



City Council Business Meeting Agenda  
March 14, 2023  
6:30 PM

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Mayor: Robert Duncan  
Council President: Mike Caughey  
Councilors: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and Charlotte Thomas.  
Meeting Location: Harrisburg Municipal Center Located at 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 Lori Ross, at 541-995-6655*
8. *Masks are not required currently. The City does ask that anyone running a fever, having an active cough or other respiratory issues, not to attend this meeting.*
9. *If you wish to testify, and are unable to attend due to health concerns, please contact the City Recorder to be placed on a Conference Call list during the meeting.*

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan

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

**ORDINANCES**

- 1. THE MATTER OF APPROVING SUBSTANTIAL AMENDMENT NO. 6 OF THE HRA PLAN, BY APPROVING ORDINANCE NO. 993, “AN ORDINANCE MAKING DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE HARRISBURG URBAN RENEWAL PLAN AMENDMENT AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED”**

A Public Hearing will be opened at this time giving Citizen’s the opportunity for testimony in relation to Substantial Amendment No. 6.
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**STAFF REPORT:**

Exhibit A: Harrisburg Urban Renewal Plan Amendment

Exhibit B: Report on the Harrisburg Urban Renewal Plan Amendment

Exhibit C: Harrisburg Planning Commission Report and Recommendation on the Harrisburg Urban Renewal Plan Amendment

Exhibit D: Linn County Order Resolution No. 2023-092 –Pending Approval

Exhibit E: Ordinance No. 993

**ACTION: MOTION TO APPROVE ORDINANCE NO. 993, “AN ORDINANCE MAKING CERTAIN DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE HARRISBURG URBAN RENEWAL PLAN AMENDMENT AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED”**

**RESOLUTIONS**

- 2. THE MATTER OF APPROVING RESOLUTION NO. 1274 TO ALLOW THE CITY TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT**

**STAFF REPORT:**

Exhibit A: Resolution No. 1274

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1274, “A RESOLUTION AUTHORIZING THE CITY OF HARRISBURG TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF DOG PARKS AND TRAILS AT EAGLE PARK AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO SIGN THE APPLICATION”**

**3. THE MATTER OF APPROVING RESOLUTION NO. 1275, TO ALLOW FOR A FUTURE DONATION TO THE TENNIS COURTS/BASKETBALL COURTS (SUPPORT THE COURT) CONVERSION**

**STAFF REPORT:**

Exhibit A: Resolution No. 1275

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1275, "A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM CONTINGENCY TO MISCELLANEOUS EXPENSES IN THE GENERAL FUND"**

**NEW BUSINESS**

**4. THE MATTER OF APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH BNSF RAILROAD FOR THE 4<sup>TH</sup> ST. - RAIL IMPROVEMENT PROJECT**

**STAFF REPORT:**

Exhibit A: Draft MOU

**ACTION: MOTION TO AUTHORIZE THE MAYOR TO SIGN THE MOU WITH BNSF**

**5. THE MATTER OF CONSIDERATION OF HIRING A LOBBYIST TO WORK ON BEHALF OF THE SMALL MUNICIPALITIES ADVOCACY COALITION**

**STAFF REPORT:**

Exhibit A: Staff Scope

Exhibit B: Tate Public Affairs: Multi-City Rural Coalition Scope and Proposal

Exhibit C: Email with Cost Break-Out

Exhibit D: Brownsville Legislative Advocacy and Policy Committee

**ACTION: DISCUSSION – AND MOTION TO AUTHORIZE THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH TATE PUBLIC AFFAIRS**

**6. THE MATTER OF REVIEWING THE SUGGESTED CHANGES TO THE 2024-2028 STRATEGIC PLAN, AND DETERMINING PRIORITIES**

**STAFF REPORT:**

Exhibit A: Partially Redlined Strategic Plan

**ACTION: DETERMINE PRIORITIES**

**7. THE MATTER OF APPROVING THE ANNUAL COLI INCREASE AS RECOMMENDED BY THE PERSONAL COMMITTEE**

**STAFF REPORT:**

Exhibit A: COLI Wage Comparison

**ACTION: MOTION TO APPROVE THE ANNUAL COLI INCREASE OF NO MORE THAN 6.5% AND NO LESS THAN 4.5%**

**8. THE MATTER OF APPROVING THE ANNUAL EVALUATION AND A PROPOSED WAGE INCREASE FOR THE CITY ADMINISTRATOR**

**STAFF REPORT:**

Exhibit A: Personnel Committee Staff Report for February 7, 2023; City Administrator Evaluation

Exhibit B: Unapproved Minutes from the February 7, 2023 Personnel Committee Meeting

Exhibit C: City Administrator Employment Agreement with Code of Ethics

Exhibit D: City Administrator Job Description

**ACTION: MOTION TO:**

- 1. APPROVE THE ANNUAL EVALUATION FOR THE CITY ADMINISTRATOR, MICHELE ELDRIDGE, AT A SCORE OF 3.48 OUT OF 4; AND**
- 2. APPROVE A \$5,000 WAGE INCREASE TO THE CITY ADMINISTRATOR PLUS THE APPROVED COLI, IF THE BUDGET ALLOWS; AND**
- 3. APPROVE THE CHANGES MADE TO SECTION 4.1 OF THE CITY ADMINISTRATOR EMPLOYMENT AGREEMENT REFLECTING SALARY**

**CONSENT LIST:** Consent list materials are included in the Council Packet. Approval of items on the consent list will be enacted in one motion. Any member of the public, or City Council, can ask for an item to be removed from the consent list for discussion during the 'Other' segment.

**9. THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

Exhibit A: City Council Minutes for January 24, 2023 and February 14, 2023

Exhibit B: Payment Approval Report for February 2023

Exhibit C: Appoint of Library Board Applicant Alexandria Bennett

Exhibit D: Municipal Court Collection Report February 2023

Exhibit E: Municipal Court Citation Report February 2023



**ACTION: MOTION TO APPROVE THE CONSENT LIST**

A motion to approve the consent list will approve the following:

- 1. The Minutes from the January 24, 2023 and February 14, 2023 City Council Meetings**
- 2. The Payment Approval Report for February 2023**
- 3. Appointment of Alexandria Bennett to the Library Board with a term ending June 30, 2026**

**VERBAL REPORT:** Discussions below should be limited to five minutes of conservation per topic. Topics of interest that require more than five minutes of conversation, should be moved to a future meeting where possible.

- 1. Camping Restrictions Workshop**
- 2. 2023 Statement of Economic Interest**
- 3. Redwood Apartments**
- 4. Butterfly Gardens**
- 5. Shadowood**

**ADJOURN**

# Agenda Bill

## **Harrisburg City Council**

### Harrisburg, Oregon

**THE MATTER OF APPROVING SUBSTANTIAL AMENDMENT NO. 6 OF THE HRA PLAN, BY APPROVING ORDINANCE NO. 993, “AN ORDINANCE MAKING DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE HARRISBURG URBAN RENEWAL PLAN AMENDMENT AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED”**

**STAFF REPORT:**

- Exhibit A: Harrisburg Urban Renewal Plan Amendment
- Exhibit B: Report on the Harrisburg Urban Renewal Plan Amendment
- Exhibit C: Harrisburg Planning Commission Report and Recommendation on the Harrisburg Urban Renewal Plan Amendment
- Exhibit D: Linn County Order Resolution No. 2023-092 – Pending Approval
- Exhibit E: Ordinance No. 993

**ACTION: MOTION TO APPROVE ORDINANCE NO. 993, “AN ORDINANCE MAKING CERTAIN DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE HARRISBURG URBAN RENEWAL PLAN AMENDMENT AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED”**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – March 14, 2023

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

**STAFF RECOMMENDATION:**

**Staff recommends that Council approve Ordinance No. 993, and therefore authorizing Substantial Amendment No. 6**

**BACKGROUND INFORMATION:**

**PURPOSE:**

The Harrisburg City Council is being asked to hold a hearing on March 14, 2023 to gain input regarding the Council’s consideration and potential adoption of the proposed Harrisburg Urban Renewal Plan Substantial Amendment (“Amendment”) and to vote on the ordinance that adopts the Amendment.

Staff notes that the Ordinance includes that Linn County postponed the meetings in which they were discussing the request, and are holding the meeting on the same date as this Council meeting. If for some reason, they do not approve the order, then the approval of this Ordinance will be delayed until the order is approved by the Linn County Commissioners.

The proposed Plan Amendment would add projects and property and perform general updating of the Plan. The proposed Plan Amendment would make the following (summarized) changes to the Plan:

Summary of sections of the Harrisburg Urban Renewal Plan which have been modified in the 2023 Amendment.

- SECTION 100. INTRODUCTION – added information about the amendment
- SECTION 500. PROPOSED LAND USES - general updating
- SECTION 700. DESCRIPTION OF PROJECTS TO BE UNDERTAKEN – describes water treatment bond project
- Exhibit 1. Urban Renewal Map – updated map
- Exhibit 3. Planning Commission Findings 2023 - updated findings

**BACKGROUND ISSUES:**

There are four main issues for the City Council to understand:

1. Revenue Sharing should have commenced in FYE 2019. The revenue sharing analysis shows payment to the majority of taxing districts for these past due amounts in the current fiscal year, FY 2022/2023. The City and the School District decided they did not need to be repaid this back payment. All other districts are scheduled to be repaid.
2. Revenue sharing will commence for all taxing districts in FY 2023/2024. These projected amounts are shown on Tables 11 and 12 on page 23 of the Report.
3. The legislature made a change to ORS 457 in 2019 that requires urban renewal plans which complete a substantial amendment to become permanent rate plans. Prior to this the Harrisburg Plan took division of taxes from permanent rate levies and bonds. The Harrisburg Plan will no longer be eligible for division of tax revenues for bonds if this amendment is approved.
4. The existing Plan has a duration clause which states:

*Taxing jurisdictions representing 95% of the permanent rate levy, and in any case including the Harrisburg Rural Fire Department, must approve any future amendment extending the term of the district beyond the 22 years (FYE 2036), or increasing the maximum indebtedness from \$8,177,674.*

The financial analysis of this Plan Amendment, including the addition of the costs of revenue sharing provision, shows the Plan should be able to reach its maximum indebtedness in FYE 2035, within the timeframe stipulated in the Plan.

**PROCESS:**

The process for approval included the following steps, in accordance with ORS 457.

1. Preparation of Plan Amendment included opportunity for citizen involvement. All meetings were open public meetings with an opportunity for residents to testify. The City Council hearing was noticed citywide through the utility bills.

2. HRA review of the proposed Plan Amendment and accompanying Report on January 10, 2023.
3. Review and recommendation of the Plan Amendment's conformance to the Harrisburg Comprehensive Plan by the Harrisburg Planning Commission on January 17, 2023.
4. Presentation of the Plan Amendment to the Linn County in January/February 2023. Linn County must provide approval for the property located outside of the City limits to be included in the Urban Renewal Plan. **(Actual Meeting was postponed by Linn County, and was scheduled for the morning of Tuesday, March 14, 2023.)**
5. Notice to residents of consideration of an ordinance via utility bills.
6. Forwarded a copy of the proposed Plan Amendment and the Report to the governing body of each taxing district. The formal taxing districts letters were sent out on January 11, 2023.
7. Hearing by Harrisburg City Council and adoption of the proposed Plan Amendment and accompanying Report by a non-emergency ordinance. The hearing will be on March 14, 2023. The ordinance must be a non-emergency ordinance, which means that the ordinance does not take effect until 30 days after its approval and during that period of time may be referred to Harrisburg voters if a sufficient number of signatures are obtained on a referral petition.

**PUBLIC NOTICE:**

Notice to citizens of consideration of an ordinance was given via utility bills. Notice was also placed on the City of Harrisburg website.

**ORDINANCE PUBLICATION:**

The ordinance also calls for publication of a notice that the Council has adopted the ordinance, for the recording of the Amendment by the Linn County Clerk and for transmitting the Amendment to the Linn County Assessor.

**CITY COUNCIL RECOMMENDATION AND VOTE**

Staff recommends that the City Council:

1. Review and discuss the proposed Harrisburg Urban Renewal Plan Substantial Amendment
2. Take testimony on the Amendment
3. Motion to Approve Ordinance No. 993

**REVIEW AND APPROVAL:**



03.07.23

Michele Eldridge      Date  
City Administrator

# Exhibit A

## Harrisburg Urban Renewal Plan

### 2023 Substantial Amendment

Proposed new text is shown in double-underline.

Deleted text is shown in ~~striketrough~~.

#### **SECTION 100. INTRODUCTION**

This 2023 Substantial Amendment to the Harrisburg Urban Renewal Plan (Plan) adds parcels and right of way and the following new projects: water quality upgrades as described below in Section 700.

The following are updates to specific portions of the Plan:

#### **SECTION 500. PROPOSED LAND USES**

The parcels inside the City, and to be included in this amendment have an industrial comprehensive plan designation.

Within the City Limits, the southern property is zoned as General Industrial District (M-2) at this time.

- General Industrial District (M-2). The M-2 zoning district accommodates a mix of industrial, manufacturing, processing, and related activities, including intensive uses. The district is intended to provide for efficient use of land and public services, employment opportunities, a variety of parcel sizes and locations for industrial uses.

Outside the City Limits, the northern city-owned property is zoned as EFU, Exclusive Farm Use, Linn County Rural Resource Zone Code Section 928.320(B)(5)

- Utility facilities necessary for public service, including associated transmission lines as defined by ORS 469.300 and wetland waste treatment systems but not including commercial facilities for the purpose of generating power for public use by sale or transmission towers over 200 feet in height.

#### **SECTION 700. DESCRIPTION OF PROJECTS TO BE UNDERTAKEN**

6. North Project Site includes approximately 703,685 sq. ft., or 16.15 acres of property at 23914 Peoria Rd, which includes a portion of both 15S04W040000600 & 15S04W0900700:

CMU Building, Pressure Filters (Already purchased), Chlorine Generator (Already purchased), Degasser, Miscellaneous Chemical Piping, Booster Pumps, Fire Pumps, Electrical, Restrooms, HVAC

1,500,000 Gallon Steel Reservoir and Foundation System, Piping, Coatings, Civil Sitework and Landscaping, Yard Piping, Underground Utilities, Landscaping, Drainage Improvements, Instrumentation and Controls Instruments, Controls, Analyzers, PLC, Emergency Generator Engine Generator, and a new Water production Well and Wellhouse.

**7. South Project Site is 1.5 acres, and the address is 790 S. 2<sup>nd</sup> St., or otherwise known as 15S04W16D, Tax Lot 203:**

CMU Building, Pressure Filters (Already purchased), Chlorine Generator (Already purchased), Degasser, Miscellaneous Chemical Piping, Booster Pumps, Fire Pumps, Electrical, Restrooms, HVAC

500,000 Gallon Steel Reservoir and Foundation System, Piping, Coatings, Civil Sitework and Landscaping, Yard Piping, Underground Utilities, Landscaping, Drainage Improvements, Instrumentation and Controls Instruments, Controls, Analyzers, PLC, and Emergency Generator Engine Generator.

Exhibit 1 Map - Boundary Replaced in its Entirety  
Exhibit 3 Planning Commission Findings 2023  
Exhibit 4b Location of Proposed Public Improvements

### **Exhibit 1. Urban Renewal Boundary Map**





### **Exhibit 3. Planning Commission Findings 2023**

#### **GOAL 11: PUBLIC FACILITIES AND SERVICES**

**GOALS:** To plan and develop a timely, orderly, and efficient arrangement of public facilities and services to serve as a framework for urban development.

#### **POLICIES:**

1. Encourage the development of public and private facilities that meet the community's economic, social, cultural, health, and educational needs.
4. Public facilities and services shall be provided to permit the development of an adequate housing supply.
5. High quality water supply and distribution systems shall be maintained to meet current and future domestic, commercial and industrial needs.
6. Future Street shall be planned in a manner that will ensure city water mains can be looped so that adequate water pressure can be provided in all parts of the city.

The projects being added to the plan include looped water systems, and a library and community center that will help facilitate social cultural health and educational needs of the community. Excellent recreational and library facilities help promote housing development. The water quality project being added to the Plan will address the Public Facilities policy of having a high-quality water supply and distribution system, and plays an important part in marketing both commercial and residential properties in Harrisburg.

Exhibit 4b Location of Proposed Public Improvements – Water Quality Projects shown by Blue Stars

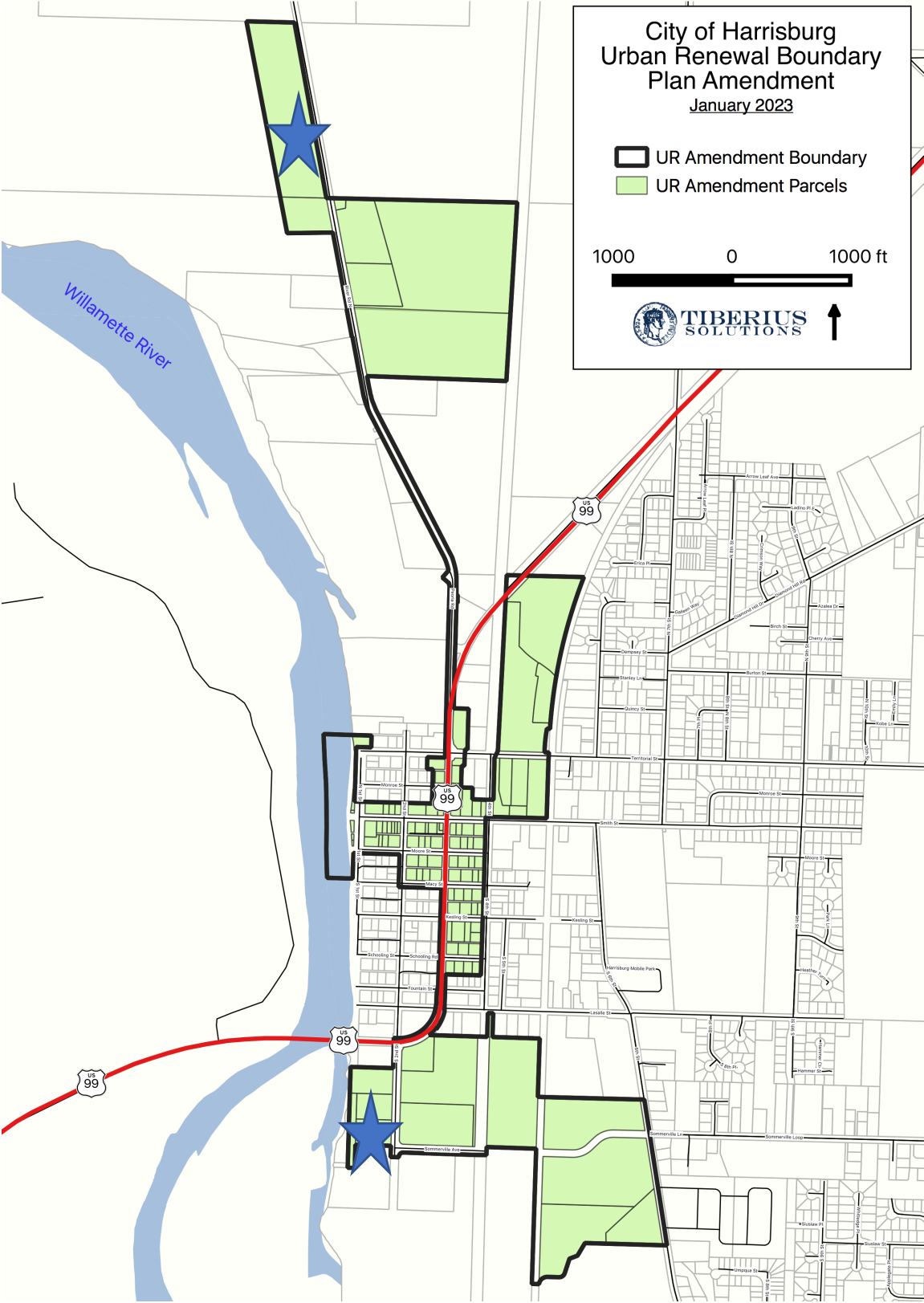


EXHIBIT B  
REPORT ACCOMPANYING THE HARRISBURG  
URBAN RENEWAL PLAN  
SUBSTANTIAL AMENDMENT  
AMENDMENT NO. 6

Harrisburg Urban Renewal Area Plan

2023 Substantial Amendment

Approved by the City of Harrisburg

March 14, 2023

Effective Date: Not sooner than March 28, 2023

Ordinance No. 993

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## I. DEFINITIONS

“Agency” or “HRA” means the Harrisburg Redevelopment Agency (HRA). The HRA is responsible for administration of the tax increment plan.

“Area” means the properties and rights-of-way located within the Harrisburg Urban Renewal Area boundary.

“Blight” is defined in ORS 457.010(1)(A-E) and identified in the ordinance adopting the tax increment plan.

“City” means the City of Harrisburg, Oregon.

“City Council” or “Council” means the Harrisburg City Council.

“Comprehensive Plan” means the City of Harrisburg comprehensive land use plan and its implementing ordinances, policies, and standards.

“County” means Linn County, Oregon.

“Fiscal year ending” means the year commencing on July 1 and closing on June 30 of the next year.

“Frozen base” means the total assessed value including all real, personal, manufactured, and utility values within a tax increment area at the time of adoption. The county assessor certifies the assessed value after the adoption of a tax increment plan.

“Increment” means that part of the assessed value of a taxing district attributable to any increase in the assessed value of the property located in a tax increment area, or portion thereof, over the assessed value specified in the certified statement.

“Maximum indebtedness” means the amount of the principal of indebtedness included in a plan pursuant to ORS 457.190 and does not include indebtedness incurred to refund or refinance existing indebtedness.

“ORS” means the Oregon Revised Statutes. Chapter 457 specifically relates to urban renewal, also called tax increment in this document.

“Planning Commission” means the Harrisburg Planning Commission.

“Revenue sharing” means under-levying tax increment proceeds to effectively share a portion of the revenue with the other taxing districts who levy permanent rate taxes in the tax increment area as defined in ORS 457.470.

“Tax increment financing (TIF)” is a method of funding tax increment projects and programs through incurring debt that is repaid by the division of taxes accomplished through the adoption of a tax increment plan.

“Tax increment finance revenues” means the funds allocated by the assessor to a tax increment area due to increases in assessed value over the frozen base within the area.

“UGB” means urban growth boundary.

“Tax increment area” (TIA) or “Tax Increment Finance Area” means a blighted area included in an tax increment plan or an area included in an tax increment plan under ORS 457.160.

“Tax increment plan” or “Plan” or “Tax Increment Finance Plan” means a plan, as it exists or is changed or modified from time to time, for one or more tax increment areas, as provided in ORS 457.085, 457.095, 457.105, 457.115, 457.120, 457.125, 457.135 and 457.220.

“Tax increment project” or “Tax Increment Project” or “Project” means any work or undertaking carried out under ORS 457 in a tax increment or tax increment finance area.

“Tax increment report” or “Tax Increment Report” or “Report” means the official report that accompanies the tax increment plan pursuant to ORS 457.08



## II. INTRODUCTION

The Report Accompanying the Harrisburg Urban Renewal Plan (Report) contains background information and project details that pertain to the Harrisburg Urban Renewal Area Plan (Plan). The Report is not a legal part of the Plan but is intended to provide public information and support the findings made by the Harrisburg City Council as part of the approval of the Plan. The Harrisburg Urban Renewal Plan was established in December of 1992, and has an existing maximum indebtedness of \$8,177,674. To date, there have been four amendments, with the most recent being passed in 2015. These amendments are summarized below:

Amendment 1: Established Maximum Indebtedness of \$2,977,674.

Amendment 2: Authorized expenditures on Public Facilities.

Amendment 3: Authorized acquisition of property

Amendment 4: Increased Maximum Indebtedness to \$3,627,674.

Amendment 5: Increased MI to \$8,177,674 (2015)

Amendment 6: Added property and projects (2023)

This is considered a substantial amendment as it is an increase in acreage over 1% of the existing acreage, and, therefore, will require a City Council vote on a non-emergency ordinance.

The Report provides the analysis required to meet the standards of ORS 457.087, including financial feasibility. The Report accompanying the Plan contains the information required by ORS 457.087, including:

- A description of the physical, social, and economic conditions in the area and expected impact of the plan, including fiscal impact in light of increased services; (ORS 457.087(1))
- Reasons for selection of the plan Area; (ORS 457.087(2))
- The relationship between each project to be undertaken and the existing conditions; (ORS 457.087(3))
- The estimated total cost of each project and the source of funds to pay such costs; (ORS 457.087(4))
- The estimated completion date of each project; (ORS 457.087(5))
- The estimated amount of funds required in the Area and the anticipated year in which the debt will be retired; (ORS 457.087(6))
- A financial analysis of the plan; (ORS 457.087(7))
- A fiscal impact statement that estimates the impact of tax increment financing (TIF) upon all entities levying taxes upon property in the urban renewal area; (ORS 457.087(8))
- A relocation report. (ORS 457.087(9))

The relationship between the sections of the Report and the ORS 457.087 requirements is shown in Table 1. The specific reference in the table below is the section of this Report that most addresses the statutory reference. There may be other sections of the Report that also address the statute.

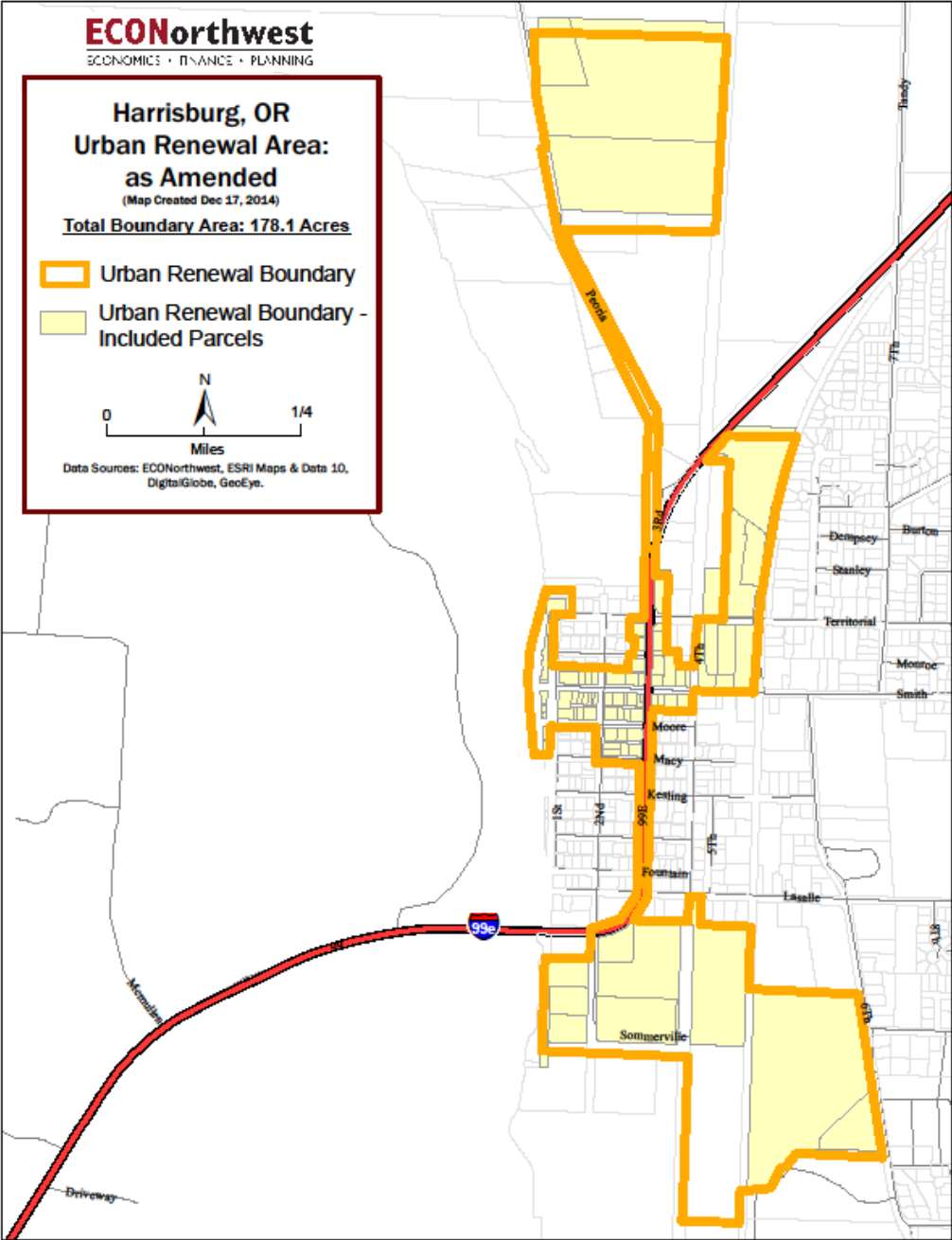
Table 1. Statutory References

<b>Statutory Requirement</b>	<b>Report Section</b>
ORS 457.087 (1)	XI
ORS 457.087 (2)	XII
ORS 457.087 (3)	III
ORS 457.087 (4)	IV
ORS 457.087 (5)	VII
ORS 457.087 (6)	V, VI
ORS 457.087 (7)	V, VI
ORS 457.087 (8)	IX
ORS 457.087 (9)	XIII

The Report provides guidance on how the Plan might be implemented. As the Harrisburg Redevelopment Agency (HRA) reviews revenues and potential projects each year, it has the authority to make adjustments to the implementation assumptions in this Report. The HRA may allocate budgets differently, adjust the timing of the projects, decide to incur debt at different timeframes than projected in this Report, and make other adjustments to the financials as determined by the HRA. The HRA may also make changes as allowed in the Amendments section of the Plan. These adjustments must stay within the confines of the overall maximum indebtedness of the Plan.

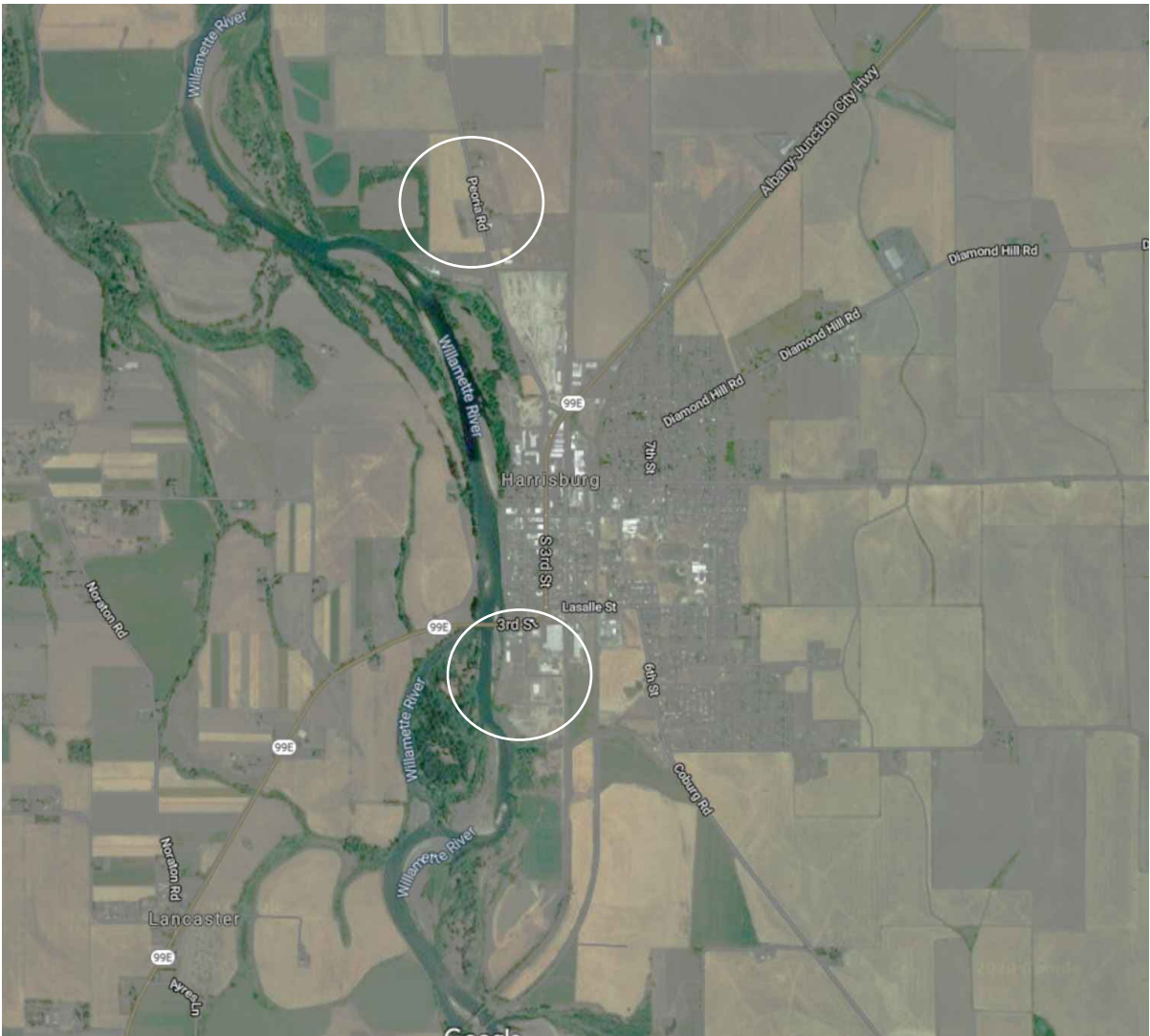
Figure 1 shows the Area prior to the Amendment. Figures 2, 3 and 4 show the added parcels and Figure 5 shows the Area after the Amendment.

Figure 1. Harrisburg Urban Renewal Area Boundary Prior to Amendment



Source: 2014 Amendment

Figure 2. Amendment Areas



Source: City of Harrisburg

Figure 3. North Site



Source: City of Harrisburg

Figure 4. South Site



Source: City of Harrisburg

Figure 5. Harrisburg Urban Renewal Area Boundary After Amendment





### III. THE PROJECTS IN THE AREA AND THE RELATIONSHIP BETWEEN URBAN RENEWAL PROJECTS AND THE EXISTING CONDITIONS IN THE URBAN RENEWAL AREA

The new projects identified for the Area are described below, including how they relate to the existing conditions in the Area.

The projects include: New 400 and 800 gpm iron and manganese removal and water storage facilities, which will treat potable water prior to entering the City's distribution system. In general, includes the following elements:

**North Project Site includes approximately 703,685 sq. ft., or 16.15 acres of property at 23914 Peoria Rd, which includes a portion of both 15S04W040000600 & 15S04W0900700:**

CMU Building, Pressure Filters (Already purchased), Chlorine Generator (Already purchased), Degasser, Miscellaneous Chemical Piping, Booster Pumps, Fire Pumps, Electrical, Restrooms, HVAC

1,500,000 Gallon Steel Reservoir and Foundation System, Piping, Coatings, Civil Sitework and Landscaping, Yard Piping, Underground Utilities, Landscaping, Drainage Improvements, Instrumentation and Controls Instruments, Controls, Analyzers, PLC, Emergency Generator Engine Generator, and a new Water production Well and Wellhouse.

**South Project Site includes 1.5 acres; the address is 790 S. 2<sup>nd</sup> St., or otherwise known as 15S04W16D, Tax Lot 203:**

CMU Building, Pressure Filters (Already purchased), Chlorine Generator (Already purchased), Degasser, Miscellaneous Chemical Piping, Booster Pumps, Fire Pumps, Electrical, Restrooms, HVAC

500,000 Gallon Steel Reservoir and Foundation System, Piping, Coatings, Civil Sitework and Landscaping, Yard Piping, Underground Utilities, Landscaping, Drainage Improvements, Instrumentation and Controls Instruments, Controls, Analyzers, PLC, and Emergency Generator Engine Generator.

*Existing Conditions:*

**The following information is from the Harrisburg Water System Master Plan Water Treatment Executive summary, pages 6,7.**

The City's wells have differing levels of secondary water quality contaminants, some of which contribute to taste and odor issues. Pilot testing determined that breakpoint chlorination followed by manganese dioxide filtration was effective in reducing hydrogen sulfide, manganese, and iron to below the secondary maximum contaminant level from the wells. Because manganese dioxide filtration is not effective at reducing total dissolved solids, the 2008 alternatives evaluation further recommended treating a portion of the well water with reverse osmosis to remove dissolved solids and blending treatment streams to achieve a palatable treated water. Reverse osmosis treatment adds considerable complexity and cost to treatment. Because water from Well 5 has the highest concentrations of total dissolved solids including chlorides which can contribute to taste. If the City can replace this water source with water from Well 8 and a future Well 9, treatment to remove total dissolved solids may be unnecessary. Well 5 can be maintained as an emergency water source, or it may be decommissioned in the future.



Proposed water treatment processes and treatment plant site infrastructure including manganese dioxide filtration systems, on-site hypochlorite generation systems, new distribution pump stations, a new 0.5-MG welded steel storage tank in the south, and a new 1.5-MG welded steel storage tank in the north are described in Chapter 8 of the Harrisburg Water Master Plan.

These projects are identified in Table ES04. Water Treatment Plan Site Capital Improvement Plan.

**The following information is from the City of Harrisburg website from a 2015 Town Hall presentation:**

- There are two storage tanks, one two million gallons and a .5 million gallon tank.
- The water contains high levels of iron, manganese, hydrogen sulfide, dissolved solids and chlorides.
- These elements can cause taste, odor, discoloration and other aesthetic issues.
- The Master Plan recommendation was to replace the 2 million gallon storage tank and to install a water treatment facility.

From this meeting, the City Council moved forward on the formal process of a municipal water study. The City Council received the first draft in March of 2016 and the final water tests and study results in February of 2017. These findings were shared with our citizens and it was decided to ask the voters if they wanted to fund a large water improvement project. There were several town hall meetings, in which citizens were invited to see what improvements were recommended. In November 2017 voters approved to move forward with water system improvements. In early 2018, the city started the pre-design work which will take several months. It took approximately 3 different engineering firms a little over two years in order to complete the design and engineering work required to go out to public bid for the water reservoir and water filtration systems. The City went out for bid in early fall 2021, and again, in April of 2022.

#### IV. THE ESTIMATED TOTAL COST OF EACH PROJECT AND THE SOURCES OF MONEYS TO PAY SUCH COSTS

The total cost estimates for projects are shown in Table 2 below. Table 2 presents the estimated costs of the projects today (FYE 2023 constant dollars) and the estimated cost of those projects in the future (year of expenditure dollars). The year of expenditure dollars assumes annual 3% inflation rates. These are all estimates acknowledging that the urban renewal portions of these project activities must fit within the maximum indebtedness. Project dollar allocations may be changed between projects and may be allocated to other projects within the Plan. This is typically done in the annual budgeting process.

The Plan assumes that the HRA/City will use other funds to assist in the completion of the projects within the Area. The Water Quality Project is a city-wide benefit project, and the costs will be shared with other funding sources. The proportion of urban renewal funds will be established once the full cost is known. The HRA/City may pursue regional, county, state, and federal funding, private developer contributions, and any other sources of funding that may assist in the implementation of the projects or programs.

The HRA will be able to review and update fund expenditures and allocations on an annual basis when the annual budget is prepared.

Table 2. Estimated Cost of Each Project

<b>Project Title</b>	<b>Constant FYE 2023</b>	<b>Year of Expenditure Project Cost</b>
Materials and Services	(23,400)	(23,400)
Water Quality Project - Capital Outlay	(1,979,118)	(1,979,118)
Special Payments	(50,000)	(50,000)
Community Center	(1,787,818)	(2,166,757)
Financing Fees	(7,767)	(8,000)
<b>Total Expenditures</b>	<b>(3,848,104)</b>	<b>(4,227,275)</b>

Source: City of Harrisburg and Tiberius Solutions

## V. FINANCIAL ANALYSIS OF THE PLAN

The estimated tax increment revenues through FYE 2035 are calculated based on projections of growth in assessed value due to new development and appreciation within the Area and the consolidated tax rate that will apply in the Area.

The long-term projections for FYE 2024 and beyond assume an annual growth rate of 4.4% for real, personal and utility assessed value in the Area (equal to 3% maximum annual appreciation for existing property plus 1.4% exception value from new development). These projections of growth are the basis for the projections in the Area.

These projections of growth were informed by historical growth trends in the Area.

Table 3 and Figure 6 show the incremental assessed value, tax rates, and tax increment revenues each year, adjusted for discounts, and delinquencies.

In Table 3 below, gross tax increment financing (TIF)<sup>1</sup> is calculated by multiplying the tax rate times the assessed value used. The tax rate is per thousand dollars of assessed value, so the calculation is “tax rate times assessed value used divided by one thousand.” The consolidated tax rate includes permanent tax rates only, and excludes general obligation bonds and local option levies, which will not be impacted by this Plan.

Figure 6 shows expected TIF revenues over time and the projected tax revenues after termination of the Area. Definitions for Table 3 are shown below:

- Gross tax increment financing revenue (TIF) is calculated by multiplying the tax rate times the assessed value used. The tax rate is per thousand dollars of assessed value, so the calculation is “tax rate times assessed value used divided by one thousand.” The consolidated tax rate includes only permanent tax rates. General obligation bonds and local option levies are excluded and will not be impacted by this Plan. Total AV is the projected total assessed value.
- Frozen base is the estimate of the assessed value of the Area at its formation.
- Increment used is the total assessed value minus the frozen base.
- Increment shared is the amount that will be distributed to all taxing districts according to their permanent rate due to revenue sharing. This is more thoroughly discussed in the Revenue Sharing section of this Report.
- Tax rate is the total permanent rate levy for the Area.
- Adjustments are calculated at 5% of the Gross TIF and are for discounts, delinquencies, and rate truncation.
- TIF Current Year reflects subtracting the 5% adjustment factor from Gross TIF.
- TIF Prior Years is the tax increment revenue that was delinquent the prior year and is paid by the assessor’s office once it is received. It is estimated that this amount is 1.5% of total TIF.
- Net TIF is the amount of tax increment revenues estimated to be received by the HRA.

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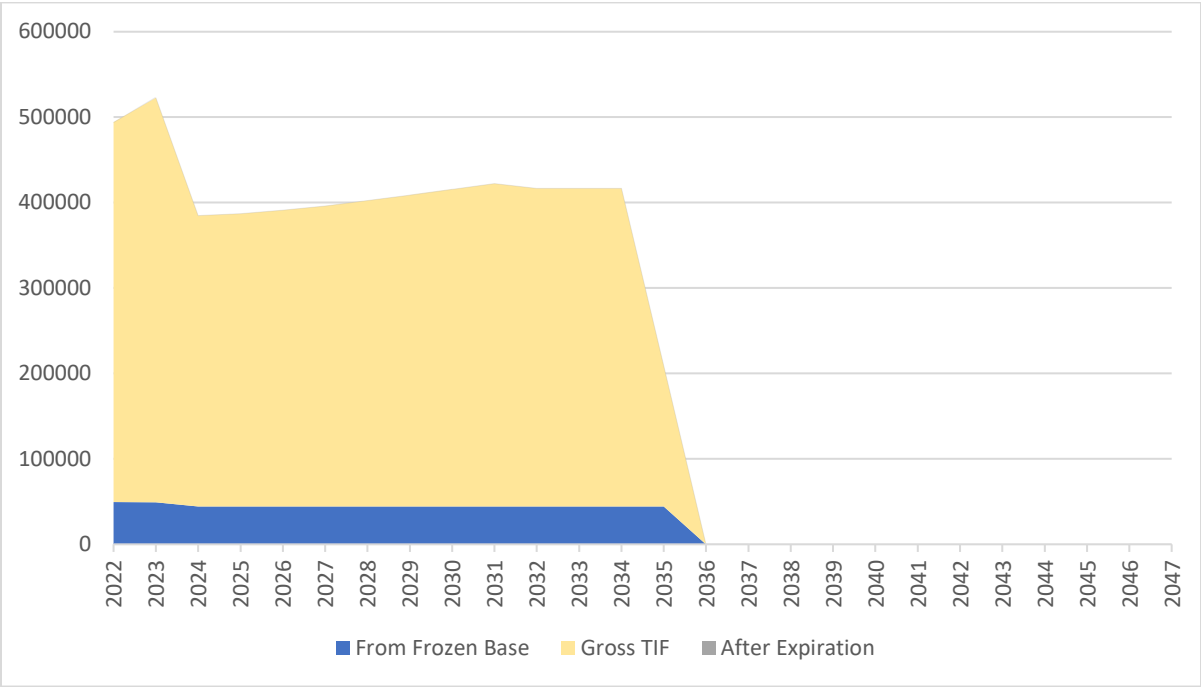
<sup>1</sup> TIF is also used to signify tax increment revenues

Table 3. Projected Incremental Assessed Value, Tax Rates, and Tax Increment Revenues, page 1

FYE	Total AV	Frozen Base AV	Increment Applied	Increment Shared	Tax Rate	Gross TIF	Adjustments	Current Year Net	Prior Year Net	Total TIF
2022	39,344,957	3,936,405	35,408,552	0	\$12.5566	444,610	(22,231)	422,380	6,669	429,049
2023	41,836,975	3,936,405	37,900,570	0	\$12.4941	473,535	(23,677)	449,858	6,336	456,194
2024	43,677,802	3,936,405	30,324,484	9,416,913	\$11.2348	340,691	(17,035)	323,656	6,748	330,404
2025	45,599,625	3,936,405	30,496,587	11,166,633	\$11.2349	342,625	(17,131)	325,494	4,855	330,349
2026	47,606,008	3,936,405	30,874,541	12,795,062	\$11.2349	346,872	(17,344)	329,528	4,882	334,411
2027	49,700,671	3,936,405	31,323,187	14,441,079	\$11.2349	351,913	(17,596)	334,317	4,943	339,260
2028	51,887,501	3,936,405	31,869,821	16,081,275	\$11.2349	358,055	(17,903)	340,152	5,015	345,167
2029	54,170,551	3,936,405	32,440,512	17,793,634	\$11.2349	364,467	(18,223)	346,244	5,102	351,346
2030	56,554,056	3,936,405	33,036,436	19,581,215	\$11.2350	371,163	(18,558)	352,605	5,194	357,799
2031	59,042,434	3,936,405	33,658,468	21,447,561	\$11.2350	378,152	(18,908)	359,244	5,289	364,534
2032	61,640,301	3,936,405	33,129,442	24,574,454	\$11.2350	372,209	(18,610)	353,599	5,389	358,987
2033	64,352,474	3,936,405	33,129,398	27,286,671	\$11.2350	372,209	(18,610)	353,599	5,304	358,903
2034	67,183,983	3,936,405	33,129,356	30,118,222	\$11.2350	372,209	(18,610)	353,599	5,304	358,903
2035	70,140,078	3,936,405	14,686,511	51,517,162	\$11.2350	165,003	(8,250)	156,753	5,304	162,057
<b>TOTAL:</b>						<b>5,053,713</b>	<b>(252,686)</b>	<b>4,801,028</b>	<b>76,333</b>	<b>4,877,361</b>

Source: Tiberius Solution

Figure 6. TIF Projections



Source: Tiberius Solutions

VI.THE ESTIMATED AMOUNT OF TAX INCREMENT REVENUES REQUIRED AND THE ANTICIPATED YEAR IN WHICH INDEBTEDNESS WILL BE RETIRED

Table 4 shows the projected borrowing for the Area. Table 7 and Table 8 show more detailed tables on the allocation of tax revenues to projects, programs, and administration over time.

The Area is anticipated to complete all projects and have sufficient tax increment finance revenue to terminate the URA in FYE 2035, an additional 12 years including FYE 2024. The Plan stipulates that the Area must terminate in FYE 2036 unless 95% of the taxing districts agree to an extension. This financial analysis meets the requirement of termination prior to FYE 2036.

The time frame of urban renewal is not absolute; it may vary depending on the actual ability to meet the maximum indebtedness. If growth in assessed value is slower than projected, the HRA may take division of taxes for a longer time period. If growth in assessed value is more robust than the projections, the HRA may take division of taxes for a shorter time period. These assumptions show one scenario for financing and that this scenario is financially feasible.

The maximum indebtedness (MI) is \$8,177,674 (eight million, one hundred seventy seven thousand six hundred seventy-four dollars). The remaining MI as of FYE 2023 is \$2,120,757. The estimated total amount of tax increment revenues required to service the remaining maximum indebtedness from FYE 2024 forward is \$4,402,331 and is from permanent rate levies. The increase over the maximum indebtedness is due to the projected cost of the interest on borrowings.

Because the Plan is being substantially amended, ORS 457.010 (B)(10) requires that it be changed into a permanent rate plan which means it will no longer collect any division of tax revenues from bonds. This is a change to ORS 457 that occurred in 2019.

This financial analysis shows borrowings as identified in Table 4 This is only one scenario for how the HRA may decide to implement this Plan, and this scenario is financially feasible. The HRA may decide to do borrowings at different times or for different amounts, depending on their analysis at the time. The timeframes on these borrowings are designed to have all borrowings repaid at the termination of the Area in FYE 2036 as stipulated in the Plan. The amounts shown are the principal amounts of the borrowings. The total amounts, including interest, are shown in the second column of Table 5.

Table 4. Estimated Borrowings and Amounts

Loan	Loan A
Principal Amount	\$ 400,000
Interest Rate	5.00%
Loan Term	12
Loan Year	2024
Interest Payment Start	2024
Principal Payment Start	2024
Annual Payment	(\$45,130.26)

Source: Tiberius Solutions

Table 5. Tax Increment Revenues and Allocations to Debt Service, page 1

	TOTAL	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029
<b>Resources</b>								
Beginning Balance		213,934	-	-	-	-	-	-
Interest Earnings	9,980	9,980	-	-	-	-	-	-
TIF: Current Year	\$4,378,648	449,858	323,656	325,494	329,528	334,317	340,152	346,244
TIF: Prior Years	\$69,664	6,336	6,748	4,855	4,882	4,943	5,015	5,102
Total Resources	\$4,458,292	680,107	330,404	330,349	334,411	339,260	345,167	351,346
<b>Expenditures</b>								
Debt Service								
Scheduled Payments								
Loan A, 2025	(541,562)		(45,130)	(45,130)	(45,130)	(45,130)	(45,130)	(45,130)
Full Faith and Credit Obligations Series 2017	(1,943,600)	(213,800)	(216,400)	(216,400)	(216,200)	(215,800)	(215,200)	(214,400)
Revenue Sharing repayment	(104,976)	(104,976)						
Total Debt Service, Scheduled Only	(2,590,138)	(318,776)	(261,530)	(261,530)	(261,330)	(260,930)	(260,330)	(259,530)
Total Debt Service	(2,590,138)	(318,776)	(261,530)	(261,530)	(261,330)	(260,930)	(260,330)	(259,530)
Debt Service Coverage Ratio		1.43	1.26	1.26	1.28	1.30	1.33	1.35
Transfer to URA Projects Fund	(2,082,088)	(361,331)	(68,874)	(68,818)	(73,081)	(78,330)	(84,837)	(91,816)
Total Expenditures	(4,672,226)	(680,107)	(330,404)	(330,349)	(334,411)	(339,260)	(345,167)	(351,346)
Ending Balance			-	-	-	-	-	-

Source: Tiberius Solutions



Table 6. Tax Increment Revenues and Allocations to Debt Service, page 2

	FYE 2030	FYE 2031	FYE 2032	FYE 2033	FYE 2034	FYE 2035
<b>Resources</b>						
Beginning Balance	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-
TIF: Current Year	352,605	359,244	353,599	353,599	353,599	156,753
TIF: Prior Years	5,194	5,289	5,389	5,304	5,304	5,304
Total Resources	357,799	364,534	358,987	358,903	358,903	162,057
<b>Expenditures</b>						
Debt Service						
Scheduled Payments						
Loan A, 2025	(45,130)	(541,562)	(45,130)	(45,130)	(45,130)	(45,130)
Full Faith and Credit Obligations Series 2017	(218,400)	(217,000)	-	-	-	-
Total Debt Service, Scheduled Only	(263,530)	(262,130)	(45,130)	(45,130)	(45,130)	(45,130)
Total Debt Service	(263,530)	(262,130)	(45,130)	(45,130)	(45,130)	(45,130)
Debt Service Coverage Ratio	1.36	1.39	7.95	7.95	7.95	3.59
Transfer to URA Projects Fund	(94,268)	(102,403)	(313,857)	(313,772)	(313,772)	(116,927)
Total Expenditures	(357,799)	(364,534)	(358,987)	(358,903)	(358,903)	(162,057)
Ending Balance	-	-	-	-	-	-

Source: Tiberius Solutions

VII. THE ANTICIPATED COMPLETION DATE FOR EACH PROJECT

The schedule for construction of projects will be based on the availability of funding. The projects will be ongoing and will be completed as directed by the HRA and City.

The Area is anticipated to complete all projects and have sufficient tax increment finance revenue to terminate the Area in FYE 2035, twelve additional years of tax increment revenues projections and within the limits of the Plan.

The amount of money available for projects in 2023 constant dollars for the Area is \$3,848,104. See Table 2 for the individual project analysis. This equates to \$4,227,275 in year of expenditure dollars.

Table 7 and Table 8 show the \$3,848,104 of 2023 project dollars inflated over the life of the Area including administrative expenses. All costs shown in Table 7 and Table 8 are in year-of-expenditure dollars, which are adjusted by 3.0% annually to account for inflation.

The 3% inflation rate is the rate to use in the future if any amendment to increase maximum indebtedness is pursued in accordance with ORS 457.470. The HRA may change the completion dates in their annual budgeting process or as project decisions are made in administering the Plan. The following tables are prepared to show that the Area is financially feasible as required by ORS 457. It assumes completion of projects as funding becomes available. If the City is able to jumpstart the Area by providing alternative funding sources which are repaid when tax increment revenues are available, or if other outside funding sources are secured, including but not limited to developer contributions, the timing on projects can be moved up.

Table 7. Programs and Costs in Year of Expenditure Dollars, Page 1

	TOTAL	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029
Beginning Balance		1,673,818 <sup>2</sup>	-	-	-	-	-	-
Interest Earnings	8,369	8,369	-	-	-	-	-	-
Transfer from TIF Fund	2,082,088	361,331	68,874	68,818	73,081	78,330	84,837	91,816
Bond/Loan Proceeds	400,000	-	400,000	-	-	-	-	-
HRA Loan Program Payments	63,000	9,000 <sup>3</sup>	9,000	9,000	9,000	9,000	9,000	9,000
Total Resources	2,553,457	2,052,518	477,874	77,818	82,081	87,330	93,837	100,816
<b>Expenditures (YOE \$)</b>								
Materials and Services	(23,400)	(23,400)						
Capital Outlay	(1,979,118)	(1,979,118)						
Special Payments	(50,000)	(50,000)						
Community Center	(2,166,757)	-	(469,874)	(77,818)	(82,081)	(87,330)	(93,837)	(100,816)
Financing Fees	(8,000)		(8,000)					
Administration								
Total Expenditures	(4,227,275)	(2,052,518)	(477,874)	(77,818)	(82,081)	(87,330)	(93,837)	(100,816)
Ending Balance	-	-	-	-	-	-	-	-

Source: Tiberius Solutions

<sup>2</sup> Harrisburg MI Tracker<sup>3</sup> URA Budget

Table 8. Programs and Costs in Year of Expenditure Dollars, Page 2

	FYE 2030	FYE 2031	FYE 2032	FYE 2033	FYE 2034	FYE 2035
Beginning Balance	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-
Transfer from TIF Fund	94,268	102,403	313,857	313,772	313,772	116,927
Bond/Loan Proceeds	-	-	-	-	-	-
HRA Loan Program Payments	-	-	-	-	-	-
Total Resources	94,268	102,403	313,857	313,772	313,772	116,927
<b>Expenditures (YOE \$)</b>						
Materials and Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Special Payments	-	-	-	-	-	-
Community Center	(94,268)	(102,403)	(313,857)	(313,772)	(313,772)	(116,927)
Financing Fees	-	-	-	-	-	-
Administration	-	-	-	-	-	-
Total Expenditures	(94,268)	(102,403)	(313,857)	(313,772)	(313,772)	(116,927)
Ending Balance	-	-	-	-	-	-

Source: Tiberius Solutions

## VIII. REVENUE SHARING

As stipulated in ORS 457, revenue sharing begins for existing plans once the maximum indebtedness is increased.

Revenue sharing means that at thresholds defined in ORS 457.470, the impacted taxing jurisdictions will receive a share of the incremental growth in the Area. The first threshold is when annual tax increment finance revenues exceed 10% of the original maximum indebtedness of the Plan (\$297,767). At the 10% threshold, the HRA will receive the full 10% of the initial maximum indebtedness plus 25% of the increment above the 10% threshold, and the taxing jurisdictions will receive 75% of the increment above the 10% threshold.

The second threshold is set at 12.5% of the maximum indebtedness (\$372,209). If this threshold is met, revenue for the area would be capped at 12.5% of the maximum indebtedness, with all additional tax revenue being shared with affected taxing districts.

Revenue sharing thresholds were established in the 2015 Amendment which increased the maximum indebtedness. This Area actually reached revenue sharing thresholds in FYE 2019. The HRA Administrator has met with the key taxing districts and has sent information to all taxing districts about this issue. The resolution of that issue is not a part of this Amendment other than knowing that proceeds that are in the HRA account will be used to repay the taxing districts their past revenue sharing payments. These payments are indicated in the Finance Plan on Table 7. Programs and Costs in Year of Expenditure Dollars, Page 1 in the row on revenue sharing payments in FYE 2023. The City of Harrisburg and the Harrisburg School District did not require that the back revenue sharing payments be made. Payments are being made to all other taxing districts in FY 2022/2023.

Revenue sharing will be an annual component of future tax increment collections. This will be accomplished by filling out the UR 50 form for the county assessor on an annual basis designating the amount of tax increment proceeds which will go to the HRA. The remainder of the tax increment proceeds will be distributed to the taxing districts by the county assessor. This revenue sharing is projected to be in the following amounts:

Table 9 shows the revenue sharing amounts through FYE 2023. Table 10 shows projected future revenue sharing amounts.

Table 9. Revenue Sharing Analysis 2019 through FYE 2023

Taxing District	Rate Type	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	TOTAL
Linn County	Permanent	1,885	4,216	8,977	11,171	13,102	<b>39,352</b>
Harrisburg RFD	Permanent	1,672	3,741	7,964	9,911	11,623	<b>34,912</b>
4H Extension District	Permanent	104	232	493	614	720	<b>2,163</b>
ESD Linn-Benton-Lincoln	Permanent	451	1,009	2,149	2,674	3,137	<b>9,421</b>
Lane Community College	Permanent	916	2,050	4,364	5,430	6,369	<b>19,129</b>
<b>Total</b>		<b>5,029</b>	<b>11,248</b>	<b>23,948</b>	<b>29,801</b>	<b>34,951</b>	<b>104,976</b>

Source: Tiberius Solutions - These will be paid in FYE 2023.

Table 10. Projected Revenue Sharing FYE 2023 - FYE 2035

FYE	TOTAL	Shared - Mandatory	Max Allowable TIF w/ Requirements	TIF to URA after Requirements	Shared TIF Voluntary	Final Gross TIF for URA
2024	446,488	105,798	340,691	340,691		340,691
2025	468,081	125,456	342,625	342,625		342,625
2026	490,623	143,751	346,872	346,872		346,872
2027	514,157	162,244	351,913	351,913		351,913
2028	538,727	180,672	358,055	358,055		358,055
2029	564,378	199,910	364,467	364,467		364,467
2030	591,157	219,994	371,163	371,163		371,163
2031	619,115	240,963	378,152	378,152		378,152
2032	648,303	276,094	372,209	372,209		372,209
2033	678,775	306,566	372,209	372,209		372,209
2034	710,588	338,379	372,209	372,209		372,209
2035	743,801	371,592	372,209	372,209	207,206	165,003
TOTAL	444,610	110,138	372,209	334,472		444,610

Source: Tiberius Solutions

The Voluntary Shared TIF is due to the urban renewal area meeting the maximum indebtedness in FYE and not needing all of the projected tax increment revenues that year. Again, these are projections and actual TIF revenues may vary.

## IX. IMPACT OF THE TAX INCREMENT FINANCING

This section describes the impact of tax increment financing of the maximum indebtedness, both until and after the indebtedness is repaid, upon all entities levying taxes upon property in the Area. **These impacts do not reflect additional years of impacts of the existing urban renewal plan, just updated financial projections.**

The impact of tax increment financing on overlapping taxing districts consists primarily of the property tax revenues foregone on permanent rate levies as applied to the growth in assessed value in the Area. These projections are for impacts estimated through FYE 2035.

The Harrisburg School District and the Education Service District are not *directly* affected by the tax increment financing, but the amounts of their taxes divided for the urban renewal plan are shown in the following tables. Under current school funding law, property tax revenues are combined with State School Fund revenues to achieve per-student funding targets. Under this system, property taxes foregone, due to the use of tax increment financing, are substantially replaced with State School Fund revenues, as determined by a funding formula at the state level.

Table 11 and Table 12 show the projected impacts to permanent rate levies of taxing districts as a result of this Plan. Table 11 shows the general government levies, and Table 12 shows the education levies.

Table 11. Updated Projected Impact on Taxing District Permanent Rate Levies - General Government

FYE	Linn County	City of Harrisburg	Harrisburg RFD	4H Extension District	Subtotal
2023	(\$46,502)	(\$116,188)	(\$41,256)	(\$2,556)	(\$206,502)
2024	(\$37,455)	(\$93,583)	(\$33,229)	(\$2,059)	(\$166,326)
2025	(\$37,449)	(\$93,568)	(\$33,223)	(\$2,058)	(\$166,298)
2026	(\$37,909)	(\$94,719)	(\$33,632)	(\$2,084)	(\$168,344)
2027	(\$38,459)	(\$96,093)	(\$34,120)	(\$2,114)	(\$170,785)
2028	(\$39,128)	(\$97,766)	(\$34,714)	(\$2,151)	(\$173,759)
2029	(\$39,829)	(\$99,517)	(\$35,335)	(\$2,189)	(\$176,870)
2030	(\$40,560)	(\$101,345)	(\$35,984)	(\$2,229)	(\$180,118)
2031	(\$41,324)	(\$103,253)	(\$36,661)	(\$2,271)	(\$183,509)
2032	(\$40,695)	(\$101,682)	(\$36,103)	(\$2,237)	(\$180,717)
2033	(\$40,685)	(\$101,659)	(\$36,095)	(\$2,236)	(\$180,675)
2034	(\$40,685)	(\$101,659)	(\$36,095)	(\$2,236)	(\$180,675)
2035	(\$18,371)	(\$45,903)	(\$16,298)	(\$1,010)	(\$81,581)
<b>TOTAL:</b>	<b>(\$499,051)</b>	<b>(\$1,246,936)</b>	<b>(\$442,744)</b>	<b>(\$27,429)</b>	<b>(\$2,216,160)</b>

Source: Tiberius Solutions

Table 12. Updated Projected Impact on Taxing District Permanent Rate Levies – Education

FYE	ESD Linn-Benton-Lincoln	Lane Community College	Harrisburg SD #7	Subtotal	Total
2023	(\$11,133)	(\$22,605)	(\$169,974)	(\$203,711)	(\$410,213)
2024	(\$8,967)	(\$18,207)	(\$136,904)	(\$164,078)	(\$330,404)
2025	(\$8,965)	(\$18,204)	(\$136,881)	(\$164,050)	(\$330,349)
2026	(\$9,075)	(\$18,428)	(\$138,564)	(\$166,067)	(\$334,411)
2027	(\$9,207)	(\$18,695)	(\$140,573)	(\$168,475)	(\$339,260)
2028	(\$9,367)	(\$19,020)	(\$143,020)	(\$171,408)	(\$345,167)
2029	(\$9,535)	(\$19,361)	(\$145,580)	(\$174,476)	(\$351,346)
2030	(\$9,710)	(\$19,716)	(\$148,254)	(\$177,680)	(\$357,799)
2031	(\$9,893)	(\$20,088)	(\$151,044)	(\$181,024)	(\$364,534)
2032	(\$9,742)	(\$19,782)	(\$148,746)	(\$178,270)	(\$358,987)
2033	(\$9,740)	(\$19,777)	(\$148,710)	(\$178,228)	(\$358,903)
2034	(\$9,740)	(\$19,777)	(\$148,710)	(\$178,227)	(\$358,903)
2035	(\$4,398)	(\$8,930)	(\$67,148)	(\$80,476)	(\$162,057)
<b>TOTAL:</b>	<b>(\$119,473)</b>	<b>(\$242,590)</b>	<b>(\$1,824,108)</b>	<b>(\$2,186,172)</b>	<b>(\$4,402,331)</b>

Source: Tiberius Solutions Please refer to the explanation of the schools funding in the preceding section .

Table 13 shows the projected increased revenue to the taxing jurisdictions after tax increment proceeds are projected to be terminated. These projections are for FYE 2036

Table 13. Additional Revenues Obtained after Termination of Tax Increment Financing – FYE 2036

<b>Taxing District</b>	<b>Tax Rate</b>	<b>From Frozen Base</b>	<b>From Excess Value</b>	<b>Total</b>
<b>General Government</b>				
Linn County	1.2736	5,013	88,248	93,261
City of Harrisburg	3.1875	12,547	220,504	233,051
Harrisburg RFD	1.1299	1,1299	78,291	82,739
4H Extension District	0.0700	0,0700	4,850	5,126
<i>Subtotal General Government</i>	<i>5.6610</i>	<i>22,284</i>	<i>391,893</i>	<i>414,177</i>
<b>Education</b>				
ESD Linn-Benton-Lincoln	0.3049	1,200	21,126	22,326
Lane Community College	0.6191	2,437	42,897	45,334
Harrisburg SD #7	4.6552	18,325	322,558	340,883
<i>Subtotal Education</i>	<i>5.5792</i>	<i>21,962</i>	<i>386,581</i>	<i>408,543</i>
<b>TOTAL:</b>	<b>11.2402</b>	<b>44,246</b>	<b>778,474</b>	<b>822,720</b>

Source: Tiberius Solutions



## X. COMPLIANCE WITH STATUTORY LIMITS ON ASSESSED VALUE AND SIZE OF URBAN RENEWAL AREA

State law limits the percentage of both a municipality's total assessed value and the total land area that can be contained in an urban renewal area at the time of its establishment to 25% for municipalities under 50,000 in population. As noted below, the frozen base (assumed to be FYE 2023 values), including all real, personal, manufactured, and utility properties in the Area, is \$3,936,405. The FYE 2023 excess value is \$37,900,570. The total assessed value of the City of Harrisburg in FYE 2023 is \$271,957,585. The percentage of total City assessed value in the urban renewal area is 1.68%, below the 25% threshold.

The Area contains 168.6 acres, including public rights-of-way. The amendment adds 17.65 acres. The total acreage will be 186.25 acres and the City of Harrisburg contains 916.8 acres. This equates to 20.31% of the City's acreage in an urban renewal area, which is below the 25% threshold.

Table 14. Urban Renewal Area Conformance with Assessed Value and Acreage Limits\*

	Acreage	Assessed Value
A. Harrisburg Urban Renewal Area frozen base	168.6	\$ 3,936,405
B. Harrisburg Urban Renewal Area increment		\$37,900,570
Added Acreage in Amendment	17.65	
Total Acreage	186.25	
C. City of Harrisburg	916.8	\$271,957,585
% of City Acreage	20.31%	1.68%
% of City Assessed Value (formula) =A/(C-B)		

Source: Compiled by Elaine Howard Consulting, LLC with data from the City of Harrisburg, Linn County Department of Assessment and Taxation (FYE 2023) \*Table 14 might be further adjusted as final numbers are analyzed.

XI. EXISTING PHYSICAL, SOCIAL, AND ECONOMIC CONDITIONS AND IMPACTS ON MUNICIPAL SERVICES

This section of the Report describes existing conditions within the Harrisburg Urban Renewal Area and documents the occurrence of “blighted areas,” as defined by ORS 457.010(1).

A. Physical Conditions

1. Land Use

The Area is 186.25 acres, which is composed of 115 individual parcels encompassing 156.33 acres, and an additional 29.92 acres in public rights-of-way. An analysis of FYE 2023 property classification data from the Linn County Assessor’s Office were used to determine the land use designation of parcels in the Area. By acreage, Industrial accounts for the most prevalent land use within the area (76%). This was followed by Commercial (11%). Detailed land use designations in the Area are shown in Table 15.

Table 15. Land Use in the Area

Land Use	Parcels	Acres	Percent of Acres
Industrial	23	116.6	74.59%
Commercial	55	16.66	10.66%
Public Use	2	16.39	10.48%
Single-family residential	30	5.88	3.76%
Residential Manufactured	2	0.24	0.15%
Residential 2-4 units	3	0.56	0.36%
<b>TOTAL:</b>	<b>115</b>	<b>156.33</b>	<b>100.00%</b>

Source: Compiled by Elaine Howard Consulting with data from the Linn County Assessor’s office. \*Table 15 and rights-of-way acreage will be further adjusted as the boundaries are updated by the surveyors office.

2. Zoning and Comprehensive Plan Designations

The parcels to be added have designations of M-2, Industrial for property located in the City, which is an industrial comprehensive plan designation and EFU, Exclusive Farm Use, under the Linn County Code, with an approved Conditional Use Permit for the use planned for the water bond project from Linn County.

### 3. Comprehensive Plan Designations

The most prevalent comprehensive plan designation by acreage in the Area is General Industrial (63%) followed by Residential (16%). Detailed comprehensive plan designations in the Area are shown in Table 16.

Table 16 Comprehensive Plan Designations in the Area

<b>Comprehensive Plan Designation</b>	<b>Tax Lots</b>	<b>Acres</b>	<b>Percent of Acres</b>
General Industrial	15	98.82	63.22%
Limited Industrial	8	24.3	15.55%
Exclusive Farm Use	2	16.39	10.48%
Commercial	64	12.73	8.14%
Residential Medium Density	20	3.49	2.23%
Greenway	6	0.59	0.38%
<b>TOTAL:</b>	<b>115</b>	<b>156.32</b>	<b>100.00%</b>

Source: Compiled by Elaine Howard Consulting with data from the Linn County Assessor's office

### 4. Zoning Designations

The most prevalent zoning designation by acreage in the Area is M2 General Industrial (74%) followed by M1 Limited Industrial (16%). Detailed zoning designations in the Area are shown in Table 17. The two parcels that have Comprehensive Plan designations of Exclusive Farm Use in the table above are zoned M2 in the zoning table below.,

Table 17. Zoning Designations in the Area

<b>Zoning Designations</b>	<b>Tax Lots</b>	<b>Acres</b>	<b>Percent of Acres</b>
M-2 General Industrial	17	115.21	73.70%
M-1 Limited Industrial	8	24.3	15.55%
C-1 Commercial	64	12.73	8.14%
R-2 Multi-Family Residential	20	3.49	2.23%
Greenway Special Purpose	6	0.59	0.38%
<b>TOTAL:</b>	<b>115</b>	<b>156.32</b>	<b>100.00%</b>

Source: Compiled by Elaine Howard Consulting with data from the Linn County Assessor's office

## 5. Infrastructure

This section identifies the existing conditions in the Area to assist in **establishing blight in the ordinance adopting the urban renewal plan.** There are projects listed in several City of Harrisburg's infrastructure master plans that relate to these existing conditions. The projects below are a compilation by Harrisburg staff of these projects. **This does not mean that all of these projects are included in the urban renewal plan.** The specific projects that are included in the Plan are listed in Sections II and III of this Report.

### i. **Transportation: Street and Sidewalk Conditions**

There are sections of road and sidewalk that do not adequately serve the community. These sections need to be upgraded to provide a safe and appealing transportation network that will encourage efficient pedestrian and vehicular travel and make the Area an attractive location for business owners. Some of the streets in the downtown core that require improvements are listed below, as identified by the Harrisburg City Engineer. The conditions of these streets indicate the Area is blighted per ORS 457.010(1)(e).

**The following streets need to be resurfaced:**

- Territorial Street between Burlington Northern Santa Fe (BNSF) railroad tracks and Southern Pacific Railroad (SPRR) tracks
- Monroe Street, 100 feet west of 3<sup>rd</sup> Street
- Smith Street from 3<sup>rd</sup> Street to SPRR

**The following streets have inadequate or deficient sidewalks:**

- Territorial Street, 100 feet west of 3<sup>rd</sup> Street
- Monroe Street, 100 feet west of 3<sup>rd</sup> Street
- Smith Street from 3<sup>rd</sup> Street to SPRR
- 4<sup>th</sup> Street north from Smith Street approximately 200 feet
- East side of 3<sup>rd</sup> Street from S. 2<sup>nd</sup> Street to LaSalle Street
- 1<sup>st</sup> Street from Smith Street to Territorial Street

### ii. **Storm water**

The Harrisburg City Engineer has identified the following deficiencies in storm water lines in the Area. The conditions of the storm water lines indicate the Area is blighted per ORS 457.010(1)(e).

Deficiencies:

- Territorial Street 100 feet west of 3<sup>rd</sup> Street
- Territorial Street between BNSF railroad tracks and SPRR tracks
- Monroe Street, 100 feet west of 3<sup>rd</sup> Street
- Smith Street from 3<sup>rd</sup> Street to SPRR
- 3<sup>rd</sup> Street from S. 2<sup>nd</sup> Street to Territorial Street

### iii. Sanitary Sewer

The Harrisburg City Engineer has identified the following deficiencies in sanitary sewer lines in the Area. The conditions of the sanitary sewer lines indicate the Area is blighted per ORS 457.010(1)(e).

Deficiencies:

- Territorial Street 100 feet west of 3<sup>rd</sup> Street
- Territorial Street between BNSF railroad tracks and SPRR tracks
- East to West -Between BNSF and SPRR rails in-line with Stanley Street
- Smith Street from 3rd Street to SPRR

### iv. Water

The Harrisburg City Engineer has identified the following deficiencies in water lines in the Area. The conditions of the water lines indicate the Area is blighted per ORS 457.010(1)(e).

- Territorial between BNSF railroad tracks and SPRR tracks
- Monroe Street, 100 feet west of 3<sup>rd</sup> Street
- Smith Street from 3rd Street to SPRR

#### North Water Treatment Plant and Pump Station

- Deaeration, 800 gpm capacity Pressure Filters, On-site Hypochlorite Generation System, and Pump Station in CMU Building
- 1.5 MG Storage--North
- Steel Tank
- Well 9
- Drill well and install pump station and pipeline to storage tank

#### South Water Treatment Plant and Pump Station

- Deaeration, 400 gpm capacity Pressure Filters, Onsite Hypochlorite Generation System, and Pump Station in CMU Building
- 0.5 MG Storage Tank- South
- Steel Tank

#### Water System CIP - Jacobs

- Territorial Street
  - 2,600 ft of 10-in PVC from 12-in PVC near 4th Street to 12-in PVC near 10th Street
- Smith Street
  - 800 ft of 12-in PVC from 12-in ci at 4th street to 12-in PVC at 6th
- Monroe Street
  - 300 ft of 2-in to 6-in between 1st and 2nd Streets
- Smith Street
  - 1,100 ft of 4-in to 12-in between 1st and 4th Streets.

## **B. Social Conditions**

Approximately two percent of the Area is zoned for residential uses. There are very few residents within the urban renewal area, accounting for 35 parcels.

## **C. Economic Conditions**

### **1. Taxable Value of Property within the Area**

The estimated total assessed value of the Area calculated with data from the Linn County Departments of Assessment and Taxation for FYE 2023, including all real, personal, manufactured, and utility properties, is \$41,836,975.

### **2. Building to Land Value Ratio**

An analysis of property values can be used to evaluate the economic condition of real estate investments in a given area. The relationship of a property's improvement value (the value of buildings and other improvements to the property) to its land value is generally an accurate indicator of the condition of real estate investments. This relationship is referred to as the "Improvement to Land Value Ratio," or "I:L." The values used are real market values. In urban renewal areas, the I:L is often used to measure the intensity of development or the extent to which an area has achieved its short- and long-term development objectives.

Table 18 shows the improvement to land ratios (I:L) for properties within the Area. Fifty-three percent of the acreage is exempt, which means no property taxes are paid on those properties. These are typically government or non-profit owned properties. Thirteen tax lots representing 6% of the acreage have I:L ratios less than 1.0. In other words, the improvements on these properties are worth less than the land they sit on. A reasonable I:L ratio for properties in the Area is 2.0. Forty-nine percent of the 115 tax lots in the Area, totaling 31% of the acreage have I:L ratios of 2.0 or more in FYE 2022.

Table 18. Improvement to Land Ratios in the Area

<b>Improvement to Land Ratio</b>	<b>Parcels</b>	<b>Acres</b>	<b>Percent of Acres</b>
Exempt	34	83.66	53.51%
0.01-0.50	10	8.47	5.42%
0.51-1.00	3	0.59	0.38%
1.01-1.50	6	2.07	1.32%
1.51-2.00	13	13.6	8.70%
2.01-2.50	11	6.15	3.93%
2.51-3.00	10	3.67	2.35%
3.01-4.00	5	7.45	4.77%
> 4.00	23	30.68	19.62%
<b>TOTAL:</b>	<b>115</b>	<b>156.34</b>	<b>100.00%</b>

Source: Compiled by Elaine Howard Consulting with data from the Linn County Departments of Assessment and Taxation (FYE 2023)

### ***D. Impact on Municipal Services***

The fiscal impact of tax increment financing on taxing districts that levy taxes within the Area (affected taxing districts) is described in Section VIII of this Report. **This impact is of the existing maximum indebtedness and not any new maximum indebtedness.** This subsection discusses the fiscal impacts resulting from potential increases in demand for municipal services.

The **new** projects being considered for future use of urban renewal funding are for water quality upgrades. Urban renewal will fund a portion of the costs. Water quality has been a significant detrimental issue for Harrisburg and the ability to undertake the project will be key in increasing the livability and economic vitality of the city.

The financial impacts from tax increment collections will be countered by future economic development, and, in the future, adding increases in assessed value to the tax base for all taxing jurisdictions, including the City.

## **XII.REASONS FOR SELECTION OF EACH URBAN RENEWAL AREA IN THE PLAN**

The reason for selecting the Area is to provide the ability to fund projects and programs necessary to cure blight within the Area. The new parcels contain the property where the water quality upgrade projects will be completed.

## **XIII.RELOCATION REPORT**

When the HRA acquires occupied property under the Plan, residential or commercial occupants of such property shall be offered relocation assistance, as required under applicable state law. Prior to such acquisition, the HRA shall adopt rules and regulations, as necessary, for the administration of relocation assistance. The HRA will comply with all applicable state law in providing these potential benefits.

# Staff Report

## Harrisburg Planning Commission

### Harrisburg, Oregon

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#### **THE MATTER OF MAKING A RECOMMENDATION TO THE CITY COUNCIL IN RELATION TO THE HARRISBURG URBAN RENEWAL PLAN AMENDMENT AND ITS CONFORMITY TO THE HARRISBURG COMPREHENSIVE PLAN**

#### **STAFF REPORT EXHIBITS:**

Exhibit A: Harrisburg Urban Renewal Plan Substantial  
Amendment

Exhibit B: Report Accompanying the Harrisburg Urban Renewal  
Plan Substantial Amendment

**ACTION: MOTION THAT THE HARRISBURG PLANNING COMMISSION  
FINDS, BASED UPON THE INFORMATION PROVIDED IN THE STAFF REPORT  
AND THE PROVIDED ATTACHMENTS AND FINDINGS, THAT THE HARRISBURG  
URBAN RENEWAL PLAN AMENDMENT CONFORMS WITH THE HARRISBURG  
COMPREHENSIVE PLAN AND RECOMMENDS THE PLAN AMENDMENT'S  
ADOPTION TO THE HARRISBURG CITY COUNCIL**

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#### **BACKGROUND**

The Harrisburg Planning Commission is being asked to make a recommendation to the City Council regarding the Council's consideration and adoption of the proposed Harrisburg Urban Renewal Plan Substantial Amendment (Plan Amendment).

#### **INTRODUCTION**

The projects to be added are the water quality improvement (bond) projects for Harrisburg's water supply. This is a top priority for our community and our voters have previously approved a bond to help pay for these improvements. We will be leveraging the urban renewal funding existing in the HRA budget with the funding from this bond. The projects include upgrades to both our north facility and the south facility. In addition to two storage tanks, one two million gallons and the other is .5 million gallons, there are also two water filtration system plants that will be constructed. The water contains high



levels of iron, manganese, hydrogen sulfide, dissolved solids and chlorides. These elements can cause taste, odor, discoloration and other aesthetic issues. The proposed improvements will address these issues. The City has already paid for engineering and design work, as well as \$1 million in parts for the filtration systems. In addition, the City has already replaced almost 10,000 linear feet of water lines. Steep increases to the costs of PVC, steel, and electronic systems have increased the prices of the final steps of this project beyond what could have been anticipated.

The focus of the Planning Commission's review is the conformance of the Amendment with the Harrisburg Comprehensive Plan. This action does not require a public hearing, and the Planning Commission is not being asked to approve the Amendment, but rather make a recommendation to the Harrisburg City Council on the conformance to the Harrisburg Comprehensive Plan issue. There are no explicit review criteria for a Planning Commission for the review of an urban renewal amendment. The Oregon Revised Statute (ORS) ORS 457.085(4) states that "An urban renewal plan and accompanying report shall be forwarded to the planning commission of the municipality for recommendations, prior to presenting the plan to the governing body of the municipality for approval under ORS 457.095". The generally accepted practice is for the Planning Commission to provide input on the relationship of the Plan and particularly to its conformance to the City of Harrisburg Comprehensive Plan.

## **PLAN AMENDMENT:**

The Plan Amendment will add new projects to the plan, change the boundary by adding property that is exempt from taxation and adding parcels to help facilitate the completion of the water quality projects.

The proposed Plan Amendment would make the following changes to the Plan:  
Summary of changes to the Harrisburg Urban Renewal Plan

### **SECTION 100. INTRODUCTION**

Added new information describing this amendment including the addition of projects, parcels and right of way.

### **SECTION 500. PROPOSED LAND USES**

Added new information in the parcels being added to the Plan.

### **SECTION 700. DESCRIPTION OF PROJECTS TO BE UNDERTAKEN**

Updated project list to provide full descriptions of projects to be undertaken.

## **PUBLIC NOTICE**

A Public Hearing is not required; instead, this process requires a standard public meeting in the form of this agenda.

## **RELATIONSHIP TO LOCAL OBJECTIVES**

The Plan relates to local planning and development objectives contained within the Harrisburg Comprehensive Plan.

## City of Harrisburg Comprehensive Plan

All existing findings are sufficient. Goal 11 is updated as shown in the double underline below. This addition reflects the projects being considered.

### GOAL 11: PUBLIC FACILITIES AND SERVICES

**GOALS:** To plan and develop a timely, orderly, and efficient arrangement of public facilities and services to serve as a framework for urban development.

#### **POLICIES:**

1. Encourage the development of public and private facilities that meet the community's economic, social, cultural, health, and educational needs.
4. Public facilities and services shall be provided to permit the development of an adequate housing supply.
5. High quality water supply and distribution systems shall be maintained to meet current and future domestic, commercial and industrial needs.
6. Future Street shall be planned in a manner that will ensure city water mains can be looped so that adequate water pressure can be provided in all parts of the city.

#### **FINDING:**

The projects being added to the plan include looped water systems, and a library and community center that will help facilitate social cultural health and educational needs of the community. Excellent recreational and library facilities help promote housing development. The water quality project being added to the Plan will address the Public Facilities policy of having a high-quality water supply and distribution system and plays an important part in marketing both commercial and residential properties in Harrisburg.

### PLANNING COMMISSION RECOMMENDATION AND VOTE

Based upon the criteria, discussion, and findings of fact above, Staff recommends that the Planning Commission:

1. Review and discuss the proposed Plan Amendment
2. Find that the Harrisburg Urban Renewal Plan Amendment conforms to the Harrisburg Comprehensive Plan, and recommend the Plan Amendment's adoption to the Harrisburg City Council.

### RECOMMENDED MOTION(S)

Consistent with staff's recommendation to the Planning Commission, the following motion is recommended:

**Motion that the Harrisburg Planning Commission finds, based upon the information provided in the staff report and the provided attachments and findings, that the Harrisburg Urban Renewal Plan Amendment conforms with the Harrisburg Comprehensive Plan and recommends the Plan Amendment's adoption to the Harrisburg City Council**

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR LINN COUNTY

IN THE MATTER OF APPROVING A  
SUBSTANTIAL AMENDMENT TO THE  
HARRISBURG URBAN RENEWAL PLAN

RESOLUTION NO. 2023-092  
(Urban Renewal Plan)

COMES NOW, Darrin L. Lane, Linn County Administrative Officer, on behalf of the City of Harrisburg, before the Board of Commissioners for Linn County (Board), in a regularly scheduled and duly advertised public meeting on this 14<sup>th</sup> day of March, 2023, in the matter of a substantial amendment to the Harrisburg Urban Renewal Plan (hereinafter "Plan"); and

WHEREAS, The City of Harrisburg, Oregon is proposing a substantial amendment to the Harrisburg Plan by adding new capital projects within the Plan; increasing land size and adjusting the boundaries of the Plan; and adding right of way easements within the Plan boundaries ("Urban Renewal Plan Amendment, attached hereto as Exhibit 1"); and

WHEREAS, The capital projects desire to be added to the Plan are the water quality projects that Harrisburg voters approved; and

WHEREAS, There is a funding gap for this capital project; and

WHEREAS, The Harrisburg Redevelopment Agency has funding that can be allocated to the water quality project; and

WHEREAS, The water quality project must be located in the Plan boundary; and

WHEREAS, The Plan boundary may be amended by a substantial amendment; and,

WHEREAS, Some of the property to be added to the Plan to complete the capital projects is in unincorporated Linn County as shown in Exhibit 1; and



1           WHEREAS, ORS 457.105 requires approval of the Board by resolution when any portion of the Plan  
2 boundary extends beyond the boundaries of the municipality into any other municipality; now, therefore, be it  
3           *RESOLVED*, That the Linn County Board of Commissioners approves the substantial change  
4 amendment for the Harrisburg Plan; and  
5 *ORDERED*, That the Board transmit this approval to the Harrisburg City Counsel.

BOARD OF COUNTY COMMISSIONERS FOR LINN COUNTY	AYE	NO
_____ Roger Nyquist, Chairman	_____	_____
_____ William C. Tucker, Co-Chair	_____	_____
_____ Sherrie Sprenger, Commissioner	_____	_____

13 APPROVED AS TO CONTENT:

14 \_\_\_\_\_  
15 Darrin L. Lane  
16 Linn County Administrator

APPROVED AS TO FORM:

\_\_\_\_\_  
Phillip Van Leuven  
Deputy County Attorney for Linn County



**ORDINANCE No. 993****AN ORDINANCE MAKING CERTAIN DETERMINATIONS AND FINDINGS RELATING TO  
AND APPROVING THE HARRISBURG URBAN RENEWAL PLAN AMENDMENT AND  
DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED**

**WHEREAS**, the Harrisburg Redevelopment Agency (“Agency”), as the duly authorized and acting urban renewal agency of the City of Harrisburg, Oregon (“City”), is proposing to undertake certain urban renewal activities in a designated area within the City pursuant to ORS Chapter 457; and

**WHEREAS**, the Agency, pursuant to the requirements of ORS Chapter 457, has caused the preparation of the Harrisburg Urban Renewal Plan Amendment dated March 28, 2023 attached hereto as Exhibit A (the “Amendment”). The Amendment authorizes certain urban renewal activities within the Harrisburg Urban Renewal Plan Area (the “Area”); and

**WHEREAS**, the Agency has caused the preparation of a certain Urban Renewal Report dated March 28, 2023 attached hereto as Exhibit B (the “Report”) to accompany the Amendment as required under ORS 457.085(3); and

**WHEREAS**, the Agency forwarded the Amendment and Report to the Harrisburg Planning Commission (the “Planning Commission”) for review and recommendation. The Planning Commission considered the Amendment and Report on January 17, 2023 and adopted a finding attached hereto as Exhibit C (the “Planning Commission Recommendation”) that the Amendment conformed with the Harrisburg Comprehensive Plan; and

**WHEREAS**, the Amendment and the Report were forwarded on January 11, 2023 to the governing body of each taxing district affected by the Amendment, and the Agency has thereafter consulted and conferred with each taxing district; and

**WHEREAS**, on March 14, 2023 the City met with representatives of Linn County to review the Amendment, including proposed maximum indebtedness; and

**WHEREAS**, on March 14, the Linn County Commission approved the Amendment by adoption of Resolution No.2023-092 attached hereto as Exhibit D (the “Linn County Approval”); and

**WHEREAS**, the City Council has not received any written recommendation from the governing bodies of the affected taxing districts; and

**WHEREAS**, on March 1, 2023, the City caused notice of the hearing to be held before the Council on the Amendment, including the required statements of ORS 457.120(3), to be mailed to utility customers within City’s incorporated limits; as well as those within 200’ of the property located outside of the City limits; and

**WHEREAS**, on March 14, 2023 the City Council held a public hearing to review and consider the Amendment, the Report, the recommendation of the Harrisburg Planning Commission and the public testimony received on or before that date and to receive additional public testimony; and

**WHEREAS**, The City Council found that the Amendment conforms with all applicable legal requirements; and

**WHEREAS**, after consideration of the record presented through this date, the City Council does by this Ordinance desire to approve the Amendment.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF HARRISBURG HEREBY ORDAINS THAT:**

**Section 1.** The City Council determines and finds that the Harrisburg Urban Renewal Plan Substantial Amendment complies with all applicable requirements of ORS Chapter 457 and the specific criteria of 457.095(2) (a) through (g)), in that, based on the information provided in the Report, the Harrisburg Planning Commission Recommendation, and the public testimony before the City Council:

- a. The process for the adoption of the Amendment, has been conducted in accordance with the applicable provisions of Chapter 457 of the Oregon Revised Statutes and all other applicable legal requirements;
- b. The area designated in the Amendment as the Harrisburg Urban Renewal Plan Area is blighted, as defined by ORS 457.010(1) and is eligible for inclusion within the Amendment because of conditions described in the Report in the Section “Existing Physical, Social, and Economic Conditions and Impacts on Municipal Services”, including the existence of inadequate streets and other rights of way, open spaces and utilities pursuant to ORS 457.010(1)(e);
- c. The rehabilitation and redevelopment described in the Amendment to be undertaken by the Agency is necessary to protect the public health, safety or welfare of the City because absent the completion of urban renewal projects, the Area will fail to contribute its fair share of property tax revenues to support City services and will fail to develop and/or redevelop according to the goals of the City’s Comprehensive Plan;
- d. The Amendment conforms to the Harrisburg Comprehensive Plan and provides an outline for accomplishing the projects described in the Amendment, as more fully described in the Amendment and in the Planning Commission Recommendation;
- e. No residential displacement will occur as a result of the acquisition and disposition of land and redevelopment activities proposed in the Amendment and therefore the Amendment does not include provisions to house displaced persons;
- f. No acquisition of property is anticipated as a result of the Amendment. If property is acquired for right of way improvements, it will be added to the Plan as property to be acquired.
- g. Adoption and carrying out the Amendment is economically sound and feasible in that eligible projects and activities will be funded by urban renewal tax revenues derived from a division of taxes pursuant to section 1c, Article IX of the Oregon Constitution and ORS 457.440 and other available funding as more fully described in Sections II, III, IV, V, VI, VII, VIII of the Report;
- h. The City shall assume and complete any activities prescribed it by the Amendment; and
- i. The Agency consulted and conferred with affected overlapping taxing districts prior to the Amendment being forwarded to the City Council.

**Section 2:** The Harrisburg Urban Renewal Plan Substantial Amendment as set out in Exhibit A to this Ordinance and incorporated by this reference as if set out fully herein, is hereby approved based upon review and consideration by the City Council of the Amendment and

Report, the Harrisburg Planning Commission Recommendations, each of which is hereby accepted.

**Section 3: Effective date:** The effective date of this amendment shall be contingent upon approval of Resolution No. 2023-092 by the Linn County Commissioners but shall not be prior to 30 days from the date of this ordinance approval.

**Section 4:** Following approval by Linn County, and the Harrisburg City Council, the City Administrator shall forward forthwith to the Agency a copy of this Ordinance.

**Section 5:** The Agency shall thereafter cause a copy of the Amendment to be recorded in the Records of Linn County, Oregon.

**Section 6:** The City Administrator, in accordance with ORS 457.115, shall publish notice of the adoption of the Ordinance approving the Amendment including the provisions of ORS 457.135, in the Democrat Herald no later than four days following adoption of this Ordinance.

**Adopted by the City Council of the City of Harrisburg this 14<sup>th</sup> day of March, 2023.**

PASSED BY THE COUNCIL: \_\_\_\_\_

APPROVED BY THE MAYOR: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

\_\_\_\_\_  
Mayor Robert C. Duncan

ATTEST:  
  
\_\_\_\_\_  
Lori Ross, City Recorder

**Attachments:**

- Exhibit A. Harrisburg Urban Renewal Plan Substantial Amendment
- Exhibit B. Report on the Harrisburg Urban Renewal Plan Substantial Amendment
- Exhibit C. Harrisburg Planning Commission Report and Recommendation on the Harrisburg Urban Renewal Plan Amendment
- Exhibit D. Linn County Approval – Resolution No. 2023-092

1274 Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

**THE MATTER OF APPROVING RESOLUTION NO. 1274 TO ALLOW THE CITY TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT**

**STAFF REPORT:**

Exhibit A: Resolution No. 1274

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1274, “A RESOLUTION AUTHORIZING THE CITY OF HARRISBURG TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF DOG PARKS AND TRAILS AT EAGLE PARK AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO SIGN THE APPLICATION”**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – March 14, 2023

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$15,000	Yes – Assume 2023-2024	General Fund

**STAFF RECOMMENDATION:**

**Staff recommends Council approve Resolution No. 1274**

**BACKGROUND INFORMATION:**

The City is in the midst of applying for the Local Government Grant Program (LGGP) from the Oregon Parks and Recreation Department in order to file a ‘small grant’ request of \$75,000. This will allow the City to start working on development of the park with the items that were highest on the ‘most wanted’ list that was reviewed during the Parks Master Plan process.

The Dog Park and the Parks Nature Trail are both projects that are located in the upper portion of Eagle Park. This is important, because neither one of these are located where there are more restrictions in relation to the flood plain, or greenway development. Staff is also in the process of the annexation and zone change for the upper northern section of Eagle Park, for the part of the property that is inside the UGB.

The dog park will be approximately 45,000 sq. ft. in size, with a small portion of the park set aside and fenced on the interior, intended for small dogs. Parking will be on the



outer section of the park, adjacent to the access way. The trail will run from behind the dog park over to the wooded area, and then return to the starting point. Future trails will branch off from this first one. The City will also be working to block access to large off-road vehicles from the access drive, by bringing in boulders, and concrete barriers this summer.

The lower section of the Park is planned for development starting in 2024. The City will be working with Linn County, both to determine if they would like to be a partner with the City in the development of this regional park, but also because we will need to work in-depth with the Linn County Planner. Development of the lower part of the park will require Floodplain and Greenway Permits, a Conditional Use Permit from Linn County for a Park, and a 1200-C permit from the DEQ. In addition, Environmental Permits will likely be required, along with a Department of State Lands (DSL) removal-fill permit, a permit with the Army Corp of Engineers, possible permits with the Oregon Department of Fish and Wildlife (ODF&W) might be required, and the Oregon State Marine Board (OSMB) will also be consulted.

The City will apply for a large grant in spring next year, which has a limit of \$750,000. In addition, Staff anticipate applying for an OPRD Trails grant, and OSMB grants for the docks and boat launch. We hope that we will not be required to satisfy any of the state archeological standards, due to the former use of the property as a gravel mining site. Staff has already been required to provide an initial environmental checklist packet to the DSL, ODF&W, DEQ, and OSMB. Staff will be meeting with Janine Belleque, who is the Boating Facilities Manager for the OSMB on the 22<sup>nd</sup> of this month. Some of the officials from the Oregon Water Tourism Board will be reviewing state water sites on, or adjacent to the Willamette River, and she has asked for the City to show them the Eagle Park Area. They might also have future grant funds, and will likely be willing to provide us with letters of support.

In the meanwhile, approving the resolution will allow the City to meet the grant requirements, which means that we must approve the use of City funding for our 20% match requirement, as well as stating that we will continue to operate and maintain the park in the future.

#### REVIEW AND APPROVAL:



03.07.23

Michele Eldridge    Date  
City Administrator

**RESOLUTION No. 1274**

**A RESOLUTION AUTHORIZING THE CITY OF HARRISBURG TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF DOG PARKS AND TRAILS AT EAGLE PARK AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO SIGN THE APPLICATION.**

**WHEREAS**, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

**WHEREAS**, the City of Harrisburg desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

**WHEREAS**, the City of Harrisburg has identified dog parks and nature trails at Eagle Park as a high priority need in Harrisburg through the Parks Master Plan process; and

**WHEREAS**, the development of a Dog Park and Nature Trails meet those needs in 2023; and

**WHEREAS**, the City of Harrisburg has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

**WHEREAS**, the City of Harrisburg will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

**NOW, THEREFORE, BE IT RESOLVED BY THE HARRISBURG CITY COUNCIL AS FOLLOWS:**

Section 1: The City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for the development of Dog Parks and a Nature Trail at Eagle Park.

Section 2: This Resolution shall be effective following its adoption by the City Council.

Passed and approved this 14<sup>th</sup> day of March 2023 by the City Council of the City of Harrisburg, Oregon.

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Mayor

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Attest: City Recorder

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

**THE MATTER OF APPROVING RESOLUTION NO. 1275, TO ALLOW FOR A FUTURE DONATION TO THE TENNIS COURTS/BASKETBALL COURTS (SUPPORT THE COURT) CONVERSION**

**STAFF REPORT:**

Exhibit A: Resolution No. 1275

**ACTION: MOTION TO APPROVE RESOLUTION NO. 1275, "A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM CONTINGENCY TO MISCELLANEOUS EXPENSES IN THE GENERAL FUND"**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – March 14, 2023

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$10,000	No	General Funds - Contingency

**STAFF RECOMMENDATION:**

**Staff recommends Council Approve Resolution No. 1275**

**BACKGROUND INFORMATION:**

At the last City Council meeting, the Council approved a transfer of \$10,000 in General Fund Contingency funds for the Support the Courts Initiative. This resolution will set up the correct steps in preparing to provide those funds for this project.

Staff will be working with the school district in order to develop a Memorandum of Understanding that will outline the public use of this area, in relation to the use of public funds to assist with the completion of the work. As noted previously, the City's auditor prefers that we pay directly towards some of the work that is being done, rather than donating to a fund. The MOU will need to be approved, prior to funds being paid out.

If the Support the Courts Initiative is unable to raise the funds needed to resurface the entire court, City Council can discuss the possible donation of additional funds to ensure the project has the best outcome.

**REVIEW AND APPROVAL:**



3/07/2023

Michele Eldridge/City Administrator      Date

**RESOLUTION NO. 1275****A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM  
CONTINGENCY TO MISCELLANEOUS EXPENSES IN THE GENERAL FUND**

**WHEREAS**, the City has entered into an MOU with the Harrisburg School District to support the Basketball Court Initiative in the amount of \$10,000.00; and,

**WHEREAS**, the current fiscal year budget does not support the amount intended to be used from the Miscellaneous Expense Budget Line Item; and,

**NOW, THEREFORE, BE IT RESOLVED** that the following appropriations and transfers of funds will allow the listed funds to not exceed appropriated budgeted amounts for Fiscal Year 2022-2023.

Acct #	Budgeted Amount	Appropriation Transferred In	Appropriation Transferred Out	Revised Budget
Contingency 10-91-9900	\$302,570	\$0.00	\$10,000	\$292,570
Other Miscellaneous Expense 10-53-2200	\$5,000	\$10,000	\$0.00	\$15,000

NOW, FURTHER, the City will transfer \$10,000 from line 10-91-9900 "General Fund Contingency" for these purposes.

**Adopted by the City Council of then City of Harrisburg, Oregon, March 14<sup>th</sup>, 2023.**

\_\_\_\_\_  
Mayor

ATTEST

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

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

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**THE MATTER OF APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)  
WITH BNSF RAILROAD FOR THE 4<sup>TH</sup> ST. - RAIL IMPROVEMENT PROJECT**

**STAFF REPORT:**

Exhibit A: Draft MOU

**ACTION: MOTION TO AUTHORIZE THE MAYOR TO SIGN THE MOU  
WITH BNSF**

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**THIS AGENDA BILL IS DESTINED FOR:** Agenda – March 14, 2023

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

**STAFF RECOMMENDATION:**

**Staff recommends City Council approve the MOU with BNSF**

**BACKGROUND INFORMATION:**

At the meeting on December 13, 2022, the City Council approved an extension of the current agreement with BNSF, to June 30, 2023. Following that meeting, the BNSF Attorney has finally stated that they will be paying for their portion of the rail/street improvement project, which includes the replacement of the rail system, the addition of inner curbing, and the 14’ roadbed on either side of the rails. The City will be responsible for the costs of the outer curbs, gutters and sidewalks.

The MOU has only been changed slightly from what was presented in December. Once the MOU is signed by both parties, then we can work on the 3-year agreement. We would like to complete this work by the same deadline of June 30, 2023, but can extend that for a short period of 90-days, providing that both parties are collaborating on that new franchise agreement. We can then start exchanging additional information, such as obtaining the cost of construction for the rail project, inner curbing, and road paving.

Staff is unable to apply for grants for the whole project until further information is received from BNSF/PNWR. Otherwise, Staff did forward this project to Senator Hayden and Representative Cate as part of a funding package request, but only the City’s part of the funding package was included.

The City already has an aggressive street maintenance schedule, and street improvement is a priority in the strategic plan. 4<sup>th</sup> St. is currently 9<sup>th</sup> and 10<sup>th</sup> respectively on the Capital Improvement List, and funding will not be available for some time, unless the City is able to obtain funding through a grant, or other system of funding. Once this project has progressed to a certain point, the City can start planning on how to proceed on the 4<sup>th</sup> St. Rail/Improvement Project. Future next steps will include having engineering staff process construction documents, as well as the City scheduling meetings with citizens on the 4<sup>th</sup> St improvements and working with them on how the project will affect their properties.

REVIEW AND APPROVAL:



03.07.23

Michele Eldridge    Date  
City Administrator

**Memorandum of Understanding  
BNSF Railway Company – City of Harrisburg**

**Parties to the agreement are:**

BNSF Railway Company (“BNSF”), a Delaware Corporation registered to do business in Oregon and the City of Harrisburg (“CITY”), an Oregon Municipal Corporation. Both organizations together, are identified in this memorandum as the “Parties.”

**Relationship:**

By ordinance, the City granted BNSF a franchise to place railway facilities within City owned street right of way along Fourth Street. The franchise was scheduled to expire on June 30, 2022. The City informed BNSF it was not willing to enter into a new franchise because of the deteriorating condition of the right of way along Fourth Street. The City and BNSF have met a number of times to discuss and collaborate and are continuing to work toward a resolution that will allow repair of the street and a longer duration franchise. Based on this progress, the City extended the duration of the current franchise until midnight on June 30, 2023. The Parties have met most recently to discuss initial conceptual design proposals, and the requirements to involve the Oregon Department of Transportation – Rail Division, and to develop engineered plans for a functioning shared right of way that will serve passenger vehicles, public safety vehicles, pedestrians, and the railroad.

**Purpose:**

This memorandum provides a general statement of the next steps the Parties expect to take towards a new franchise agreement with a longer-term duration.

Once the MOU has been signed by both parties, the City will start work on a 3-year agreement, that will take into consideration the following:

1. During the 2023 calendar year, the Parties will refine the plans for the 4<sup>th</sup> Street Franchise area, which may require adjustments to City standards regarding driving lane widths, identification of crossings that will be closed, and discussion with the Fire District to address needs for emergency vehicles.
2. The Parties will meet with ODOT Rail as necessary to approve street crossings and closing crossings.
3. The Parties will share an engineering estimate of the costs for the project.
4. In concept the parties expect to pay for the work in the following manner:
  - a. The City will be responsible for paying for the work required to install curbs, gutters, and sidewalks along the frontage of property adjoining 4<sup>th</sup> Street for the length of the project.
  - b. BNSF will be responsible for paying for the work required to make any improvements to the railbed, install the curbs around the rail bed and pave from the curb around the railbed to the street curb and gutter, and install street crossings that meet ADA standards.
5. The Parties will collaborate on any grant applications as may be necessary or most advantageous for one or both Parties to fund all or part of the project.

6.

The Parties anticipate that the project will take 3 years (including 1 year for final engineering/design, 1 year for construction and 1 year for contingency/delay).
7.

The Parties anticipate that the City will grant a franchise for a three-year period to cover the time of construction, with the City granting a long-term franchise upon completion and acceptance of the project. The City will provide the initial franchise agreement language for review and the parties shall enter into the agreement no later than June 30, 2023. If additional time is needed for this collaboration, the parties could agree to extend the agreement for a shorter period, not to exceed an additional 90-days.

a.

Both the three year and the long-term franchise are expected to include terms regarding on going communication and meetings.

b.

The long-term franchise is expected to include terms assigning maintenance obligations between the parties balanced with the amount of the franchise fee.

c.

Work on the project must be done in a way that reduces interference with neighboring property owners where possible.

**Modification, Termination and other conditions**

- Any modification to this memorandum must be approved by both Parties in writing.
- Either party may terminate its involvement at any time by providing a 30-day written notice to the other party.

This MOU becomes effective when signed by both Parties and will remain in effect until modified or terminated.

For BNSF Railway

For City of Harrisburg

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Agenda Bill

## **Harrisburg City Council**

### Harrisburg, Oregon

#### **THE MATTER OF CONSIDERATION OF HIRING A LOBBYIST TO WORK ON BEHALF OF THE SMALL MUNICIPALITIES ADVOCACY COALITION**

##### **STAFF REPORT:**

- Exhibit A: Staff Scope
- Exhibit B: Tate Public Affairs: Multi-City Rural Coalition Scope and Proposal
- Exhibit C: Email with Cost Break-Out
- Exhibit D: Brownsville Legislative Advocacy and Policy Committee

**ACTION: DISCUSSION – AND MOTION TO AUTHORIZE THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH TATE PUBLIC AFFAIRS**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – March 14, 2023

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$1,000 or less in 22/23	No	Contract Services
\$3,250 or less 23/24	Yes, new FY	New Budget Year – Contract Services

##### **STAFF RECOMMENDATION:**

**Staff recommends Council Discuss, and authorize the City Administrator to enter into an agreement with Tate Public Affairs**

##### **BACKGROUND INFORMATION:**

The City of Harrisburg, like other small cities around us, feels that there is not enough support for advocacy that is most important to our values as a small town. The LOC responded to our request for more legislative services for small towns, but the changes are still being made, and won't be completed until after this year's legislative session is complete. The advocacy work completed by the LOC still feels aimed at those issues that are largely more metro in nature.

As a coalition of small cities, staff are united in feeling that we can do more to bring attention to the issues that are most important to us and the citizens of our community. As such, staff has been working on obtaining proposals, that would work with the budget that we have available to us. Staff met a few times with Sean Tate, from Tate Public Affairs. He is a Lobbyist that is active in the Lebanon area, who serves on the

AMEDEC board, as well as the Lebanon Chamber of Commerce. He is from a smaller town, and after a few meetings, understands what we are looking for. Staff provided him with proposal ideas (**Exhibit A**), and in our 3<sup>rd</sup> meeting, he provided us with his proposal for professional services (**Exhibit B**), for what he calls the Multi-City Rural Coalition. Unbeknownst to him, Staff have since settled on a proposed name for ourselves as the Small Municipalities Advocacy Coalition (SMAC).

This process won't apply to the current session, but sets the table for future sessions, and especially next year's short session. The schedule calls for a Coalition Leadership Session, made of the people who attended the LOC meeting (or similar), and then drills down to Council Training and Support Sessions in May through October. There would be a Strategic Alignment Session in winter, between all cities and Councils in order to set us up strategically for the short session.

Lobbyists are tremendously expensive, and staff feel that the proposal that Tate has provided us with is a good one, made more affordable by spreading out the work between five cities. There are still a few other cities, that are considering joining the effort. That would conceivably further reduce the cost for this service to all the remaining cities. **Exhibit C** has the current proposal for how the cost would be shared between cities; this current scale is determined by population.

Harrisburg would need to decide how we would want to work on advocacy issues. Staff suggests using a combination of the LOC priority list we now complete annually, and further review by Council Volunteers and Staff. Council could proceed with an Ad-Hoc Legislative Committee, rather than establishment of a regular standing committee, similar to the one used in Brownsville. (**Exhibit D**).

We have the option of continuing with additional services and information after the current 12-month agreement is fulfilled. The City could continue with SMAC going forward, or Harrisburg could also expand on the initial contract, and enter into a separate agreement with Tate Public Affairs (or other agency) in the future, if desired.

If Council agrees with the steps as shared in Exhibit B, then please motion to authorize the City Administrator to enter into an agreement with Tate Public Affairs.

#### REVIEW AND APPROVAL:



03.07.23

Michele Eldridge    Date  
City Administrator



## ***Sean Tate Proposal Ideas***

February 6<sup>th</sup>, 2023

### **Scope | Phase I**

#### ★ Councilor Education

- Purpose of Internal Policy Committee
- Proactive Policy Statements
- Shared Purpose
- Templates

#### ★ Leverage

- Staff & Council
- Regional Agenda Items, developing strategies
- Regional Awareness

#### ★ Recognition

- Seats at the Table
- Where is the table?
- How to effectively engage?
- Telling the cities story effectively

#### ★ Tools of the Trade

- OLIS Overview
- Succinct Narratives
- Effective Inputs
- Message Penetration

✱ Prepare two sessions with basic information tailored for the coalition leadership group.

✱ Prepare one or two sessions with each City.

✱ Prepare joint session with all cities.



## Proposal for Professional Services

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# Multi-City Rural Coalition

## Government Relations Scope of Work and Proposal – Phase 1

*Phase 1 of our Government Relations Engagement Strategy creates a foundation that will allow our Cities to begin to engage their electeds in meaningful State-level policy discussions in the 2024 legislative short session.*

## Scope of Proposed Work

### 1. Coalition Leadership Session – 5 Cities Leadership

Mid-Late April

- Why This is Important
- Policymaker Engagement
- Legislative Policy Committees
- Tools and Information
- Developing Common Ground and Strategies

### 2. Council Training & Support Sessions – Each City Leadership/Council

May - October

- Importance of Policy Committees
- Seats at Tables
- Policymaker Engagement
- Tools and information

### 3. Strategic Alignment Session – All Cities/Councils

December

- Discuss principles/rules to guide engagement:
  - Policy and budget priorities
  - Vision/Mission
  - When, Why, How and Who

Continued...

- **Leveraging Staff and Council**
  - Help Pay Attention
  - Existing Relationships
  - Measures for Protecting the Brand
- **Establish procedures for consensus-building/direction**

#### **4. Additional Services & Information – All Cities/Councils** Ongoing

- **Registered as Clients of Tate Public Affairs\***
- **Visiting/observing Councils; availability for questions/presentations**
- **Available to 5 Cities for consultation as needed.**

### **Professional Services Fees**

**\$1,000.00 / month beginning 3/1/2023\***

+ Reimbursement of reasonable and customary expenses. With 12-month agreement

\* Registration with OGEC; listed as clients on Tate Public Affairs website and with Capitol Club.

**From:** [S. Scott McDowell](#)  
**To:** [Michele Eldridge](#); [Hilary Norton](#); [Ginger Allen](#); [Alex McHaddad](#)  
**Subject:** Brownsville, OR | LOC & 5 Cities Coalition Materials  
**Date:** Friday, February 24, 2023 7:06:42 AM  
**Attachments:** [O 796 Legislative Advocacy Committee \(Draft\).docx](#)  
[2023 Infographic \[97327\].pdf](#)  
[Coalition Scope and Proposal v3.docx](#)  
[2023 Sean Tate Ideas \(ME Edit\)\(02.26.2023\).docx](#)  
**Importance:** High

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Good Morning Everyone,

Thank you all for meeting yesterday! It was nice to have everyone together.

Attached are the following documents I promised yesterday for your consideration:

1. Brownsville's Proposed Model Legislative Advocacy & Policy Committee Ordinance
2. Brownsville's At-a-Glance Sheet
3. Sean Tate's Proposal
4. Michele & Scott's Notes | Proposal Tate considered in this latest version

Below is the initial financial consideration:

### **5 Cities Coalition | League of Oregon Cities**

***Proposed name:*** Small Municipalities Advocacy Coalition (SMAC)

Covering the costs of Lobbyist/Consultant Sean Tate:

<b>City</b>	<b>Monthly Amount</b>
Sodaville	\$75
Scio	\$150
Halsey	\$150
Brownsville	\$300
Harrisburg	\$325



**S. Scott McDowell**  
 City Administrator  
 255 N. Main Street  
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 541.466.5880 | Ext. 103  
 541.466.5118 | Fax

[https://link.edgepilot.com/s/cf5dbe2e/Fg2UNIQy3keTWg6jlWorFw?  
u=http://www.ci.brownsville.or.us/](https://link.edgepilot.com/s/cf5dbe2e/Fg2UNIQy3keTWg6jlWorFw?u=http://www.ci.brownsville.or.us/)

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## Chapter 2.75 Legislative Advocacy & Policy Committee

### Sections:

- 2.75.010 Committee created.**
- 2.75.020 Membership and term.**
- 2.75.030 Organization.**
- 2.75.040 Powers and duties.**
- 2.75.050 City Administrator.**
- 2.75.060 Volunteers.**
- 2.75.070 Method of financing.**

### **2.50.010 Committee created.**

There is hereby created a committee for the City, to be known and designated as the "Legislative Advocacy & Policy Committee," the creation, organization, powers and duties of which shall be provided for as further set forth in this chapter.

### **2.50.020 Membership and term.**

The Committee will consist of five members appointed by the Mayor & Council. No more than one shall be a nonresident. The Mayor & Council may appoint a nonresident member provided the member owns property within the City limits and resides within the Brownsville Rural Fire District. Board members shall receive no compensation. Members shall serve a three year term. All terms being in January regardless of actual appointment date. If a vacancy occurs, the Mayor & Council shall appoint a new member for the unexpired term. No person shall hold appointment as a member for more than two consecutive terms, but any person may be reappointed again to the Committee after a one year absence or in the event no other person is interested in appointment to the Committee.

### **2.50.030 Organization.**

The Legislative Advocacy & Policy Committee shall meet and organize by the election of a chairperson from among its members and shall hold regularly scheduled meetings during legislative session. The Committee shall hold meetings as needed at any other time by following Oregon Public Meetings Law. The City Administrator or designee shall serve as Secretary to the Committee and keep a record of its actions. All minutes shall be included in the public record.

### **2.50.040 Powers and duties.**

The powers, duties and responsibilities of the Legislative Advocacy & Policy Committee are as follows:





- A. Advise the Council on State Legislative matters impacting City operations.
- B. Advise the Council on Federal Legislative matters impacting City operations.
- C. Advise the Council on formulating strategies and rules for the implementation of the City's advocacy efforts.
- D. Advise the Council on local policy development as it relates to State & Federal advocacy efforts.
- E. Directly advocate for City issues following guidelines approved by the Mayor & Council.
- F. Keep the Council updated on all advocacy activities.
- G. Other such duties as directed by the Council.

#### **2.50.050 City Administrator.**

- A. The City Administrator shall assist the Committee as needed and shall have all authority to discuss and consider all matters relating to Committee business.
- B. The City Administrator shall maintain a record of all Committee deliberations and materials. All records are subject to Public Records Requests.

#### **2.50.060 Volunteers.**

Volunteers may be utilized by the Committee at the discretion of the Legislative Advocacy & Policy Committee and with the approval of the Mayor & Council or the City Administrator. Such volunteers may provide testimony, write letters, implement objectives and research any issues related to the Committee's purpose.

#### **2.50.070 Method of financing.**

The City of Brownsville proposes to finance operation of the Legislative Advocacy & Policy Committee from the general fund of the City of Brownsville.

# Agenda Bill

## **Harrisburg City Council**

### Harrisburg, Oregon

#### **THE MATTER OF REVIEWING THE SUGGESTED CHANGES TO THE 2024-2028 STRATEGIC PLAN, AND DETERMINING PRIORITIES**

#### **STAFF REPORT:**

Exhibit A: Partially Redlined Strategic Plan

#### **ACTION: DETERMINE PRIORITIES**

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**THIS AGENDA BILL IS DESTINED FOR:** Agenda – March 14, 2023

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

#### **STAFF RECOMMENDATION:**

**Staff recommends Council review the suggested changes, and direct staff on whether additional changes are needed or warranted.**

#### **BACKGROUND INFORMATION:**

The City Council is asked to review the Strategic Plan on an annual basis, in order to make sure that goals are in-line with our values and citizens expectations of the City. At our last meeting, we had only a few changes to suggest, which the City Council will now find on pages 8, and 10. That added in the change from quarterly crime forums to holding the forums as needed, and updated some of the regional business groups we work with.

The priorities on Page No. 3, which are highlighted in green, should be updated through discussion at this meeting. The City Council can remove, alter, or change the priorities on an annual basis. We had removed #10 last year, because we hadn't yet rebid the water bond project. Now that we are seeking funding again to resolve this issue, Staff suggests that Council should consider adding this back to our priority list. Otherwise, the numbers have been updated based upon the changes already made.

Once priorities are determined, and if Council is satisfied with the current plan, Staff will update some of the pictures, and will bring a finished product back at the next business meeting.

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



3/07/2023

Michele Eldridge/City Administrator      Date

# Harrisburg Strategic Plan

FY2023 – FY2028



**Prepared by City Staff  
January 2023**



**City Administrator  
Michele Eldridge**

## City Administrator Message

Mayor and City Council,

I am pleased to present the City of Harrisburg's FY2023 - 2028 five-year Strategic Plan. This plan will serve as a guide to fulfill Harrisburg's mission and vision through a number of goals, objectives, and actions. As we discussed and then adopted our five-year plans in 2022, everyone had hoped that COVID would be under more control by the end of 2022. However, debate continues to swirl around whether or not it remains a concern. We continue to hope that the State of Oregon will keep a balanced outlook that won't affect small city's as much as it has in previous years.

There are four overarching themes in the plan, which bring focus to the mission and vision of the city and organize the long-term goals of the plan. The four themes of the plan are:

1. Great Neighborhoods
2. Public Safety
3. Economic Development
4. Efficient Governance

Within each theme are goals, objectives, and actions. Most of the goals are intended to last for many years and should only change with shifting community values or new city opportunities or needs. The objectives and actions, however, are dynamic and should be modified to ensure the goals, vision, and mission of the city are being met.

The Strategic Plan fulfills the desires of the Mayor and City Council to be proactive and to plan ahead. The plan is intended to enhance the quality of life for our citizens and patrons, as well as ensuring the city organization is run with efficiency and effectiveness.

A special thanks to the City's management team involved in the development of this plan. Staff's contributions and expertise are vital. A good Strategic Plan depends on staff, as well as elected officials in both its formation and execution. Ultimately, of course, this plan belongs to the City Council. Their contributions and input are fundamental. It is hoped that the City Council members will frequently review this plan and team together with staff and the public to achieve the vision and mission it embraces.

Michele Eldridge  
City Administrator



## OUR MISSION

“Providing the highest quality public services  
for a better hometown Harrisburg”

## OUR VISION

“A vibrant and charming community that has a high quality of life, great neighborhoods, balanced economic growth, and quality public services”

## OUR VALUES

The City of Harrisburg's Strategic Plan is governed by three key elements: our mission, vision, and values. Our Mission Statement reflects the character of our community and is based on the principles of service and commitment. Our Vision Statement honors our history and looks to a promising future to which this Strategic Plan is directed. Our mission and vision are built on the foundation of the following core values, by which our elected officials, employees and volunteers are expected to follow.

**Transparent, Open, and Honest Government** – This value reflects our most important responsibility to our citizens and customers. Our competence is measured and, in fact, reinforced through active engagement of those we serve. We maintain an organizational reputation for openness, honesty, and integrity.

**Public Service** – We are public servants. We proactively find solutions to the community's needs. We are accessible, responsive, respectful, consistent, and understanding. We provide assistance beyond our customers' expectations.

**Fiscal Responsibility** – Proper use of public resources is a trust which we honor and protect. In our management of this trust, we must avoid even the appearance of impropriety. In our management of public funds, we constantly strive for the greatest possible efficiency and effectiveness.

**Personal Honesty and Integrity** – Each of us demonstrates the highest standards of personal integrity and honesty in our public activities to inspire confidence and trust in our government.

**Excellence** – Excellence is shown by being creative, professional, innovative, showing initiative, and being committed to our community. In this pursuit, we support continuing education and training for everyone in the organization.

**Teamwork** – We are a team that supports each other and the community, and we emphasize a high level of trust. We embrace a spirit of teamwork, empowerment, cooperation, collaboration, and community. We operate under the Together Everyone Accomplishes More (T.E.A.M.) concept.

**Diverse and Humane Organization** – We are an organization that honors diversity and protects individual rights. Open communication, respect for others, compassion, and a sense of humor are essential tools in our organization. We value the cultural and social diversity that is reflected in our community, and we welcome the changes and new perspectives that this diversity brings to us.



## Strategic Plan Themes

The Strategic Plan has four main themes that reflect our Mission and Vision Statements: Great Neighborhoods, Public Safety, Economic Development, and Efficient Governance. Specific goals, objectives, and actions related to these four themes will allow the city to achieve its mission and follow the vision of the community.

Each theme includes the City's primary goals under that theme for the foreseeable future. The goals should remain constant over time and only be revised to reflect significant community changes or unanticipated events. A list of measurable objectives with benchmarks helps us track progress towards the goals. Objectives are generally identified to cover the five-year strategic planning period from the date they are adopted. Action items are the steps needed to meet the objective. Many more strategies and action items will be developed throughout the organization to align the entire organization with the goals and objectives identified in this plan.

This Plan is intended as a work in progress. While the mission, vision, values, and goals should remain constant, the objectives and action items will need periodic review and adjustment. We will track progress through regular reporting on the measures, and they will be incorporated into organization and community publications. The annual Budget and Capital Improvement Program will serve as reporting and implementing policy documents, that bear close relationships with the Strategic Plan. The Comprehensive Plan, Transportation System Plan, Water Master Plan, Wastewater Master Plan, Storm Drainage Plan, and Parks Master Plan, and related planning documents also support the Strategic Plan.

The Plan, although adopted near the beginning of the calendar year, depends on the Fiscal Year for its annual progress or implementation. For example, a plan objective identified to be accomplished in 2022 means Fiscal Year 2022-23. (July 1, 2022 – June 30, 2023) The timing of the adoption of the plan allows the City Council to have a mid-year check on how the prior year's plan objectives are progressing, and assists City staff with preparing the budget to assist with the Council's priorities adopted in the Plan.

# Council Priorities

The City Council previously identified its priority objectives and actions for Fiscal Year 2022-2023 from out of the strategic plan. The following table lists the priorities and updates as the date of this plan update.

Objective Action #	Description
#3	Create & Advocate for a Wide Range of Housing Opportunities while Preserving and Improving Existing Affordable Housing.
<del>#5a &amp; 5c</del> <u>#5</u>	Develop, Maintain and Improve Total City Park Land Inventory; <del>Apply for Grants and Obtain Development and Facilities Plan</del>
#7	Make Regular and Substantive Improvements to City streets.
<del>#9</del> <u>10</u>	Bring Community Awareness to Crime Issues in our City and Work to Create Solutions to Reduce and Prevent Crime
<u>#10</u>	<u>Design, Build, and Operate a Conventional Water Treatment Plant</u>
#1 <u>43</u>	Enhance Outreach to Existing Businesses; Work with Regional Partnerships to Promote Harrisburg Businesses and Economic Development
#2 <u>40</u>	Update Capital Improvement Program (CIP) and Verify SDC's and other Fee Structures are Still Competitive



# I. Great Neighborhoods

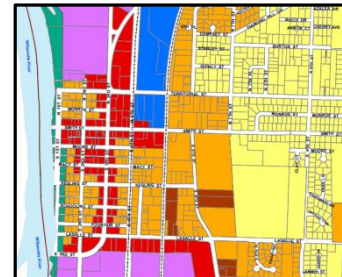
## Goals:

- **Goal 1:** Develop and maintain diverse neighborhoods where citizens will take pride in where they live. Create affordable and/or low-income housing opportunities while preserving and improving existing affordable housing.
- **Goal 2:** Provide diverse recreational, cultural, and educational opportunities for our citizens and visitors.
- **Goal 3:** Provide a functional transportation system that supports all modes of transportation.

## Great Neighborhood Objectives:

**Goal 1:** Develop and maintain diverse neighborhoods where citizens will take pride in where they live. Create affordable and/or low-income housing opportunities while preserving and improving existing affordable housing.

**Objective 1:** Review and update the Harrisburg Zoning and Subdivision Ordinances, as needed to assure the ordinances reflect changing community conditions, as well as provide greater flexibility in order to facilitate and promote a variety of development opportunities including a wide choice of types of housing, as well as commercial and industrial development



Zoning Map

*Actions: Review and update the ordinance biennially starting in 2025.*

**Objective 2:** Initiate water conservation measures and best-practices community education programs. This project will regain its importance as the Pandemic fades, but major Street and Water Projects will control the pace of outreach. [Public Works]

*Actions: Present annually water conservation presentations to the public at various venues such as the Harrisburg Schools, Senior Center, Library, or HART Center. Inform the community on the importance of conservation methods through the use of our newsletter, social media and our website. Provide homeowner community education classes on increasing irrigation efficiency, low flow fixtures, proper watering techniques, and landscape management to further reduce their monthly water bills.*

**Objective 3:** Create and advocate for a wide range of housing opportunities while preserving and improving existing affordable housing.

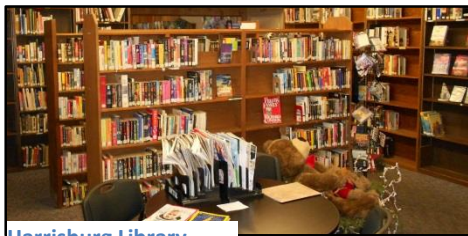
*Actions: Work with contractors and developers to allow for flexibility, and to expedite processes wherever possible. Start marketing our developable residential properties when the water system is closer to completion, with direct mailing to builders' associations, and contractors who are located in our regional area.*

# I. Great Neighborhoods

## Measures

Objective	Measure	FY2024	FY2025	FY2026	FY2027	FY2028
1	Biennial Review of Zoning/Subdivision Ordinances		X		X	
2	Initiate water conservation practices and public education	x	x	x	x	x
3a	Work with contractors and developers to allow for flexibility, and to expedite processes wherever possible.	x	Direct Mail	X	x	
3b	Start marketing our developable residential properties when the water system is closer to completion, with direct mailing to builders' associations, and contractors who are located in our regional area.	x	1 <sup>st</sup> Draft	Annual Marketing	Annual Marketing	Annual Marketing

**Goal 2:** Provide diverse recreational, cultural, and educational opportunities for our citizens and visitors.



Harrisburg Library

**Objective 4:** Promote and encourage more patron use of the Library. [Library]

*Actions: Continue to Re-establish Library Programs and seek new funding as needed.*

**Objective 5:** Develop, maintain, and improve total City park land inventory. [City Administrator]

*Actions: Apply for grants to assist in developing existing and future parklands. Develop and update our existing parks as defined in the Parks Master Plan, making them more accessible and relevant to citizens. Focus on low-cost development projects for Eagle Park, especially those that are grassroots, while also seeking larger funds for future phases.*

Objective	Measure	FY2024	FY2025	FY2026	FY2027	FY2028
4	New Library Programs	1	1	1	1	1
5.a	Apply for and acquire grants to develop existing and future parklands.	OPRD		OPRD		OPRD
5.b	Develop and Update Existing Parks, making them more accessible as per the Parks Master Plan	25%	25%	25%	25%	As Needed
5.c.	Update & create low-cost updates to Eagle Park and Continue to work with partners to develop each phase.	Trail Project & Dog Park	Trail Project & Field	Boat Docks & Trail Project	Update	Update

# I. Great Neighborhoods

**Goal 3:** Provide a functional transportation system that supports all modes of transportation.

**Objective 6:** Review and update the Transportation System Plan (TSP), and Transportation SDC's. [Public Works, City Administrator]

*Actions: Work with consultant provided through and by ODOT/TGM Grant to complete a new Transportation System Plan (TSP). Complete a prioritized project list of needed transportation improvements that address the UGB expansion and other changing conditions, while updating the Transportation SDC's*



4th Street Railroad Project

**Objective 7:** Make regular and substantive improvements to City Streets.

*Actions: Repair/Upgrade City Streets to at least a 'C' Standard. Design and construct a long-term rail/roadway solution with the railroad. Determine how to fund this project.*

**Objective 8:** Apply for SRTS Grant to Improve the west side of N. 9<sup>th</sup> St. with curbs, gutters, and sidewalks from Smith St. to Diamond Hill Rd.

*Actions: Apply for SRTS Grant until successful.*



9th St. @ Burton, and nearby– 9<sup>th</sup> & Territorial St. SRTS Project

# I. Great Neighborhoods

Objective	Measure	FY2024	FY2025	FY2026	FY2027	FY2028
6.a	Work with Consultant on a new Transportation System Plan.	Finish TSP	Begin Implementation	N/A	N/A	N/A
6.b	Complete a prioritized project list of needed transportation improvements that address the UGB Expansion and other changing conditions; and update Transportation SDC's.	(Contingent on 6.a.)	Update SDC's	Ongoing Implementation	N/A	N/A
7.a	Repair/Upgrade City Streets to at least a 'C' standard; IAW Cities "Street Assessment Report 2016".	x	x	x	x	x
7.b	Design and Construct a long-term rail/roadway solution with BNSF	Seek Grants if necessary	Seek Grants if necessary	Project Completion Near	Project Complete	
8	Apply for SRTS Grant until successful	Apply	Apply	Apply	Apply	Apply

## II. PUBLIC SAFETY

### Goals:

- **Goal 1:** Ensure public safety by protecting people and property.
- **Goal 2:** Provide safe and reliable drinking water, sewage disposal and drainage systems.

### Public Safety Objectives:

**Goal 1:** Ensure public safety by protecting people and property.

**Objective 9:** Bring community awareness to crime issues in our City and work to create solutions to reduce and prevent crime. [City Administrator]

*Actions: Hold ~~quarterly~~ community crime prevention forums as community issues dictate; Establish and strengthen neighborhood watch groups and neighborhood watch patrol. Continue to monitor the statistical crime reporting database and provide quarterly updates to the City Council and the public on progress in reducing crime. Work on improving/enhancing relations and accessibility to law enforcement agencies and programs. Continue to hold community events such as National Night Out on an annual basis.*

Objective	Measure	FY2024	FY2025	FY2026	FY2027	FY2028
9.a	<del>Quarterly-Schedule</del> Community Crime Prevention Forums <u>when needed</u> ; Encourage citizens to do create new Neighborhood Watch program's.	4	4	4	4	4
9.b	Work on Improving/Enhancing Communication, Relations & Accessibility to Law Enforcement Agencies & Programs. <u>Schedule National Night Out on an annual basis.</u>	Update Program	x	Update Program	x	Update Program

**Goal 2:** Provide safe and reliable drinking water, sewage disposal and drainage systems.

**Objective 10:** Design, build, and operate a conventional Water Treatment Plant. [City Administrator/Finance/Deputy Recorder, Public Works]

*Actions: Detailed engineering plans to be updated. Rebid Project and determine additional funding. Over 9,450 feet of waterline have been replaced by the end of 2022.*

**Objective 11:** Provide second sanitary sewer crossing beneath the railroad tracks, and add slipline to existing sewer line under the RR Tracks, businesses, and N. 3<sup>rd</sup> St. [Public Works]



City crews repairing sanitary sewer system

## II. PUBLIC SAFETY

*Actions: Design and construct a second sanitary sewer crossing and add slipline to the existing sewer line located under the RR Tracks, through businesses, and N. 3<sup>rd</sup> St. to the main lift station.*

**Objective 12:** Design and Replace the main sewer pressure line from City's Main Lift Station to WW Treatment Facility.

*Actions: Design and replace the main sewer pressure line from City's Main Lift Station to WW Treatment Facility.*

Objective	Measure	FY2024	FY2025	FY2026	FY2027	FY2028
10	Re-bid/Construct and Operate Water Treatment Facilities	Rebid	40%	Complete	N/A	N/A
11.a	Finish construction of a temporary bypass to complete the secondary sanitary sewer line	Complete	n/a	N/A	N/A	N/A
11.b	Add Slipline to Existing Sewer Line under the RR Tracks, businesses and N. 3 <sup>rd</sup> St.	20%	30%	50%	Complete	N/A
12	Design and replace the existing sewer pressure line from City's Main Lift Station to WW Treatment Facility.	10%	10%	10%	10%	10%



## III. Economic Development

**Goal 1:** Create an encouraging business environment by providing business resources, addressing regulatory barriers, and utilizing regional partnerships such as Oregon R.A.I.N., the Tri-County Chamber of Commerce, the Main Street Program and the Rural Economic Alliance. (REAL).

**Goal 2:** Continue to promote the Harrisburg Redevelopment Agency by advocating for the program and completing projects that can facilitate development opportunities.

**Goal 3:** Collaborate with Harrisburg businesses, focusing on business retention, expansion, promotion, start-ups, and entrepreneurship. Work actively to promote the business core, and attract new businesses to Harrisburg

### Economic Development Objectives:

**Goal 1:** Create an encouraging business environment by providing business resources, addressing regulatory barriers, and utilizing regional partnerships, such as Oregon R.A.I.N., the Tri-County Chamber of Commerce, the Main Street Program and the Rural Economic Alliance.



**Objective 13:** Enhance Outreach to existing businesses. Work with regional partnerships to promote Harrisburg businesses and economic development. [City Administrator, City Recorder/Municipal Court Clerk]

*Actions: Coordinate with Biz Oregon, the Tri-County Chamber of Commerce, OCWCOG, RAIN/MVP, OEDA and others to reduce development impediments and attract new, desired development. Develop marketing program and review/update as needed. [City Administrator]*

*Actions: Using Main Street Resources at the Exploring Downtown level, continue to build stronger relationships with local businesses, establishing a Strategic Plan to develop innovative programs and promotions and attract new businesses.*

Objective	Measure	FY2024	FY2025	FY2026	FY2027	FY2028
13.a	Coordinate closely with Biz Oregon, OCWCOG, OEDA, <u>AMEDEC</u> , <u>MVPREAL</u> and others <u>economic development groups</u> to reduce development impediments and attract new, desired development	x	x	x	x	x
13.b	Develop marketing program and review/update as needed	Establish		Update		Update
13.c	Strengthen Main Street Program by holding Quarterly Meetings, Establishing a Strategic Plan Workshop and Developing Innovative Programs and Promotions to attract new customers.	Establish Strategic Plan/Workshop & Qtrly Meetings &	Develop Promotions	Increase Meetings	Update	Update

## III. Economic Development

		Develop Programs				
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**Goal 2:** Continue to promote the Harrisburg Redevelopment Agency by advocating for the program and completing projects that can facilitate development opportunities.

**Objective 14:** Utilize Urban Renewal dollars to maximize the total investment and redevelopment efforts in Harrisburg's downtown. Continue to increase the assessed value of the Harrisburg redevelopment area by making strategic public investments to spur private investments. [City Administrator, City Recorder/Municipal Court Clerk, Finance Officer/Deputy City Recorder]

*Actions: Continue to promote/provide HRA Property Improvement (Grant) program for redevelopment of downtown buildings. Advocate for the URD program to outside taxing districts. Incorporate funds from ARPA to catalyze Community & Economic Development in the historical downtown and commercial corridor.*

*Actions: Review Next Steps, including possible new Community Center/Library next to City Hall.*

**Objective 15:** Continue to Preserve Willamette River Water Rights and utilize for possible Economic Development Opportunities. (City Administrator, Public Works)

*Actions: Review in the future to verify requirements in order to utilize and preserve our water rights.*

Objective	Measure	FY2024	FY2025	FY2026	FY2027	FY2028
14.a.	Advocate the URD program to outside taxing districts through marketing materials	X	X	X	X	x
14.b	Incorporate funds from ARPA to catalyze Community & Economic Development in the historical downtown and commercial corridor	\$ Remaining				
14.c	Review Next Steps, including possible new Community Center/Library next to City Hall	Complete Amendment No. 6	Review Next Steps			
15.	Continue to Preserve Willamette River Water Rights and utilize for possible Economic Development opportunities.			Review & Discuss Requirements	Implementation	

**Goal 3:** Collaborate with Harrisburg businesses, focusing on business retention, expansion, promotion, start-ups, and entrepreneurship. Work actively to promote the business core, and attract new businesses to Harrisburg

**Objective 16:** Establish networking meetings with Harrisburg Businesses on a quarterly basis. Actively meet and collaborate with businesses to evaluate what business owners need from the City to improve/enhance their business.

*Action: Meet with RAIN and the Tri-County Chamber of Commerce to establish networking sessions, in Harrisburg on a quarterly basis. Send annual survey, and actively collaborate with area businesses.*



## III. Economic Development

**Objective 17:** Establish resources on the City Website and in City Hall for businesses.

Action: Include links on the City's website to resources from RAIN and promote entrepreneurship. Market Harrisburg Businesses through social media, website, and bi-annual newsletters and other promotional materials.

Action: Develop a Business Resources Webpage & new Business Packets

Objective	Measure	FY2024	FY2025	FY2026	FY2027	FY2028
16	Meet with RAIN & Chamber of Commerce to Establish Networking Sessions in Harrisburg on a Quarterly Basis	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly
17.a	Send Annual Survey, and Contact Businesses on an annual basis to Actively Collaborate on measures to evaluate business needs	x	x	x	X	X
17.b	Develop Business Resources Webpage, & New Business Packets,	Establish		Update		Update

## IV. Efficient Governance

**Goal 1:** Effectively and efficiently provide the services that Harrisburg's citizens need, want, and are willing to support.

**Goal 2:** Maintain a qualified, effective, and happy workforce.

### Efficient Governance Objectives:

**Goal 1:** Effectively and efficiently provide the services that Harrisburg's citizens need, want, and are willing to support.

**Objective 18:** Ensure transparent financial reporting and budgeting to the community. Maintain annual audit results establishing conformance to requirements and generally accepted accounting principles. [Finance Officer/Deputy City Recorder]

*Actions: Continue to publish annual budget and audit results on the City's website. Achieve annual audit with no reportable findings of non-compliance. Investigate software options that could provide greater transparency and access to city information and data.*



Harrisburg City Hall

**Objective 19:** Investigate and implement new technologies and workplace practices that save time and resources. [All Departments]

*Actions: Implement technology and workplace practices that continue to reduce costs.*

**Objective 20:** Update Capital Improvement Program, and Verify SDC's and other Fee Structures are still competitive

Objective	Measure	FY2024	FY2025	FY2026	FY2027	FY2028
18.	Reportable audit findings of noncompliance, increase transparency in operations	None	None	None	None	None
19.	Continue to reduce service delivery costs, and improve effectiveness of current services	Maintain	Maintain	Maintain	Maintain	Maintain
20.	Update Capital Improvement Program and Verify SDC's and other Fee Structures are still competitive in our regional area	Review SDC's & Fees		Review SDC's & Fees		Review CIP/SD C's & Fees

**Goal 2:** Maintain a qualified, effective, and happy workforce.

**Objective 21:** Maintain staff that is well-trained, certified, and given opportunities for growth inside the City organization. [All Departments]

*Actions: Employees and supervisors are encouraged to find relevant training opportunities to ensure employees are qualified for assigned work tasks. Where appropriate, supervisors shall cross-train employees. Budgeted funds for training shall be reviewed to assure necessary training is accomplished.*

## IV. Efficient Governance

**Objective 22:** Perform Compensation Analysis to keep wages consistent for comparably sized or regional Cities to better retain employees. [City Recorder/Municipal Court Clerk]

*Actions: Staff will perform Compensation Analysis on every three-year schedule. Determine a cost-of-living figure to apply to wages in years without a compensation analysis.*

Objective	Measure	FY2024	FY2025	FY2026	FY2027	FY2028
21.	Maintain certifications for employees	20	20	20	20	
22.a	RFP/IGA with an agency for Compensation/Wage Analysis Services	100% for FY 24/25	n/a	n/a	100% for FY 27/28	
22.b	Determine a cost-of-living figure to apply to wages in years without a compensation analysis		Configure COLI	Configure COLI		Configure COLI

# Agenda Bill

## **Harrisburg City Council**

### Harrisburg, Oregon

#### **THE MATTER OF APPROVING THE ANNUAL COLI INCREASE AS RECOMMENDED BY THE PERSONAL COMMITTEE**

#### **STAFF REPORT:**

Exhibit A: COLI Wage Comparison

**ACTION:     MOTION TO APPROVE THE ANNUAL COLI INCREASE OF NO  
MORE THAN 6.5% AND NO LESS THAN 4.5%**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda - March 14, 2023

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$61,135	Yes	General, Street, Library, Sewer & Water Funds

#### **STAFF RECOMMENDATION:**

**Staff recommends that the City Council approve the recommendations made by the Personnel Committee.**

#### **BACKGROUND INFORMATION:**

Last year was one of the first times that the City has seen cost-of-living scales that are so much higher than in the past. In February last year, the Personnel Committee decided to recommend a COLI between 3% and 4.5% to the City Council, and to see if the City's budget could afford the higher amount. The Finance Officer found that the budget could support a 4.5% cost-of-living increase and that was ultimately the wage increase applied to employee wages in 2022-2023.

Staff feels that keeping up with a cost of living is important, as is being consistent in how we apply that cost of living. Keeping up with the cost of living helps us to remain competitive with other cities that are similar in size, or that are nearby in our region. Allowing for a cost of living helps with morale as well, and it's important for our employees to feel that they are valued. However, the City also must live within its budgetary allowances. There is always a fine balance for what kind of a figure should be used in years in which the wage analysis isn't calculated. Ultimately, the figures we use must be affordable and within budget parameters.

Following what we've done in the past, Staff will start projections within a certain range as decided by the Personnel Committee and approved by City Council and determine whether the

budget numbers will work for us for the next fiscal year. The Personnel Committee discussed the ranges and decided on the proposed top of 6.5% and bottom of 4.5%. With the cost of living and inflation being so high, it is important for the City to keep up with rates, so that the City isn't as impacted by higher wage increases in the future. This fall, it will be time to start the next compensation and wage analysis once again.

The Finance Officer is confident that an increase of 6.5%-4.5% can be maintained this year and going forward due to increases in property values which causes higher revenue from property taxes. The City has already received over 140% of the forecasted budget amount in property taxes. The State and County Tax Assessors have stated that they are predicting another increase in taxing revenue for the next 4 years. **Exhibit A** shows the detail in relation to the proposed COLI increase. Please note that these figures also include the City Administrator salary increase(s) as recommended by the Personnel Committee.

Table 1 : Decisions made in the fiscal year in the left column determine the following fiscal year budget.

<b>Cost of Living Increase History</b>		
2022/2023		Decision applies to Budget Year
2021/2022	4.50%	2022/2023
2020/2021	2.00%	Compensation & Wage Analysis
2019/2020	2.00%	
2018/2019	2.00%	
2017/2018	2.00%	
2016/2017	0.00%	Compensation & Wage Analysis
2015/2016	2.30%	
2014/2015	2.30%	
2013/2014	2.00%	
2012/2013	3.30%	
2011/2012	1.25%	
2010/2011	0.70%	
2009/2010	2.80%	
2008/2009	3.80%	
2007/2008	2.70%	
2006/2007	2.80%	
Average	2.28%	

## REVIEW AND APPROVAL

*Cathy Nelson* 03/14/2023  
 Cathy Nelson Date  
 Finance Officer

2023/2024 6.5% COLI

	General Fund Total	Street Fund Total	Library Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	325,083.07	\$28,750.60	\$43,424.83	\$287,289.27	\$287,289.27	\$971,837.04
Admin Assistant	\$5,500.00					\$5,500.00
Judge Salary	\$9,600.00					\$9,600.00
Overtime Wages	\$0.00	\$850.00		\$8,075.00	\$8,075.00	\$17,000.00
FICA	\$ 24,553.11	\$2,381.75	\$3,322.00	\$23,730.14	\$23,730.14	\$77,717.14
PERS	98,600.04	\$8,668.56	\$7,744.41	\$86,498.46	\$86,498.46	\$288,009.94
Health Insurance	88,980.00	\$10,224.00	\$0.00	\$102,438.00	\$102,438.00	\$304,080.00
Disability, Life & ADD	792.50	\$67.75	\$0.00	\$679.88	\$679.88	\$2,220.00
Comp & Longevity	5,702.14	\$332.17	\$0.00	\$3,421.71	\$3,421.71	\$12,877.74
SUTA	320.12	\$65.67	\$43.42	\$638.05	\$638.05	\$1,705.33
W/C Monthly	144.44	\$57.05	\$46.67	\$547.73	\$547.73	\$1,343.63
W/C Annually	\$3,000.00	\$2,000.00	\$325.00	\$7,000.00	\$7,000.00	\$19,325.00
Cell Phones	\$300.00	\$120.00		\$1,140.00	\$1,140.00	\$2,700.00
Clothing				1,200.00	\$1,200.00	\$2,400.00
On Call				\$2,012.50	\$2,012.50	\$4,025.00
Seasonal				\$5,000.00	\$15,000.00	\$20,000.00

Totals	\$562,575.43	\$53,517.56	\$54,906.33	\$529,670.75	\$539,670.75	\$1,740,340.83
Diff - Base	\$41,276.27	\$1,147.30	(\$8,279.83)	\$13,495.84	\$13,495.84	\$61,135.42
Diff - 4.5% Coli	\$8,424.99	\$741.74	\$1,094.99	\$7,416.36	\$7,416.36	\$25,094.46

# CITY OF HARRISBURG

## WAGE SCALE

### 2023/2024

This shows 5.5% COLI								
PUBLIC WORKS DIRECTOR	1	2	3	4	5	6	7	8
	\$79,898.28	\$83,094.21	\$86,417.98	\$89,874.70	\$93,469.69	\$97,208.48	\$101,096.81	105,140.69
CITY RECORDER/COURT CLERK								Chuck
	\$51,816.58	\$53,889.25	\$56,044.82	\$58,286.61	\$60,618.07	\$63,042.80	\$65,584.51	68,187.09
FINANCE OFFICER/DEPUTY CR								Lori
	\$71,928.26	\$74,805.39	\$77,797.60	\$80,909.51	\$84,145.89	\$87,511.72	\$91,012.19	94,652.68
PUBLIC WORKS FOREMAN							Cathy	Cathy (8/23)
	\$64,075.49	\$66,638.51	\$69,304.05	\$72,076.21	\$74,959.26	\$77,957.63	\$81,075.94	84,318.97
UB SUPER/BLDG PRMT/CODE ENF								Rick
	\$47,307.50	\$49,199.80	\$51,167.79	\$53,214.51	\$55,343.09	\$57,556.81	\$59,859.08	62,253.45
UTILITY III					Carol	Carol (6/24)		
	\$24.50	\$25.47	\$26.49	\$27.55	\$28.66	\$29.80	\$30.99	32.23
UTILITY II						Unknown		
	\$22.52	\$23.43	\$24.36	\$25.34	\$26.35	\$27.40	\$28.50	29.64
UTILITY I								Steve & Sal
	\$20.36	\$21.18	\$22.02	\$22.91	\$23.82	\$24.77	\$25.77	26.80
UTILITY BILLING II	Carson/Jeremy		Zachary/Luke					
	\$20.38	\$21.20	\$22.05	\$22.93	\$23.85	\$24.80	\$25.79	26.82
UTILITY BILLING I							Jamie	Jamie (11/23)
	\$17.57	\$18.28	\$19.01	\$19.77	\$20.56	\$21.38	\$22.23	23.12
PLANNING CLERK								
	\$17.57	\$18.28	\$19.01	\$19.77	\$20.56	\$21.38	\$22.23	23.12
OFFICE ASSISTANT II				Unknown				
	\$15.03	\$15.63	\$16.25	\$16.90	\$17.58	\$18.28	\$19.01	19.77
OFFICE ASSISTANT I								
	\$14.38	\$14.95	\$15.55	\$16.17	\$16.82	\$17.49	\$18.19	18.92
LIBRARIAN				Unknown				
	\$19.11	\$19.87	\$20.67	\$21.49	\$22.35	\$23.25	\$24.18	25.14
		Edith	Edith (8/23)	Edith (2/24)		Amanda (7/23)		

\* Amended 07/01/2023

	General Fund Total	Street Fund Total	Library Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	319,025.17	\$28,210.68	\$42,626.47	\$281,894.17	\$281,894.17	\$953,650.67
Admin Assistant	\$5,500.00					\$5,500.00
Judge Salary	\$9,600.00					\$9,600.00
Overtime Wages	\$0.00	\$850.00		\$8,075.00	\$8,075.00	\$17,000.00
FICA	\$ 24,117.73	\$2,340.19	\$3,260.93	\$23,314.54	\$23,314.54	\$76,347.92
PERS	96,781.28	\$8,512.26	\$7,509.64	\$84,935.69	\$84,935.69	\$282,674.57
Health Insurance	88,980.00	\$10,224.00	\$0.00	\$102,438.00	\$102,438.00	\$304,080.00
Disability, Life & ADD	792.50	\$67.75	\$0.00	\$679.88	\$679.88	\$2,220.00
Comp & Longevity	5,594.88	\$328.75	\$0.00	\$3,384.22	\$3,384.22	\$12,692.06
SUTA	314.44	\$65.13	\$42.63	\$632.66	\$632.66	\$1,687.52
W/C Monthly	144.44	\$57.05	\$46.67	\$547.73	\$547.73	\$1,343.63
W/C Annually	\$3,000.00	\$2,000.00	\$325.00	\$7,000.00	\$7,000.00	\$19,325.00
Cell Phones	\$300.00	\$120.00		\$1,140.00	\$1,140.00	\$2,700.00
Clothing				1,200.00	\$1,200.00	\$2,400.00
On Call				\$2,012.50	\$2,012.50	\$4,025.00
Seasonal				\$5,000.00	\$15,000.00	\$20,000.00

Totals	\$554,150.44	\$52,775.82	\$53,811.34	\$522,254.39	\$532,254.39	\$1,715,246.37
Diff - Base	\$32,851.28	\$405.56	(\$9,374.82)	\$6,079.48	\$6,079.48	\$36,040.96



**This shows 4.5% COU**

**\*Amended 07/01/2023**

	General Fund Total	Street Fund Total	Library Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	295,481.59	\$28,022.67	\$47,330.13	\$278,506.82	\$278,506.82	\$927,848.02
Admin Assistant	\$5,500.00					\$5,500.00
Judge Salary	\$9,600.00					\$9,600.00
Overtime Wages	\$0.00	\$750.00		\$7,125.00	\$7,125.00	\$15,000.00
FICA	\$ 22,365.20	\$2,317.57	\$3,620.76	\$22,974.84	\$22,974.84	\$74,253.20
PERS	89,680.27	\$8,427.03	\$11,816.27	\$83,656.98	\$83,656.98	\$277,237.53
Health Insurance	88,980.00	\$10,224.00	\$0.00	\$102,438.00	\$102,438.00	\$304,080.00
Disability, Life & ADD	792.50	\$67.75	\$0.00	\$679.88	\$679.88	\$2,220.00
Comp & Longevity	5,163.56	\$321.05	\$0.00	\$3,281.00	\$3,281.00	\$12,046.62
SUTA	291.59	\$63.15	\$47.33	\$612.17	\$612.17	\$1,626.41
W/C Monthly	144.44	\$57.05	\$46.67	\$547.73	\$547.73	\$1,343.63
W/C Annually	\$3,000.00	\$2,000.00	\$325.00	\$7,000.00	\$7,000.00	\$19,325.00
Cell Phones	\$300.00	\$120.00		\$1,140.00	\$1,140.00	\$2,700.00
Clothing				1,200.00	\$1,200.00	\$2,400.00
On Call				\$2,012.50	\$2,012.50	\$4,025.00
Seasonal				\$5,000.00	\$15,000.00	\$20,000.00

Totals \$521,299.16 \$52,370.26 \$63,186.16 \$516,174.91 \$526,174.91 \$1,679,205.41

# CITY OF HARRISBURG

## WAGE SCALE

### 2022/2023

This shows a 4.5% COLI								
PUBLIC WORKS DIRECTOR	\$75,021.86	\$78,022.73	\$81,143.64	\$84,389.39	\$87,764.96	\$91,275.56	\$94,926.58	8 98,723.65 Chuck
CITY RECORDER/COURT CLERK	\$48,654.07	\$50,600.23	\$52,624.24	\$54,729.21	\$56,918.38	\$59,195.12	\$61,562.92	84,025.44 Lori
FINANCE OFFICER/DEPUTY CR	\$67,538.27	\$70,239.80	\$73,049.39	\$75,971.36	\$79,010.22	\$82,170.63	\$85,457.45	88,875.75 Cathy (8/22)
PUBLIC WORKS FOREMAN	\$60,164.78	\$62,571.37	\$65,074.22	\$67,677.19	\$70,384.28	\$73,199.65	\$76,127.84	79,172.74 Rick
UB SUPER/BLDG PRMT/COE ENF	\$44,420.19	\$46,197.00	\$48,044.88	\$49,966.67	\$51,965.34	\$54,043.95	\$56,205.71	58,453.94
UTILITY III	\$23.00	\$23.92	\$24.88	\$25.87	\$26.91	\$27.98	\$29.10	30.27 Phil
UTILITY II	\$21.15	\$22.00	\$22.88	\$23.79	\$24.74	\$25.73	\$26.76	27.83 Steve & Sal
UTILITY I	\$19.12	\$19.89	\$20.68	\$21.51	\$22.37	\$23.27	\$24.20	25.17
UTILITY BILLING II	Unknown	\$19.91	\$20.71	\$21.53	\$22.40	\$23.29	\$24.22	25.19 Jamie (1/22)
UTILITY BILLING I	\$16.50	\$17.16	\$17.85	\$18.56	\$19.30	\$20.08	\$20.88	21.71
PLANNING CLERK	\$16.50	\$17.16	\$17.85	\$18.56	\$19.30	\$20.08	\$20.88	21.71
OFFICE ASSISTANT II	\$14.11	\$14.67	\$15.26	Unknown	\$16.51	\$17.17	\$17.85	18.57
OFFICE ASSISTANT I	\$13.50	\$14.04	\$14.60	\$15.19	\$15.79	\$16.42	\$17.08	17.77
LIBRARIAN	\$17.94	\$18.66	\$19.41	Unknown	\$20.99	\$21.83	\$22.70	23.61 Cheryl
				\$20.18	Amanda (7/22)			

\* Amended 07/01/2022

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

**THE MATTER OF APPROVING THE ANNUAL EVALUATION AND A PROPOSED WAGE INCREASE FOR THE CITY ADMINISTRATOR**

**STAFF REPORT:**

Exhibit A: Personnel Committee Staff Report for February 7, 2023; City Administrator Evaluation

Exhibit B: Unapproved Minutes from the February 7, 2023 Personnel Committee Meeting

Exhibit C: City Administrator Employment Agreement with Code Ethics

Exhibit D: City Administrator Job Description

**ACTION:      MOTION TO:**

1. **APPROVE THE ANNUAL EVALUATION FOR CITY ADMINISTRATOR, MICHELE ELDRIDGE, AT A SCORE OF 3.48 OUT OF 4; AND**
2. **APPROVE A \$5,000 WAGE INCREASE TO THE CITY ADMINISTRATOR PLUS THE APPROVED COLI, IF THE BUDGET ALLOWS**
3. **APPROVE THE CHANGES MADE TO SECTION 4.1 OF THE CITY ADMINISTRATOR EMPLOYMENT AGREEMENT REFLECTING SALARY**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda March 14, 2023

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$5,000	Yes	General Funds

**STAFF RECOMMENDATION:**

**Staff recommends that the City Council approve the recommendations made by the Personnel Committee.**

**BACKGROUND INFORMATION:**

Evaluation: This is Michele's Eldridge's second year as the City Administrator. City Staff, Michele Eldridge, and the Personnel Committee (**EXHIBIT A & B**) met on

Tuesday, February 7, 2023 to review the evaluations received from Committee Members and City Staff. There was a total of 13 evaluations reviewed this year compared to 11 last year. The Personnel Committee recommended that City Council approve the evaluation as a score of 3.46 out of a possible of 4. Due to inconsistent averages tallied at the meeting by Mike Caughey, Lori Ross and Cathy Nelson, Eldridge's scores were later tallied again by City Recorder, Ross, and it was confirmed that her average was 3.48 out of 4 and not 3.46. This is the same score she received last year.

Employment Agreement: The City Administrator's Employment Agreement **(EXHIBIT C)** is reviewed on an annual basis. The only change needed is in section 4, Salary, to update the salary based on the Personnel Committee's recommendation.

Job Description: There were no changes made to the City Administrator job description **(EXHIBIT D)**.

Compensation: The Personnel Committee reviews the compensation levels of the City Administrator as required in section 4 of the employment agreement. As per section 4; compensation shall be paid pursuant to payroll policies and practices applicable to other City employees. In addition, bonuses, pay increases, and fringe benefits can be considered by the Council at any time.

Based on the Personnel Committees recommendation of a 6.5% COLI increase this year, in relation to the current staff wage scale policy, the Personnel Committee motioned to recommend to the City Council a \$5,000 wage increase for the City Administrator, for a total salary of \$100,000 plus the approved COLI for FY 2023/2024 if the City Budget allows.

#### REVIEW AND APPROVAL

<u>Lori Ross</u>	<u>03/07/2023</u>
Lori Ross	Date
City Recorder	

Agenda Bill  
**Harrisburg Personnel Committee**  
Harrisburg, Oregon

**THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY ADMINISTRATOR**

**STAFF REPORT:**

- Exhibit A: Blank City Administrator Job Evaluation  
Exhibit B: City Administrator Employment Agreement  
Exhibit C: Strategic Plan Priorities  
Exhibit D: City Administrator Job Description  
Exhibit E: Performance Review Memo from Michele Eldridge

**ACTION:**

1. MOTION TO GIVE THE CITY ADMINISTRATOR A RATING OF \_\_\_\_\_ OUT OF \_\_\_\_\_ AND TO FORWARD THE RESULTS OF THE ANNUAL EVALUATION TO THE CITY COUNCIL MEETING SCHEDULED FOR MARCH 14, 2023.
2. IF APPLICABLE; MOTION TO RECOMMEND TO THE CITY COUNCIL THAT \_\_\_(TBD)\_\_\_ BE GIVEN TO THE CITY ADMINISTRATOR FOR HER PERFORMANCE IN 2021/2022, CONTINGENT ON BUDGET ALLOWANCES.

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – February 7, 2023

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
n/a	n/a	n/a

**STAFF RECOMMENDATION:**

**Staff recommends the Personnel Committee review the evaluations of the City Administrator and make a recommendation of their findings to the City Council, as well as the amendment to the City Administrator Employment Agreement.**

**BACKGROUND INFORMATION:**

**General Notes:**

Under Oregon Statutes, all employees, including the City Administrator, have the right to hear their evaluation at an executive session. The current City Administrator believes that her job evaluation should be public, as the citizens have the right to know how this staff member is performing their job.

Annual Evaluation for the City Administrator:

The Personnel Committee should open the sealed envelopes and review the evaluations (**Exhibit A**) that were mailed to the Personnel Committee Chairperson, or that were submitted to the City Recorder. Results will be shared with the City Administrator at this meeting. The Personnel Committee will be making a recommendation regarding this evaluation at the City Council meeting being held on March 14, 2023.

City Administrator Employment Agreement and Job Description:

Section 8 of the CA Employment Agreement (**Exhibit B**) requires that it is reviewed on an annual basis. There are no specific changes being suggested to the agreement at this time unless the Personnel Committee chooses to do so. Section 8 also references the goals and objectives established for the Administrator for that year of the evaluation. As such, the Personnel Committee will find the priority pages from the Strategic Plan for 2022-2027 in **Exhibit C**. If the Personnel Committee should wish to review the objectives in its entirety, it is available on the City's website, or members of the Personnel Committee can ask the City Recorder to bring those to the meeting.

Job Descriptions: There are no recommended changes to the job description (**Exhibit D**) for the City Administrator.

Salary:

The City Administrator has been in this position for two years effective February 23, 2021. Her annual salary has been \$95,000 for the last two years. At her last evaluation she was awarded a bonus of \$3,000 but staff didn't feel an increase was appropriate at that time due to the economy.

**Exhibit E** is a memo from the City Administrator, Michele Eldridge, indicating her highlights for the last 12 months as well as including a wage comparison for other City Administrators. As indicated in the memo, she is being paid less than other City Administrator's with a comparable population and is the second highest paid employee with the City after last year's COLI of 4.5% was added to the wage scale.

As per section 4 of the employment agreement, bonuses, pay increases and fringe benefits may be considered by the City Council at any time. If the Personnel Committee and the City Council feel that an increase is merited at this time, we must remember that it is dependent on the City's ability to have a budget that allows us to do so.

REVIEW AND APPROVAL:

Lori Ross                      02/01/2023  
 Lori Ross                                      Date  
 City Recorder/Municipal Court Clerk



## MEMORANDUM

FROM THE OFFICE OF THE CITY ADMINISTRATOR

TO: PERSONNEL COMMITTEE  
FROM: MICHELE ELDRIDGE, CITY ADMINISTRATOR – HARRISBURG  
SUBJECT: PERFORMANCE REVIEW  
DATE: FEBRUARY 1, 2023

Thank you for taking the time to evaluate my work performance over the last 12 months. I appreciate the feedback and will continue to strive to continually improve my performance, and to be pro-active with the decisions that I make on behalf of the City of Harrisburg.

Amongst many other tasks, the City Administrator is responsible for carrying out the Strategic Plan Priorities that are defined by the City Council on an annual basis. In this last year, I have dealt with many different kinds of challenges; including dealing with what we hope are the final pains with the pandemic, onerous regulatory requirements, and the ongoing priorities which include completing the Water Bond Project. This includes an extensive amount of work on the HRA in relation to Substantive Amendment No. 6. We are also working on some new ways to improve Harrisburg, including working more closely with our legislators, and on advocacy for the City.

**Advocacy for the City of Harrisburg.**

- Contacted Congressperson Peter DeFazio to assist with grant funding and working with BNSF issue.
- Contacted and spoke with Senator Ron Wyden on high prices of PVC, Stainless Steel, and Electronics. Now working with Staff to find some kind of solution to funding the gap in the Water Bond Project.
- Worked in partnership with 5 other small cities and advocated with LOC to provide more services for cities under populations of 5,000, specifically in terms of legislation and lobbying for changes that would benefit small cities like Harrisburg. Working with these same cities to find lobbyists to work with our cities directly.
- Met with Senator Cedric Hayden, and Representative Jami Cate prior to, and on City Day at the Capitol. Requested Capital funding for \$2.7M for water bond project, \$1.4M for 4<sup>th</sup> St./ Rail Improvement Project, \$2M for Phase 1 of the Eagle Park Project and advocacy to control state oversight that is becoming overbearing and punitive to small cities. (Asked for funding for a DEQ TMDL person who will work on TMDL projects with small cities.)

**Grant Funding Applied:**

**SRTS** (Safe Routes to School) \$866,200 grant. (*Failed*) Unfortunately, and somewhat ironically, our schools are doing well enough that we are in the middle of the pack for what would get us the highest number of points, and closer to an actual grant being issued. The other difference in getting additional points is the location of the streets in the grant request in relation to the elementary school. Because 9<sup>th</sup> St. is further from the grade school, we aren't in the category that would get higher points. We will continue to apply for this in the future, in the hopes that other communities with bigger needs will eventually not need grant funds.



**OSFM** (Oregon State Fire Marshal) Wildfire Risk Reduction Grant: Applied for \$250,000 grant to remove noxious vegetation, thin scrub trees, and block access to dry grass areas in Eagle Park as of Jan 30<sup>th</sup>, 2023. (Priority Objective 5a & 5c)

**OCWCOG – Affordable Housing Grant:** Signed the City up as a recipient of the Affordable Housing grant from OCWCOG, to review the model code to verify that we were doing everything we could to allow for affordable housing; included review of Comprehensive Plan. (Priority Objective 3)

**Other Projects, including Business & Development:**

- Closed out and finalized the Oregon Parks and Recreation Department Grant for \$40,000.
- \$41,882 HRA Grant for new roof and paint for the Golden Chopstix. Grant fully funded and closed as of September 2022.
- HRA Grant for \$50,000 issued to I.O.O.F. Building for additional windows/door work. This grant is in the final stages of closing out.
- Working with the REAL (Rural Economic Alliance) group as the City of Harrisburg representative. (Priority Objective No. 14) Worked together to establish new Website that links up with the City's website and promotes Harrisburg to business prospects. <https://ruraleconomicalliance.com/> Currently working on new strategic plan and MOU/IGA with other cities.
- Worked with RAIN to develop a Harrisburg Video and worked with them to create monthly meetings in town. (Priority Objective No. 14)
- Starting more extensive work with local businesses – have promoted businesses through newsletters, Facebook posts, and Friday Updates. My workplan includes far more this spring!
- Followed through on installation and training to use our 2 new Reader Boards at the Water Plant.
- Worked extensively with developers from the Butterfly Garden Subdivision, Shadowood Subdivision, Vincent Ferris Site Plan (New Business Development), and Redwood Rentals. Extended Shadowood Subdivision and Redwood Rentals to allow for additional time frame, according to new Development Code. (Objective 3a)
- 13 Land Use Cases, including 3 minor partitions, 3 site plans, 3 extension requests, 1 subdivision, and 5 meetings in which we reviewed/revised the new development code, with final recommendation in August 2022. Includes review from OCWCOG Affordable Housing Grant in relation to our model code, and Comprehensive Plan to verify that we are making needed improvements to allow for affordable housing.
- Renegotiated the Comcast Franchise Agreement and the Qwest dba Century Link Franchise Agreements.
- Now that we are in an 'odd year', as allowed by the current agreement, I have started the process of renegotiating a new agreement with Republic Services.
- BNSF Franchise Agreement/Meetings (Objective No. 7b): Have met a total of 3 times with BNSF, plus one Zoom meeting. Included a project walk-through with BNSF, GWRR, ODOT Rail and City Engineers. Obtained a Cost of the City's side of the project, at \$1.3M for curbs, gutters and sidewalks on 4<sup>th</sup> St. The City has extended the current BNSF agreement to June 30, 2023. ***BNSF has agreed to pay for the inner curbing and 14' of asphalt on both sides of the track.*** Now working on MOU to allow for a longer extension of time and time in which to complete the improvements.



Personnel Committee Meeting Minutes  
February 23, 2022  
6:30 PM

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Chairperson: Kimberly Downey, Present  
 Committee Members: Mike Caughey and Rob Boese, Present  
 Staff Present: City Administrator, Michele Eldridge and City Recorder, Lori Ross  
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

**CALL TO ORDER AND ROLL CALL at the hour of 6:33pm by Chairperson Kim Downey**

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** None present.

**APPROVAL OF MINUTES**

- Caughey motioned to approve the minutes for May 4, 2021 and was seconded by Boese. The Personnel Committee then voted unanimously to approve the minutes for May 4, 2021

**THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY ADMINISTRATOR STAFF REPORT:** Downey referred to the memorandum provide by Eldridge (**ADDENDUM 1**), listing her accomplishments in her first year as the City Administrator. Downey then opened and read aloud the performance evaluations for the City Administrator which included a total of 11 from City Staff, Council and Commissioners.

- Boese commented that he didn't like the 1-4 scale on the evaluation form as there was no option between satisfactory and outstanding and liked the 1-5 scale better. Downey replied that we can adjust the scale for next year.
- Downey commented that she would like to see Eldridge be more vocal when dealing with difficult decisions and to see her step in more at City Council meetings. Downey stated that overall, she was pleased, and Eldridge was doing a better job than expected.
- Eldridge commented how much she appreciated everyone giving her the chance to become the City Administrator and she was very pleased to have received this type of evaluation.
- Caughey stated that 3.48 was her composite score and commented that he is more than satisfied with the job Eldridge has been doing and his only concern was the amount of hours she was working.

February 23, 2022

- Downey and Boese agreed with Caughey about the amount of hours she was working and suggested she delegate when possible.
- Boese commented that Eldridge has met his expectations this year and he is excited to see her get better.
- Downey, Caughey and Boese agreed on a \$3,000 bonus recommendation for Eldridge.
- Downey asked if there were any changes to the City Administrator Job Description and Eldridge replied only updated job titles for staff.
  - Downey **motioned to recommend to City Council a \$3,000 bonus for the City Administrator if the budget allows and was seconded by Caughey. The Personnel Committee then voted unanimously to recommend to the City Council a \$3,000 bonus for the City Administrator if the budget allows.**
- Boese **motioned to give the City Administrator a rating of 3.48 out of 4 and to forward the results of the annual evaluation to the City Council meeting scheduled for March 8, 2022 and was seconded by Caughey. The Personnel Committee then voted unanimously to give the City Administrator a rating of 3.48 out of 4 and to forward the results of the annual evaluation to the City Council meeting scheduled for March 8, 2022.**
- Boese **motioned to recommend to the City Council that they approve the amendments to the City Administrator Job Description and was seconded by Caughey. The Personnel Committee then voted unanimously to recommend to the City Council that they approve the amendments to the City Administrator Job Description.**

#### **THE MATTER OF CONSIDERING A COST-OF-LIVING SCALE FOR CITY EMPLOYEES OUTSIDE OF YEARS WHEN THERE IS NO WAGE ANALYSIS**

**STAFF REPORT:** Eldridge reviewed the Consumer Price Index for 2022 and stated that based on the 12-month average CPI-W, we could start at 4.5% COLI and see if the budget would be able to support it.

- Downey stated that it should at least be an increase in the range of 3% to 4.5%.
- Caughey stated the last wage analysis showed our salaries were too low and we could fall behind again if we don't keep up with the COLI. Boese agreed.
- Caughey asked where we are with hiring new personnel and Eldridge responded that we are not looking right now. The City has budgeted for a part-time office person and public works won't hire again until after this summer.
- The Personnel Committee would recommend a COLI between 3% and 4.5% and Eldridge stated she would have Nelson propose a budget with both percentages. Eldridge commented that she hopes to have the new insurance rates by tomorrow.

**ADJOURN at the hour of 8:07pm**

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Chairperson

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City Recorder



## MEMORANDUM

FROM THE OFFICE OF THE CITY ADMINISTRATOR

TO: PERSONNEL COMMITTEE  
 FROM: MICHELE ELDRIDGE, CITY ADMINISTRATOR – HARRISBURG  
 SUBJECT: PERFORMANCE REVIEW  
 DATE: FEBRUARY 21, 2022

Thank you for taking the time to evaluate my work performance over the last 12 months. I appreciate the feedback and will continue to strive to continually improve my performance, and to be pro-active with the decisions that I make on behalf of the City of Harrisburg.

Amongst many other tasks, the City Administrator is responsible for carrying out the Strategic Plan Priorities that are defined by the City Council on an annual basis. In this last year, I have dealt with many different kinds of challenges; including dealing with the ongoing pandemic and coronavirus, regulatory requirements, staff shortages due to quarantines, and how the pandemic has affected the City as well as our citizens and businesses.

**Advocate for City Businesses and for Home Rule:** Within two months of becoming the City Administrator, the City Council tasked me with working with three of our councilors on the letter the City sent to Governor Brown which ultimately reminded her that Cities should be allowed Home Rule. It stated support and advocacy for our businesses. The letter from Harrisburg was grass roots advocacy at its best, as we shared it with citizens as well as businesses, and asked them to send in a letter as well. While there weren't as many businesses needing assistance this year, the 2<sup>nd</sup> ARPA (American Rescue Plan Act) emergency funds set up for businesses in 2021 had 3 applicants. Unfortunately, the ARPA wasn't enough for one applicant to keep her business afloat, but ironically, the business she went to work for was the other recipient of grant funds. The business closed was immediately sold to a new owner and re-opened the following week.

**Grant Funding Achieved:**

**OPRD Grant: \$65,000** (\$40,000 and \$25,000 City Match) Rewriting the Parks Master Plan, Inventory and Classify current parks, obtain public feedback on the use of the parks, and a better plan on how to develop the 132-acre park, and Tadpole Park. In addition to the Parks Master Plan, this grant will allow the City to rework our Parks Capital Improvement Plan, and Parks SDC's. This fulfills Objective No. 4 and No. 13 on the Strategic Plan. (I wrote 2/3rds of the OPRD Grant, with John overseeing the project.)

**TGM Grant: \$185,000** (\$162,8000 and \$22,200 City Match) Rewriting the Transportation System Plan, which is 22 years old. (The Addendum was only 18 years old.) This work will allow the City to continue to meet Objective No. 5, 6 and No. 7 on the Strategic Plan, allowing the City to rework the Street Capital Improvement Plan, as well as Street SDC's.

**Total Grants achieved in my first year as City Administrator: \$255,000 (Includes CWEDD Grant)**

**Pending Grant: SRTS** (Safe Routes to School) \$866,200 grant. Part one is due by March 18, and application is due in May/June 2022

**Other Projects, including Business & Development:**

**CWEDD Grant: \$5,000.** This grant was used to help fund the Taste of Tri-County and Business Expo event which will be held in May 2022. The City is acting as a fiduciary for this grant.

- Main Street Revitalization Grant: Successfully closed out to state specifications, \$200,000 plus \$50,000 HRA grant for the I.O.O.F. Building.
- \$50,000 HRA Grant for Heidi Kropf at Grocery Deals - New parking lot and \$150,000 private investment
- HRA Grant issued to I.O.O.F. Building for additional windows/door work.
- Working with the MVP as the City of Harrisburg representative. Now working in-depth on re-branding the ten cities as REAL (Rural Economic Alliance), along with other cities, and obtaining a new website. (Objective No. 15a)
- Established (with Council's blessings) the Ad-hoc Law Enforcement committee. The City has talked about the possibilities of running our own police department for twenty or more years, but none of the prior City Administrators have actually done an in-depth review and analysis of the costs involved. I ran a full budget analysis and projection for a city police department. (This work is now being reviewed and used by other cities, unbeknownst to me!) I continue to work with current law enforcement agencies on strategies to reduce crime, as well as communicating more with citizens on law enforcement matters.
- Worked with 3 different Developers/Engineer groups on 3 different subdivisions and subsequent development agreements over this last year. Butterfly Garden Subdivision almost finalized.
- 11 Land Use Cases, including 2 historic reviews, 2 minor partitions, 2 site plans, 1 parking lot site plan, 2 variances, and 2 subdivisions. Worked with two consultants as needed.
- Gave the green light to the City Engineer & Public Works Director to complete the engineering needed for the S. 9<sup>th</sup> St. Extension, and worked with landowner to obtain a donation of 4,230 square feet of property that will enable S. 9<sup>th</sup> St. to be extended at the full width needed for completion to Sommerville Loop. This is the next street/property on the Capital Improvement Plan that is scheduled for completion. This extension will decrease congestion on Sommerville Loop due to 2 new subdivisions projected for completion. If Woodhill Crossing is completed, it will allow the extension of S. 9<sup>th</sup> St. from Diamond Hill Rd to Priceboro Rd. This significantly contributes towards Objectives No. 6, and 7 on the current (and past) Strategic Plan priorities.
- The 2<sup>nd</sup> St., Smith St. and Macy St. Improvement Project was completed. (Thank you Public Works Team!)
- Completed agreement & renewal with State OBCD/Accela State Permitting program. Data conversions and training of staff as we converted from Linn County to Junction City, including creating new databases, fees, and new applications. Several months of intensive work until Go Live with new system in August 2021. Establishing a work relationship with our new Building Official and closing out Linn County program. (Objective No. 14 & 20b)
- Completed Compensation/Wage analysis for 2021/2022 budget year. (Objective No. 23)
- Renegotiated AT&T Franchise Agreement and Qwest/Century Link/Lumen Franchise Agreement. In process of renewing Comcast and MCI/Verizon.

- BNRR Franchise Agreement/Meetings (Objective No. 8): Found city right-of-way ownership for all of 4<sup>th</sup> St. and established legal opinion/determination of such. One meeting completed, 2<sup>nd</sup> meeting pending.
- Zoning, Development & Land Partition Code Project (Objective 1.a.): Finalized review of all development code with our consultant. This included my own extensive rewrite of the overlay zones, including the new model code flood zone management ordinances, plus wetlands, historical resource and alterations, and Willamette Greenway ordinance rewrites. (Objective No. 17)

#### Water Project:

- Worked with Project Managers at Branch Engineering to complete Conditional Use Permit with Linn County for the north water plant, including Well No. 9, reservoir, and water filtration plant. (Objective No. 11)
- 6<sup>th</sup> Place & Diamond Hill Rd. Water Line Replacements completed. (Thank you, Public Works Director!)(Objective No. 11)

#### Sanitary Sewer:

- Sanitary Sewer Overflow Improvement Project: Partially completed project. (Thank you, Public Works Director!)(Objective No. 12)

# Addendum 1



## Personnel Committee Meeting Minutes February 07, 2023

**Chairperson:** Kimberly Downey, Presiding  
**Committee Member Present:** Mike Caughey  
**Committee Member Absent:** Robert Boese  
**Staff Present:** City Administrator Michele Eldridge, Finance Officer/Deputy City Recorder Cathy Nelson and City Recorder/Municipal Court Clerk Lori Ross  
**Meeting Location:** Harrisburg Municipal Center Located at 354 Smith St

**ALL TO ORDER AND ROLL CALL** by Chairperson Kim Downey at the hour of 6:30pm.

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** None Present.

### APPROVAL OF MINUTES

- Caughey motioned to approve the minutes from the February 23, 2022 Personnel Committee meeting and was seconded by Caughey. The motion passed by a vote of 2-0. (Yes: Downey and Caughey. No: None.)

### THE MATTER OF CONSIDERING A COST-OF-LIVING SCALE FOR CITY EMPLOYEES IN 2023-2024

**STAFF REPORT:** Eldridge stated the Personnel Committee evaluates yearly a Cost-of-Living Increase (COLI) for employees and last year's COLI was 4.5%. Eldridge reviewed the Consumer Price Index (CPI) on page 16 and stated the 12-month average is 7.95%. Eldridge referred to **Addendum 1** showing a 4.5% COLI costing the City \$36,040 and a 6.5% COLI costing \$61,135 which is a difference of about \$25,000. (Addendum 1 is available by contacting the City Recorder.) Eldridge commented on the importance of keeping up with the cost of living for our employees. Eldridge informed Council that the City did have two new Public Works employees start on February 1<sup>st</sup> and a new Librarian who is scheduled to start on Friday.

- Downey asked where the \$61,000 would come from and Nelson replied from property taxes which have increased by 40%.
- Eldridge noted these payroll figures are based on having four seasonal employees this next fiscal year.
- Nelson also noted it also includes budgeting for a part-time administrative assistant and a planning clerk.

February 07, 2023

- Downey asked if there was a savings by having a recently retired employee and Nelson responded yes as PERS is considerably higher for a retired employee.
- Caughey commented that he has been researching different COLI options and his recommendation is 6.5%. Downey agreed.
- The consensus from the Personnel Committee is to take to City Council for review recommending a 6.5% COLI.

### **THE MATTER OF DISCUSSION IN RELATION TO CDL CHANGES**

**STAFF REPORT:** Eldridge reviewed the staff report noting that in 2022, the Legislature changed the requirements for obtaining a CDL and the cost associated now is \$4,000 to \$6,000. She wanted to clarify that the City owns three vehicles that require a CDL, and not one as indicated in the staff report. Eldridge wanted the Personnel Committee's feedback on how we should proceed with paying for that expense for our employees.

- Downey didn't agree that the City should be paying for a CDL, and we should make that a requirement before hiring. She suggested a step increase versus paying.
- Caughey commented that the City does currently pay for all employee's trainings and education. He suggested having the employee with the City for two years, then requiring the CDL. He also noted how hard it is to find CDL holders.
- Nelson suggested a contract for the employee stating if they leave our employment within a certain time frame, they must pay the City back for cost associated with obtaining the CDL.
- Caughey asked what Scholz thoughts were about the topic and Eldridge stated he's not sure how to deal with it, but they think a contract will be the best thing. Eldridge also added that the City could hire out jobs that require a CDL driver but that would likely be difficult.
- Caughey suggested checking with other cities to see how they are handling this.
- The consensus was to bring back to a future meeting.

### **THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY ADMINISTRATOR**

**STAFF REPORT:** Downey read aloud an email she had received regarding Michele's evaluation. (Email is available in the City Recorder's office.) Eldridge commented that the last Planning Commission meeting was a difficult one being the first case involving the new code and understood there could be confusion with the agenda. She commented that she reached out to John Hitt for analysis of the Staff Report.

- Downey started reading the reviews submitted by City Council members, Planning Commission members, and then City staff for a total of 13 reviews. (Ross and Caughey to tally the scores.)
- Downey informed Eldridge that she wants to see her leaving work at a decent time this next year and she will be following up on her. This was also suggested by several employees.
- At the end of the review, Ross had a total average of 3.45 and Caughey (after confirmed by Nelson) had an average of 3.46.
- It was the consensus of the Personnel Committee to give Eldridge a 3.46 out of 4 and a wage increase of \$5,000 for a total salary of \$100,000 plus the 6.5% COLI if the budget allows.

**With no further discussion, the Personnel Committee meeting was adjourned at hour of 8:57pm**

*Due in inconsistent totals, Ross tallied the results again and it was confirmed that her average was 3.48 out of 4. This average will be forwarded to the City Council.*



2023/2024 6.5% COLI

	General Fund Total	Street Fund Total	Library Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	325,083.07	\$28,750.60	\$43,424.83	\$287,289.27	\$287,289.27	\$971,837.04
Admin Assistant	\$5,500.00					\$5,500.00
Judge Salary	\$9,600.00					\$9,600.00
Overtime Wages	\$0.00	\$850.00		\$8,075.00	\$8,075.00	\$17,000.00
FICA	\$ 24,553.11	\$2,381.75	\$3,322.00	\$23,730.14	\$23,730.14	\$77,717.14
PERS	98,600.04	\$8,668.56	\$7,744.41	\$86,498.46	\$86,498.46	\$288,009.94
Health Insurance	88,980.00	\$10,224.00	\$0.00	\$102,438.00	\$102,438.00	\$304,080.00
Disability, Life & ADD	792.50	\$67.75	\$0.00	\$679.88	\$679.88	\$2,220.00
Comp & Longevity	5,702.14	\$332.17	\$0.00	\$3,421.71	\$3,421.71	\$12,877.74
SUTA	320.12	\$65.67	\$43.42	\$638.05	\$638.05	\$1,705.33
W/C Monthly	144.44	\$57.05	\$46.67	\$547.73	\$547.73	\$1,343.63
W/C Annually	\$3,000.00	\$2,000.00	\$325.00	\$7,000.00	\$7,000.00	\$19,325.00
Cell Phones	\$300.00	\$120.00		\$1,140.00	\$1,140.00	\$2,700.00
Clothing				1,200.00	\$1,200.00	\$2,400.00
On Call				\$2,012.50	\$2,012.50	\$4,025.00
Seasonal				\$5,000.00	\$15,000.00	\$20,000.00

Totals	\$562,575.43	\$53,517.56	\$54,906.33	\$529,670.75	\$539,670.75	\$1,740,340.83
Diff - Base	\$41,276.27	\$1,147.30	(\$8,279.83)	\$13,495.84	\$13,495.84	\$61,135.42
Diff - 4.5% Coli	\$8,424.99	\$741.74	\$1,094.99	\$7,416.36	\$7,416.36	\$25,094.46

# CITY OF HARRISBURG

## WAGE SCALE

### 2023/2024

This shows 5.5% COLI								
PUBLIC WORKS DIRECTOR	\$79,898.28	\$83,094.21	\$86,417.98	\$89,874.70	\$93,469.69	\$97,208.48	\$101,096.81	\$105,140.69
CITY RECORDER/COURT CLERK	\$51,816.58	\$53,889.25	\$56,044.82	\$58,286.61	\$60,618.07	\$63,042.80	\$65,564.51	\$68,187.09
FINANCE OFFICER/DEPUTY CR	\$71,928.26	\$74,805.39	\$77,797.60	\$80,909.51	\$84,145.89	\$87,511.72	\$91,012.19	\$94,652.68
PUBLIC WORKS FOREMAN	\$64,075.49	\$66,638.51	\$69,304.05	\$72,076.21	\$74,959.26	\$77,957.63	\$81,075.94	\$84,318.97
UB SUPER/BLDG PRMT/CODE ENF	\$47,307.50	\$49,199.80	\$51,167.79	\$53,214.51	\$55,343.09	\$57,556.81	\$59,859.08	\$62,253.45
UTILITY III	\$24.50	\$25.47	\$26.49	\$27.55	\$28.66	\$29.80	\$30.99	\$32.23
UTILITY II	\$22.52	\$23.43	\$24.36	\$25.34	\$26.35	\$27.40	\$28.50	\$29.64
UTILITY I	\$20.36	\$21.18	\$22.02	\$22.91	\$23.82	\$24.77	\$25.77	\$26.80
UTILITY BILLING II	Carson/Jeremy	\$21.20	Zachary/Luke	\$22.93	\$23.85	\$24.80	\$25.79	\$26.82
UTILITY BILLING I	\$17.57	\$18.28	\$19.01	\$19.77	\$20.56	\$21.38	\$22.23	\$23.12
PLANNING CLERK	\$17.57	\$18.28	\$19.01	\$19.77	\$20.56	\$21.38	\$22.23	\$23.12
OFFICE ASSISTANT II	\$15.03	\$15.63	\$16.25	\$16.90	\$17.58	\$18.28	\$19.01	\$19.77
OFFICE ASSISTANT I	\$14.38	\$14.95	\$15.55	\$16.17	\$16.82	\$17.49	\$18.19	\$18.92
LIBRARIAN	\$19.11	\$19.87	\$20.67	\$21.49	\$22.35	\$23.25	\$24.18	\$25.14
		Edith	Edith (8/23)	Edith (2/24)		Amanda (7/23)		

\* Amended 07/01/2023

	General Fund Total	Street Fund Total	Library Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	319,025.17	\$28,210.68	\$42,626.47	\$281,894.17	\$281,894.17	\$953,650.67
Admin Assistant	\$5,500.00					\$5,500.00
Judge Salary	\$9,600.00					\$9,600.00
Overtime Wages	\$0.00	\$850.00		\$8,075.00	\$8,075.00	\$17,000.00
FICA	\$ 24,117.73	\$2,340.19	\$3,260.93	\$23,314.54	\$23,314.54	\$76,347.92
PERS	96,781.28	\$8,512.26	\$7,509.64	\$84,935.69	\$84,935.69	\$282,674.57
Health Insurance	88,980.00	\$10,224.00	\$0.00	\$102,438.00	\$102,438.00	\$304,080.00
Disability, Life & ADD	792.50	\$67.75	\$0.00	\$679.88	\$679.88	\$2,220.00
Comp & Longevity	5,594.88	\$328.75	\$0.00	\$3,384.22	\$3,384.22	\$12,692.06
SUTA	314.44	\$65.13	\$42.63	\$632.66	\$632.66	\$1,687.52
W/C Monthly	144.44	\$57.05	\$46.67	\$547.73	\$547.73	\$1,343.63
W/C Annually	\$3,000.00	\$2,000.00	\$325.00	\$7,000.00	\$7,000.00	\$19,325.00
Cell Phones	\$300.00	\$120.00		\$1,140.00	\$1,140.00	\$2,700.00
Clothing				1,200.00	\$1,200.00	\$2,400.00
On Call				\$2,012.50	\$2,012.50	\$4,025.00
Seasonal				\$5,000.00	\$15,000.00	\$20,000.00

Totals	\$554,150.44	\$52,775.82	\$53,811.34	\$522,254.39	\$532,254.39	\$1,715,246.37
Diff - Base	\$32,851.28	\$405.56	(\$9,374.82)	\$6,079.48	\$6,079.48	\$36,040.96

**This shows 4.5% COU**

**\*Amended 07/01/2023**

	General Fund Total	Street Fund Total	Library Fund Total	Water Fund Total	Sewer Fund Total	Totals
Regular Wages	295,481.59	\$28,022.67	\$47,330.13	\$278,506.82	\$278,506.82	\$927,848.02
Admin Assistant	\$5,500.00					\$5,500.00
Judge Salary	\$9,600.00					\$9,600.00
Overtime Wages	\$0.00	\$750.00		\$7,125.00	\$7,125.00	\$15,000.00
FICA	\$ 22,365.20	\$2,317.57	\$3,620.76	\$22,974.84	\$22,974.84	\$74,253.20
PERS	89,680.27	\$8,427.03	\$11,816.27	\$83,656.98	\$83,656.98	\$277,237.53
Health Insurance	88,980.00	\$10,224.00	\$0.00	\$102,438.00	\$102,438.00	\$304,080.00
Disability, Life & ADD	792.50	\$67.75	\$0.00	\$679.88	\$679.88	\$2,220.00
Comp & Longevity	5,163.56	\$321.05	\$0.00	\$3,281.00	\$3,281.00	\$12,046.62
SUTA	291.59	\$63.15	\$47.33	\$612.17	\$612.17	\$1,626.41
W/C Monthly	144.44	\$57.05	\$46.67	\$547.73	\$547.73	\$1,343.63
W/C Annually	\$3,000.00	\$2,000.00	\$325.00	\$7,000.00	\$7,000.00	\$19,325.00
Cell Phones	\$300.00	\$120.00		\$1,140.00	\$1,140.00	\$2,700.00
Clothing				1,200.00	\$1,200.00	\$2,400.00
On Call				\$2,012.50	\$2,012.50	\$4,025.00
Seasonal				\$5,000.00	\$15,000.00	\$20,000.00

Totals \$521,299.16 \$52,370.26 \$63,186.16 \$516,174.91 \$526,174.91 \$1,679,205.41



# CITY OF HARRISBURG

## WAGE SCALE

### 2022/2023

This shows a 4.5% COLI									
PUBLIC WORKS DIRECTOR	1	2	3	4	5	6	7	8	
	\$75,021.86	\$78,022.73	\$81,143.64	\$84,389.39	\$87,764.96	\$91,275.56	\$94,926.58	98,723.65	Chuck
CITY RECORDER/COURT CLERK		\$48,654.07	\$52,624.24	\$54,729.21	\$56,918.38	\$59,195.12	\$61,562.92	64,025.44	Lori
FINANCE OFFICER/DEPUTY CR		\$67,538.27	\$73,049.39	\$75,971.36	\$79,010.22	\$82,170.63	\$85,457.45	88,875.75	Cathy (8/22)
PUBLIC WORKS FOREMAN		\$60,164.78	\$65,074.22	\$67,677.19	\$70,384.28	\$73,199.65	\$76,127.84	79,172.74	Rick
UB SUPER/BLDG PRMT/CODE ENF		\$44,420.19	\$48,044.88	\$49,966.67	\$51,965.34	\$54,043.95	\$56,205.71	58,453.94	
UTILITY III		\$23.00	\$24.88	\$25.87	\$26.91	\$27.98	\$29.10	30.27	
UTILITY II		\$21.15	\$22.88	\$23.79	\$24.74	\$25.73	\$26.76	27.83	Steve & Sal
UTILITY I		\$19.12	\$20.68	\$21.51	\$22.37	\$23.27	\$24.20	25.17	
UTILITY BILLING II		Unknown	Zachary	Jakob	\$22.40	\$23.29	\$24.22	25.19	
UTILITY BILLING I		\$19.14	\$20.71	\$21.53	\$19.30	\$20.08	Jamie (1/22)	21.71	
PLANNING CLERK		\$16.50	\$17.85	\$18.56	\$19.30	\$20.08	\$20.88	21.71	
OFFICE ASSISTANT II		\$16.50	\$17.85	\$18.56	\$19.30	\$20.08	\$20.88	21.71	
OFFICE ASSISTANT I		\$14.11	\$15.26	Unknown	\$16.51	\$17.17	\$17.85	18.57	
LIBRARIAN		\$13.50	\$14.60	\$15.19	\$15.79	\$16.42	\$17.08	17.77	
		\$17.94	\$19.41	Unknown	\$20.99	\$21.83	\$22.70	23.61	Cheryl
				\$20.18	Amanda (7/22)				

\* Amended 07/01/2022



## CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

### **PARTIES:**

City of Harrisburg, Oregon ("the City"), & Michele Eldridge ("the Administrator")

### **RECITAL:**

The purpose of this agreement is to establish the mutual and respective responsibilities, terms, and conditions under which the Administrator will serve the City as its Administrator. Therefore, the parties agree as follows:

#### **1. DUTIES AND RESPONSIBILITIES.**

- 1.1** The City agrees to employ the Administrator as City Administrator to perform (1) the functions and duties specified in the Charter, the Ordinances, and the resolutions of the City, (2) as required by state and federal laws, and (3) to perform other legally permissible and proper duties and functions as the City Council shall assign from time to time as more fully stated in the Job Description.
- 1.2** The Administrator shall also serve as City Planner, Enterprise Zone manager, and Executive Director of the Harrisburg Redevelopment Agency.

#### **2. LENGTH OF EMPLOYMENT.**

- 2.1** This employment agreement shall continue indefinitely.
- 2.2** The City shall have the right to end this agreement at any time, subject only to the provisions set forth in Section 9 of this agreement.
- 2.3** The Administrator shall have the right to end this agreement at any time, subject only to the provisions set forth in section 9 of this agreement.

#### **3. START DATE.** The date the Administrator will begin working for the City under this capacity is March 1, 2021.

#### **4. SALARY.**

- 4.1** The City agrees to pay the Administrator for her services rendered an annual sum of \$100,000, plus the approved COLI for FY 2023/2024.
- 4.2** Bonuses, pay increases, and fringe benefits may be considered by the City Council at any time.
- 4.3** Compensation shall be paid pursuant to the City's payroll policies and practices applicable to other city employees.
- 4.4** Any adjustment in salary made during the life of this agreement shall be in the form of a written amendment and shall become part of the agreement.

#### **5. RESIDENCY.** The Administrator shall reside within 15 miles or 20 minutes of the City of Harrisburg within one year.

6. **HOURS OF WORK.** The minimum expected work hours for the Administrator are 40 hours per week. Effective July 1st of each fiscal year, Administrator shall receive paid administrative leave in addition to vacation, sick and holiday leave as follows:

- 5 days per year (40 hours)

Administrative leave must be taken by June 30th of each year. Unused administrative leave days will not be cashed out and will not accrue from year to year and shall be forfeited if not used.

Effective October 31st of each fiscal year, Administrator shall receive 40 hours of paid compensation.

7. **BENEFITS.**

**7.1** The Administrator shall be entitled to the same benefits as provided to other employees of the City. As the Administrator is currently a senior employee with the City of Harrisburg, she will be entitled to keep her leave banks and seniority with the City, based upon the original employment date of November 30, 2001.

**7.2** The City agrees to pay the Administrator \$25 per month, paid quarterly, for use of her personal cell phone in the discharge of her duties.

**7.3** The City shall be a member of the League of Oregon Cities; and, the City agrees to pay for the Administrator's membership in the Oregon City County Managers' Association, ICMA, and OEDA.

**7.4** The City agrees to pay for all costs related to attending the Oregon City County Managers' Association annual conference, and the ICMA annual conference.

**7.5** If funds are available, the City Council will consider authorizing the Administrator's attendance at other professional development opportunities.

8. **PERFORMANCE EVALUATION.** The council shall meet annually, no later than the 15<sup>th</sup> day of March of each year, with the Administrator to discuss Administrator-Council relationships, to assess the Administrator's job performance and to review her annual salary. Said meeting shall be in executive session unless an open meeting is requested by the Administrator. The evaluation shall be made in reference to the job description of the Administrator and goals and objectives established for the Administrator for that year of evaluation. The purposes of the evaluation are to improve administrative leadership, maintain open lines of communication, and to enhance relations between the Council and the Administrator. The Administrator shall be entitled to meet with the Council to review its evaluation and supply any information that he may deem pertinent. The Mayor may assign some of the performance evaluation duties to the Personnel Committee so long as final decisions are made by the Council after the Administrator has had an opportunity to meet with the Council to discuss matters of mutual interest.

9. **TERMINATION AND SEVERANCE PAY.**

**9.1** In the event the Administrator is terminated by the City while the Administrator is willing and able to perform her duties under this agreement, then the City agrees to pay the Administrator a lump sum payment equal to four (4) months of her aggregate salary and benefits.

**9.2** In the event the Administrator is terminated because she willfully and repeatedly fails or refuses to adequately meet the requirements of her job description or comply with the policies, rules, regulations, and standards established by the Council in accordance with the



City Charter and which have been communicated to her, or because she commits any felony or other acts of willful misconduct connected with employment, the City shall be relieved of any responsibility to pay the severance pay referenced in section 9.1 above.

- 9.3** In the event the Administrator voluntarily resigns her position while this agreement is in effect, then the Administrator shall not be entitled to severance pay in accordance with this section.
- 9.4** In the event the Administrator voluntarily resigns her position with City then the Administrator shall give City two (2) month notice in advance, unless the parties agree otherwise in writing.
- 9.5** If the Administrator is permanently disabled or is otherwise unable to perform her duties without reasonable accommodation because of sickness, accident, injury, mental incapacity or health for a period of ten (10) successive weeks, City shall have the option to terminate this agreement subject to the severance pay requirements of this section.

**10. ATTORNEY FEES.** In the event any action, suit, arbitration or other proceeding shall be instituted by either party to this Agreement to enforce any provision of this Agreement or any matter arising therefrom or to interpret any provision of this Agreement, including any proceeding to compel arbitration, the prevailing party shall be entitled to recover from the other a reasonable attorney fee and related costs, including appellate costs, to be determined by the Court or Arbitrator(s).

**11. ETHICAL COMMITMENTS.** The Administrator will at all times uphold the tenets of the ICMA Code of Ethics, a copy of which is attached hereto and incorporated herein. Specifically, Administrator shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time.

The City shall support the Administrator in keeping these commitments by refraining from any order, direction or request that would require Administrator to violate the ICMA Code of Ethics. Specifically, neither the governing body nor any individual member thereof shall request Administrator to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality and merit.

**12. AMENDMENTS.** This Agreement may be amended only by an instrument in writing executed by all the parties.

**13. ENTIRE AGREEMENT.** This Agreement sets forth the entire understanding of the parties with respect to the subject matter of this Agreement and supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.

**14. SEVERABILITY.** If any provision of this Agreement shall be invalid or unenforceable in respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement shall not be in any way impaired.

15. **WAIVER.** A provision of this Agreement may be waived only by a written instrument executed by the party waiving compliance. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision or any other provision.

Agreed to on March 14, 2023.

\_\_\_\_\_  
City of Harrisburg by Robert Duncan, Mayor

\_\_\_\_\_  
Michele Eldridge

Attachments: ICMA Code of Ethics

# ICMA Code of Ethics

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The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant
3. Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

*Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in June 2017.*

# ICMA



## City Administrator Position Description

**Reports to:** City Council

**Job Summary:** The City Administrator is responsible for the effective and efficient delivery of all municipal services. Work is performed under the policy guidance of the City Council who holds the employee accountable for achieving Council goals and directives.

This position is salaried and exempt from overtime wages.

**Supervisory Responsibility:** The incumbent supervises the City Recorder/Municipal Court Clerk, Finance Officer/Deputy City Recorder, Public Works Director, and Utility Billing Supervisor/Building Permit Clerk.

### Essential Duties/Functions and Responsibilities

1. Respond with patience and diplomacy to customer questions, concerns, complaints and requests regarding city matters over the telephone, in person, and by electronic communication.
2. Keeps the Council informed of city matters. Willingly accepts direction from the Council and advice from subordinates.
3. Coordinates the activity, planning, and financial performance of all city departments.
4. Advises the City Council at all times of the affairs and needs of the city.
5. Assures compliance with the City Employee Manual, and recommends changes to the Personnel Committee.
6. Confers with department heads and others on varied operating and administrative problems.
7. Reviews departmental plans, programs, and procedures.
8. Suggests innovations and methods to improve the standard of services rendered.
9. Formulates and proposes ordinance changes and policy alternatives to the City Council.
10. Recommends citywide goals and objectives to the City Council annually in the 5-year strategic plan.
11. Attends and participates in public meetings, as required.
12. Reviews and approves personnel evaluations.
13. Responsible for all hiring and disciplinary procedures.
14. Provides training opportunities for city staff and city officials.
15. Searches for and applies for appropriate grants and administers awarded grants.
16. Advises Council members in deliberations on policy and ordinance issues.
17. Responsible for enforcing code violations and verifying that City departments are following Council policy.
18. Encourages and develops city-wide economic development projects. This includes business retention, recruitment and expansion with citizens and businesses, including commercial and industrial development in the Harrisburg Urban Renewal Agency boundaries. Actively markets the

City of Harrisburg to developers and as part of regional and state economic development projects.

19. Represents the city in hearings with other governmental entities.
20. Counsels the Finance Officer in presenting the budget proposals to the Budget Committee and the City Council.
21. Responsible for renewing and negotiating franchise agreements and IGA's with other governmental bodies and agencies.
22. Provides information to and answers questions of media representatives.
23. Manages Harrisburg Redevelopment Agency, Harrisburg Enterprise Zone, and the Planning and Building permit programs (see detail below).
24. Performs other duties as assigned.

**Non-essential Duties:**

1. May attend off-site trainings and conferences.
2. May serve as a member of the Safety Committee and other employee committees.

**Other Significant Duties:**

City Planner:

Makes recommendations to the Planning Commission and the City Council, where appropriate, on development related issues, zoning, and Comprehensive Plan matters. Provides staff support to the Planning Commission. Reviews land use application for compliance with code provisions and prepares staff reports for the Planning Commission and City Council. Works with, and advises the Contract Planner employed by the City when needed. Advises citizens on city ordinance requirements. Prepares and reviews improvement agreements between the city and developers. Advises the Planning Commission and the City Council on long range planning considerations and changes to land use ordinances. Performs field inspections of land use sites, as needed. Responsible for supervising the Building Permit Clerk and the performance of the building permits department in relation to meeting City code provisions and land use approvals and works effectively with the planning and building department the City contracts with.

Harrisburg Redevelopment Agency Director:

Oversees appropriate commercial and industrial development. Prepares agendas and provides guidance to the Agency. Works with property owners and industrial properties within the Urban Renewal District, along with state and county officials, to provide the most meaningful economic development possible.

Harrisburg Enterprise Zone Manager:

Advises the City Council on the goals and the use of the program. Provides review and approval of Authorization Applications. Works with authorized companies to ensure timely claim filing and assisting with other needs. Keeps current and prospective industries informed of the purposes of the program. Prepares reports associated with the program.

**Education, Qualifications and Experience:**

To perform this job successfully, an individual must be able to perform each of the essential and other significant duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability demanded by this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and Experience:	<p>Master's degree in public administration, business administration, or planning, and 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.</p> <p>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 initiate improvements in management methods. Experience interpreting and applying laws, rules, and regulations. Ability to recognize and analyze situations, problems, and financial statements. Ability to direct supervise, and evaluate the work of others, and establish and maintain cooperative and harmonious working relationships with city officials, department heads, employees, business and government organizations, and the general public.</p>
Language Skills:	Ability to read, analyze, and interpret reports, legal documents and government records. Ability to respond to frequent inquiries and complaints from the public, regulatory agencies, supervisor, subordinates, members of the business community, etc. Ability to effectively present information to supervisor, public, and elected and appointed government bodies.
Reasoning Ability:	Ability to identify and solve complex problems and deal with a variety of variables in situations where only a limited standardization exists. Ability to interpret information and instructions furnished in written, verbal, diagram, or schedule form.
Computer Skills:	Ability to operate a computer. Expert in using word processing, spreadsheets, and government software. Ability to use email communication, geographic information systems, and other online applications and software.
Work Relationships:	Ability to effectively delegate assignments, prioritize work, and communicate with subordinates. The employee will have frequent contact with the public both inside and outside the office environment. The employee will have frequent contact with elected and appointed government officials, and the business community. Ability to motivate employees and maintain a positive workplace. The employee is part of a team, and will contribute accordingly.
Physical Demands:	<p>While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, and hear. The employee will use hands to handle objects, tools, or controls. The employee is occasionally required to balance, stoop, kneel, crouch or crawl.</p> <p>The employee will regularly lift and/or move objects or materials up to 10 pounds, and occasionally to lift and/or move objects up to 50 pounds. Specific vision requirements to perform this job include both far away and close up vision, color vision, peripheral vision and depth perception. The employee may be required to operate a computer up to six hours or more a day.</p>
Working Conditions:	Work is performed both in a climate controlled office environment and outdoors. Employee will be required to drive a city vehicle.

Attendance Requirements: Work is during the daytime, with frequent evening and weekend work required. Employee is expected to be at work during the operating hours of city hall.

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Approved by the City Administrator

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

9.

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**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

Exhibit A: City Council Minutes from January 24, 2023 and  
February 14, 2023

Exhibit B: Payment Approval Report for February 2023

Exhibit C: Appoint of Library Board Applicant Alexandria Bennett

Exhibit D: Municipal Court Collection Report February 2023

Exhibit E: Municipal Court Citation Report February 2023

**ACTION: MOTION TO APPROVE THE CONSENT LIST**

A motion to approve the consent list will approve the following:

- 1. The Minutes for the January 24, 2023 and February 14, 2023 City Council Meeting**
- 2. The Payment Approval Report for February 2023**
- 3. Appointment of Alexandria Bennett to the Library Board with a term ending June 30, 2026**

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**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda –March 14, 2023

**STAFF RECOMMENDATION:**

**Staff recommends the City Council approve the consent list.**

**Building Permits:**

February 2023: Submitted: 9  
Issued: 12  
New Homes: 5 (One 5-Plex Building)

**Residential Valuation:** \$74,693.00 (Solar)

**Commercial Valuation:** \$725,000.00 (5-Plex)

**2023 YTD Valuation:** \$882,150.00

*Please note valuation is not added to the City's property tax base until the fall period following when the permit is finalized. As such, the typical timeframe for most construction to show up on our tax base is the following year in November. The valuation figure includes new home values, the value of commercial or industrial construction, and the value of extensive remodels.*



### **Business Licenses Issued:**

- **Steve's Handyman Service:** Home Occupational Business located at 1025 S 6<sup>th</sup> St, #101. Owner is Steve Colvin.

### **Harrisburg Municipal Court:**

- Collection Report **(EXHIBIT D)** for the month of February 2023 is \$4,963.79.
- There were 33 citations issued in the month of February 2023 for a total of 40 offenses **(EXHIBIT E)**. The citations included seven defendants charged with Fail to Appear; six charged with Failure to Obtain a Business License, and one defendant charged with three criminal offenses including Theft II, Criminal Trespass II and Theft II by Receiving.

**Committee Minutes:** *Please note all committee/board minutes are approved by the individual committee, and not by the City Council consent agenda approval.*

#### **Harrisburg and HRA Budget Committee Chairperson: Ruby Bennett**

The Harrisburg and HRA Budget Committee did not meet in the month of February.

*Next Scheduled Meeting: TBD*

#### **Library Board: Chairperson: Katherine Hansen**

The Library Board did not meet in the month of February.

*Next Scheduled Meeting: March 7, 2023*

#### **Personnel Committee: Chairperson; Kimberly Downey**

The Personnel Committee last met on February 21, 2023. Those minutes are included in the agenda.

*Next Scheduled Meeting: TBD*

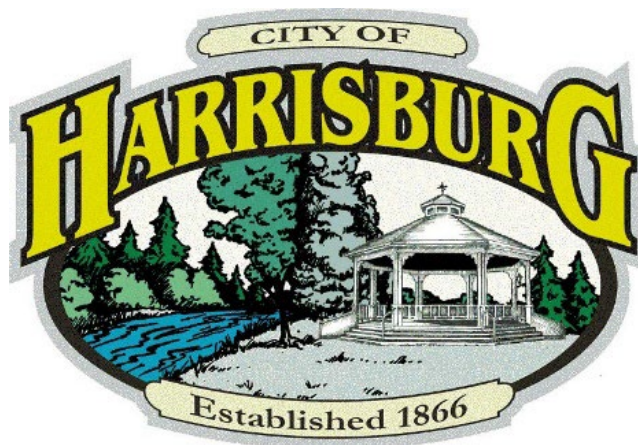
#### **Planning Commission: Chairperson; Todd Culver**

The Planning Commission did not meet in the month of February.

*Next Scheduled Meeting: March 21, 2023*

### **REVIEW AND APPROVAL:**

*Lori Ross*                      03/06/2023  
 \_\_\_\_\_  
 Lori Ross                      Date  
 City Recorder



## City Council Work Session Minutes January 24, 2023

Mayor: Robert Duncan, Presiding  
Council President: Mike Caughey, Present  
Councilors Present: Kim Downey, Adam Keaton and Randy Klemm  
Councilors Absent: Rob Boese and Charlotte Thomas  
Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz,  
City Recorder/ Municipal Court Clerk Lori Ross  
Location: Harrisburg Municipal Center Located at 354 Smith St

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan at the hour of 6:33pm

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** All in attendance were there for items on the agenda.

### **THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS AVAILABLE**

**STAFF REPORT:** Sergeant Frambes reviewed the report for December 2022. He commented that there have been a lot of vehicle break-ins and residents are not calling LCSO but are posting on Facebook. He noted there tends to be more car break-ins and thefts during inclement weather. Sergeant Frambes informed Council that LCSO did recover all stolen property from the insurance office break in and two arrests were made. He reviewed **Addendum 1**, a 2022 summary of an incidence comparison for Harrisburg and other contracted cities.

- Scholz asked about the false alarm calls coming from Isovolta. Sergeant Frambes commented that they are required to respond. Eldridge stated she is currently looking into different Municipal Codes in order to enforce that company's fix those problems.

### **THE MATTER OF APPROVING ORDINANCE NO. 990, "AN ORDINANCE RENEWING THE FRANCHISE FOR THE OPERATION OF A CABLE TELEVISION FRANCHISE TO COMCAST OF OREGON II, INC., AND SUPERSEDING ORDINANCE NO. 900"**

**STAFF REPORT:** Eldridge introduced Tim Goodman with Comcast once again. She referred to the staff report which is the same as the previous month. No further comment.

January 24, 2023

- Keaton **motioned to approve Ordinance No. 990, “AN ORDINANCE RENEWING THE FRANCHISE FOR THE OPERATION OF A CABLE TELEVISION FRANCHISE TO COMCAST OF OREGON II, INC., AND SUPERSEDING ORDINANCE NO. 900” and was seconded by Downey. The motioned passed by a vote of 4-0.** (Yes: Caughey, Downey, Keaton and Klemm. No: None.)

**THE MATTER OF FURTHER DISCUSSION IN RELATION TO A PROPOSAL TO MODIFY THE CURRENT SOLID WASTE FRANCHISE RATE FOR REPUBLIC SERVICES, TO REFLECT THEIR REQUEST TO APPLY A 9% INCREASE TO CURRENT RATES, BASED ON THE RATE REFUSE INDEX**

**STAFF REPORT:** Eldridge introduced Julie Jackson with Republic Services who was present tonight. Eldridge referred to **Addendum 2** which is the financial information provided by Republic Services for 2017 to 2021 showing expenses and income.

- Jackson stated their net margins should be between 8% and 12% as guided by the Oregon Refuse and Recycling Association.
- Jackson informed Council there are 1,021 residential accounts and of those accounts, 513 residents use the 32-gallon container which accounts for 50% of all residents. Those residents would see an increase of \$1.94 per month. The next most popular would be the 90-gallon container which accounts for 45% of all residents. Those residents would see an increase of \$3.20 per month.
- Caughey commented that with the 9% Republic Services is asking for now, that would be an increase of 15% over the last two years. He further commented that smaller increases, if needed, are more preferable than larger.
- Keaton stated the weighted average increase is \$2.59 for all residents.
- Caughey asked about having recycling picked up every other week and if that would keep the cost down. Jackson replied that most residents would need to get a larger garbage container to accommodate that change.
- After further discussion, the consensus from City Council was a 7.5% rate increase. Keaton commented that the Refuse Rate Index does need to be addressed and changed next year.
  - Klemm **motioned to approve Resolution No. 1273, “A RESOLUTION APPROVING A 7.5% RATE INCREASE FOR SOLID WASTE MANAGEMENT SERVICES PROVIDED BY REPUBLIC SERVICES AND ESTABLISHING AN EFFECTIVE DATE” and was seconded by Downey. The motioned passed by a vote of 4-0.** (Yes: Caughey, Downey, Keaton and Klemm. No: None.)

**THE MATTER OF REVIEWING THE DRAFT HMC 13.15 WATER SYSTEM REGULATIONS IN THE CITY OF HARRISBURG**

**STAFF REPORT:** Eldridge stated the changes made to HMC 13.15 will bring the City in line with the Harrisburg Water Master Plan, the Oregon Health Authority, and the Water Management Conservation Plan.

- Scholz noted some of changes made address wells on private property and the requirement for a backflow device as well as requirement for a meter to be installed on all wells used for housekeeping purposes. Changes to fire hydrants was also noted although currently, pulling from hydrant is not allowed due to it stirring up water lines.
- **No further discussion. HMC 13.15 will be brought back to a future meeting for approval.**

**OTHERS:**

January 24, 2023

- Eldridge stated there is an LOC meeting February 10<sup>th</sup> and to please inform her if you would like to attend.
- Keaton stated his last day as a City Council member will most likely be the end of February or March.
- Eldridge referred to **Addendum 3**, City Day at the Capital, and commented it was a nice packet. She then referred to **Addendum 4**, Harrisburg Projects and Funding Requirements, and stated she would be giving it to both Senator Hayden and Representative Cate.
- Eldridge stated there is another Cascade West Areas Commission on Transportation (CWACTION) Thursday if anyone would like attend. She commented that there are other cities that don't have representation like Scio, Mill City, Lyons and Adair Village. The consensus from City Council was to not have a representative. Keaton stated he will attend this last meeting.
- Eldridge informed Council that effective March 1<sup>st</sup>, citizens will be losing their SNAP benefits which includes extra food stamps and Medicaid benefits. She has placed a link on the City website with more information.
- Ross reminded Council of Eldridge's upcoming review and to please submit theirs if they haven't already.
- Scholz stated that next week they will be submitting the temperature TMDL Report to DEQ.

**With no further discussion, the City Council Work Session adjourned at the hour of 8:16pm.**

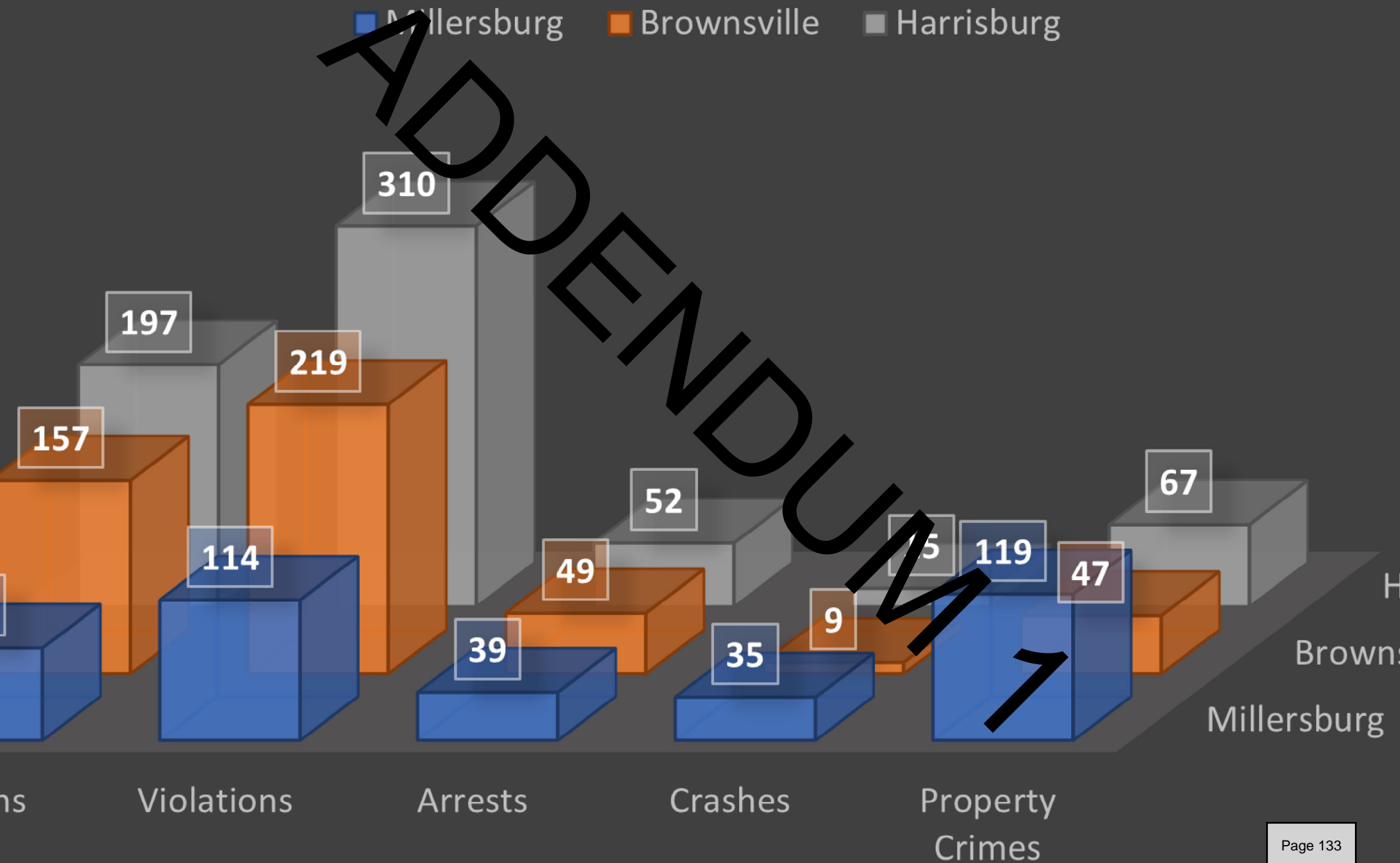
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**Mayor**

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**City Recorder**

# 2022 SUMMARY



**MEMORANDUM:****FROM THE OFFICE OF THE CITY ADMINISTRATOR**

**TO: CITY COUNCIL MEMBERS**  
**FROM: MICHELE ELDRIDGE**  
**SUBJECT: REPUBLIC SERVICES INFORMATION**  
**DATE: JANUARY 19, 2023**

I met with Julie and Ken last week (via zoom) on Thursday morning and provided them with a deadline for this week for information. While it wasn't received in time to include in the agenda itself, it did come in time to be included with your packet for you to be able to review prior to the meeting.

I emphasized that council was interested in financial documentation, but I also provided them with an email that had a few of the other questions that some of you had during the meeting.

- What percentage are your diesel costs in comparison to your total annual expenditures.
- What part of the rate increase request is due to fuel and labor costs.
- Perhaps bring an average invoice for someone, based on the most common can size that most Harrisburg customers use, showing both what last year's rate was, and what the proposed rate will be based on your 9% increase. (We do this kind of thing ourselves every year when our service fees increase by the cost of living).

I hope that they will bring additional information to the meeting, over and above the financial documentation that is attached, and I encouraged them to bring a PowerPoint presentation as well.

A handwritten signature in black ink, appearing to be "Michele Eldridge", written over a large, faint, diagonal watermark that reads "HARRISBURG 2022".

# APPENDIX 2

## REPUBLIC SERVICES

### Financial Information 2017 - 2021

**Republic Services of Albany**  
**City of Harrisburg**  
**Statement of Income**  
**For the Year Ended December 31, 2017 and 2018**

	<b>2017</b>	<b>2018</b>	<b>% Change</b>
<b>Revenue</b>	<b>547,089</b>	<b>569,828</b>	<b>4.2%</b>
<b>Cost of Operations</b>	<b>409,965</b>	<b>437,214</b>	<b>6.6%</b>
<b>Gross Profit</b>	<b>137,123</b>	<b>132,615</b>	<b>-3.3%</b>
<b>Sales, General and Administrative</b>	<b>59,302</b>	<b>64,316</b>	<b>-8.4%</b>
<b>Operating Income</b>	<b>77,822</b>	<b>78,299</b>	<b>0.6%</b>
<b>Provision for Income Taxes</b>	<b>31,129</b>	<b>22,393</b>	<b>-28.1%</b>
<b>Net Income</b>	<b>46,693</b>	<b>55,905</b>	<b>19.7%</b>
<b>Net Income as a Percent of Sales</b>	<b>8.5%</b>	<b>9.8%</b>	



*Republic Services of Albany*  
*City of Harrisburg*  
*Schedule of Direct Expenses*  
*For the Year Ended December 31, 2017 and 2018*

	2017	2018	% Change
<b>COST OF OPERATIONS</b>			
Labor	98,877	105,925	7%
Repairs and Maintenance	45,142	46,211	2%
Vehicle Operating Costs	24,780	29,678	20%
Facility	18,943	20,718	22%
Insurance	14,482	12,280	-15%
Disposal & Recycle Purchases	149,737	160,177	7%
Franchise Fees	31,582	33,905	7%
Other Operating Costs	3,139	6,035	92%
Depreciation	25,324	22,575	-11%
<b>TOTAL COST OF OPERATIONS</b>	<b>409,965</b>	<b>437,214</b>	<b>7%</b>
<b>Sales, General and Administrative</b>			
Salaries	21,542	16,209	-25%
Rent and Office Expense	6,505	6,277	-3%
Travel and Entertainment	756	943	25%
Professional Fees	787	766	-3%
Bad Debt Expense	2,542	2,770	9%
Management Services	18,971	18,596	-2%
Other Expenses	8,199	8,753	7%
<b>TOTAL SALES, GENERAL &amp; ADMINISTRATIVE</b>	<b>59,302</b>	<b>54,316</b>	<b>-8%</b>

**Republic Services of Albany**  
**City of Harrisburg**  
**Statement of Income**  
**For the Year Ended December 31, 2018 and 2019**

	<b>2018</b>	<b>2019</b>	<b>% Change</b>
<b>Revenue</b>	<b>569,828</b>	<b>666,195</b>	<b>16.9%</b>
<b>Cost of Operations</b>	<b>437,214</b>	<b>506,164</b>	<b>15.8%</b>
<b>Gross Profit</b>	<b>132,615</b>	<b>160,031</b>	<b>20.7%</b>
<b>Sales, General and Administrative</b>	<b>54,316</b>	<b>60,426</b>	<b>11.2%</b>
<b>Operating Income</b>	<b>78,299</b>	<b>99,606</b>	<b>27.2%</b>
<b>Provision for Income Taxes</b>	<b>22,393</b>	<b>28,487</b>	<b>27.2%</b>
<b>Net Income</b>	<b>55,906</b>	<b>71,118</b>	<b>27.2%</b>
<b>Net Income as a Percent of Sales</b>	<b>9.8%</b>	<b>10.7%</b>	

*Republic Services of Albany*  
*City of Harrisburg*  
*Schedule of Direct Expenses*  
*For the Year Ended December 31, 2018 and 2019*

	2018	2019	% Change
<b>COST OF OPERATIONS</b>			
Labor	105,625	120,694	14%
Repairs and Maintenance	46,211	53,243	15%
Vehicle Operating Costs	29,678	29,236	-1%
Facility	20,718	27,157	31%
Insurance	12,290	14,839	21%
Disposal & Recycle Purchases	160,177	195,045	22%
Franchise Fees	33,906	39,897	17%
Other Operating Costs	6,036	5,556	-8%
Depreciation	22,576	20,898	-8%
<b>TOTAL COST OF OPERATIONS</b>	<b>497,214</b>	<b>508,164</b>	<b>16%</b>
<b>Sales, General and Administrative</b>			
Salaries	16,209	18,304	13%
Rent and Office Expense	6,277	5,576	-11%
Travel and Entertainment	943	378	-60%
Professional Fees	766	725	-5%
Bad Debt Expense	2,770	2,804	1%
Management Services	18,598	23,030	24%
Other Expenses	8,753	9,609	10%
<b>TOTAL SALES, GENERAL &amp; ADMINISTRATIVE</b>	<b>54,316</b>	<b>60,428</b>	<b>11%</b>

**Republic Services of Albany**  
**City of Harrisburg**  
**Statement of Income**  
**For the Year Ended December 31, 2019 and 2020**

	<b>2019</b>	<b>2020</b>	<b>% Change</b>
<b>Revenue</b>	<b>666,195</b>	<b>681,852</b>	<b>2.4%</b>
<b>Cost of Operations</b>	<b>506,164</b>	<b>517,879</b>	<b>2.3%</b>
<b>Gross Profit</b>	<b>160,031</b>	<b>163,973</b>	<b>2.5%</b>
<b>Sales, General and Administrative</b>	<b>60,426</b>	<b>69,837</b>	<b>15.6%</b>
<b>Operating Income</b>	<b>99,606</b>	<b>94,136</b>	<b>-5.5%</b>
<b>Provision for Income Taxes</b>	<b>28,487</b>	<b>26,923</b>	<b>-5.5%</b>
<b>Net Income</b>	<b>71,118</b>	<b>67,213</b>	<b>-5.5%</b>
<b>Net Income as a Percent of Sales</b>	<b>10.7%</b>	<b>9.9%</b>	

*Republic Services of Albany*  
*City of Harrisburg*  
*Schedule of Direct Expenses*  
*For the Year Ended December 31, 2019 and 2020*

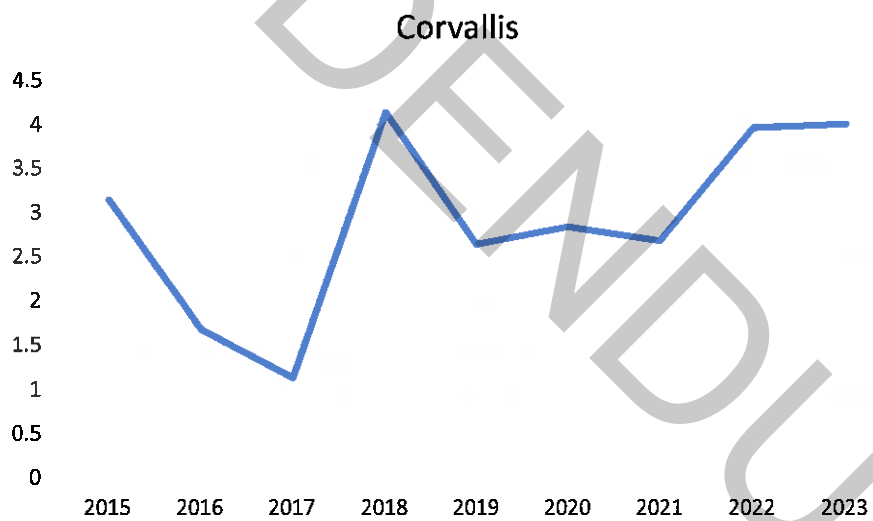
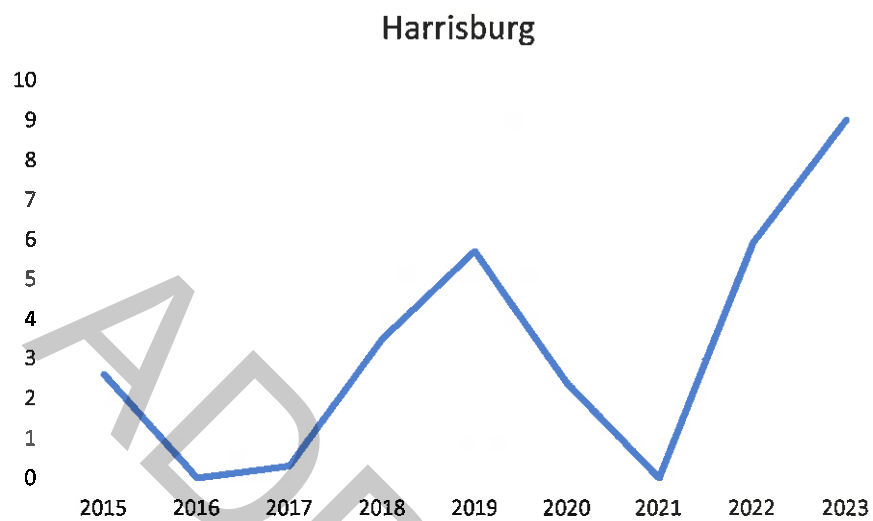
	2019	2020	% Change
<b>COST OF OPERATIONS</b>			
Labor	120,694	122,119	1%
Repairs and Maintenance	53,243	48,348	-9%
Vehicle Operating Costs	29,233	25,168	-14%
Facility	27,137	28,924	+1%
Insurance	14,839	13,334	-10%
Disposal & Recycle Purchases	195,045	203,473	8%
Franchise Fees	39,697	40,397	2%
OR Corp Activity Tax	-	3,955	100%
Other Operating Costs	5,558	7,560	38%
Depreciation	20,698	23,503	14%
<b>TOTAL COST OF OPERATIONS</b>	<b>506,164</b>	<b>517,879</b>	<b>2%</b>
<b>Sales, General and Administrative</b>			
Salaries	13,304	17,651	+4%
Rent and Office Expense	5,576	7,515	35%
Travel and Entertainment	379	95	-75%
Professional Fees	725	2,622	262%
Bad Debt Expense	3,904	2,678	-26%
Management Services	23,038	30,953	34%
Other Expenses	9,609	8,921	-7%
<b>TOTAL SALES, GENERAL &amp; ADMINISTRATIVE</b>	<b>60,429</b>	<b>69,837</b>	<b>16%</b>

**Republic Services of Albany**  
**City of Harrisburg**  
**Statement of Income**  
**For the Year Ended December 31, 2020 and 2021**

	<b>2020</b>	<b>2021</b>	<b>% Change</b>
<i>Revenue</i>	681,852	705,512	3.5%
<i>Cost of Operations</i>	514,506	541,074	5.2%
<i>Gross Profit</i>	<b>167,345</b>	164,538	-1.7%
<i>Sales, General and Administrative</i>	69,441	79,249	14.1%
<i>Operating Income</i>	97,904	85,289	-12.9%
<i>Provision for Income Taxes</i>	28,001	24,393	-12.9%
<i>Net Income</i>	<b>69,904</b>	<b>60,896</b>	-12.9%
<i>Net Income as a Percent of Sales</i>	10.3%	8.6%	

*Republic Services of Albany*  
*City of Harrisburg*  
*Schedule of Direct Expenses*  
*For the Year Ended December 31, 2020 and 2021*

	2020	2021	% Change
<b>COST OF OPERATIONS</b>			
Labor	121,427	130,928	9%
Repairs and Maintenance	48,075	58,327	21%
Vehicle Operating Costs	25,023	33,996	36%
Facility	26,772	25,091	-6%
Insurance	19,259	17,904	-6%
Disposal & Recycle Purchases	205,303	194,324	-5%
Franchise Fees	39,697	41,254	4%
OR Corp Activity Tax	3,935	4,093	3%
Other Operating Costs	7,629	8,434	10%
Depreciation	23,370	28,367	21%
<b>TOTAL COST OF OPERATIONS</b>	<b>514,506</b>	<b>541,074</b>	<b>5%</b>
<b>Sales, General and Administrative</b>			
Salaries	17,551	35,904	105%
Rent and Office Expense	7,472	5,758	-23%
Travel and Entertainment	95	159	67%
Professional Fees	2,607	1,685	-35%
Bad Debt Expense	2,067	1,113	-46%
Management Services	30,778	25,187	-18%
Other Expenses	8,871	9,445	6%
<b>TOTAL SALES, GENERAL &amp; ADMINISTRATIVE</b>	<b>69,441</b>	<b>79,249</b>	<b>14%</b>



Harrisburg 9-year overall increase: 29.4%

Corvallis 9-year overall increase: 26.2%





# CITY DAY AT THE CAPITOL

JANUARY 25, 2023

SALEM CONVENTION  
CENTER



# AGENDA

9.

**6:45 a.m. Meet at Harrisburg City Hall**

**8:15 – 9:00 a.m. REGISTRATION AND CONTINENTAL BREAKFAST** Salem Convention Center, Willamette Foyer

**9:00 – 12:00 p.m. GENERAL SESSION** Salem Convention Center, Willamette Room

- Welcome
- Governor and Legislative leadership remarks, invited speakers:
  - Governor Tina Kotek
  - Senate President Senator Rob Wagner
  - House Majority Leader Representative Julie Fahey
  - Republican Senate Leader, Senator Tim Knopp
  - Republican House Leader, Representative Vikki Breese-Iverson
- Legislative Landmarks
- Capitol Construction
- Working with Legislative Staff Paperless Offices
- LOC Legislative Priorities

**11:45 – 1:15 p.m. BOXED LUNCHES AVAILABLE** Salem Convention Center, Willamette Foyer

**12:00 – 4:15 p.m. INDIVIDUAL LEGISLATIVE MEETINGS** State Capitol

**1:00 – 3:00 p.m. WORKSHOPS** Salem Convention Center, Willamette Room

- 1:00 p.m. Lobbying 201- Capital Constructions Asks
- 1:30 p.m. Economic Development Incentives
- 2:00 p.m. Regulating Public Spaces in Regards to Persons Experiencing Homelessness

**2:45 - Harrisburg contingent meeting with Senator Cedric Hayden in Office S-315** State Capitol

**3:00 – 4:30 p.m. STATE AGENCY TABLES**

- Oregon Parks and Recreation
- Oregon Department of Energy
- Business Oregon
- Oregon Department of Emergency Management
- Department of Land Conservation and Development

**4:30 – 7:00 p.m. LEGISLATIVE RECEPTION** Salem Convention Center, Willamette Foyer

Two shuttle buses will run between the Salem Center and the Capitol. The first bus will depart the Salem Convention Center at 12 p.m. and the last bus will depart the Capitol at 4:30 p.m., with stops at each location approximately every 15-20 minutes throughout the afternoon.





On behalf of the League of Oregon Cities (LOC) and the Oregon Mayors Association, thank you for joining your fellow mayors, city councilors, and city staff for our "City Day at the Capitol." This event provides an opportunity for cities statewide to speak with one voice to collectively influence state policy and legislation for the benefit of all our communities. It will have been almost three years to the day that LOC held an in-person City Day, so let's make sure this one counts.

Today you will stand with other city officials from around Oregon to support legislative actions that avoid state preemption and protect local authority. City Day is also an opportunity to educate state legislators on actions they take that will impact your communities and the difficult challenges we face. We need the state to invest in and partner with cities. By coming together, our unified voices will make a difference to advance legislative priorities supported by the LOC and our entire membership, our legislative agenda which includes the following key priorities:

- 1) **Infrastructure Finance, Resilience, and Funding for Critical Infrastructure for Needed Housing** – The LOC will advocate for an increase in the state's investment in key community level infrastructure funding sources. In addition, the LOC will advocate for funding of critical infrastructure that provides incentives for needed housing so there are more affordable housing options available.
- 2) **Local Funding to Address Homelessness** – The LOC will seek state funding to support coordinated, local community responses to addressing homelessness.
- 3) **Address Measure 110 Shortcomings** – The LOC will advocate for the state to restore criminal justice incentives for seeking treatment for addiction while ensuring a path for expungement when a treatment program is completed successfully.
- 4) **Economic Development Incentives** – The LOC will support legislation to preserve and strengthen discretionary local economic development incentives, including the Enterprise Zone (EZ) Program, the Long-Term Rural Enterprise Zone (LTREZ) Program and the Strategic Investment Program (SIP).
- 5) **Community Resiliency & Wildfire Planning** – The LOC will support investments for climate and wildfire resiliency planning, as well as infrastructure upgrades, to fill existing gaps and assist cities in planning for extreme weather events and wildfire.
- 6) **Transportation Safety Enhancement** – The LOC supports legislation that improves the overall safety of the statewide transportation network in local communities. The LOC will achieve this outcome by expanding authority for establishing fixed photo radar to all cities; increasing flexibility for local speed setting authority; increasing investment in the "safe routes to schools" program; and expanding the "great streets" programs.
- 7) **Full Funding & Alignment for State Land Use Initiatives** – The LOC will support legislation to streamline and fully fund local implementation of any recently adopted or proposed state land use planning requirements, including administrative rulemaking.
- 8) **Lodging Tax Flexibility** – The LOC will advocate for legislation to enhance flexibility in cities' use of transient lodging tax revenues. The goal is to help cities better serve visitors and improve local conditions that support the tourism industry. Thank you for your enthusiastic participation in this event. Together, we will make it a successful day of advocacy for cities across Oregon.



# Infrastructure Funding to Support Resilient Communities and Needed Housing

## Infrastructure Needs are Known and Rising

Oregon's water infrastructure needs are well-documented<sup>3</sup>. Continued investment is critical to supporting community public health, livability, economic development, environmental protection, and needed housing. Not only is Oregon's existing infrastructure in serious need of upgrade and repair, but local water and wastewater providers are also facing new and emerging challenges that will require additional investment and add additional costs. These challenges include:

- Seismic upgrades to better ensure that some of the critical components of water systems will be able to withstand a Cascadia earthquake (e.g. system backbone; lines to hospitals; reservoirs/storage);
- Stormwater upgrades to withstand extreme rain and other severe weather events due to climate change;
- Additional water supply storage to combat persistent drought and declining snowpack; and
- New and more stringent water quality and permit requirements, including stormwater.

## Infrastructure Costs are Barriers to Needed Housing

As Oregon works to overcome its historic housing supply deficit<sup>4</sup>, development costs continue to rise. Cities have extremely limited tools to address the rising costs of the infrastructure necessary to support the development of needed housing. This is especially true in smaller cities and more rural markets where infrastructure and land readiness costs are prohibitive for local budgets. At a minimum, state coordination of existing infrastructure funding, currently distributed across many agencies, is needed to ensure resources are leveraged toward the goal of housing production. Additionally, a statewide fund to address infrastructure costs and improve housing affordability is needed.

## A Sustained, Coordinated Investment is Needed

The League of Oregon Cities membership identified infrastructure financing as the number one legislative priority for 2023-2025. The LOC will advocate for an increase in the state's investment in key infrastructure funding sources, including, but not limited to, the Special Public Works Fund (SPWF), the Brownfield Redevelopment Fund, the Regionally Significant Industrial Site program, and set asides through the SPWF for seismic resilience planning and related infrastructure improvements to make Oregon water and wastewater systems more resilient. In addition, the LOC will advocate for increased infrastructure investments and state-led housing production coordination to reduce the cost of needed housing throughout Oregon.

**Water Contact:** Michael Martin, Lobbyist – [mmartin@orcities.org](mailto:mmartin@orcities.org) or 503-991-7191

**Housing Contact:** Ariel Nelson, Lobbyist – [anelson@orcities.org](mailto:anelson@orcities.org) or 541-640-4181

<sup>3</sup> [https://www.orcities.org/application/files/3816/2196/3174/Infrastructure\\_Survey\\_Summary\\_Report\\_5-25-21.pdf](https://www.orcities.org/application/files/3816/2196/3174/Infrastructure_Survey_Summary_Report_5-25-21.pdf)

<sup>4</sup> [https://www.oregon.gov/lcd/UP/Documents/Appx\\_D\\_OHNA\\_Technical\\_Report.pdf](https://www.oregon.gov/lcd/UP/Documents/Appx_D_OHNA_Technical_Report.pdf) (p7)



# Local Funding Needed To Support Statewide Homeless Response



Cities are on the front lines of Oregon's homeless crisis, yet the needed response exceeds any one city's individual capacity. While active projects, programs, and partnerships are in place in many communities in Oregon, the state has an opportunity to build on recent investments and partner with local governments to make an immediate and impactful difference. We need state leadership to allocate direct funding that is scaled to swiftly respond to the gravity of this crisis.

The Oregon Mayors Association (OMA) formed a Homelessness Taskforce in May of 2022 that brought together 25 mayors from across the state to develop a response to homelessness that would help all communities statewide, regardless of size or location. The OMA Homelessness Taskforce plan to equitably, humanely and timely address the homelessness crisis in Oregon is a partnership between the state of Oregon and its 241 cities. This partnership will establish and expand local, community-based responses that provide immediate shelter and needed services to both prevent and respond to homelessness.

## Our Plan:

The OMA proposes to prepare two parallel budget proposals. A budget package that provides **flexible, ongoing, and direct funding to cities** for homelessness response and prevention services and a budget package that includes capital improvement funding for cities.

## Direct Allocation:

The OMA recommends a direct allocation of funding from the state to each incorporated city in Oregon for cities to use in their homelessness response and prevention services.

Each city will be allocated funds equal to \$40 per resident, per the latest official population estimates from Portland State University, with each incorporated city receiving a minimum of \$50,000 in direct funding.

Cities will have the ability to use the funds for their homelessness response and prevention services directly, pool resources regionally, or redirect funds to county or community partners.

## Homelessness response and prevention services may include:

- Abatement/clean-up
- Environmental mitigation
- Affordable housing
- Capital construction or improvement costs related to homelessness or affordable housing measures
- Community resource officers
- Education and outreach
- Food bank assistance
- Shelter and/or transitional housing
- Hygiene stations
- Operation costs
- Outreach workers
- Prevention

## Capital Allocation:

Cities require a meaningful allocation from the state for coordinated capital construction investments for specific shelter and transitional housing projects statewide. A final dollar amount for needed capital construction investments is expected to equal between \$125 to \$175 million. The OMA is seeking information from Oregon cities about any needs for capital construction investments from the state in their local responses to addressing the homelessness crisis.

## Homelessness Taskforce Members

Mayor Teri Lenahan, North Plains and OMA President	Mayor Jeff Gowling, Cottage Grove and Past OMA President
Mayor Julie Akins, Ashland	Mayor Lacy Beaty, Beaverton
Mayor Gena Goodman-Campbell, Bend	Mayor Meadow Martell, Cave Junction
Mayor Beth Wytoski, Dayton	Mayor Jim Trett, Detroit
Mayor Lucy Vinis, Eugene	Mayor Carol MacInnes, Fossil
Mayor Travis Stovall, Gresham	Mayor Dave Drotzmann, Hermiston
Mayor Steve Callaway, Hillsboro and LOC President	Mayor Kate McBride, Hood River
Mayor Carol Westfall, Klamath Falls	Mayor Ray Turner, Lakeview
Mayor Randy Sparacino, Medford	Mayor Jessica Engelke, North Bend
Mayor Ted Wheeler, Portland	Mayor Michael Preedlin, Sisters
Mayor Richard Mays, The Dalles	Mayor Jason Snider, Tigard
Mayor Rod Cordero, Tualuma	Mayor Tom Vialpando, Vale
Mayor Andy Boushler III, Warrenton	

The task force is composed of mayors from across the state, was created to develop a response to homelessness that would help all communities statewide, regardless of size or location, to address the issue.

With a \$50,000 guarantee for all cities, and a \$40.00 per resident multiplier in place, based on the April 19, 2022, PLS population estimates, the total amount requested equals \$123,575,800.00 annually.

While the homelessness crisis may seem insurmountable, given that the symptoms and solutions look different between urban and rural communities and vary based on a city's size, geography, and available service providers, Oregon's mayors have developed a solution. The state of Oregon and its 241 cities must collaborate to establish and expand local, community-based responses. It is local, community-centered programs that provide immediate shelter and needed services for unhoused Oregonians. Oregon's mayors are leading the on-the-ground response to homelessness, but cannot do so alone and need partnership from state government to support cities and our community partners. We call on Oregon's governor and legislature to fund the services and housing necessary to make meaningful progress on Oregon's homelessness crisis.

OMA Taskforce on Homelessness Funding Proposal Media Briefing



Over 90 Oregon Cities have signed on to support this proposal with more joining every week.

Albany, Amity, Ashland, Astoria, Banks, Bay City, Beaverton, Bend, Brookings, Canyonville, Carlton, Cave Junction, Central Point, Chiloquin, Coos Bay, Cornelius, Corvallis, Cottage Grove, Dayton, Depoe Bay, Detroit, Eugene, Florence, Fossil, Gearhart, Gervais, Gold Beach, Grants Pass, Gresham, Hermiston, Hillsboro, Hood River, Independence, Irrigon, Jefferson, Keizer, Klamath Falls, Lake Oswego, Lakeview, Lebanon, Lincoln City, Lowell, Maupin, McMinnville, Medford, Mill City, Molalla, Mosier, Nehalem, Newport, North Bend, North Plains, Nyssa, Oregon City, Portland, Powers, Redmond, Rogue River, Roseburg, Rufus, Salem, Seaside, Seneca, Sheridan, Siletz, Sisters, Sodaville, Stanfield, Stayton, Sutherlin, Sweet Home, The Dalles, Tigard, Tillamook, Toledo, Troutdale, Union, Vale, Veneta, Waldport, Warrenton, Waterloo, Wheeler, Waterloo

# Support Enterprise Zone Sunset Extensions

The enterprise zone program will sunset in 2025 unless extended by the Oregon State Legislature. This highly successful program encourages businesses to grow or locate in Oregon by temporarily exempting eligible investments in new plants and equipment from local property taxes.

## Enterprise Zones Have a Record of Success

The enterprise zone program was enacted in 1985 as a “special aid to attract commerce, industry, and jobs.” The enterprise zone program has a demonstrated ability to create jobs, expand wealth, and enhance long-term property tax revenue.

- A 2022 study commissioned by Business Oregon<sup>3</sup> measured the return on investment from 287 enterprise zone companies who have recently participated in the programs by looking at their total output through direct jobs at participating firms, indirect jobs from suppliers, and induced jobs from employee household spending in the community.
- During their time in the program, up until 2020, these participating companies have been responsible for the creation of over \$2.5 billion in total economic activity and 46,253 new jobs generating over \$2.5 billion in labor income and \$685 million in personal income taxes. (Figures do not include one-time effects from construction jobs or state business tax revenues.)

## Local Programs with Local Support

Zones are sponsored by a city, county, tribe, or port and serve as a focal point for local economic development professionals seeking to attract new investments in their communities.

- Oregon’s 76 enterprise zones touch 35 counties, 143 cities, 15 ports and lands of 2 tribes.
- Oregon does not offer grant or income tax incentives to the level often seen in other states, making these local incentives especially critical in competing for investments.

## Incentives that Promote Shared Prosperity

Employment gains due to enterprise zones are weighted heavily towards the manufacturing sector.

- A 2021 study commissioned by Oregon Business and Industry and the Oregon Business Council<sup>4</sup> noted that about one third of the manufacturing workforce in Oregon, BIPOC, 28% are women, and 70% have less than a bachelor’s degree.
- The report also detailed that full-time median earnings are 17% higher on average in manufacturing when compared to other industries.

## Strong Statewide Standards with Local Flexibility

The enterprise zone program has rigorous sideboards that the Legislature has crafted over time but still allows for local input. (See the Business Oregon website for a comprehensive description.)

- The 3- to 5-year standard program has restrictions on what type of businesses may apply and what property that may qualify, requirements around job creation and first source hiring, and claw backs of the tax benefits for companies who fail to perform as required. For companies seeking an exemption beyond the initial three years there are wage and total compensation requirements.
- The 7- to 15-year long-term rural program is only allowed in counties that demonstrate chronic economic challenges. It requires case-by-case local approval and has complex requirements around a minimum investment cost, job creation, wages and total compensation, and claw backs for companies that fail to meet the terms of the agreement.
- For exemptions beyond 3 years additional local requirements are also common. These can be requirements for additional monetary payments or policy driven public benefit requirements around climate goals, equity policies, workforce development, or wages.

**Contact:** Jim McCauley, Legislative Director – [jmccauley@orcities.org](mailto:jmccauley@orcities.org) or 971-219-5963

<sup>3</sup> [https://www.oregon.gov/biz/Publications/Property\\_Tax\\_Incentives\\_Impact\\_Study.pdf](https://www.oregon.gov/biz/Publications/Property_Tax_Incentives_Impact_Study.pdf)

<sup>4</sup> <https://oregonbusinessindustry.com/wp-content/uploads/The-Condition-of-Oregons-Manufacturing-Sector.pdf>

<sup>5</sup> <https://www.oregon.gov/biz/programs/enterprisezones>



# LOC INTERGOVERNMENTAL RELATIONS STAFF



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## LOC Legislative Webpage – Resources for Cities

The Legislative webpage on the LOC website ([www.orcities.org](http://www.orcities.org)) is your resource during the 2023 session. Information you'll find there includes:

- Details on each of the eight legislative priorities;
- The latest legislative news;
- How to contact your legislator;
- Bill tracker links and tutorials on how to get the most out of these legislative tools.

## We need your voice.

The success of the LOC's legislative advocacy relies on your participation. Legislators need to know how the policies they are evaluating will impact communities in their districts.

Special interest groups are out in force advocating for what they want and getting commitments from legislators and candidates early. As a local leader, it is critical that you get a commitment from them to work with you now and for the long run. Your ability to "tell your city's story" and communicate with legislators and candidates about how specific issues affect your community is a critical factor in the success of city legislative efforts.

**Effective advocacy begins with you.** It is essential that you work with legislators both at home and while they are in the Capitol. Let them know how issues that they are deciding in the Capitol impact your shared constituents. Meet with your legislators regularly, and remain in contact with them during the legislative session to become a valuable resource. Make sure that they are invested in what is important to your community and that local government concerns are at the forefront of their agenda.

Cities are strong when they speak with a unified voice. Working together, we will ensure that the voice of cities is heard. To support my advocacy efforts and ensure that your community is getting the most out of your efforts:

- ✓ **Read the *LOC Bulletin*** – sent by e-mail every Friday. The *Bulletin* provides you with the information you need to most effectively communicate with your legislators about priority issues during session.
- ✓ **Listen in on the Weekly Legislative Reports** – During the pandemic the LOC started a weekly statewide meeting to alert members on the latest news. This weekly program was added during the sessions and will be part of a weekly statewide program in 2023, beginning Friday, February 3.
- ✓ **Visit the League's Legislative Web Page Often** – go to the LOC's website at [www.oregincities.org](http://www.oregincities.org) and navigate to "Advocacy" then "Legislative Advocacy." This page has the most up-to-date news and information from the Capitol about issues that impact your community.
- ✓ **Sign up on the Oregon Legislative Site and track bills of interest on the Oregon Legislative Information System portal (OLIS).**
- ✓ **Utilize the League's Bill Tracker System** – on the "Legislative Advocacy" section of the LOC website. The tracker has the latest information on the bills of interest to you.
- ✓ **Check Social Media** – follow the LOC both on Twitter (@OregonCities) and Facebook (@LeagueofOregonCities). Check these platforms for legislative updates. Don't forget to use our hashtags #ORCities2023 and #ORCitiesLeg
- ✓ **Provide the LOC with Feedback** – send an e-mail, copy LOC on communications with legislators, or call. To most effectively advocate for your community, the LOC needs to hear from you about your interactions with legislators and what is happening in your community.



Most people don't take the time to contact their elected officials, so just a few connections on a specific topic can really make an impact. A message from a fellow elected official or city staff carries significant weight. Your communication with elected officials supports the LOC's work in Salem and on federal issues in Washington, D.C. It can change the way they vote.

The following communication tips will assist you in working with elected officials (local elected officials, state legislators, the governor or Oregon's congressional delegation).

## Making the Contact

Your entry point for contact with legislators is literally their staff. Whether it's field staff in Oregon for a member of Congress, or the office staff in Salem or D.C., your first impression is critical because staff hold the initial key to access. If you treat them with respect and patience, chances are, you will have more success in future contact.

## Delivering the Message

- Get to know your legislators, members of Congress and their staff to determine the best way to communicate.
- Calling is very effective when you need to get your message across quickly.
- Meeting with elected officials is an essential part of your advocacy efforts. Like you, elected officials have busy schedules so it is important to get your message across concisely and quickly. As a general rule, they often have more time to meet when they are home in their districts or when the Legislature or Congress is not in session.
- Writing is a formal way to remind other elected officials that they are accountable for the choices they make and that their decisions have a direct impact on your shared constituents.
- Emailing is a more immediate way to contact elected officials quickly and in writing.

## Calling Elected Officials

### DO

- **Ask to speak with the elected official directly.** If they are not available, ask to speak with the appropriate staff person who is working on the issue. Staff has the elected official's ear and is

often very knowledgeable about the details of your issue. At times they can be your greatest ally.

- **Know what you want to say and be brief.** Cover your main points early in the conversation.
- **Leave your name, city and telephone number.** This will make it easier for staff to get back to you with information on the issue.
- **Ask the elected official for their position on the issue.** If you talk with staff, let them know that you need them to get back to you with the elected official's position.
- **Thank them for their time** and ask if you can provide additional information or be helpful in any way.
- **Follow up your phone call with a brief thank you note,** a concise summary of your position, and additional information if needed.
- **Give feedback to LOC** about what you learned.

### DON'T

**Bluff.** If you are asked a question that you cannot answer, say that you will get back to them and then follow up in a timely manner. Bluffing won't build a relationship, which is the goal.

## Meeting with Elected Officials

### DO

- **Call first for an appointment.** Explain the purpose of your visit.
- **Arrive on time.**
- **Email materials to staff in advance** if possible, but be sure to bring hard copies of materials to leave, including a business card.
- **Be respectfully tenacious** and do not get discouraged. Lobbying takes time and patience and sometimes you must wait before running.
- **Make the appointment convenient,** such as setting it up at the elected official's office.
- **Ask to meet directly with the elected official.** If they are unable to meet with you, schedule an appointment with the staff handling the issue. This often happens with our congressional delegation. If you meet with staff, be clear that you want them to get back to you with the position of the elected official.

## What is OLIS?

The Oregon Legislative Information System (OLIS) is an online database with information on current and past legislative sessions. In OLIS, you can view a day's legislative activities, find bills and related bill materials, watch and listen to legislative committee hearings, and watch both Senate and House floor sessions.

## How Can I Access OLIS?

OLIS is accessed using the "OLIS" icon on the Oregon State Legislature home page: [www.oregonlegislature.gov](http://www.oregonlegislature.gov).



## How Do I Track a Bill in OLIS?

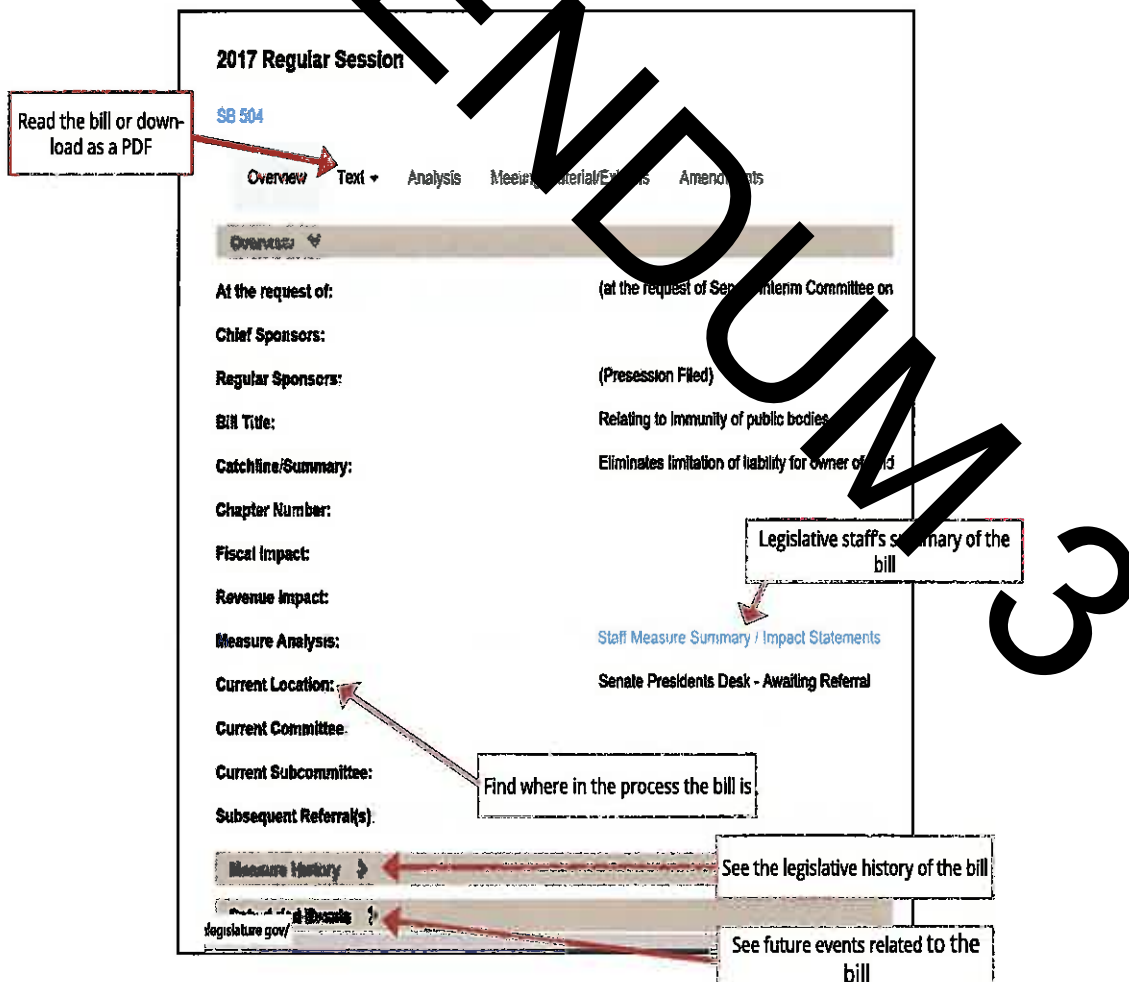
To find a bill, click the "Bills" icon on the right and select to search by number, text or sponsor. After entering your search criteria select "Go" and click on the bill number to see a significant amount of information, such as the bill's legislative history.

## Can I View Bills or Materials from Past Sessions?

Yes. OLIS contains committee materials, floor materials, and bills dating back to 2007. Under the "Session" tab, click the session of interest and use the same search functions as described above.

## Questions

If you have questions or need assistance, please contact the IGR staff responsible for your issue, or contact Meghyn Fahndrich at [mfahndrich@orcities.org](mailto:mfahndrich@orcities.org) who can help connect you with the appropriate resources.



# Helping Cities Succeed



## Our Services

### ADVOCACY

- **Legislative advocacy** – tracking and representing the interests of cities at the state and federal levels.
- **Legal advocacy** – to ensure municipal perspectives are considered in state & federal court cases impacting Oregon's local governments.

### TRAINING

- **LOC Annual Conference** – the largest municipal gathering each year, bringing city officials together from around the state to network and learn about emerging issues from leading experts.
- **Local Government Spring Conference** – a two-day conference hosted in a different part of the state each year.
- **League Training** – for elected and appointed officials on a broad range of municipal topics.
- **Elected Essentials** – free, one-day trainings offered around the state for elected officials in odd-numbered years, and recorded videos available to watch on-demand.

### LEGAL & TECHNICAL ASSISTANCE

- Respond to inquiries about municipal matters ranging from city operations to policy development.
- Participate as *amicus curiae* when matters related to home rule and municipal sovereignty are before the judiciary.

### Legislative Advocacy

#### 2023 Priorities:

1. Infrastructure Financing and Resilience
2. Local Funding to Address Homelessness
3. Address Measure 110 Shortcomings
4. Economic Development Incentives
5. Community Resiliency and Wildfire Planning
6. Transportation Safety Enhancement
7. Full Funding and Alignment for State Land Use Initiatives
8. Lodging Tax Flexibility

### COMMUNICATIONS

- **Information and News** – delivered through the quarterly *Local Focus* magazine and weekly electronic *LOC Bulletin*.
- **Social Media** – follow the League:



@LeagueofOregonCities



@OregonCities



## Our Services

### MEMBER SERVICES

- **CIS (Citycounty Insurance Services)** – group insurance program providing risk management, employee benefits as well as property, liability and workers' compensation coverage.
- **Small Cities Network** – networking, information sharing and training for cities with less than 7,500 population.

### INFORMATION & RESEARCH

- **LOC-Data** – open data portal with access to research data and custom reports.
- **Municipal Research, Reports and Surveys** – focusing on current issues and trends affecting local government.
- **Guidebooks** – comprehensive explanation and how-to manual on one area of municipal law.
- **Models** – sample ordinances or policies for cities to use as guideposts when they develop their own ordinances or policies.
- **White Papers** – equivalent to a legal memorandum wherein complicated legal issues are dissected and explained.
- **FAQs** – short, easy-to-read resources that answer frequently asked questions posed to the LOC by member cities.
- **City Directory** – contact information, charters and population data.
- **Topics A-Z** – includes sample ordinances, policies, guides, reports and more.

**VISIT:**

**[www.orcities.org](http://www.orcities.org)**



*The League of Oregon Cities supports Oregon's cities by connecting city leaders and state legislators, advocating for cities' needs, sharing vital information, and helping build vibrant, resilient communities that Oregonians are proud to call home.*

[Learn more about our mission and vision](#)

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**designed to be modern, intuitive and**

**mobile-friendly. Features include:**

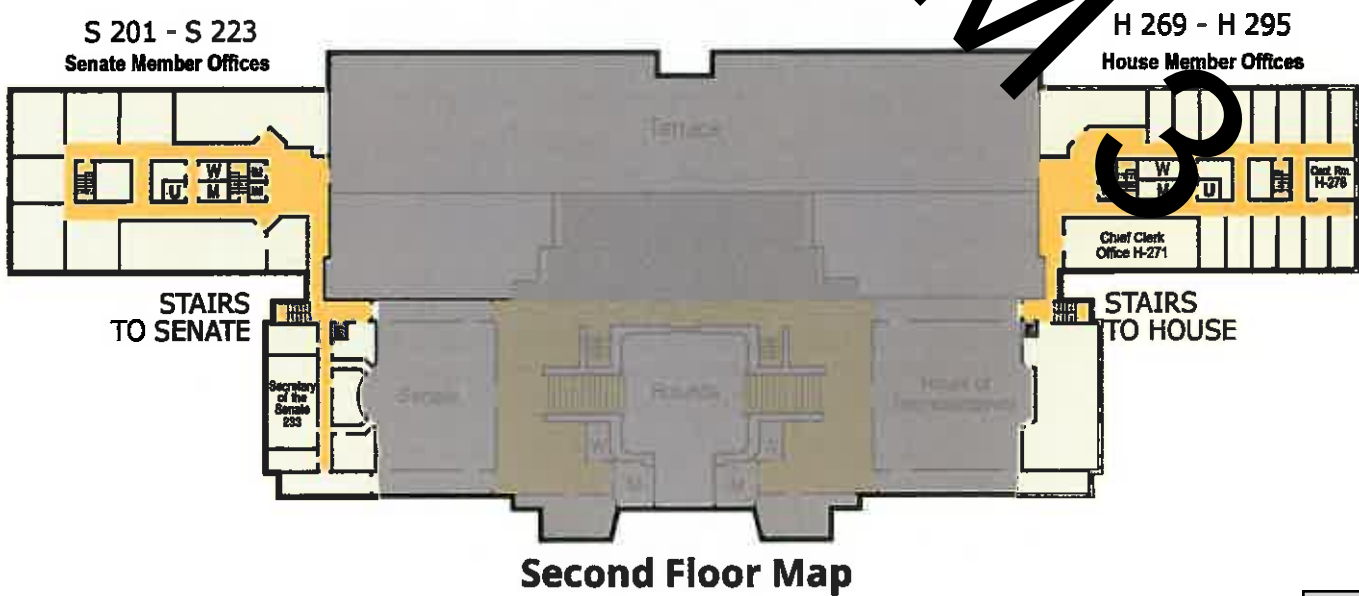
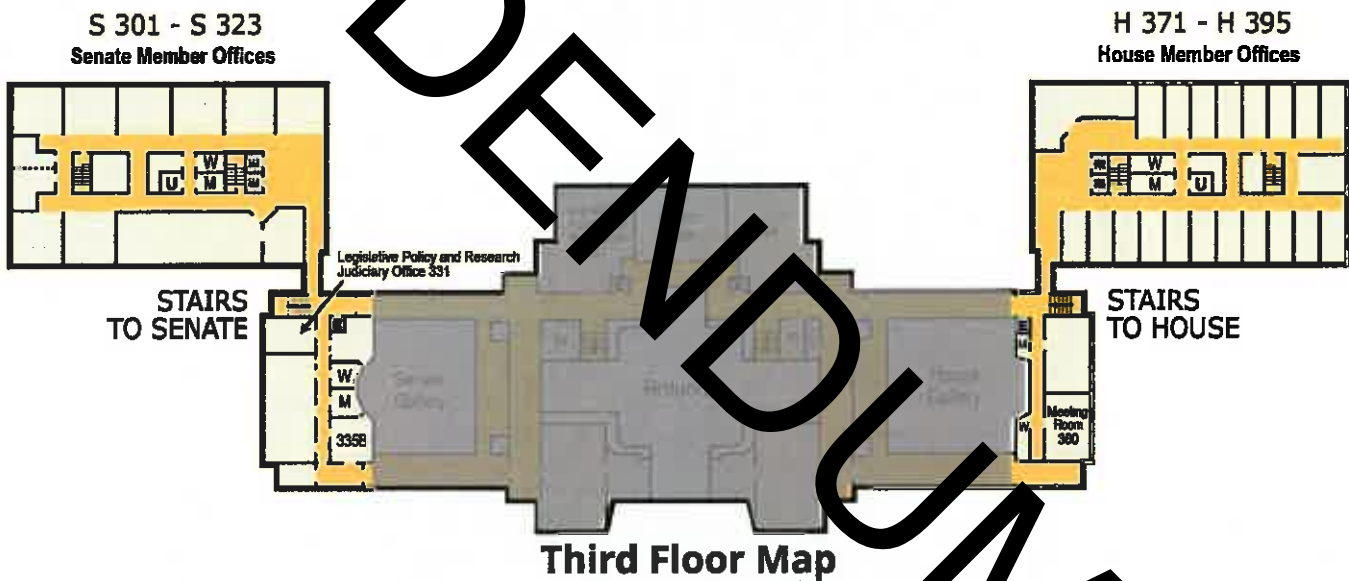
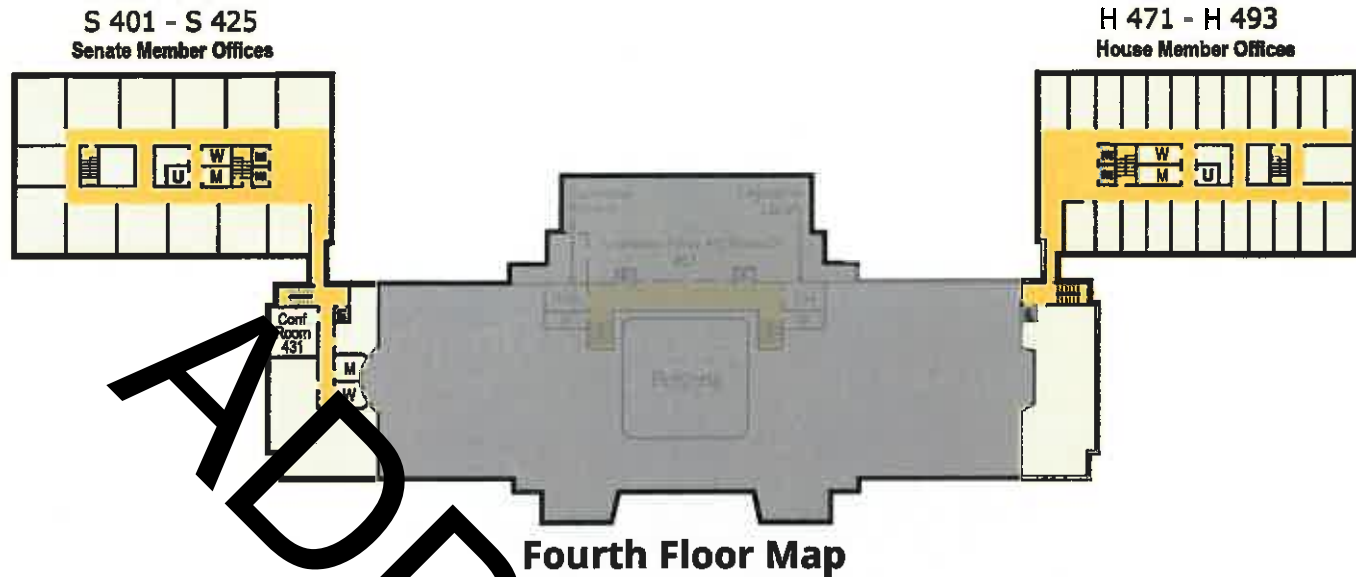
- News articles important to cities
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NOTES

APPENDUM 3

# CAPITOL MAPS







# BUILDING STATEWIDE PARTNERSHIPS







### List of Harrisburg Projects & Funding Requirements

Name	Amount Needed	Details	Purpose
<b>Water Bond Project</b>	\$2.7 Million	Voters approved \$7.5M bond in 2017. 40%-45% estimated complete. All Project Engineering & Design Work Completed, almost 10,000 linear feet water line replaced, \$1M in parts in storage. \$5.3M in reserves, set aside for 2 water filtration plants & 2 stainless steel reservoirs. (Last bid in April 2022, \$2.7 over budget).	Improve Aesthetic issues with the water system. Replaces non-seismic equipped reservoirs, construct 2 new water filtration plants, replace water lines, telemetry between water plants
<b>4<sup>th</sup> St. Rail/Street Improvement Project</b>	\$1.4 (\$4.5) Million	Curbs, Gutters and SW for 4 <sup>th</sup> St. City owns ROW for entire rail line.	Final numbers on concurrent project for BNRR line, replacement of asphalt, and rail line not yet complete.
<b>Eagle Park (132-acre park)</b>	\$2 Million	Phase 1 Construction (Emergency & Regular boat launch, Access Drive & Parking area, Dog Park, Multi-Purpose Field, Utilities)	Phase 2: \$1.3M Phase 3: \$754,000

**Regulatory Requirements:** Annual State requirements and reports, such as the DEQ TMDL (Total Maximum Daily Load) report are becoming overbearing, and punitive to small cities. We pride ourselves on being up to date and following state guidelines. However, state agencies such as the DEQ, OROSHA, OHA & the OGEC, that started out with educating and coaching cities, now appear to be a funding mechanism for the State of Oregon. Items that cities were encouraged to add to reports five years ago as informational/optional, and best practice items are now required by the state and a City that fails to utilize those practices, is now fined by the State of Oregon. [Our PW Director has spent enough time on TMDL report requirements, that a cost-benefit analysis calculates that a quarter of his salary was used for this purpose alone.]

Michele Eldridge, City Administrator 541-995-2200 [meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)



## City Council Work Session Minutes February 14, 2023

Mayor: Robert Duncan, Presiding  
 Council President: Mike Caughey, Present  
 Councilors Present: Adam Keaton, Randy Klemm and Charlotte Thomas  
 Councilors Absent: Kim Downey and Rob Boese  
 Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz,  
 City Recorder/ Municipal Court Clerk Lori Ross  
 Location: Harrisburg Municipal Center Located at 354 Smith St

*Due to City Council not having a quorum at the start of the meeting, Citizen Mike Dame approached Council with information about his request.*

Prior to Dame speaking, Eldridge informed Council that in 2005 the City donated \$25,000 toward the cost of the tennis court refurbishment and that there were not specifications to the agreement and no conditions tied to it currently.

Dame informed Council of potential plans for renovating the tennis courts which would include one tennis court and a basketball court. It was brought up before the school board and he wanted to inform City Council also. Dame stated that Harrisburg Teacher, Jordan Buehler, will be assisting with the fundraising, along with the Booster Club. If enough funds are raised, they would like to resurface the entire area with a longer lasting material.

- *Councilor Randy Klemm arrived at 6:41pm. Quorum present for discussion.*
- Dame commented that if there were any funds available from the City that would be helpful as the cost is \$25,000.
- Harrisburg resident Collette Percell asked Dame if they were planning on having lights installed and Dame replied that he didn't think lights were in the budget as of now.
- Thomas asked about the tax revenue funds that the school turned down and if there were some funds available, they could use. Klemm liked that idea and noted the importance of keeping youth active.
- Eldridge commented the City would need to be careful with using funds for a different taxing district and that she would want to consult with our Attorneys. Eldridge further commented that she has some grant information that might benefit the project.

January 24, 2023

- Dame commented that previously students and citizens were able to utilize the basketball courts at the Elementary School which is now fenced off and locked. This area would be open to all except for school hours if in use.
- The consensus from City Council was to look into donating for the project.

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan at the hour of 6:53pm

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** No further comments or concerns. All in attendance were there for items on the agenda.

**THE MATTER OF APPROVING ORDINANCE NO. 991, "AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE CHAPTER 13.15 WATER SYSTEM"**

**STAFF REPORT:** Eldridge commented the only new changes, since the HMC was discussed at the January 24<sup>th</sup> meeting, is section 13.15.220(9) referring to the Oregon Fire Code.

- Keaton **motioned to approve Ordinance No. 991, "AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE CHAPTER 13.15 WATER SYSTEM" and was seconded by** Caughey. **The motioned was approved by a vote of 4-0** (Yes: Caughey, Keaton, Klemm and Thomas. No: None.)

**THE MATTER OF APPROVING ORDINANCE NO. 992, "AN ORDINANCE DEDICATING TAX MAP AND LOT NO. 15S04W15CA03100 AS THE SOUTHERN EXTENSION OF 9TH ST. WITHIN THE CITY OF HARRISBURG", AND AUTHORIZING THE MAYOR TO SIGN THE BARGAIN AND SALE DEED**

**STAFF REPORT:** Eldridge referred to page 8 of the supplemental agenda pointing out the location of the tax lot. She indicated we will need to sign the deed at a cost of about \$300. She noted the street is currently open and there are no issues with having it open prior to having it dedicated.

- Thomas **motioned to approve Ordinance No. 992, "AN ORDINANCE DEDICATING TAX MAP AND LOT NO. 15S4W15CA03100 AS THE SOUTHERN EXTENSION OF 9TH ST. WITHIN THE CITY OF HARRISBURG" AND AUTHORIZING THE MAYOR TO SIGN THE BARGAIN AND SALE DEED and was seconded by** Caughey. **The motioned was approved by a vote of 4-0.** (Yes: Caughey, Keaton, Klemm and Thomas. No: None.)

**THE MATTER OF A PUBLIC HEARING TO ALLOW MS. FRED A LUNN TO APPEAL AN EXCLUSION FROM RIVERFRONT PARK**

**STAFF REPORT:** Ms. Lunn was not present for the hearing. City Council reviewed the video footage provided by the City of Ms. Lunn and Ms. Angela Sanchez involved in an altercation at Riverfront Park.

- Keaton **motioned to table until Ms. Lunn is present and was seconded by** Klemm. **Motion passed by a vote of 4-0.** (Yes: Caughey, Keaton, Klemm and Thomas. No: None.)

**THE MATTER OF DECLARING A PUBLIC WORKS VEHICLE AS SURPLUS PROPERTY**

**STAFF REPORT:** Eldridge informed Council that Public Works Director Scholz has received his new work vehicle and City Council must specify that his previous vehicle, a 2004 Ford GMC, become surplus personal property.

- Thomas asked why the minimum bid is the valued amount as typically you start the bidding process below the blue book value.
- Eldridge replied this is the way it has been done in the past and if we don't sell it, we can discuss donating the vehicle.
- Caughey agreed with Thomas that it should start below blue book value.

January 24, 2023

- Eldridge commented that the City will state that is the minimum bid allowed and if the bid isn't received, the City can go out for bid again.
- Scholz stated he would be surprised if we didn't get several bids for the vehicle.
  - Thomas **motioned to have staff follow the process as specified in HMC 3.10.070 and declare the City's 2004 GMC YUKON to be surplus personal property and was seconded by Caughey. The motion passed by a vote of 4-0.** (Yes: Caughey, Keaton, Klemm and Thomas. No: None.)

#### THE MATTER OF REVIEWING THE LOC LOBBYING 101 WEBINAR

**STAFF REPORT:** Eldridge informed Council the webinar is over an hour long and they could watch a portion today and the remaining at the next meeting or we could email Council the link to watch the video at their own discretion. Eldridge noted there is a cost associated with going forward but felt this would strengthen us for advocacy and noted Brownsville is also on board.

- Mayor Duncan and Klemm both commented they are not thrilled with having a lobbyist, but felt it was likely a necessary evil.
- Thomas stated that if we don't make our voices heard, nobody is going to stand up for us.
- It was the consensus of the Council to have the webinar emailed to them and to bring back to a future meeting for discussion.

#### THE MATTER OF APPROVING THE CONSENT LIST

**STAFF REPORT:** No comments or concerns.

- Keaton **motioned to approve the Consent List and was seconded by Thomas. The motion was approved by a vote of 4-0.** (Yes: Caughey, Keaton, Klemm, and Thomas. No: None.) **A motion to approve the consent list approved the following:**
  - **The Minutes from the December 13, 2022 and the January 10, 2023 City Council Meeting**
  - **The Payment Approval Report for December 2022**

#### OTHERS:

- Eldridge commented on the LOC Small City meeting stating that it wasn't a good meeting as it was mostly just viewing/listening to the state legislature webinar. She also commented that S 9<sup>th</sup> St is now open for traffic and the property owner to the east, Aaron Brown, is looking into partitioning his property.
- Klemm asked Scholz how long it was going to take for ODOT to finish the ADA job on Hwy 99. Scholz replied that the projected finish date was December of 2022, but they are hoping for September 2023. Mayor Duncan asked what was wrong with the previous ramps and Scholz replied they went from a 1% slope to .5%. Scholz commented that over \$8 million has been spent on the statewide project.
- Thomas commented about a business owner who met with RAIN and stated they weren't impressed by the service they provided because the business owner felt they weren't focused on their business and the service they provided.

**With no further discussion, the City Council Work Session adjourned at the hour of 8:16pm.**

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 Mayor

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 City Recorder

## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1206</b>						
1206	Analytical Lab & Consultants	154442	Water Testing	01/06/2023	312.00	52-65-4200
1206	Analytical Lab & Consultants	154466	Water Testing	01/06/2023	287.00	52-65-4200
1206	Analytical Lab & Consultants	154709	Water Testing	01/20/2023	252.00	51-65-4200
1206	Analytical Lab & Consultants	154710	Water Testing	01/20/2023	660.00	52-65-4200
1206	Analytical Lab & Consultants	154711	Water Testing	01/20/2023	113.00	52-65-4200
1206	Analytical Lab & Consultants	154712	Water Testing	01/20/2023	632.00	52-65-4200
1206	Analytical Lab & Consultants	154811	Water Testing	01/24/2023	344.00	52-65-4200
1206	Analytical Lab & Consultants	155066	Water Testing	01/31/2023	976.00	52-65-4200
Total 1206:					3,576.00	
<b>2225</b>						
2225	B & I Hardware & Rental	588086	P/W Misc Supplies.	01/25/2023	32.49	10-72-4000
Total 2225:					32.49	
<b>3693</b>						
3693	Branch Engineering Inc	00019319	Engineering Services	01/26/2023	1,375.00	10-41-4000
3693	Branch Engineering Inc	00019320	Engineering Services	01/26/2023	1,110.90	11-60-7975
3693	Branch Engineering Inc	00019321	Engineering Services	01/26/2023	2,650.00	10-41-4000
Total 3693:					5,135.90	
<b>2549</b>						
2549	Cascade Columbia Distribution	856881	Misc. P/W Expense	01/11/2023	2,165.80	52-65-4000
2549	Cascade Columbia Distribution	858174	Misc. P/W Expense	01/27/2023	2,565.80	52-65-4000
Total 2549:					4,731.60	
<b>3407</b>						
3407	Cascade Health Solutions	30415	CDL Consortium Requirements	01/25/2023	171.50	51-65-3300
3407	Cascade Health Solutions	30415	CDL Consortium Requirements	01/25/2023	171.50	52-65-3300
Total 3407:					343.00	
<b>3920</b>						
3920	Cathy Nelson	2092023	Reimbursement	02/09/2023	139.52	10-63-2300
3920	Cathy Nelson	OGFOA CONF	Per Diem	02/17/2023	116.00	10-63-2200
Total 3920:					255.52	
<b>3773</b>						
3773	CenturyLink	628534497	Phone Bill	02/04/2023	.18	10-69-3500
3773	CenturyLink	JAN 2023	Phone Bill	01/26/2023	42.11	52-65-3500
3773	CenturyLink	JAN 2023	Phone Bill	01/26/2023	45.76	52-65-3500
3773	CenturyLink	JAN 2023	Phone Bill	01/26/2023	44.21	51-65-3500
3773	CenturyLink	JAN 2023	Phone Bill	01/26/2023	42.15	51-65-3500
3773	CenturyLink	JAN 2023	Phone Bill	01/26/2023	45.76	52-65-3500
3773	CenturyLink	JAN 2023	Phone Bill	01/26/2023	40.56	52-65-3500
3773	CenturyLink	JAN 2023	Phone Bill	01/26/2023	45.76	52-65-3500
3773	CenturyLink	JAN 2023	Phone Bill	01/26/2023	42.15	10-69-3500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3773	CenturyLink	JAN 2023	Phone Bill	01/26/2023	42.11	52-65-3500
Total 3773:					390.75	
<b>3914</b>						
3914	City of Coburg	2022 QTR 4	Law Enforcement Services	01/31/2023	8,028.30	10-66-3050
Total 3914:					8,028.30	
<b>2939</b>						
2939	Cobalt Computer Services, Inc.	24976	Computer Service	01/31/2023	287.38	40-65-8015
2939	Cobalt Computer Services, Inc.	25073	Computer Service	01/31/2023	250.00	51-74-2300
2939	Cobalt Computer Services, Inc.	25073	Computer Service	01/31/2023	250.00	52-74-2300
2939	Cobalt Computer Services, Inc.	25073	Computer Service	01/31/2023	420.50	40-65-8045
2939	Cobalt Computer Services, Inc.	25073	Computer Service	01/31/2023	712.00	24-70-7400
Total 2939:					1,919.88	
<b>3348</b>						
3348	Code Publishing, Inc.	GC009788	Codification Update	01/30/2023	98.00	10-60-2900
Total 3348:					98.00	
<b>2720</b>						
2720	Comcast	FEB 2023	Internet Service	02/02/2023	324.53	10-60-2000
2720	Comcast	FEB 2023 LIB	Internet Service	02/01/2023	286.85	24-60-2525
2720	Comcast	FEB 2023 PW	Internet Service	02/01/2023	149.93	51-65-3500
2720	Comcast	FEB 2023 PW	Internet Service	02/01/2023	149.92	52-65-3500
Total 2720:					911.23	
<b>3913</b>						
3913	DataBar Inc	260354	W/S Utility Statements	02/07/2023	338.19	51-74-2200
3913	DataBar Inc	260354	W/S Utility Statements	02/07/2023	338.19	52-74-2200
3913	DataBar Inc	260434	W/S Utility Statements	02/20/2023	198.00	51-74-2200
3913	DataBar Inc	260434	W/S Utility Statements	02/20/2023	198.00	52-74-2200
Total 3913:					1,072.38	
<b>3966</b>						
3966	DCBS Fiscal Services	JAN 2023	State Surcharge - Building/Electric	01/31/2023	118.32	27-70-1050
3966	DCBS Fiscal Services	JAN 2023	State Surcharge - Building/Electric	01/31/2023	133.37	26-70-1050
Total 3966:					251.69	
<b>1218</b>						
1218	Grainger	9566620374	Misc. P/W Supplies	01/09/2023	264.16	52-65-4600
1218	Grainger	9580818350	Misc. P/W Supplies	01/20/2023	37.58	52-65-4600
Total 1218:					301.74	
<b>3900</b>						
3900	Hawkins Delafield & Wood LLP	1432503	Annual Arbitrage Fee	01/30/2023	3,000.00	10-53-2200
Total 3900:					3,000.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1220</b>						
1220	Hurd's Custom Machinery, Inc.	36886	Public Works Supplies	01/05/2023	68.30	10-72-6700
1220	Hurd's Custom Machinery, Inc.	37123	Public Works Supplies	01/30/2023	25.14	10-72-4000
Total 1220:					93.44	
<b>3968</b>						
3968	Junction City	JAN 2023	Building/Electrical Permit Fees	01/31/2023	1,023.51	27-70-1000
3968	Junction City	JAN 2023	Building/Electrical Permit Fees	01/31/2023	640.89	26-70-1000
Total 3968:					1,664.40	
<b>3683</b>						
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	199.00	24-60-2300
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	29.94	24-60-2000
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	375.00	10-63-2000
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	49.99	24-60-3050
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	75.00	10-63-2100
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	12.75	10-53-2200
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	40.00	10-63-2400
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	40.00	10-63-2400
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	40.00	10-63-2400
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	12.00	10-53-2200
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	21.50	11-43-2100
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	59.99	11-43-2100
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	149.95	11-43-2100
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	192.50	51-76-2000
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	192.50	52-76-2000
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	22.45	10-53-2200
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	4.28	52-65-4600
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	28.60	11-43-2100
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	31.96	11-43-2100
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	19.80	11-43-2100
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	25.00	51-76-2000
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	25.00	52-76-2000
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	23.48	10-53-2000
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	77.82	10-72-4000
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	446.00	51-76-2300
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	446.00	52-76-2300
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	29.99	51-65-2400
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	4.29	51-65-4600
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	38.99	10-53-2200
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	44.00	10-53-2200
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	30.38	10-53-2200
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	50.00	10-53-2000
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	67.68	10-60-2400
3683	Keybank N.A.	JAN 2023	Misc Credit Card Charges	01/20/2023	75.00	10-63-2100
Total 3683:					2,920.08	
<b>2643</b>						
2643	Kids Reference Company, Inc.	KRC09-11327	Books	10/14/2022	93.95	24-60-2000
Total 2643:					93.95	
<b>2211</b>						
2211	Linn County Recorder	15-04-15-CA	Recording Fee	02/16/2023	110.00	10-41-2100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 2211:					110.00	
<b>1253</b>						
1253	Linn County Sheriff's Office	3RD QUARTE	Law Enforcement Contract	02/02/2023	65,414.25	10-66-3000
Total 1253:					65,414.25	
<b>3873</b>						
3873	NAPA Auto Parts	817-671274	Misc P/W Exp	01/05/2023	8.60	11-45-2100
3873	NAPA Auto Parts	817-671274	Misc P/W Exp	01/05/2023	10.03	51-73-2100
3873	NAPA Auto Parts	817-671274	Misc P/W Exp	01/05/2023	10.04	52-73-2100
3873	NAPA Auto Parts	817-671609	Misc P/W Exp	01/11/2023	23.10	11-45-2100
3873	NAPA Auto Parts	817-671609	Misc P/W Exp	01/11/2023	26.95	51-73-2100
3873	NAPA Auto Parts	817-671609	Misc P/W Exp	01/11/2023	26.95	52-73-2100
3873	NAPA Auto Parts	817-672028	Misc P/W Exp	01/18/2023	7.94	11-45-2100
3873	NAPA Auto Parts	817-672028	Misc P/W Exp	01/18/2023	9.27	51-73-2100
3873	NAPA Auto Parts	817-672028	Misc P/W Exp	01/18/2023	9.27	52-73-2100
Total 3873:					132.15	
<b>2644</b>						
2644	Net Assets	54-202301	Lien Searches	02/01/2023	62.00	10-53-2250
Total 2644:					62.00	
<b>3921</b>						
3921	Northwest Electrical Construction,	5134	Electrical	01/13/2023	1,066.84	52-65-2400
3921	Northwest Electrical Construction,	5134	Electrical	01/13/2023	575.00	52-65-4600
Total 3921:					1,641.84	
<b>1102</b>						
1102	NW Natural Gas Co.	FEB 2023	Utilities	02/13/2023	262.21	10-69-2000
1102	NW Natural Gas Co.	FEB 2023 PUM	Utilities	02/14/2023	49.06	52-65-2700
1102	NW Natural Gas Co.	FEB 2023 PW	Utilities	02/13/2023	606.42	51-65-2700
Total 1102:					917.69	
<b>1862</b>						
1862	Oregon DMV	L0041822705	Record Inquiry	01/31/2023	5.90	10-42-2800
Total 1862:					5.90	
<b>3096</b>						
3096	Pacific Office Automation	882955	Telephone	01/23/2023	99.31	52-65-3500
3096	Pacific Office Automation	882955	Telephone	01/23/2023	99.31	51-65-3500
3096	Pacific Office Automation	882955	Telephone	01/23/2023	99.31	10-69-3500
3096	Pacific Office Automation	882955	Telephone	01/23/2023	25.21	24-60-2500
Total 3096:					323.14	
<b>1079</b>						
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	48.31	52-65-2600
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	20.52	10-69-2500
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	7.61	10-69-3000
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	11.73	10-69-3000



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	404.71	10-69-2500
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	17.96	10-69-2500
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	35.97	11-44-2000
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	3,491.41	51-65-2600
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	1,393.96	51-65-2600
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	173.62	51-65-2600
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	1,031.83	10-69-3000
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	41.31	10-69-3000
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	128.96	10-69-3000
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	228.76	10-69-3000
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	17.96	10-69-3000
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	372.96	10-69-3000
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	92.94	25-65-2500
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	91.27	10-69-3000
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	53.24	10-69-3000
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	27.53	10-69-3000
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	440.38	10-69-3000
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	68.45	10-69-3000
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	66.41	52-65-2600
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	18.80	52-65-2600
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	43.06	52-65-2600
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	37.32	10-72-6700
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	614.45	25-65-2500
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	30.87	25-65-2500
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	37.32	10-69-2500
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	84.54	10-69-2500
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	1,318.65	10-69-2500
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	67.88	52-65-2600
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	158.75	52-65-2600
1079	Pacific Power & Light Company	FEB 2023	UTILITIES	02/22/2023	1,386.66	52-65-2600
Total 1079:					12,066.10	
<b>1507</b>						
1507	Rick Nelson	2023 FEB	Per Diem	02/23/2023	71.50	52-76-2000
1507	Rick Nelson	2023 FEB	Per Diem	02/23/2023	71.50	51-76-2000
Total 1507:					143.00	
<b>3582</b>						
3582	Sierra Springs	217929670204	Bottled Water	02/04/2023	92.19	10-53-2200
Total 3582:					92.19	
<b>2927</b>						
2927	Staples Business Advantage	3528403366	Office Supplies	01/21/2023	25.31	10-60-2300
2927	Staples Business Advantage	3528403366	Office Supplies	01/21/2023	25.30	51-74-2400
2927	Staples Business Advantage	3528403366	Office Supplies	01/21/2023	25.29	52-74-2400
2927	Staples Business Advantage	3528732149	Office Supplies	01/26/2023	1.75	10-60-2300
2927	Staples Business Advantage	3528732149	Office Supplies	01/26/2023	1.75	51-74-2400
2927	Staples Business Advantage	3528732149	Office Supplies	01/26/2023	1.76	52-74-2400
Total 2927:					81.16	
<b>3216</b>						
3216	State of Oregon	NOTARY 2023	Notary Recertification	01/30/2023	40.00	10-53-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3216:					40.00	
<b>3782</b>						
3782	Tri-County Fire Protection	6084	Fire Extinguisher Service	02/09/2023	86.69	10-72-4000
Total 3782:					86.69	
<b>3747</b>						
3747	USABlueBook	231645	Misc P/W Exp	01/11/2023	95.81	51-65-4600
3747	USABlueBook	231645	Misc P/W Exp	01/11/2023	95.80	52-65-4600
Total 3747:					191.61	
<b>3663</b>						
3663	Water & Sewer Deposit Refund	#1162710	Utility Billing Overpayment	02/22/2023	1.51	01-1075
3663	Water & Sewer Deposit Refund	#11788.01A	Utility Billing Overpayment	02/01/2023	83.00	01-1075
3663	Water & Sewer Deposit Refund	#16905	Utility Billing Overpayment	02/22/2023	7.83	01-1075
3663	Water & Sewer Deposit Refund	#428.06	Utility Billing Overpayment	02/14/2023	27.72	01-1075
3663	Water & Sewer Deposit Refund	#551308	Utility Billing Overpayment	02/22/2023	44.22	01-1075
Total 3663:					164.28	
<b>1239</b>						
1239	WECO	CP-00222847	PW Gas Exp	01/31/2023	335.62	11-45-2000
1239	WECO	CP-00222847	PW Gas Exp	01/31/2023	391.55	51-73-2000
1239	WECO	CP-00222847	PW Gas Exp	01/31/2023	391.55	52-73-2000
Total 1239:					1,118.72	
<b>3909</b>						
3909	Western Collection Bureau Inc	20C0135	Debt Collection	02/23/2023	100.00	10-42-2200
Total 3909:					100.00	
Grand Totals:					117,511.07	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
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Dated: \_\_\_\_\_

Payment Approval Report  
Expense Account Key

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

General Fund

Fund Number

G.L. Number Acct

Street Fund

10

10-XX- XXXX

CED Fund

11

11-XX- XXXX

Library Fund

23

23-XX- XXXX

Storm Fund

24

24-XX- XXXX

Building Permit Fund

25

25-XX- XXXX

Electrical Permit Fund

26

26-XX- XXXX

Debt Services Fund

27

27-XX- XXXX

Office Equip. Fund

30

30-XX- XXXX

Equipment Fund

40

40-XX- XXXX

Water Fund

41

41-XX- XXXX

Sewer Fund

51

51-XX- XXXX

Sewer Resv Fund

52

52-XX- XXXX

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

City Treasurer: \_\_\_\_\_

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



City of Harrisburg  
120 Smith Street  
Harrisburg, OR 97446  
Phone (541) 995-6655  
[www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us)

## BOARD & COMMITTEE APPLICATION FORM

### Planning Commission, Budget Committee, and Library Board

Name:

Address:

Phone Number:

Email:

Are you a Harrisburg resident?      Yes ☒      No ☐

Employment:

In which position are you interested?\*

**Tell us why you would like to be included on the Board or Committee of your choice and what you will contribute:**

I love to be involved! There is no place better to be involved than in a smaller community. I grew up in a small community, Eatonville, WA, where many of my family members were involved. When I graduated I left out of state for college, University of Oklahoma! Where I started knowing nobody, but quickly immersed myself into clubs & a sorority, AGD! In the sorority I was part of the recruitment team, so we got new members to join & current members to be more involved! I moved to Harrisburg in 2020 and loved going to craft club when that started in 2021! I became a volunteer last year and have experience working with the library during story time and craft club!

**Please list any schooling, hobbies, prior experience or any other information that would indicate how you would contribute to the Board or Committee.**

I enjoy the outdoors, reading, yoga, being with family and animals. My best experience for this board is that I have been a volunteer with Harrisburg library for about a year now and love this community!

Please list a personal/professional reference that we may contact:

Name: James Davis

Address: 5 [REDACTED] OK 74063

Phone Number: 541 [REDACTED]

Relation to you: Step-Dad & Program Manager at KGNU, Volunteer Supervisor

By providing your signature below, you acknowledge that you are the applicant for the committee position and authorize the City to contact your references.

Alexandria Bennett  
Digitally signed by Alexandria Bennett  
Date: 2023.01.20 15:32:48 -08'00'

**\*Please be aware that candidates for Planning Commission are subject to State Ethic Law Requirements. For further information on ethics laws and what the requirements are, please ask for Lori Ross, City Recorder.**

Code	Description	Count	Amount	GL Account
<b>Court Costs</b>				
AF	ATTORNEY FEE	2	27.91	
CF	COLLECTION FEE	4	57.95	
COSTS	COURT COSTS	7	305.35	
COURT FEE	CF	1	100.00	
DEF-ADJUD	DEF ADJUDICATION	9	980.85	
LPF	LATE PAYMENT FEE	5	28.55	
PA	PAYMENT ARRANGEMENT- FEE	7	35.10	
SCF	SHOW CAUSE FEE	3	32.78	
SUSP	SUSPENSION FEE	3	17.50	
WF	WARRANT FEE	4	21.55	
Total Court Costs:		45	1,607.54	
<b>Fines</b>				
DIV	DIVERSION AGREEMENT	1	200.00	
FINE	FINE ASSESSED	1	70.31	
GBD	GUILTY BY DEFAULT	12	565.00	
GUILTY	FOUND GUILTY	19	1,379.59	
Total Fines:		33	2,214.90	
<b>Surcharges</b>				
COUNTY	COUNTY ASSESSMENT	16	214.64	
STATE	STATE ASSESSMENT	25	826.71	
Total Surcharges:		41	1,041.35	
<b>Third Party</b>				
REST	VICTIM RESTITUTION	1	100.00	
Total Third Party:		1	100.00	
Grand Totals:		120	4,963.79	

HARRISBURG MUNICIPAL COURT

CITATION REPORT FEBRUARY 2023

Page: 1

Mar 06, 2023 11:50AM

## Report Criteria:

Case.Violation date = 02/01/2023-02/28/2023

Agency	Case Number	Citation Numbers	Violation Date	Primary Offense	Location
LCSO	23-T-0032	219886	02/03/2023	FTC PROOF OF INSURANCE; NO OPERATOR LICENSE	349 N 3RD ST/PEORIA RD HARRISBURG
COBURG PD	23-T-0035	190468	02/04/2023	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST & SOMMERVILLE LP
COBURG PD	23-T-0034	190469	02/04/2023	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL DR & N. 9TH ST
LCSO	23-T-0033	219899	02/05/2023	FAIL TO CARRY PROOF OF INSURANCE	299 N 3RD ST/TERRITORIAL ST HARRISBURG
COHB	23-M-0012	23-M-0012	02/08/2023	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	23-M-0013	23-M-0013	02/08/2023	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	23-M-0014	23-M-0014	02/08/2023	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	23-M-0015	23-M-0015	02/08/2023	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	23-M-0016	23-M-0016	02/08/2023	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	23-M-0017	23-M-0017	02/08/2023	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	23-M-0018	23-M-0018	02/08/2023	FAILURE TO APPEAR ON CRIMINAL CITATION	
COBURG PD	23-T-0041	190183	02/09/2023	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL DR & N. 9TH ST
LCSO	23-T-0036	219939	02/09/2023	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	600 S 6TH ST HARRISBURG
LCSO	23-T-0037	219945	02/09/2023	DRIVE WHILE SUSPENDED/REVOKED; DRIVE UNINSURED	199 FOUNTAIN ST/S 2ND ST HARRISBURG
COBURG PD	23-T-0040	1882	02/12/2023	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	7TH ST & TERRITORIAL ST
LCSO	23-T-0038	219996	02/13/2023	NO OPERATORS LICENSE	199 N 3RD ST/MONROE ST HARRISBURG
LCSO	23-T-0039	220011	02/14/2023	DRIVING WHILE UNINSURED; DWS	299 N 3RD ST/TERRITORIAL ST HARRISBURG
COBURG PD	23-T-0042	190305	02/18/2023	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL DR & N. 8TH ST
COBURG PD	23-T-0043	190306	02/18/2023	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST & SOMMERVILLE LP
COHB	23-C-0001	23-C-0001	02/21/2023	FAILURE TO OBTAIN A BUSINESS LICENSE	535 N 7TH ST/ HARRIBURG
COHB	23-C-0002	23-C-0002	02/21/2023	FAILURE TO OBTAIN A BUSINESS LICENSE	866 BURTON ST
COHB	23-C-0003	23-C-0003	02/21/2023	FAILURE TO OBTAIN A BUSINESS LICENSE	841 S 8TH PL
COHB	23-C-0004	23-C-0004	02/21/2023	FAILURE TO OBTAIN A BUSINESS LICENSE	760 ERICA WAY
COHB	23-C-0005	23-C-0005	02/21/2023	FAILURE TO OBTAIN A BUSINESS LICENSE	765 PRICEBORO RD
COHB	23-C-0006	23-C-0006	02/21/2023	FAILURE TO OBTAIN A BUSINESS LICENSE	495 EMILY LN
COBURG PD	23-T-0048	190310	02/23/2023	ILLEGAL WINDOW TINTING	6TH ST & LASALLE ST
LCS	23-T-0044	B152858	02/23/2023	FTO TRAFFIC CONTROL DEVICE-SIGN; DWS; DRIVE UNINSURED	N 3RD ST/ PEORIA RD
COBURG PD	23-T-0047	190311	02/24/2023	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST & SOMMERVILLE LP
COBURG PD	23-T-0046	190312	02/24/2023	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST & SOMMERVILLE LP
LCS	23-M-0019	220143	02/25/2023	THEFT III; CRIMINAL TRESPASS II	230 N 34RD ST
LCS	23-M-0020	220145	02/25/2023	THEFT II BY RECEIVING	230 N 3R ST
COBURG PD	23-T-0049	190481	02/27/2023	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	6TH ST & LASALLE ST
LCSO	23-T-0045	220177	02/28/2023	FAIL TO REGISTER VEHICLE; FTC PROOF OF INSURANCE	455 PEORIA RD HARRISBURG

## Grand Totals:

33 CITATIONS ISSUED FOR A TOTAL OF 40 OFFENSES

