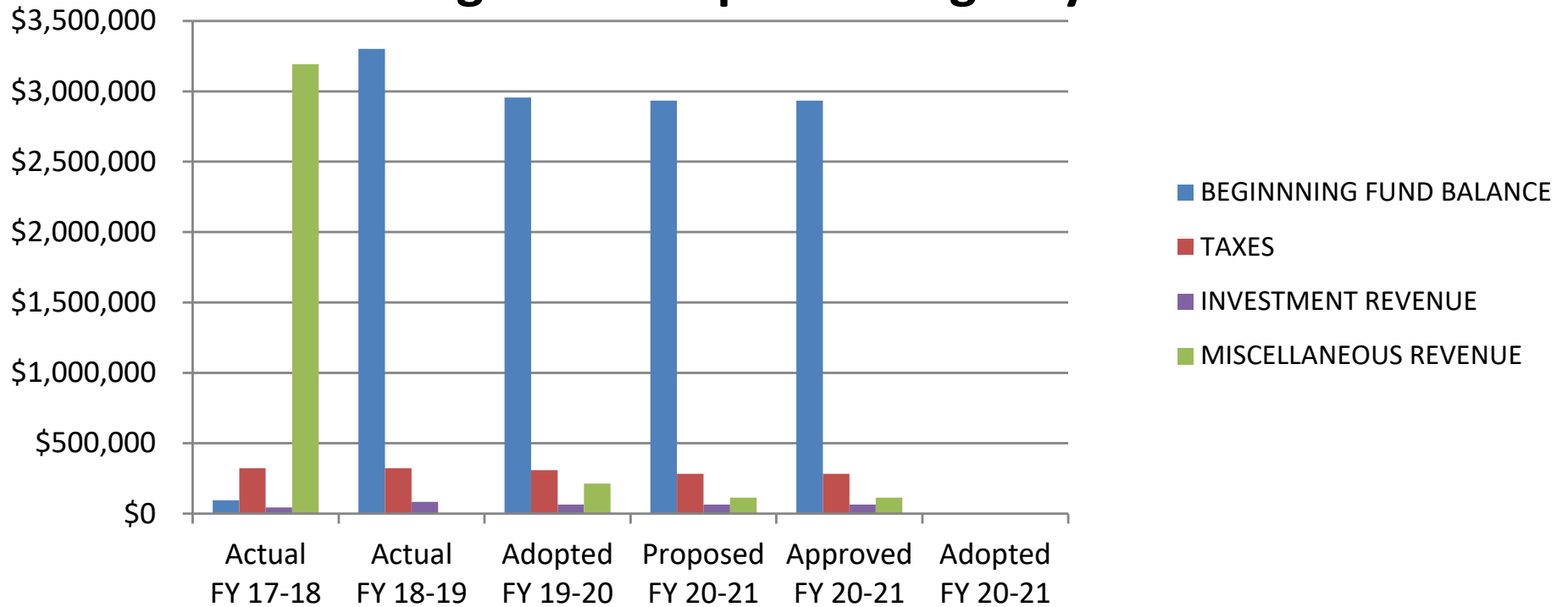
# ***HARRISBURG REDEVELOPMENT AGENCY HRA BOARD APPROVED BUDGET: 2020-2021***

*June 23, 2020*

## ***TABLE OF CONTENTS***

<b><i>Fund</i></b>	<b><i>Page Number</i></b>
<b><i>Harrisburg Redevelopment Agency Fund – Resources</i></b>	<b><i>2</i></b>
<b><i>Harrisburg Redevelopment Agency Fund – Expenditures</i></b>	<b><i>4</i></b>

## Harrisburg Redevelopment Agency Resources



### HRA FUND (71): Resources

FUNCTION	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
BEGINNING FUND BALANCE	\$93,695	\$3,301,524	\$2,955,800	\$2,934,000	\$2,934,000	\$0
TAXES	\$322,239	\$322,143	\$308,100	\$283,040	\$283,040	\$0
INVESTMENT REVENUE	\$44,636	\$83,908	\$65,000	\$65,000	\$65,000	\$0
MISCELLANEOUS REVENUE	\$3,192,996	\$5	\$213,156	\$113,156	\$113,156	\$0

**HARRISBURG REDEVELOPMENT AGENCY  
HRA BOARD APPROVED BUDGET: 2020-2021**

2.

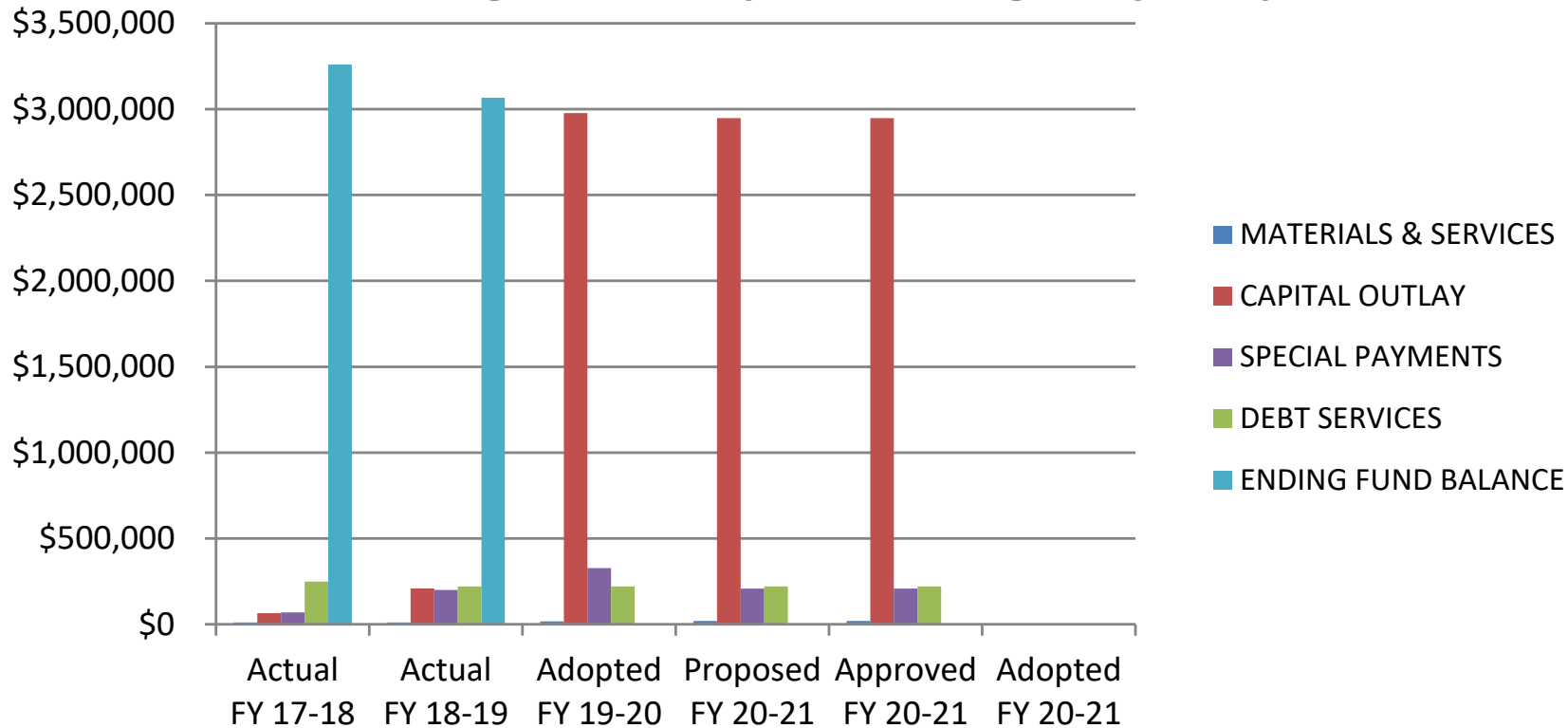
**Harrisburg Redevelopment Agency Fund (71)**

**HRA FUND (71): RESOURCES**

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year FY 2020-2021		
Actual		Adopted Budget This Year FY 2019-2020		Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2017-2018	First Preceding Year 2018-2019					
93,695	3,301,524	2,955,800	BEGINNING FUND BALANCE	2,934,000	2,934,000	0
<u>TAX REVENUE</u>						
303,352	310,943	300,600	TAX RECEIPTS-CURRENT	277,040	277,040	0
18,887	11,200	7,500	TAX RECEIPTS - PRIOR YEARS	6,000	6,000	0
322,239	322,143	308,100	TOTAL TAX REVENUE	283,040	283,040	0
<u>INVESTMENT REVENUE</u>						
44,636	83,908	65,000	EARNED INTEREST	65,000	65,000	0
44,636	83,908	65,000	TOTAL INVESTMENT REVENUE	65,000	65,000	0
<u>MISCELLANEOUS REVENUE</u>						
0	5	0	MISCELLANEOUS INCOME	0	0	0
3,192,303	0	0	LOAN PROCEEDS	0	0	0
693	0	13,156	HRA LOAN PROGRAM PAYMENTS	13,156	13,156	0
0	0	200,000	MAIN STREET GRANT	100,000	100,000	0
3,192,996	5	213,156	TOTAL INVESTMENT REVENUE	113,156	113,156	0
3,653,566	3,707,580	3,542,056	TOTAL TOTAL RESOURCES	3,395,196	3,395,196	0



## Harrisburg Redevelopment Agency Requirements



### HRA FUND (71): Requirements

FUNCTION	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
MATERIALS & SERVICES	\$10,739	\$10,835	\$17,600	\$19,200	\$19,200	\$0
CAPITAL OUTLAY	\$64,330	\$209,401	\$2,977,003	\$2,947,785	\$2,947,785	\$0
SPECIAL PAYMENTS	\$69,265	\$200,000	\$327,441	\$208,161	\$208,161	\$0
DEBT SERVICES	\$249,267	\$220,006	\$220,012	\$220,050	\$220,050	\$0
ENDING FUND BALANCE	\$3,259,965	\$3,067,338	\$0	\$0	\$0	\$0

**HARRISBURG REDEVELOPMENT AGENCY  
HRA BOARD APPROVED BUDGET: 2020-2021**

2.

**Harrisburg Redevelopment Agency Fund (71)**

BY ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**HRA FUND (71): EXPENDITURES**

Historical Data			REQUIREMENTS FOR: ADMINISTRATION	Budget for Next Year FY 2020-2021		
Actual		Adopted Budget This Year FY 2019-2020		Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2017-2018	First Preceding Year 2018-2019					
<b><u>MATERIALS &amp; SERVICES</u></b>						
6,000	6,000	6,000	CITY OF HSBG ADMIN SERVICES	7,200	7,200	0
4,438	4,605	5,000	BUDGET & FINANCIAL ASSISTANCE	5,000	5,000	0
0	0	1,000	LEGAL EXPENSES	1,000	1,000	0
0	0	5,000	CONSULTANT COSTS	5,000	5,000	0
38	38	100	GOVERNMENT ETHICS COMMISSION	500	500	0
263	192	500	MISC COSTS(BANK FEES, ETC)	500	500	0
10,739	10,835	17,600	TOTAL MATERIALS & SERVICES	19,200	19,200	0
<b><u>CAPITAL OUTLAY</u></b>						
64,330	209,401	2,977,003	INFRASTRUCTURE CONSTRUCTION	547,785	547,785	0
0	0	0	SMITH & 2nd STREET PROJECT	2,400,000	2,400,000	0
64,330	209,401	2,977,003	TOTAL CAPITAL OUTLAY	2,947,785	2,947,785	0
75,069	220,236	2,994,603	TOTAL ORG./PROG. REQUIREMENTS	2,966,985	2,966,985	0
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM						
<b><u>SPECIAL PAYMENTS</u></b>						
0	0	0	OREGON MAIN ST REVIT GRANT	100,000	100,000	0
69,265	200,000	327,441	BUILDING FACADE GRANT	108,161	108,161	0
69,265	200,000	327,441	TOTAL SPECIAL PAYMENTS	208,161	208,161	0
<b><u>DEBT SERVICES</u></b>						
78,763	105,629	110,437	LOAN PRINCIPAL	115,500	115,500	0
88,415	114,377	109,575	LOAN INTEREST	104,550	104,550	0
82,089	0	0	LOAN FEES	0	0	0
249,267	220,006	220,012	TOTAL DEBT SERVICES	220,050	220,050	0
318,532	420,006	547,453	TOTAL REQUIREMENTS NOT ALLOCATED	428,211	428,211	0
3,259,965	3,067,338	0	ENDING FUND BALANCE	0	0	0
3,653,566	3,707,580	3,542,056	TOTAL REQUIREMENTS	3,395,196	3,395,196	0

**RESOLUTION No. HRA-62**

**A RESOLUTION MAKING APPROPRIATIONS FOR THE HARRISBURG REDEVELOPMENT AGENCY, HARRISBURG, OREGON, FOR THE FISCAL YEAR 2020-2021.**

WHEREAS the HRA Budget Committee has reviewed the budget of the Harrisburg Redevelopment Agency for the fiscal year 2020-2021 and has approved it and referred it to the Board of Directors.

NOW , THEREFORE BE IT RESOLVED that the Board of Directors of the Harrisburg Redevelopment Agency hereby adopts the budget for fiscal year 2020-2021 in the total amount of **\$3,395,196.\***

This budget is now on file at **120 Smith Street in Harrisburg, Oregon.**

BE IT FURTHER RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2020, for the following purposes:

<b>General Fund</b>	
Administration	\$2,966,985
<b>Total.....</b>	<b>\$2,966,985</b>
<b>Total APPROPRIATIONS, All Funds . . . .</b>	<b>\$2,966,985</b>
Total Unappropriated and Reserve Amounts, All Funds . . . .	\$428,211
<b>TOTAL ADOPTED BUDGET . . . .</b>	<b>\$3,395,196 *</b>
<i>(*amounts with asterisks must match)</i>	

BE IT FURTHER RESOLVED that the Board of Directors of the Harrisburg Redevelopment Agency hereby resolves to certify to the county assessor for the Harrisburg Urban Renewal District Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article XI, of the Oregon constitution.

The above resolution statements were approved and declared adopted on June 23, 2020.

X\_\_\_\_\_  
Signature (Mayor)

X\_\_\_\_\_  
Signature (City Recorder)

# Agenda Bill

## **Harrisburg Redevelopment Agency**

### Harrisburg, Oregon

**THE MATTER OF CONSIDERATION OF AN HRA GRANT REQUEST FOR \$50,000 PROPERTY IMPROVEMENT GRANT TO HELP FUND A PARKING LOT PROJECT AT 245 N. 3<sup>RD</sup> ST. (HWY 99E), HARRISBURG**

**STAFF REPORT:**

Exhibit A: Property Improvement Grant Application

Exhibit B: Estimated Cost of Project

Exhibit C: HRA 'Program Guidelines and Overview'

**ACTION "I MOVE TO APPROVE THE PROPERTY IMPROVEMENT GRANT APPLICATION OF HEIDI KROPF (DBA – 'GLORY, LLC') IN THE AMOUNT OF \$50,000 UPON COMPLETION OF THE WORK DESCRIBED IN HER GRANT APPLICATION."**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda - June 23, 2020

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$50,000	YES	HRA

**STAFF RECOMMENDATION:**

**Staff recommends approval of the attached grant application**

**BACKGROUND INFORMATION:**

The proposed grant would help fund work, (totaling about \$145,500) to demolish 245 N. 3<sup>rd</sup> Street, (Teeks Barber Shop) and develop a new parking lot that would facilitate a possible future expansion of the Grocery Deals store (approx.. 3600 Sq. Ft.) along with additional warehouse space. The new parking lot would be paved, and include lighting, landscaping, fencing and striping to allow the parking of 22 vehicles.

The proposed grant complies with the program guidelines and requirements (see Exhibit 'C') including: 1. C-1 zoning, 2. Cures blight, 3. Visible from the public right-of-way, 4. The property is not tax-exempt, 5. A completed application with drawings, cost estimates/bids and project description have been submitted, 6. The grant complies with the 50% match/maximum of \$50,000 requirement, 7. The project is within the HRA boundaries, 8. Other miscellaneous guidelines/standards have been met.

As we near the end of the current fiscal year, there is approximately \$90,000 remaining of the original \$500,000 authorized for the Property Improvement Grant program.

Please keep in mind that the HRA Board has complete discretion to approve all, some, or none of even those grant applications that are in compliance with all guidelines and requirements.

REVIEW AND APPROVAL:

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



## PROPERTY IMPROVEMENT GRANT

Date of Application:

6-10-20

Applicant Name:

Heidi Kropf

Mailing Address:

PO Box 72 Halsey OR 97348

Phone Number:

541-953-9937

Signature:

Heidi Kropf

### Subject Property

Address:

245 N 3rd St Harrisburg

Assessor's Map & Tax Lot:

15504W16AA1700

Property Owner (If different from Applicant):

NA

Mailing Address:

PO Box 72 Halsey OR 97348

Phone Number:

541-953-9937

☐

Please complete the *Property Owner Consent Form* attached to the application.

I have reviewed the following document(s), as it pertains to my application:

☒

Sign Code - Chapter 18.70 of Harrisburg Municipal Code

☐

Historic Design Guidelines in the Harrisburg Community Action Plan

☒

Harrisburg Redevelopment Agency Plan

☒

C-1 Zoning Ordinance - Chapter 18.30 of Harrisburg Municipal Code

Please submit the following information with your application:

☒

Photographs clearly showing existing conditions of the building / land to be improved.

☒

A written description of the proposed work.

☒

A cost estimate from a contractor (if used), including contact information for the contractor.

☐

Drawings or sketches showing the proposed improvements. If applicable, exact products and materials, paint color, etc.

## Property Owner Consent Form

I, Heidi Kropf ("Property Owner"), certify that I own the property located at 245 N 3rd St Harrisburg ("Address") in Harrisburg, Oregon and that I have reviewed the application by

("Applicant") for participation in the Harrisburg Redevelopment Agency's Property Improvement Grant Program. I understand that the proposal includes the following changes and/or enhancements to my property:

Removal of Asbestos, Removal of Building, Paving, landscaping  
New Parking lot with Signage & Striped & light Poles

I fully support this application and further certify that the Applicant holds a valid lease for

months, expiring on

### Property Owner

Signature:

Heidi Kropf

Printed Name:

Heidi Kropf

Mailing Address:

291 West H St Halsey OR 97348

Phone:

541-953-9937

## **Proposed Work**

**We are Proposing to Redevelop the property at 245 North 3rd St. When we develop this commercial property on 3rd st it will greatly improve the conditions and appearances when coming into Harrisburg. We will be removing blight and making it much more eye appealing as well as accessible for the general public.**

**We are proposing to have Atez remove the Asbestos from the barber shop building, have pacific power hook up the power off the building to a pole, then have the building torn down, tree and pole taken out. We plan to have the total area excavated, 2 -24x24 inch catch basin storm drain and new asphalt parking lot put in. Mcgovern Maintenance put in all new bumpers, rubber wheel stops with reflective yellow chevron stripes, and Striping for the parking lot with 2 ada parking spots by the door. New Concrete Approach to city standards on Monroe St. We will be putting in well over 3% of landscaping by putting in a 4 foot x 100 foot landscape bed put by the road on running north and south, with 3 trees and some decorative rocks and grasses. Another 4 foot x 100 foot bed running north and south providing a buffer from the residential property. We plan on putting 2 new trees on the east and west side one on each side of the driveway where the existing tree will be taken out. We propose to put 2 Pole lights in to light the parking lot but well shielded from the neighboring house, EC electric will put the pole lights in as well as hook up and install the all in one Monument Sign double faced sign in the landscape where the current sign is. A wooden fence will be installed on the west side running north and south to be 6 ft tall separating the parking lot from the neighbors on the west side also providing a buffer between residential and commercial property.**















- GENERAL NOTES:  
1. ALL WORK TO BE PROPOSED TO CITY OF HARRISBURG CODES AND STANDARDS  
2. CITY ZONING: C-1  
3. REF. MAP, N.E. 1/4 N.E. 1/4 SEC. 16, T. 15S, R. 44W, N.M.T.  
4. LOT NO. OF PROPOSED PARKING LOT 1700  
5. LOT NO. OF (E) GROCERY DEALS STORE PP 2019-014, Lot-PARCEL 1

STOP PROPOSED ALLEY PAVING HERE

(E) GRAVEL ALLEY - PROPOSE TO PAVE ALLEY BETWEEN SEPARATE LOT TRANSITIONS

landscape bed

SCOPE OF PROPOSED OF NEW PARKING LOT

T.O. (E) SIDEWALK E.L. 100.65'

4" SAFETY YELLOW LINE TYP ON 4" NEW ASPHALT PAVING OVER CRUSHED ROCK

Legal Desc 1700

RIDGE E.L. 100.65 T.O. PAVEMENT

EXISTING ALLEY

(E) PAVEMENT E.L. 100.56'

Legal Desc PP 2019-014, Lot-PARCEL 1

(Area 850 = Ft.)

2015 ADDITION  
(Area 2,200 = Ft.)

50FT  
50FT

(E) STORE

GROCERY DEALS  
295 N. 3RD STREET  
HARRISBURG, OR 97446  
LINN COUNTY

(Area 4,450 = Ft.)

10FT  
CVR  
E (Area  
1400 Ft.)  
10FT

50FT

150.37'  
TERRITORIAL ST

75.0'  
24-3 22-0 24-3  
MONORE ST

NEW 6 HIGH CONCRETE CURB TYP

(E) SIDEWALK

(E) MEDIAN

PROPOSED 24" CATCH BASIN  
RIM E.L. 99.82 I.E. E.L. 99.32  
6" STORM LINE TO (E) STORM DRAIN

NEW 6 HIGH CONCRETE CURB TYP

PROPOSED NEW LANDSCAPING  
(E) SIDEWALK

(E) CATCH BASIN RIM E.L. 100.0  
INLET FLOW LINE E.L. 97.1

(E) LIGHTED SIGNAGE TO BE REPLACED WITH NEW

(E) CURB CUT & DRIVEWAY TO BE REPLACED WITH SIDEWALK & LANDSCAPING PER CITY CODE

PROPOSED NEW CURB CUT & DRIVEWAY (EXISTING TREE

THIRD ST

15.0'

(E) CURB CUT & DRIVEWAY

100.51'

PROPOSED NEW BIKE PARKING  
(E) PAVED PARKING LOT WITH MARKED PARKING

0	ISSUE FOR PLANNING DEPARTMENT REVIEW

### **Asbestos Removal**

Atez- Asbestos Removal \$4,846.00

### **Demo Building**

R& L Construction & Cleanup \$9,763.00

Demo Permit \$100.61

### **Paving and Excavation**

Blackstone--Paving and Excavation \$66,503.00

### **Landscape**

Graton Landscape- \$14,060.00

### **Striping & Rubber Wheel Stops**

McGovern- Stripping & Bumpers- \$3,956.00

### **Concrete Entrance**

R & L Construction \$ 8,500.00

### **Sign**

Signage- TV Liquidator 8x4 All In One Monument Sign Double Faced 15,285.00

1.5 % Sign Permit \$230.00

### **Pole Lights**

EC Electric- Light Pole & Electrical sign hookup- TJ 14,000.00

1.5% Electrical Permit \$210.00

### **Fence**

Frame Work Contracting- Wood Fence \$4,000.00

### **Power**

Pacific Power to move the Current power off the building to a Pole \$4,000.00





## Harrisburg Redevelopment Agency Property Improvement Grant Program

---

### Program Guidelines and Overview

#### **Purpose:**

The Redevelopment Agency has developed a Property Improvement Grant Program to carry out the goals and objectives outlined in the Harrisburg Urban Renewal Plan. Financial assistance is available for projects within the Urban Renewal District that meet the following goals of the Plan:

- Goal 1: Develop downtown and Third Street as an historic, specialty business market.
- Goal 2: Develop commercial and industrial sites within the City limits, urban growth boundary and planning area.
- Goal 3: Improve conditions and appearances of public and private properties in the downtown and on Third Street.
- Goal 4: Create funding opportunities for renovation of properties and construction of new structures in downtown and on Third Street, consistent with an historic theme.

#### **Grant Funds:**

The Property Improvement Grant Program provides funds for eligible projects. Property Improvement Grants may provide funding for up to 50 percent (50%) of the total cost of a project, with a maximum grant award of \$50,000.

The Redevelopment Agency shall have the power to determine the amount of grant funding to be issued, based on the project's relation to the goals and objectives of the Harrisburg Urban Renewal Plan.

The Redevelopment Agency shall provide written record of funding decisions. The record shall include a description of the required uses of the approved funds. Grant funds must be used for the purposes defined by this record.

#### **Eligible Applicants:**

Eligible properties must be within the Urban Renewal District as defined by Exhibit A of the Harrisburg Urban Renewal Plan. Business owners who are tenants of a building must provide written consent from the building owner for all proposed improvements.



### **Eligible Projects:**

Enhancements to new or existing buildings within the Urban Renewal District may be eligible for funding. Projects must specifically address one (1) or more of the goals defined in the Harrisburg Urban Renewal Plan

In addition to meeting one or more of the goals of the Harrisburg Urban Renewal Plan, eligible projects must meet the following criteria:

- Is located inside the Urban Renewal District Boundary, and is on property zoned C-1 (Commercial);
- The project cures blight;
- The project complies with all city adopted codes and ordinances;
- The project is visible from the public right-of-way, or if an interior project is limited to patron areas;
- The property and/or project are not tax-exempt; and,
- All municipal taxes, fees, and liens are paid.

### **Application Process:**

In order to receive a Property Improvement Grant the building owner, or tenant with building owner approval, shall complete all of the following:

- If in Historic District, review historic design guidelines in the Harrisburg Community Action Plan;
- Complete and submit a Property Improvement Grant Application form;
- Submit a drawing of proposed improvements (plans need not be done by a professional architect unless the project includes structural improvements);
- Submit a specific description of each part of the proposed improvement (e.g. paint color, material type, etc.); and,
- Submit cost estimates for the proposed improvements. Bids shall be provided if the work will be done by a contractor.

### **Approval Procedures:**

- Upon receipt of all application materials described above, City staff will review the application and refer it to the Agency.
- The Agency will then make a decision based upon the approval criteria. The Agency may impose conditions of approval, which shall be included in the Property Improvement Grant Agreement.
- If approved, City staff will contact the applicant and construction may begin after the Property Improvement Grant Agreement is signed by the applicant.

### **Award Reimbursement and Timing Procedures:**

- Construction may begin only after the application is approved and the Property

Improvement Grant Agreement is signed by the applicant and City. Any materials purchased or work performed prior to the agreement being signed will not be eligible for reimbursement.

- Grants will be issued only after construction is complete. Projects must be completed within twelve (12) months of approval by the Agency. Upon completion of the project, City staff must be contacted for a site inspection. City staff will then inspect the property to determine compliance with the pre-approved plans. If the inspection finds that the project complies with all standards and conditions above and with the pre-approved plans submitted with the application, the project will be eligible for reimbursement.
- Reimbursable costs include materials and labor (for licensed contracted work only). Receipts must be provided to the City for reimbursement. Proof of payment for all receipts must be provided (e.g. cancelled check).
- Funds will be dispersed within 30 days from the date of invoice receipt.

**Further Information:**

The applicant must discuss their project with City staff prior to submitting an application. Questions and applications will be accepted at:

City of Harrisburg  
120 Smith Street  
Harrisburg, OR 97446  
(541) 995-6655

# Agenda Bill

## **Harrisburg Redevelopment Agency**

### Harrisburg, Oregon

#### **THE MATTER OF AWARDING A PROJECT BID FOR THE SMITH, MACY & 2<sup>ND</sup> ST. REHABILITATION PROJECT**

**STAFF REPORT:** The Public Works Director will bring additional information to the meeting.

Exhibit A: Bid Results

Exhibit B: Engineers Recommendation

**ACTION:** **TBD**

**THIS AGENDA BILL IS DESTINED FOR:** HRA Agenda - June 23, 2020

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
TBD	\$2,400,000	HRA Infrastructure Construction – G.O. Bond

#### **STAFF RECOMMENDATION:**

**Staff recommend the HRA Board review Exhibit A – ‘Bid Results’ and the information that will be presented at the meeting in order to consider a motion to award the bid.**

#### **BACKGROUND INFORMATION:**

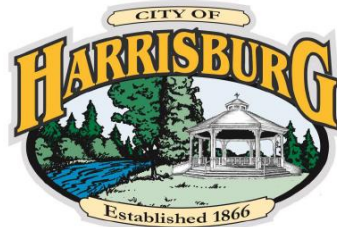
The HRA in 2016 approved Substantial Amendment No. 5 to the HRA Plan. Included in the amendment were several street and utility infrastructure projects. It was estimated in 2014 that the street and infrastructure projects would cost a total of \$3,725,500. The Moore Street project from 1<sup>st</sup> to 3<sup>rd</sup> street was the first project completed at a final cost of \$ 762,238. The Smith & 2nd Street project is one of the other major infrastructure projects that was included in Amendment #5 of the HRA plan at the (then -2014) estimated cost of \$1,447,796.

This project includes replacing water and storm utilities beneath the street and converting some overhead electric and communication services to underground facilities. The roadbed will be replaced, the street resurfaced, sidewalks replaced where necessary, ADA ramps and driveways and some streetscape features, such as trees, and decorative streetlights will also be installed.

The project was sent out for bids and closed June 5<sup>th</sup>, 2020. A tabulation of the bids and an Engineers recommendation will be presented at the June 23<sup>rd</sup>, 2020 HRA meeting. The engineer's estimate for the project was \$1,850,000 - \$2,000,000.

#### **REVIEW AND APPROVAL:**

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



## Bid Results

DATE: June 12<sup>th</sup>, 2020 @ 2:00 PM

PROJECT: Smith, Macy & 2nd Street Rehab

COMPANY NAME	Base Bid	Alternate #1	Total Amount
Wildish Construction co	1,556,720.00	116,594.00	1,673,314.00
Babb Construction, dba Delta Construction Co	1,312,564.15	86,042.85	1,398,607.00
H&J Construction Co	1,424,685.50	91,968.00	1,516,653.50
Willamette Valley Excavating	2,249,281.17	144,099.66	2,393,380.83
North Santiam Paving Co	1,414,957.00	120,040.75	1,534,997.75

June 15, 2020

City of Harrisburg  
120 Smith Street  
Harrisburg, OR 97446  
Attn: Chuck Scholz, Public Works Director



**RE: Smith, Macy & 2<sup>nd</sup> Street Rehabilitation  
Notice of Apparent Low Bidder and Engineer's Recommendation for Award of Contract**

The City received the following bids for the Smith, Macy & 2<sup>nd</sup> Street Rehabilitation project.

<b>Company Name</b>	<b>Base Bid</b>	<b>Alternate Bid</b>	<b>Total Bid</b>
1. <u>Babb Construction, dba Delta Construction Co.</u>	<u>\$ 1,312,564.15</u>	<u>\$ 86,042.85</u>	<u>\$ 1,398,607.00</u>
2. <u>H&amp;J Construction Co.</u>	<u>\$ 1,424,685.50</u>	<u>\$ 91,968.00</u>	<u>\$ 1,516,653.50</u>
3. <u>North Santiam Paving Co.</u>	<u>\$ 1,414,957.00</u>	<u>\$ 120,040.75</u>	<u>\$ 1,534,997.75</u>
4. <u>Wildish Construction Co.</u>	<u>\$ 1,556,720.00</u>	<u>\$ 116,594.00</u>	<u>\$ 1,673,314.00</u>
5. <u>Willamette Valley Excavating</u>	<u>\$ 2,249,281.17</u>	<u>\$ 144,099.66</u>	<u>\$ 2,393,380.83</u>

I have reviewed all bid packages and found all to be complete and responsive.

I recommend that the contract be awarded to Babb Construction, dba Delta Construction Co. in the amount of \$1,398,607.00.

Sincerely,

**Greg Mower**

Digitally signed by Greg  
Mower  
Date: 2020.06.15 15:53:29  
-07'00'

Branch Engineering Inc.  
Greg A. Mower, P.E.

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

**THE MATTER OF REVIEWING THE HARRISBURG REDEVELOPMENT AGENCY  
2ND QUARTER FINANCIAL REPORT DOCUMENT.**

## STAFF REPORT:

## Exhibit A: 2nd Quarter Financial Report

**ACTION: I MOVE TO APPROVE THE HRA 2ND QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2019-2020.**

**THIS AGENDA BILL IS DESTINED FOR: HRA Regular Agenda – 06.23.20**

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

**STAFF RECOMMENDATION:**

**Staff recommend the HRA Board approve FY 2019-2020 2<sup>nd</sup> quarter financial report.**

### BACKGROUND INFORMATION:

The HRA's Finance Officer has prepared the 2nd Quarter Financial Report for review by the HRA Board. The report shows all revenues and expenditures, as well as the total revenues and expenditures for fiscal year 2019-2020. The HRA Board should review the document and raise any questions or concerns they may have to HRA staff. **Be aware that these numbers could change after fiscal year 2019-2020 is audited if there are any auditor adjustments or reclassifications.**

## REVIEW AND APPROVAL:

John Hitt  
City Administrator

Date

**HARRISBURG REDEVELOPEMENT AGENCY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING December 31, 2019**

**HRA GENERAL FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	2,955,800.00	2,955,800.00	2,955,800.00	0.00	100.00%
TAXES	316,670.77	318,868.20	308,100.00	(10,768.20)	103.50%
INVESTMENT REVENUE	18,388.40	38,553.93	65,000.00	26,446.07	59.31%
MISCELLANEOUS REVENUE	3,288.99	6,577.98	213,156.00	206,578.02	3.09%
<b>TOTAL FUND REVENUE</b>	<b>3,294,148.16</b>	<b>3,319,800.11</b>	<b>3,542,056.00</b>	<b>222,255.89</b>	<b>93.73%</b>

**EXPENDITURES (REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	571.87	571.87	17,600.00	17,028.13	3.25%
CAPITAL OUTLAY	1,850.00	3,725.00	2,977,003.00	2,973,278.00	0.13%
SPECIAL PAYMENTS	0.00	0.00	327,441.00	327,441.00	0.00%
DEBT SERVICES	54,785.33	54,785.33	220,012.00	165,226.67	24.90%
<b>TOTAL FUND EXPENDITURES</b>	<b>57,207.20</b>	<b>59,082.20</b>	<b>3,542,056.00</b>	<b>3,482,973.80</b>	<b>1.67%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>3,236,940.96</b>	<b>3,260,717.91</b>	<b>3,542,056.00</b>	<b>281,338.09</b>	<b>92.06%</b>

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

**THE MATTER OF REVIEWING THE HARRISBURG REDEVELOPMENT AGENCY  
3RD QUARTER FINANCIAL REPORT DOCUMENT.**

## STAFF REPORT:

## Exhibit A: 3rd Quarter Financial Report

**ACTION: I MOVE TO APPROVE THE HRA 3RD QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2019-2020.**

**THIS AGENDA BILL IS DESTINED FOR: HRA Regular Agenda – 06.23.20**

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

**STAFF RECOMMENDATION:**

**Staff recommend the HRA Board approve FY 2019-2020 3<sup>rd</sup> quarter financial report.**

BACKGROUND INFORMATION:

The HRA's Finance Officer has prepared the 3<sup>rd</sup> Quarter Financial Report for review by the HRA Board. The report shows all revenues and expenditures, as well as the total revenues and expenditures for fiscal year 2019-2020. The HRA Board should review the document and raise any questions or concerns they may have to HRA staff. **Be aware that these numbers could change after fiscal year 2019-2020 is audited if there are any auditor adjustments or reclassifications.**

## REVIEW AND APPROVAL:

\_\_\_\_\_  
John Hitt  
City Administrator

\_\_\_\_\_  
Date



**HARRISBURG REDEVELOPEMENT AGENCY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING March 31, 2020**

**HRA GENERAL FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	2,955,800.00	2,955,800.00	2,955,800.00	0.00	100.00%
TAXES	12,224.56	331,092.76	308,100.00	(22,992.76)	107.46%
INVESTMENT REVENUE	17,651.51	56,205.44	65,000.00	8,794.56	86.47%
MISCELLANEOUS REVENUE	30,852.22	37,430.20	213,156.00	175,725.80	17.56%
<b>TOTAL FUND REVENUE</b>	<b>3,016,528.29</b>	<b>3,380,528.40</b>	<b>3,542,056.00</b>	<b>161,527.60</b>	<b>95.44%</b>

**EXPENDITURES (REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	258.85	830.72	17,600.00	16,769.28	4.72%
CAPITAL OUTLAY	19,672.50	23,397.50	2,977,003.00	2,953,605.50	0.79%
SPECIAL PAYMENTS	67,045.46	67,045.46	327,441.00	260,395.54	20.48%
DEBT SERVICES	0.00	54,785.33	220,012.00	165,226.67	24.90%
<b>TOTAL FUND EXPENDITURES</b>	<b>86,976.81</b>	<b>146,059.01</b>	<b>3,542,056.00</b>	<b>3,395,996.99</b>	<b>4.12%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>2,929,551.48</b>	<b>3,234,469.39</b>	<b>3,542,056.00</b>	<b>307,586.61</b>	<b>91.32%</b>