



Harrisburg City Council Work Session Agenda
August 27, 2019
6:30 PM

Mayor: Robert Duncan
Council President: Mike Caughey
Councilors: 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. *All matters on the Consent Agenda are considered routine and will be enacted by one motion. Any member of the public can request that a matter be removed from the Consent Agenda for discussion. It will then be discussed under the "Other" part of the meeting schedule.*
4. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
5. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
7. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan

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

OLD BUSINESS

1. THE MATTER OF HEARING A PRESENTATION FROM THE LINN COUNTY SHERIFF JIM YON.

STAFF REPORT:

Exhibit A: None

ACTION: Not Applicable

2. THE MATTER OF CONSIDERING A PROPOSAL BY ANTHONY BUCHER TO CONSTRUCT SIUSLAW PLACE, ENABLING FUTURE RESIDENTIAL DEVELOPMENT.

STAFF REPORT:

Exhibit A: Bucher's Proposal

Exhibit B: CIP Transportation Project List

Exhibit C: Transportation SDC Monies Available

ACTION: TBD

NEW BUSINESS

3. THE MATTER OF CONSIDERING A ONE-TIME BONUS FOR PUBLIC WORKS UTILITY II EMPLOYEE MATT RENFRO FOR HIS OUTSTANDING LEADERSHIP AND WORK ON THE HARRISBURG MUNICIPAL CENTER PROJECT.

STAFF REPORT:

Exhibits: None

ACTION: I move to approve a one-time bonus for Matt Renfro in the amount of \$2,000.

4. THE MATTER OF CONTRACTED PLANNING SERVICES.

STAFF REPORT:

Exhibit A: None

ACTION: Not Applicable

5. THE MATTER OF MARKETING MATERIALS FOR A NEW CITY ADMINISTRATOR.

STAFF REPORT:

Exhibit A: City Administrator Recruitment Brochure – Draft 2

ACTION: Motion to approve the City Administrator Recruitment Brochure.

6. THE MATTER OF INTERVIEWING CANDIDATES FOR THE INTERIM CITY ADMINISTRATOR POSITION.

STAFF REPORT:

Exhibit A: Job Posting Notice

Exhibit B: Interview Questions (Executive Session Materials)

ACTION: The City Council will interview each of the management candidates in Executive Session – Interviews will be held in the Jury Room.

AN EXECUTIVE SESSION UNDER ORS 192.660(1)(2)(A) shall be opened at this time: “To consider the employment of a public officer, employee, staff member or individual agent.”

After the Council resumes the regular session in the main Council Chambers:

MOTION: Motion to have City Staff extend a job offer to _____ as discussed during executive session pending background check approval.

OTHER ITEMS

ADJOURN

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

1.

**THE MATTER OF HEARING A PRESENTATION FROM THE LINN COUNTY
SHERIFF JIM YON.**

STAFF REPORT:

Exhibit A: None

ACTION: Not Applicable

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

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

STAFF RECOMMENDATION:

Staff has no recommendation for this item.

BACKGROUND INFORMATION:

During the June 11, 2019 City Council meeting, the City Council asked Linn County Sheriff Jim Yon to return to this meeting and give a presentation on where the money comes from and goes in the Sheriff's Office.

Sheriff Yon has confirmed his attendance at this meeting.

MOTION (If necessary):

TBD

REVIEW AND APPROVAL:



Brian Latta
City Administrator

8/20/2019
Date

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

THE MATTER OF CONSIDERING A PROPOSAL BY ANTHONY BUCHER TO CONSTRUCT SIUSLAW PLACE, ENABLING FUTURE RESIDENTIAL DEVELOPMENT.

STAFF REPORT:

Exhibit A: Bucher's Proposal

Exhibit B: CIP Transportation Project List

Exhibit C: Transportation SDC Monies Available

ACTION: TBD

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$110,000	TBD	TBD

STAFF RECOMMENDATION:

Staff does not have a recommendation on whether or not to approve the applicant's request. Rather, staff advises the Council consider whether the proposed street improvement is as important as the street improvements currently listed on the City's Capital Improvement Plan.

BACKGROUND INFORMATION:

During the June 11, 2019 City Council meeting, Mr. Bucher asked the City Council if it would be willing to entertain a proposal to share in the cost of a development proposal, and in particular paying for the public improvements.

The Council asked Mr. Bucher to give them a detailed proposal outlining the request, including potential costs, etc. Mr. Bucher provided City staff with a proposal during the first week of August (**Exhibit A**). In the proposal, Mr. Bucher requests the City provide up to \$110,000 in System Development Charges (SDC) monies to pay for the extension of Siuslaw Place through the subject property. Mr. Bucher claims the cost of the public street improvements makes the development of the 7-8 lots cost prohibitive. Mr. Bucher compares his proposal to the City's improvement district project it recently completed at the east end of Burton Street, which enabled up to five lots to be developed.

Staff believes there are a few challenges with Mr. Bucher's proposal. First, in order to utilize SDC monies, the proposed project needs to be included on the City's Capital Improvement Plan. The extension of Siuslaw Place is not a project currently listed on the City's CIP (**Exhibit B**). Prior to spending any transportation SDC money on this project, the City Council would need to amend the CIP to add this project to the list of transportation projects. The Council may remember that to do this requires a rebalancing of all the transportation projects to ensure our SDC charges are in line with the total amount of money needed to complete the projects on the list.

Second, but related to the first item; there are many transportation projects identified on the CIP (**Exhibit B**), which are not yet completed. The City Council should weigh the value and need of those projects in considering this request which simply adds to the existing list. It should also be noted here, the Planning Commission recently discussed the need to widen Sommerville Loop, which is also not on the CIP list.

Third, the comparison of Burton Street Improvement District to Mr. Bucher's proposal is not an apples to apples comparison. With Burton Street project, the City had restricted previously approved and subdivided lots from development until the street had been improved. This is not the case in the applicant's proposal, as no lots have been created at this point. It would be common for the applicant to propose a subdivision and construct the street as part of the subdivision process. In addition, with the Burton Street proposal each of the abutting property owners all shared in a portion of the street improvements. Mr. Bucher's proposal is asking the City to pay for the entire street improvement.

The City Council adopted a budget for FY19-20, which included roughly \$543,000 in transportation SDC funds that could be used for 'new street' projects, identified in the City's CIP (**Exhibit C**). The City Council may choose to fund the project out of another fund, such as the Street fund. Further analysis would be necessary if the Council wants to investigate that route.

If the Council would like to move ahead with Mr. Bucher's proposal, the following steps would be necessary:

- Decide which funds it would like to use to fund the project.
- If necessary, include the extension of Siuslaw Place as a project in the City's CIP document.
- Craft a developer's agreement between Mr. Bucher and the City.
 - This can be completed prior to, concurrent with, or as a condition of the subdivision application.

As noted above, staff does not have a recommendation for the City Council. In order to arrive at a decision, staff advises the Council to determine whether or not this street project is as important as the others already on the CIP list **(Exhibit B)**.

MOTION (If necessary):

TBD

REVIEW AND APPROVAL:

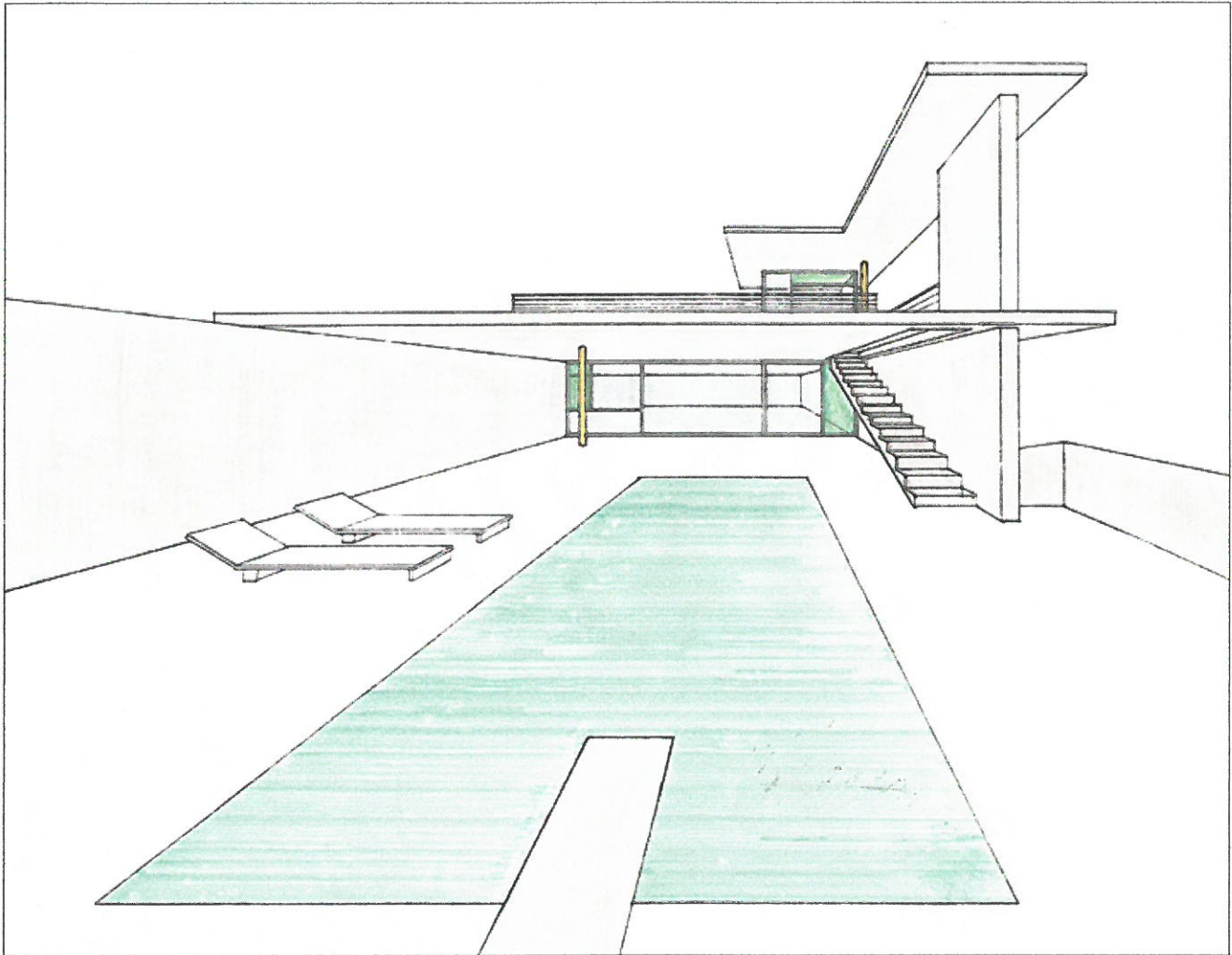


Brian Latta
City Administrator

8/20/2019

Date

SIUSLAW SUBDIVISION



Project Proposal

Prepared for: Harrisburg City Council

Prepared by: Anthony Bucher

Purpose: Siuslaw Subdivision

August 4th, 2019

SIUSLAW SUBDIVISION

SUMMARY

Objective

To acquire city funding for city road construction, and the approval for the development of Partition Plat 2018-68 Parcel 2 located in Harrisburg OR.

Goals

To present a development plan and proposal for Partition Plat 2018 -68 Parcel 2, described as "The Property" in this proposal

Project Outline

- * City Council approval for the use of SDC monies to complete the extension of Siuslaw St on property
- * Approval for a subdivision per this proposals specs
- * Developer to coordinate the buildout of Siuslaw street to city specs
- * The surveying and dividing of property per city standards
- * The building of single family and duplex housing on newly created lots

SIUSLAW SUBDIVISION

Proposed Development

Historical Data

The property is located just west of the Markus Landing subdivision at the end of Siuslaw Place. The property is a very narrow (80') piece that is left over after the development of the Markus Landing. This property has never had any development on it and currently sits in a medium density zone. All city and utility services border this property at the end of the existing Siuslaw Place.

Development Plan

Our development plan for the property is as follows. The completion of Siuslaw Place with all utilities and city services as required for development to take place. Once road is completed to city standards, the road would be given over to the City of Harrisburg. At that time 6-8 7000sq' and 8000sq' lots would be created. Lots would then be sold or built on creating 7-9 new living units in the city.

Proposal Request

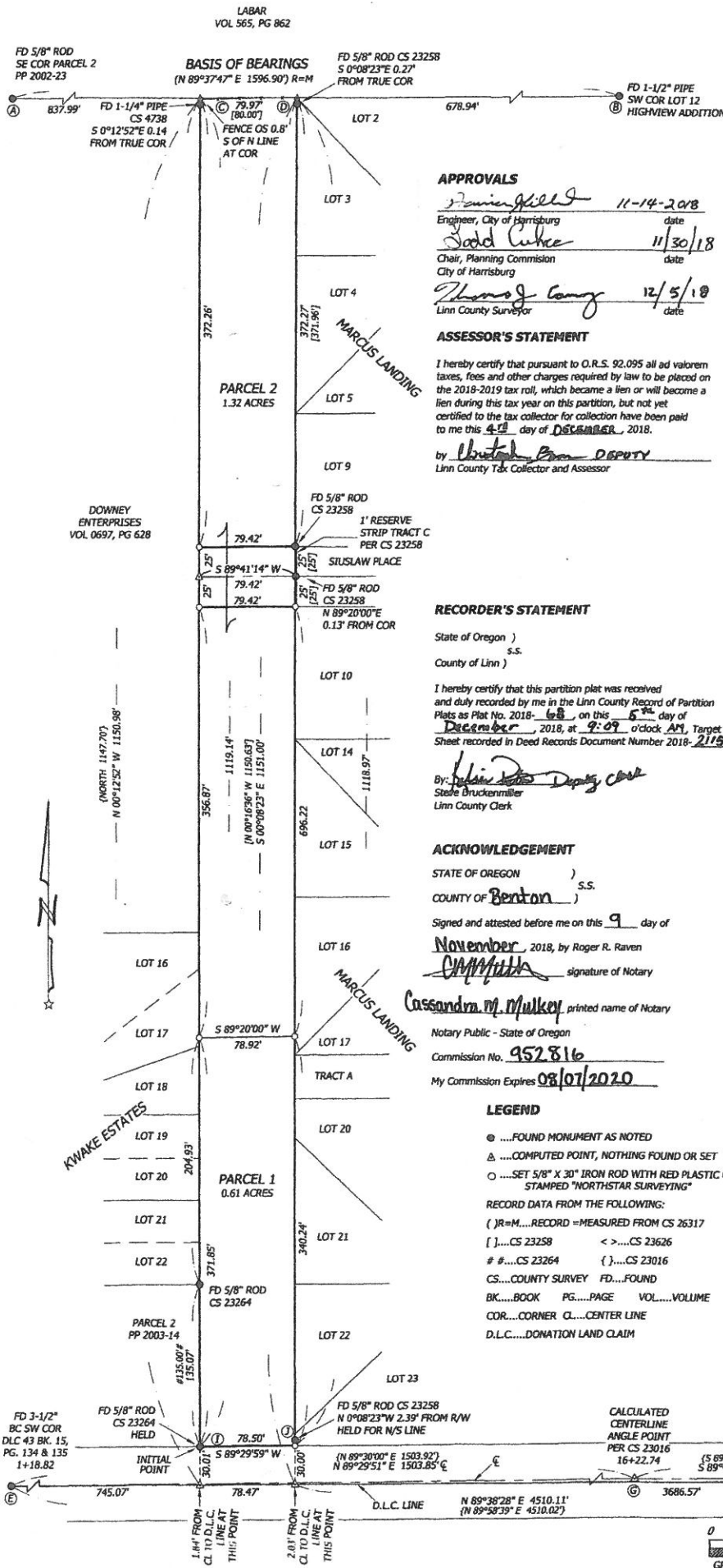
I am currently buying this property from Roger Raven. The sale of this property is contingent upon the approval of this request by the City Council, and at the approval of a subdivision. I am requesting SDC monies to complete the 80' of Siuslaw Place including the installation of required utilities and city services. I have obtained a bid for this work in the amount of \$82,000. This bid is from the company that performed all the work at extending Burton street last year. This bid is included for your review. The scope of this work does leave some potential gaps in cost for completion, but is based on the design and buildout that was performed on Burton street. With a combination of this bid and potential additional costs, I am requesting up to \$110,000.00 of SDC monies. I will coordinate all work and come to the city at completion for acceptance. If approved, I will then be submitting plans and applying for a subdivision based

on the included plat proposal. During that proposal I would work with the city to finalize a developers agreement that would be apart of the subdivision application.

Benefit to the City of Harrisburg

As stated above, this property has never been developed. With the uniqueness of this parcel, the costs for road improvements and the development make this a difficult project. Without assistance from the city with the extension of Siuslaw, this project becomes cost prohibitive. Currently the city has little to no income from this property. With the development of 7-9 new units, the city would collect up to \$117,000 in new SDC fees. In addition, the tax base of 7-9 new dwellings within the city. The city has as recent as last year spent almost \$250,000 for the extension of Burton street. That project added 3 lots to the city. I believe this is a low cost investment for the city to see development in an area that would otherwise remain vacant. Thank you for your consideration.

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CONSTRUCTION LLC

90465 Woodruff St.
Eugene, OR 97402
Ph. (541) 689-9265
Fax (541) 689-9351

Date: August 7, 2019
To: Anthony Bucher
Project: Siuslaw St Extension - Harrisburg, OR

Budget Proposal is based a request for pricing to extend the 800 block of Siuslaw St approximately 80 feet to the west. There were no plans provided for this budget request. Budget is based on scope of work discussed at on site meeting per city standards. Kipco construction will need to make necessary price/scope adjustments if any of the below work is determined to need changed by the city or engineer.

Bid Proposal Includes:

- Mobilization
- Erosion Control
- PIP/ROW excavation to proposed sub grade elevations (road is assumed to continue to the west at <1% slope
- Supply, place and fine grade 10" crushed rock for road structure with fabric
- Extend existing 8" sanitary line app. 80' to the west, with a cleanout at the end
- Install 4" sanitary laterals for (2) lots on Siuslaw St
- Install 6" sanitary lateral to back of ROW for (2) pan handle private drives
- Extend existing public water app. 80' to the west, install up to (7) water services
- Concrete curbs, sidewalks and (4) driveway approaches on Siuslaw St.
- 4" AC paving for Siuslaw street (includes 1 paving mob)
- Supply and install end of street barricade
- Pacific Power budget, based on extending existing power on south side of Siuslaw app. 80' west
- Comcast Cable budget
- Century Link budget

Bid Proposal Excludes:

- Permits, fees, bonds
- Engineering or surveying/construction staking
- Compaction testing or geotechnical services
- Erosion control monitoring/reporting (if required by special erosion permit)
- Lot clearing/grading/lot fill material
- Rock excavation, over excavation, wet weather structures and/or soil conditioning
- Storm sewer of any kind
- Sanitary sewer manholes
- Street lighting
- Utility conflicts and/or relocation, unlocated utilities
- Existing property line fence removal/replacement/relocation or permanent fencing
- Hazardous materials testing/removal/disposal or UST /buried structure removal/disposal
- Any scope of work not listed under the above "Bid Proposal Includes" section

Clarifications:

2.

- This proposal does not include any site survey or construction staking; however this will be required for construction. Proposal assumes that the owner will hire their own surveyor to perform this work.
- This proposal does not include any new storm sewer or improvements to existing storm structures. Proposal assumed the new road will shed water at a 2% slope to the new curb and gutter. New curb and gutters are assumed to discharge to existing curb inlets on Siuslaw St. No provisions have been provided to install any type of storm lines to the private lots.
- Budgets for Pacific Power, Comcast and Centurylink only include trenching, supply and installation of underground conduit. All design work, wire and/or other structures are assumed to be installed by the franchise utility company.

LUMP SUM BUDGET PER ABOVE SCOPE
UNIT PRICE – OVER EXCAVATION

\$ 82,180.00
\$ 50.00/CY

Randy Gill

Digitally signed by Randy Gill
DN: C=US,
E=randy@kipcoinc.com,
OU="Kipco Construction",
CN=Randy Gill
Date: 2019.08.07
14:53:47-0700'

By _____

Randy Gill
Kipco Construction LLC

All work to be completed in a workmanlike manner according to standard practices. This proposal expires 30 days from date hereof unless a written authorization to extend same is provided from an authorized representative of Kipco Construction LLC.

2
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TO 2 D T A - U

PROPOSED
ROAD
EXTENSION

W36

W36

MARKUS
LANDING

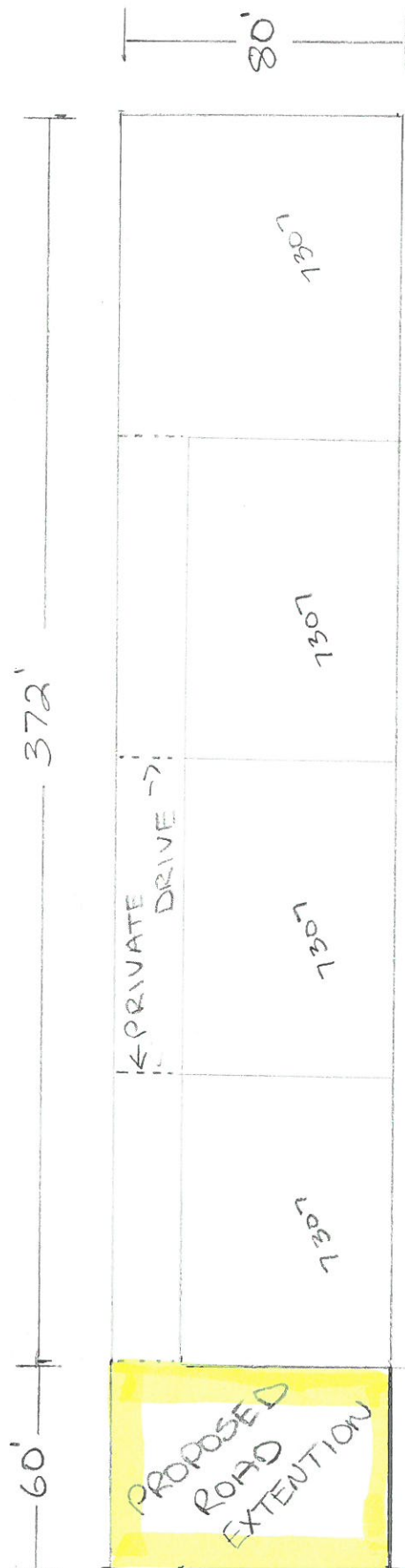
356'

W36

80'

3
←

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N
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MARKUS
LANDING

WHJN JI3 QJ

The value of transportation credits given for required improvements off-site of the development property are mandated by statute to be equal to 100% of the costs of the eligible improvement, and are noted as Offsite Credits in the following table. The following table lists the eligible credits, including engineering fees, to be applied to all eligible transportation improvements, for half street construction on a lineal foot basis:

CITY OF HARRISBURG
TRANSPORTATION SDC FOR STREET CONSTRUCTION
CREDIT FOR HALF STREET CONSTRUCTION
 February 2012

	UP TO 32'	36'	40'	44'	48'
Total Cost	\$250	\$270	\$290	\$310	\$330
Offsite Credit	\$250	\$270	\$290	\$310	\$330
Oversizing Credit	\$ 0	\$ 20	\$ 40	\$ 60	\$ 80

T-III. TRANSPORTATION SYSTEM CAPITAL IMPROVEMENT PLAN

The following table lists all the improvements identified in the June, 2010, Transportation CIP, the 1999 TSP and the subsequent Addendum to the TSP, with the project location and estimated cost to complete the work. All entries have been adjusted by the ENR CCI to be comparable 2011 dollars. The percent of SDC eligibility in the following table is estimated based on several options, including:

- a. The potential for private development funding the cost of non-eligible minimum street improvements (32') as a component of on-site development. However, due to the potential of oversize components, such as larger street widths or medians, a portion of the estimated costs is SDC eligible. An estimate of 10% of the value of new street construction is included for the oversize component potential;
- b. For street improvements in currently developed areas, the proportionate benefit accrued to future users is the basis for determining the SDC eligible component. At the time the TSP was prepared, the estimate of future population was 548 units or 1,550 additional residents beyond the 1999 population of approximately 2,550. This equates to 38% benefit to future users; and,
- c. The availability of grants to assist the City with regionally important projects is a necessity for several projects, due to the magnitude of the project costs and the benefits to the state highway and railroad systems. An estimate of 50% alternative funding was included for highway and railroad signalization costs, and the remaining costs were allocated proportionately to future and existing population, resulting in a net 20% SDC eligibility.

CITY OF HARRISBURG
TRANSPORTATION SYSTEM CAPITAL IMPROVEMENT PLAN
February 2012

No	PROJECT DESCRIPTION	PROJECT PRIORITY	TOTAL COST	SDC ELIGIBLE	SDC COST
Transportation System Improvements					
2	Relocate UPRR crossing gates on LaSalle Street	1-5 yrs	\$67,500	20%	\$13,500
3	Smith Street from 1 st to 4 th (reconstruct street, curbs, gutters and sidewalks)	1-5 yrs	\$676,700	38%	\$257,146
4	9 th Street from Hammer to Marcus Landing (new street)	1-5 yrs	\$400,000	0%	\$0
5	North portion of Burton Street North of Harvest Glen Subdivision (new street)	1-5 yrs	\$77,700	0%	\$0
6	South portion of Burton Street East of 9 th Street to Harvest Glen Subdivision (new street).	1-5 yrs	\$88,000	0%	\$0
7	Kesling Street between 1 st and 2 nd Streets (curbs, gutters and new street)	1-5 yrs	\$138,400	38%	\$52,592
8	Relocate P & WRR crossing gates on LaSalle Street	1-5 yrs	\$202,600	20%	\$40,520
9	4 th Street from Moore to Macy (curbs, gutters and new street)	1-5 yrs	\$109,100	38%	\$41,458
10	4 th Street from Macy to Kesling (curb, gutter and sidewalk on East side)	1-5 yrs	\$33,800	38%	\$12,844
11	6 th Street from Kesling to Smith (reconstruct street, curbs, gutters and sidewalks)	1-5 yrs	\$431,700	38%	\$164,046
12	Traffic Signal at 3 rd and LaSalle	1-5 yrs	\$634,000	20%	\$126,800
13	9 th Street from Burton to Diamond Hill Dr (2" overlay)	1-5 yrs	\$83,900	0%	\$0
14	9 th Street from Territorial to Burton (curbs, gutters and new street)	1-5 yrs	\$282,200	20%	\$56,440
15	Burton Street from 8 th to 9 th (curbs, gutters and new street)	1-5 yrs	\$397,300	38%	\$150,974
16	Cramer Ave from Priceboro to Diamond Hill (new street including 2 lanes with median and bike lanes)	6-10 yrs	\$3,167,500	10%	\$316,750
17	2 nd Street from 99E to Fountain (curb, gutter, sidewalk and new street)	6-10 yrs	\$178,200	38%	\$67,716
18	10 th Street from Territorial to Marcus Landing (new street)	6-10 yrs	\$1,538,000	10%	\$153,800
19	10 th Street, Diamond Hill to Burton	6-10 yrs	\$590,000	10%	\$59,000

20	LaSalle from 3 rd to 6 th Streets, (new street)	6-10 yrs	\$759,200	38%	\$288,496
21	Cramer Ave, Priceboro to Diamond Hill (new street)	6-10 yrs	\$2,603,700	10%	\$260,370
Transportation System Planning					
	Planning & SDC Update	1-20 yrs	\$40,000	100%	40,000
	Miscellaneous Oversizing	1-20 yrs	\$40,000	100%	40,000
		TOTAL	\$12,539,500	TOTAL	\$2,142,452

T-IV. TRANSPORTATION SDC IMPROVEMENT FEE CALCULATION

The transportation SDC costs are allocated based on the number of Equivalent Length New Daily Trips (ELNDT) generated by the benefitting properties. The TSP estimated benefitted properties through the year 2017 at approximately 550 residential units for a total of 5,192 ELNDT. This did not include any anticipated trips generated by commercial / industrial development nor did this estimate include all development that would benefit from these improvements. The capacity of many of these improvements will provide for growth well beyond the year 2017.

The Capital Improvement Plan prepared by the City of Harrisburg contains many additional projects that are required to adequately support growth, and which have a capacity beyond the TSP planning window of 2017. As a result, the ELNDT total used to allocate costs to the benefitting properties should be much larger than that quantified in the TSP.

Based on the 2007 Harrisburg Urbanization Study, build-out of the UGB is estimated to include a total population of 5,756. This is an increase of approximately 3,200 in population from 1999 through build-out, or approximately 1,100 residential EDU at 9.57 ELNDT per EDU for a total of 10,500 ELNDT. With an estimated 14% associated commercial/industrial growth, the future ELNDT through build-out of the UGB is estimated at 12,000 ELNDT.

It is reasonable to conclude the benefitting properties and associated ELNDT is somewhere between the TSP figure of 5,192 ELNDT and build-out of 12,000 ELNDT. Using build-out of the UGB would understate the required fee, because the TSP has not incorporated all improvements required to serve the population beyond 2017. For allocation of eligible project costs in this SDC update, the benefitting properties are estimated to generate a total of 7,000 ELNDT. This figure should be verified during the next update of the TSP.

-

The SDC improvement fee cost per ELNDT is then:

$$\text{SDC Improvement Fee} = (\text{SDC ELIGIBLE COSTS}) / (\text{ELNDT})$$

$$\text{SDC Improvement Fee} = (\$2,142,452) / (7,000 \text{ ELNDT})$$

$$\text{Improvement Fee} = \$306 \text{ per ELNDT}$$

T-V. SDC REIMBURSEMENT FEE CALCULATION

In that no inventory of transportation system improvements was included in the TSP, and no estimates of ELNDT are available for the existing community, no costs have been included to support a reimbursement fee. The basis of the SDC methodology is that all improvements are required to serve future populations.

As projects are undertaken from the Capital Improvement Plan, the project costs should be used to support creation of a reimbursement fee and the project removed from the Improvement Fee calculation. The reimbursement fee should be the total of actual project costs, as adjusted by the ENR CCI to the current year, allocated over 7,000 ELNDT, comparable to the improvement fee.

The 7,000 ELNDT inventory of benefitting capacity should remain unchanged until a new Transportation System Plan is adopted with an expanded list of needed improvements and an upward revised inventory of benefitting ELNDTs, based on the number of benefitting trips from 1999 TSP forward.

T-VI. TOTAL SDC FEE CALCULATION

Based on the identified Capital Improvement Plan, reimbursement values and the projected number of new Equivalent Length New Daily Trips through the planning period, the SDC fee is summarized below:

$$\text{SDC Improvement Fee} = \$306 \text{ per ELNDT}$$

$$\text{SDC Reimbursement Fee} = \$0 \text{ per ELNDT}$$

$$\text{Transportation SDC} = \$306 \text{ per ELNDT}$$

The cost per ELNDT should be applied to the ITE Trip Generation factor to determine the specific charge for each land use, as adjusted by a Local Factor discussed below. The ITE Trip Generation factor should be based on the average weekday trips from the best category fit in the current Trip Generation Manual, which is included by reference in this update.

CITY OF HARRISBURG
Transportation Systems Development Reserve Fund (60)

TRANSPORTATION SYSTEMS DEVELOPMENT RESERVE FUND (60): RESOURCES

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year FY 2019-2020		
Actual		Adopted Budget This Year FY 2018-2019		Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2016-2017	First Preceding Year 2017-2018					
637,285	662,299					

TRANSPORTATION SDC ASSESSMENTS

386	508	351	TRANSPORTATION ADMINISTRATIVE FEES	351	351	351
18,068	19,016	8,784	TRANSPORTATION IMPROVEMENT FEES	8,784	8,784	8,784
18,454	19,524	9,135	TOTAL TRANSPORTATION SDC ASSESSMENTS	9,135	9,135	9,135

TRANSPORTATION SDC INTEREST

6,560	9,803	5,500	INTEREST-TRANSPORTATION SDC (23%)	10,000	10,000	10,000
6,560	9,803	5,500	TOTAL TRANSPORTATION SDC INTEREST	10,000	10,000	10,000
662,299	691,626	501,335	TOTAL RESOURCES	543,235	543,235	543,235

Transportation Systems Development Reserve Fund (60)
BY ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

TRANSPORTATION SYSTEMS DEVELOPMENT RESERVE FUND (60): REQUIREMENTS

Historical Data			REQUIREMENTS FOR: PUBLIC WORKS	Budget for Next Year FY 2019-2020		
Actual		Adopted Budget This Year FY 2018-2019		Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2016-2017	First Preceding Year 2017-2018					

TRANSPORTATION SDC CAPITAL OUTLAY

0	202,280	501,335	TRANSPORTATION CAPITAL IMPROVEMENTS	543,235	543,235	543,235
0	202,280	501,335	TOTAL TRANSPORTATION SDC CAPITAL OUTLAY	543,235	543,235	543,235
0	202,280	501,335	TOTAL ORG./PROG. REQUIREMENTS	543,235	543,235	543,235
662,299	489,346	0	ENDING FUND BALANCE	0	0	0
0	0	0	UNAPPROPRIATED ENDING FUND BALANCE	0	0	0
662,299	691,626	501,335	TOTAL REQUIREMENTS	543,235	543,235	543,235

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

3.

THE MATTER OF CONSIDERING A ONE-TIME BONUS FOR PUBLIC WORKS UTILITY II EMPLOYEE MATT RENFRO FOR HIS OUTSTANDING LEADERSHIP AND WORK ON THE HARRISBURG MUNICIPAL CENTER PROJECT.

STAFF REPORT:

Exhibits: None

ACTION: I move to approve a one-time bonus for Matt Renfro in the amount of \$2,000.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$2,000	Yes	Personnel Services

STAFF RECOMMENDATION:

Staff recommends the City Council approve a one-time bonus for Matt Renfro.

BACKGROUND INFORMATION:

Matt Renfro is one of our Public Works Utility II workers. For the past several months he has been directing, monitoring, and working on the Justice Center Renovation project. During this time, Matt has worked closely with the contractor and subcontractors to ensure the project is built as designed. He has developed and implemented creative solutions to avoid unnecessary change orders, resulting in cost savings to the City. Matt has worked tirelessly and continues to put together and add the finishing touches to the building.

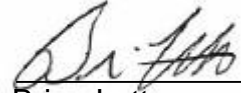
Matt's supervisor and Public Works Director have given him high praise throughout the entire project. *"Matt took on the role of Project Inspector and has wholeheartedly embraced and immersed himself in this position", says Scholz. "Matt has performed his duties better than many other Inspectors I have worked with, while still doing and performing the physical construction on the building required by his normal job, he is an amazing asset for the City".*

The Public Works Director and City Administrator highly recommend Matt Renfro be given a one-time bonus for his work on the Harrisburg Municipal Center project in an amount of \$2,000.

MOTION (If necessary):

I move to approve a one-time bonus for Matt Renfro in the amount of \$2,000.

REVIEW AND APPROVAL:



Brian Latta
City Administrator

8/20/2019

Date

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

4.

THE MATTER OF CONTRACTED CITY PLANNING SERVICES.

STAFF REPORT:

Exhibit A: None

ACTION: Not Applicable

THIS AGENDA BILL IS DESTINED FOR: Information Only – No Action Needed.

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
TBD	Yes	General Fund – Contracted Services

STAFF RECOMMENDATION:

Staff has no recommendation, as this is for information sharing only.

BACKGROUND INFORMATION:

The City Administrator / Planner will be leaving the City on September 3, 2019. To ensure the City is able to continue to provide land use planning services, staff advertised a request for qualifications to solicit proposals from qualified land use planning contractors. The end date of the solicitation is Monday, August 26th at noon.

According to HMC 3.10.060(1)(a), personal services contracts involving an anticipated annual fee between \$5,000 and \$25,000 shall be awarded by the Contracting Agency following a solicitation of offers. The Contracting Agency is the City Administrator, as specified in HMC 3.10.10.

The solicitation of offers included an anticipated term to begin in September 2019 and end by June 30, 2019. This term would allow the new City Administrator time to determine how to provide planning services for the long-term. It is anticipated the City will spend less than the \$25,000 during this term on Planning Services. As such, it is not necessary for the City Council to be involved in the selection of the Planning Services contractor.


City staff is aware of a few contractors who indicated they will be submitting proposals, which is great news.

It is not likely the City Administrator will have an executed contract with a contractor by the time of the Council meeting. However, staff wanted to inform the Council of the process and progress made toward securing a contractor for Planning Services.

MOTION (If necessary):

N/A

REVIEW AND APPROVAL:



Brian Latta
City Administrator

8/20/2019

Date

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

5.

**THE MATTER OF MARKETING MATERIALS FOR A NEW CITY ADMINISTRATOR
STAFF REPORT:**

Exhibit A: City Administrator Recruitment Brochure – Draft 2

ACTION: Motion to approve the City Administrator Recruitment Brochure.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

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

STAFF RECOMMENDATION:

Staff recommends the City Council approve the City Administrator Recruitment Brochure.

BACKGROUND INFORMATION:

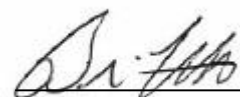
As per the recruitment schedule, and actions approved at the previous Council meeting, staff has been working on the City Administrator Recruitment Materials. The brochure (Exhibit A) has been amended and approved by Brian Latta, Personnel Committee Chairperson Kim Downey, and City Councilor/Personnel Committee member Mike Caughey.

The Council can amend the recruitment brochure further, or if satisfied with the draft, can approve the brochure to be used by OCWCOG in the recruitment process.

MOTION (If necessary):

I move to approve the City Administrator Recruitment Brochure.

REVIEW AND APPROVAL:



Brian Latta
City Administrator

8/20/2019
Date



City Administrator

*Providing the Highest Quality Public Services for a
Better Hometown Harrisburg*

The Community

Harrisburg is a great community located in the heart of the Willamette Valley. Founded in 1866 on the banks of the Willamette River, the City is home to 3,655 citizens, who love the town for its “Mayberry” charm. The City’s roots are in agriculture, and development was influenced by the transportation opportunities of the river bordering the town. The City’s annual big events reflect Harrisburg’s family values. The Old Fashioned 4th of July is a huge day-long event, with one of the longest parades in the State of Oregon. The Harvest Festival Tractor & Truck Pull is another family orientated event, honoring the City’s agricultural roots and raising funds for ag education. Summer Sounds Concerts and Movies are held in July and August, which showcase the iconic gazebo in Riverfront Park, and allows neighbors to mingle and enjoy the outdoors with their families. The City of Harrisburg boasts an outstanding agricultural museum, winner of the 2007 Oregon Heritage Excellence Award, and a world-class designed skate park. The beautiful Willamette River provides City residents with many recreational opportunities. The City is also in the process of obtaining additional parklands, including a 100+ acre reclaimed gravel mine along the Willamette River.



Located on Hwy 99E, Harrisburg is a 20 minute drive to the larger cities of Eugene, Corvallis and Albany, as well as the University of Oregon, Oregon State University and community colleges. Proximity to I-5, and an established truck route, is an asset to our industrial businesses. Harrisburg boasts multiple large employers, such as Knife River, Isovolta, and Precision Prefinishing. Harrisburg has an Enterprise Zone to help employment businesses relocate and expand their operations.

Harrisburg has a great school system, as well as a terrific sports program. The Harrisburg School District recently passed a bond to make improvements throughout the district. The school district has a great relationship with the City and Harrisburg community.

The Harrisburg Fire/Rescue District also successfully passed a bond to construct a new fire station, which is located in the heart of the City. The new station was built to last for many years and is a gem for the community.

Current Issues

- ◆ Implement a \$7.5M general obligation bond water system improvement project. Bonds were sold in summer of 2019.
- ◆ Street maintenance funding and construction. City has implemented plans to designate \$250,000 per year towards street maintenance.
- ◆ Work with the City Council to determine preferred solution for continued law enforcement protection for the City.
- ◆ Continue Redevelopment Agency programs and projects, including downtown streets reconstruction projects; plus property improvement grants and loans.
- ◆ Maintain and develop regional economic development partnerships and efforts, including the 8-city collaboration with OregonRAIN, and with Business Oregon.
- ◆ Continued participation in the Exploring Downtown phase of the Oregon Main Street Program, including utilization of grants for preservation of important historical structures in the downtown core.
- ◆ Development of 100+ acre reclaimed gravel mine into a regional park and open space amenity. This will require building partnerships with Linn County and others and finding short and long term funding.
- ◆ Complete the comprehensive update of the City's Development Code.

Harrisburg's Vision Statement

"A Vibrant and Charming Community that has a High Quality of Life, Great Neighborhoods, Balanced Economic Growth, and Quality Public Services"

Council priorities within the Strategic Plan for fiscal year 2019-2020:

- ◆ Achieve and maintain total City park land inventory at a minimum of 7 acres per 1,000 residents.
- ◆ Provide safe and accessible streets and sidewalks for the entire community, by seeking temporary and permanent funding opportunities.
- ◆ Repair and improve 4th Street from LaSalle Street to Smith Street.
- ◆ Bring community awareness to crime issues in the city and work to create solutions to reduce and prevent crime.
- ◆ Provide second sanitary sewer crossing beneath the railroad tracks.
- ◆ Provide a Capital Improvement Plan and System Development Charges (SDC) program that encourages development.



A Summer Sounds Concert in Riverfront Park

The Organization

2006 All-America City Finalist ~ 2002 Award of Excellence

Harrisburg has a Council-Administrator (weak Mayor) form of government. The City Council consists of six councilors, who are elected at-large to serve four-year terms, while the Mayor is elected for a two-year term. The City has a wonderful Council, who works pro-actively and as a team to better support and represent the citizens of Harrisburg. The Mayors' informal motto is, 'Always leave things better than you found them.' The Council wholeheartedly agrees with the Mayor's motto, and applies it to all of their actions. The City Council also feels it's important to engage in the viewpoints of youth. The City has two youth advisors, who are appointed to serve on the City Council and Planning Commission respectively.

Harrisburg has also recently finished the remodel of the Harrisburg Municipal Center, with an expansion and improvement of its Council Chambers/Municipal Court. The Harrisburg Public Library is part of the Municipal Center, and for the first time in years, has expanded its square footage and reorganized its staffing. The Library has increased programming, and expanded its collection. There are 4 developed and well-maintained parks in town as well.

The City is efficient, operating a tight and well-run organization with twelve full-time employees, two part-time, and four on-call/seasonal staff. It operates with fewer employees than most city's that are comparable in size. Three department heads, and two supervisors provide the City with over 73 years of management experience. In-house municipal services provided are Administration, Code Enforcement, Finance, Library, Municipal Court, Parks, Streets, plus Water and Sewer Utility services, including utility billing. Harrisburg contracts with Linn County for both its law enforcement services, as well as building inspection and plan review services. The City also contracts with Branch Engineering for its engineering services, and has recently issued a RFQ for planning services as well. The City Attorney is Jim Brewer, of Fewel, Brewer and Coulombe. The Municipal Court Judge is Larry Blake Jr. The City of Harrisburg & HRA operate on a combined budget of \$21,441,437 in FY 2019-2020; with total FTE's of 13.



The Position:

The Harrisburg City Administrator operates as the chief executive officer of the City, as well as being the HRA Director, and Enterprise Zone Manager. Directly reporting to the City Administrator is the City Recorder/Assistant City Administrator, Public Works Director, Finance Officer, and Court Clerk/Utility Billing/Library Supervisor. The City Administrator is responsible for the effective delivery of all municipal services, including suggesting innovative methods to improve the standard of services rendered. Essential duties include, but are not limited to: responding and communicating to the public and media; coordinating the activity, planning and financial performance of all City departments; and, advising the Council of the affairs and needs of the City, as well as recommending City-wide goals and objectives on an annual basis. He/She attends all public meetings, representing the City in hearings with other governmental entities, as well as the in the community and region. The City Administrator will work with the planning services contractor where appropriate on development related issues, zoning and Comprehensive Plan matters. The City Administrator also reviews building permits for compliance with code provisions. He/She is also responsible for enforcing code violations, and verifying that City departments are following Council Policy, as well as encouraging and developing economic opportunities with citizens and businesses. The City Administrator also searches, applies, and administers grants for the City of Harrisburg.



Ideal Candidate

Minimum and Preferred Qualifications:

- ◆ A masters degree in public administration, business administration, or planning.
- ◆ Five years progressively responsible administrative experience, preferably in municipal government; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.
- ◆ Knowledge of municipal government organizations, public financing and budgeting, personnel management, labor law, and land use planning.
- ◆ Abilities to appraise the quality of varied municipal services through inspection and review of work reports and effectively initiating improvements in management methods.

The ideal candidate has strong leadership skills, as well as being a positive individual who can proactively manage a City. Oregon land use planning experience is highly desired. They must be an excellent communicator, collaborator, and believe in Harrisburg's values. They provide a transparent, open and honest government, providing excellent public service, beyond customer's expectations. They can offer effective solutions for problems as they arise. Fiscal responsibility, and proper use of public resources is essential. Personal honesty and integrity inspires confidence and trust in local government. Excellence is shown by being creative, professional, taking risks, and being committed to the community. Teamwork is emphasized, for City Staff, as well as elected and appointed City officials. Finally, the ideal candidate honors a diverse and humane organization. Open communication, and respect for others, compassion and a sense of humor are essential tools in the City's organization.

Compensation Package

The annual salary range for the City Administrator is \$80,000 to \$95,000, depending upon experience and qualifications of the individual. The City has an excellent benefits package, which includes:

- ◆ Paid Vacation and Sick Leave
- ◆ Administrative Leave ~ 40 hours per year, and an additional 40 hours of compensation paid once a year.
- ◆ Participation in Oregon PERS/OPSRP retirement plan, including the 6% employee contribution in addition to salary.
- ◆ Excellent Medical, Dental, and Vision insurance.
- ◆ VEBA/HRA contributions of \$1,500 per year.
- ◆ Life Insurance, Long and Short term disability.
- ◆ Deferred compensation and longevity bonuses

Search Schedule

Filing Deadline	September 30, 2019, 5:00pm
1st Screening of Applicants.....	October 1, 2019
Recommendation of Candidates.....	October 7, 2019
Candidates contacted for interview.....	October 8, 2019
City Council Interviews.....	October 22, 2019
Background and Reference Checks start.....	October 23, 2019
Recommendation of Final Candidate(s).....	November 1, 2019
Final Decision.....	November 4, 2019

Recruitment Process

Individuals interested in applying for the City Administrator position should submit a cover letter, resume and a list of five professional references. The cover letter should indicate your specific interest in this position, and explain how your experiences meet the minimum and preferred qualifications. Your five professional references need to include at least one superior, one peer, and one subordinate. Send the cover letter, resume, and references to hrrecruit@ocwcog.org.

Veterans Preference

The City of Harrisburg provides qualifying veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a DD214 or DD215 form with their application materials.

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

6.

THE MATTER OF INTERVIEWING CANDIDATES FOR THE INTERIM CITY ADMINISTRATOR POSITION.

STAFF REPORT:

Exhibit A: Job Posting Notice

Exhibit B: Interview Questions (Executive Session Materials)

ACTION: The City Council will interview each of the management candidates in Executive Session – Interviews will be held in the Jury Room.

After the Council resumes the regular session in the main Council Chambers:

Motion: Motion to have City Staff extend a job offer to _____ as discussed during executive session pending background check approval.

THIS AGENDA BILL IS DESTINED FOR: Regular Session – Interviews will be conducted during Executive Session

The Executive Session is allowed under ORS 192.660 (1)(2)(a): To consider the employment of a public officer, employee, staff member or individual agent.

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

STAFF RECOMMENDATION:

Staff recommends the City Council interview, and determines to which candidate they would like to offer the interim City Administrator position.

BACKGROUND INFORMATION:

At the last City Council meeting, Council motioned to move ahead with hiring an outside Interim City Administrator. Staff posted the job opening (**Exhibit A**) with the League of Oregon Cities, and with the OCCMA listserv. In addition, our City Attorney, and Brian Latta, has contacted some retired City Administrators to invite them to apply.

The deadline for applicants to return resume's for the position is Friday, August 23rd at 5:00. Staff will bring copies of the qualifying resume's to the City Council on the night of the work session meeting, with accompanying interview questions (**Exhibit B**) for each candidate. Council will note that Exhibit B is protected as Executive Session materials.

Interviewing candidates for the Interim City Administrator position during an executive session is protected under ORS 192.660(1)(2)(a). When the Executive Session is opened, Council will move to the Jury Room, where the interviews will be conducted. Brian will stay in the main Council Chambers, where the candidates will wait until they are called.

Following the interview, candidates can choose to leave or may return to the Council Chambers until after all interviews and discussion is completed. All candidates should be instructed that the job offer will be made to the top candidate the following day, and background checks will be completed, prior to the offer being finalized.

Before resuming public session, the City Council will have time to discuss which candidate they like the best, and can then decide who their top choice for interim City Administrator would likely be. The Council will need to return to the main Council Chambers in order to resume regular session.

The formal job offer will be made the following day, and background checks will be completed. Total compensation, including any PERS contributions, will be \$44.45/hr. Hours are flexible depending upon City business. Once the candidate accepts the job offer, and providing that the background checks are acceptable, our City Attorney will create the employment contract.

MOTION (If necessary):

After Resuming Regular Session: *Motion to have staff extend a job offer to _____ as discussed during Executive Session, pending background check approval.*

REVIEW AND APPROVAL:



Brian Latta
City Administrator

8/20/2019

Date

City: Harrisburg, OR
Position: Interim City Administrator
Salary Range: \$40 - \$45 per hour
Hours: Flexible; minimum 20 hours per week
Duration: September 2019 through January 2020, dependent upon when the new City Administrator is able to start employment.

Harrisburg is seeking an interim City Administrator, while the City completes the recruitment for a permanent City Administrator. The interim City Administrator will be an excellent communicator who can relate with all types of personalities. They will be responsible for continuing to move existing projects forward, working with city staff, contractors, and the City Council.

Background and Experience Required: Previous city management experience is required. A bachelor's degree in public administration, or similar field, and at least five years of experience in municipal government is required.

To apply, email your resume (Please note that our Email is not encrypted!) to Michele Eldridge at meldridge@ci.harrisburg.or.us, or fax it to 541-995-9244, by 8/23/2019.

The City of Harrisburg is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973